

AR6 - RECORD SCO COLLECTION OF PAYROLL ACCOUNTS RECEIVABLE (PAR)

Source Document: SCO Journal Entry (APO)

Module: Accounts Receivable (AR)

Roles: AR Payment Processor

The Source Document for recording SCO's collection of payment on an employee Payroll Accounts Receivable (PAR) is the SCO Notice of Transfer Journal Entry (APO JE). The example below shows a SCO collection of \$37.60 for the employee PAR.

MAIL CODE 8860		STATE CONTROLLER'S OFFICE										DOCUMENT NO			
ROUTE TO AGENCY														APO1602141	
DEPT OF FINANCE				DIVISION OF ACCOUNTING											
REPORT NO: FC-145-10-D				SACRAMENTO, CALIFORNIA										DATE: 02/10/2016	
				NOTICE OF TRANSFER											
FUND	AGCY	FY	REF/ITEM	FEDERAL CATALOG	CT	PG	EL	COM	TSK	TYP	SOURCE	ACCOUNT NO	DEBITS	CREDITS	
												-----DESCRIPTION-----			
0675												7007	1,176.59		
0675												1140		1,176.59	
FROM FUND														1,176.59	
STATE PAYROLL REVOLVING															
0001												1140	32.11		
0001												9010		32.11	
0001	6100	2014	001							C		000		32.11	
0001	6100	2014	001		99					C		000		32.11	
0001	6100	2014	001		99					D		000		32.11	
												41187 BROWN	0215		
TO FUND													32.11		
GENERAL FUND															
0001												1140	37.60		
0001												9010		37.60	
0001	8860	2014	001							C		000		37.60	
0001	8860	2014	001		99					C		000		37.60	
0001	8860	2014	001		99					-		000		37.60	
												37546 Doe	0914		

For this example, the PAR half sheet shows \$184.59 to be recovered from employee by Payroll Deduction. The AR Item Processor has established the PAR as an Item in the AR module. See AR-2, Record Payroll AR.

STATE OF CALIFORNIA, OFFICE OF THE CONTROLLER, DIVISION OF DISBURSEMENTS
 NOTICE OF PAYROLL ACCOUNTS RECEIVABLE
 OVERPAYMENT FOR A/R # 37546, CLEARANCE # 69973 OF 11-14-2014

----- AGENCY APPROPRIATION -----

FUND	AGY	FY	REF/ITM	FEDCATLG	CA	PG	EL	COM	TSK	ACCT/CODE	SOURCE
0001000-8860-2014-	001		001	-00000000-	-99-	-	-	-	-	-00000000000	0000000

SOC. SEC. #	NAME OF EMPLOYEE	AGY.	UNIT	CLASS	SER.	PAY PER. T.MO.YR.	TIME WORKED DAYS	HOURS
999-99-9999	DOE JA	300	145	9999	101	0-09-2014	0	.00

SALARY TYPE RATE	GROSS & STATE SHARE AMOUNTS TO BE TRANSFERRED PER FORM CD 62	TOTAL	GROSS
1 \$.00		\$15.29	\$.00

PAYMENT TYPE	RETIREMENT*	OASDI*	HB PREM*	HB ADM*
K	\$.00	\$15.29	.00	\$.00

DIVISION OF DISBURSEMENTS WILL RECOVER EMPLOYEE DEDUCTIONS FOR

RETIREMENT	FEDERAL TAX	CA ST. TAX	OASDI	OTHER DED.
\$.00	\$.00	\$.00	\$.00	\$184.59 CR

\$184.59 TO BE RECOVERED FROM EMPLOYEE BY PAYROLL DEDUCTION

The **AR Payment Processor** will create a Batch Header sheet similar to the one shown below. The sheet shows a batch total of \$37.60 and a batch count of 1, which will be setup as a deposit in the AR module. For this example, a payment of \$37.60 will be applied to the PAR balance of \$184.59.

FISCAL ACCOUNTING ENTRIES								
							DEPOSIT ID #	
							BATCH TOTAL	37.60
							BATCH COUNT	1
							FM	08 - FEB
PAR SCO JE "APO"								
PMT #	Amount	SCO JE #	JE Date	PAR #	EMPLOYEE	PMT PREDICT OR	PARTIAL PMT	PARTIAL PMT APPLIED <i>(create AR Worksheet)</i>
1	37.60	APO1602141	2/10/2016	PAR37546			BAL \$184.59	
	37.60							
AR Payment Processor Notes:								
1. Look up AR ITEMS: AR > CUSTOMER ACCT > ITEM INFO > VIEW UPDATE/ITEM DETAILS								
2. Verify if full payment or partial payment on AR item								
3. If full payment, use the Payment Predictor option and note it on this sheet next to the item								
4. If partial payment, note it on this sheet and proceed with CREATE WORKSHEET. Do NOT use Payment Predictor.								
5. Set up deposit with the following:								
-Bank Account = 9999								
-Set up on Payment Tab: EFT, Fund Trf, Gen Cash								
Find Journal ID # with path:							AR Payment Processor	DATE
Reporting Tools > Query > Query Viewer (use ZZ_ARITEM_ENTRIES_SENTTO_GL)								
							AR Payment Approver	DATE

