

In AR4 – Record SCO Transfer of State Share from Payroll Revolving Fund (PAR-Gross & State Amounts and Employee Deductions), the AR Payment Processor created a regular deposit to record the cash side of the SCO Notice of Transfer Journal Entry (ARO JE). The **AR Payment Approver** will create accounting entries to record the expenditure side of the transaction and approve the deposit.

The Batch Header sheet prepared by the AR Payment Approver will provide details of the SCO ARO JE, the PAR reference information and chartfield values. The AR Payment Approver will review the documents and record a Direct Journal Payment (payment for non-receivable related transactions). The accounting entries in the transaction will record expenditures related to the gross and state share amounts and employee deductions. A list of the accounting entries that are created after this process completes is provided on page 10.

The **AR Payment Approver** will receive the Batch Header sheet and source documents from the AR Payment Processor

Batch Header Sheet Example

FISCAL ACCOUNTING ENTRIES								
						DEPOSIT ID #	119	
						BATCH TOTAL	[169.30]	
						BATCH COUNT	1	
						FM	05 - NOV	
PAR SCO JE "AR0"								
Amount	ACCOUNTS	SCO JE #	JE Date	EMPLOYEE	PAR #	REPORTING #	PROGRAM #	ENY
	5150600 RTMT	AR039339	11/14/2014		PAR37546	88601200	9999	2014
15.29	5150500 OASDI							
	5150350 HB							
[184.59]	5100000 EE share							
[169.30]	GL 1104 CASH ENTRY							
NOTE for AR Payment Approver process: Journal line amounts are posted OPPOSITE of what is shown on this sheet (and the PAR half sheet) to reflect the Expenditures side of the entry.								
AR Payment Processor Notes:								
1. Bank Account = 9999						AR Payment Processor		DATE
2. Click on Journal Directly Box								
3. Set up on Payment Tab: EFT, Fund Trf, Gen Cash								
4. Document PAR # in Notes field and reference Customer Info (do look up)								
Find Journal ID # with path: AR > Payments > Direct Journal Payments > Modify Acctng Entries (search by Deposit ID#)						AR Payment Approver		DATE
Account Codes:								
Employer's share:		FUND	REF					
RETIREMENT	5150600	0001	001					
OASDI	5150500							
HB PREM & ADM	5150350							
Employee's share								
ALL	5100000							

The **AR Payment Approver** will create Accounting Entries for a Direct Journal Payment. Steps are:

- 1 - Enter your Business Unit
- 2 – Enter the Deposit ID
- 3 - Click Search

Accounts Receivable > Payments > Direct Journal Payments > Create Accounting Entries

Find an Existing Value

Search Criteria

1 Deposit Unit: = 8860

2 Deposit ID: begins with 119

Payment Sequence: =

Payment ID: begins with

User ID: begins with

Assigned Operator ID: begins with

Case Sensitive

3 Search Clear Basic Search Save Search Criteria

The **AR Payment Processor** will enter amount and chartfield values in the **Accounting Entries** tab. Steps are:

- 1 - Enter Line Amount as (-).
- 2 – Enter Appropriation Ref; Fund, ENY, Account, Program and Reporting Structure.
- 3 – If ENY is a prior year, click the Budget tab and change the defaulted budget date
- 4 – Scroll to the far right and Click + to Add a Line
- 5 – Repeat steps 1 to 3 until you have entered all the 51xxxxx Personal Services Expenditure Accounts

Accounts Receivable > Payments > Direct Journal Payments > Create Accounting Entries

Accounting Entries | Deposit Control

Unit: 8860 Deposit ID: 119 Payment: ARO39339

Amount: -169.30 USD ⚡ 🗑️

Complete Entry Event:

Budget Status:

Distribution Lines

ChartFields | Currency Details | **Budget** | Journal Reference Information

	*GL Unit	Speed Type	Line Amount	Approp Ref	Fund	ENY	*Account	Program	Rptg Structure	
1	1 8860	Speed Type	-15.29	001	0001	2014	5150500	9999	88601200	+ -

Approve SCO Transfer of State Share from Payroll Revolving Fund (cont'd)

The **AR Payment Processor** will validate the amounts entered in the Distribution Lines:

- 1 –Verify Total Debits, Total Credits and Net amount are correct
- 2 –Click Save

Accounting Entries
Deposit Control

Unit: 8860 Deposit ID: 119 Payment: ARO39339

Amount: USD ⚡ 🇺🇸

Complete Entry Event:

Budget Status:

Distribution Lines

ChartFields
Currency Details
Budget
Journal Reference Information
☰

Distribution Sequence	*GL Unit	Speed Type	Line Amount	Currency▲	Approp Ref	Fund	ENY	*Account
1	1 8860 🔍	Speed Type	-15.29	USD	001 🔍	0001 🔍	2014	5150500 🔍
2	2 8860 🔍	Speed Type	184.59	USD	001 🔍	0001 🔍	2014	5100000 🔍

Total 1

Lines: Total Debits: Currency: USD Total Credits: Currency: USD Net:

Save
Return to Search
Notify
Refresh

2

Approve SCO Transfer of State Share from Payroll Revolving Fund (cont'd)

The **AR Payment Processor** will continue to create the Accounting Entries. Steps are:

- 1 - Click lightening bolt and review the system generated entries. Each line entered will generate 3 system generated lines. Total Debits and Credits should Net to 0. See page 10 of a complete list of the accounting entries that are created when the process is complete.
- 2 - Click Save and ensure there are no Chartfield Combo Errors.

Accounting Entries | Deposit Control

Unit: 8860 Deposit ID: 119 Payment: ARO39339

Amount: USD 1

Complete Entry Event:

Budget Status: Personalize | Find | View 2 |

Distribution Lines Personalize | Find | View 2 |

ChartFields | Currency Details | Budget | Journal Reference Information

Distribution Sequence	GL Unit	Speed Type	Line Amount	Currency	Approp Ref	Fund	ENY	Account
5	1 8860	Speed Type	<input type="text" value="-15.29"/>	USD	001	0001	2014	5150500
6	8 0000	Speed Type	<input type="text" value="-15.29"/>	USD		0001		6510000
7	4 0000	Speed Type	<input type="text" value="15.29"/>	USD		0001		1104000
8	9 8860	Speed Type	<input type="text" value="15.29"/>	USD		0001		6520000

Total

Lines: Total Debits: Currency: USD Total Credits: Currency: USD Net:

Save 2

Approve SCO Transfer of State Share from Payroll Revolving Fund (cont'd)

3 – Check Complete

4 – Click Save

5 – Click Budget Check icon. The system will validate the accounting entries

Accounting Entries | Deposit Control

Unit: 8860 Deposit ID: 119 Payment: ARO39339

Amount: -169.30 USD  

3 Complete Entry Event: 

Budget Status:

4  Save

Accounting Entries | Deposit Control

Unit: 8860 Deposit ID: 119 Payment: ARO39339

Amount: -169.30 USD  **5** 

Complete Entry Event: 

Budget Status:

 Save

Approve SCO Transfer of State Share from Payroll Revolving Fund (cont'd)

6 –Wait for process to complete and Budget Status will show Valid

7– Click Save

Accounting Entries | **Deposit Control**

Unit: 8860 Deposit ID: 119 Payment: ARO39339

Amount: -169.30 USD

Complete Entry Event: 

6 Budget Status: Valid

7

 Save  Return to Search  Notify  Refresh

Accounting Entries

To summarize, the AR Payment Approver recorded a Direct Journal Payment and created the accounting entries to record expenditures related to the gross and state share amounts and employee deductions. The user entered 2 accounting lines and the system generated an additional 3 lines for each line entered by the user. A summary of the journal lines is shown below.

- 1 – Lines entered by user to record expenditures (Departments BU)
- 2 – System generated lines record the InterUnit Transfers In and Out accounts (Departments BU)
- 3 – System generated lines to record the Cash and InterUnit Transfers In and Out (Statewide BU)

	GL Unit	Line Amount	Approp Ref	Fund	ENY	Account	Program	Rptg Structure	Short Name
1	8860	-15.29	1	1	2014	5150500	9999	88601200	User
	8860	184.59	1	1	2014	5100000	9999	88601200	User
2	8860	15.29				6520000			InterUnit
	8860	-184.59				6510000			InterUnit
3	0000	15.29				1104000			Cash
	0000	-15.29				6510000			InterUnit
	0000	-184.59				1104000			Cash
	0000	184.59				6520000			InterUnit