The **AR Payment Processor** will create the deposit entry in the AR Module. Steps are:

- 1 – Navigate to Accounts Receivable>Payments>Online Payments>Regular Deposit
- 2 - Enter your Business Unit in the **Add a New Value** tab
- 3 - Click Add

1 Accounts Receivable > Payments > Online Payments > Regular Deposit

Find an Existing Value | Add a New Value

2 Deposit Unit: 8860

Deposit ID: NEXT

3 Add

The screenshot shows a web interface for recording a deposit. At the top, a breadcrumb trail indicates the current location: Accounts Receivable > Payments > Online Payments > Regular Deposit. Below this, there are two tabs: 'Find an Existing Value' and 'Add a New Value'. The 'Add a New Value' tab is selected and highlighted with a blue border. Underneath the tabs, there are two input fields. The first is labeled 'Deposit Unit' and contains the value '8860'. The second is labeled 'Deposit ID' and contains the value 'NEXT'. Both input fields have a magnifying glass icon to their right, suggesting a search or lookup function. At the bottom of the form, there is a yellow 'Add' button.

The **AR Payment Processor** will post the following fields on the **Totals** tab:

- 1 – Enter Accounting Date (SCO Journal Entry date)
- 2 – Enter “STATE” for Bank Code
- 3 - Enter “9999” for Bank Account (9999 account is used to record system transactions that is not an actual bank deposit)
- 4 - Enter “R” for Regular Deposit
- 5 - Optional – enter SCO Journal number for Bank Deposit Number
- 6 – Enter “USD” for Control Currency

Accounts Receivable > Payments > Online Payments > Regular Deposit

Totals | Payments

Unit: 8860 Deposit ID: VLT [Delete Deposit](#)

1	*Accounting Date:	<input type="text" value="02/10/2016"/>		6	Control Currency:	<input type="text" value="USD"/>
2	*Bank Code:	<input type="text" value="STATE"/>	State Bank		Format Currency:	<input type="text" value="USD"/>
3	*Bank Account:	<input type="text" value="9999"/>	9999999		Rate Type:	<input type="text" value="CRRNT"/>
4	*Deposit Type:	<input type="text" value="R"/>	Regular		Exchange Rate:	<input type="text" value="1.00000000"/>
5	Bank Deposit Number:	<input type="text" value="APO1602141"/>			Identifier:	<input type="text"/>

On the same **Totals** tab, post the Control Totals:

- 7 – Enter the **Control Total Amount** (should tie to the Batch Header sheet's Batch Total amount)
- 8 – Enter **Count** (count is one for *each* PAR half sheet posting)
- 9 – Click on the **Payments** tab at the top

Control Totals			
Control Total Amount:	7	<input type="text" value="37.60"/>	*Count: 8 <input type="text" value="1"/>
Entered Total Amount:		0.00	Count: 1
Difference Amount:		37.60	Count: 0
Posted Total Amount:		0.00	Count: 0
Journalled Total Amount:		0.00	Count: 0

The **AR Payment Processor** will post the following fields on the **Payments** tab:

- 1 - Enter Payment ID (SCO JE number or the PAR number)
- 2 - Enter Amount
- 3 - Select Electronic Fund Transfer for Payment Method
- 4 - Under Additional Payment Information: Payment Method-select "Fund Trf"; Cash Type-select "Gen Cash"
- 5 - Optional – document the PAR number in the Notes box

88601200

Accounts Receivable > Payments > Online Payments > Regular Deposit

Totals | **Payments**

Unit: 8860 Deposit ID: NEXT Date: 03/20/2016 Balance: Not Balanced

Payment Information Find | \

Payment Seq: 1 *Payment ID: **1** APO1602141 *Accounting Date: 02/10/2016

Amount: **2** 37.60 Currency: USD

Rate Type: Exchange Rate: 1.00000000

Payment Predictor Journal Directly

Payment Method: **3** Electronic Fund Attachments (0)

Additional Payment Information Find | Vi

Payment Method: **4** Fund Trf Reference Number: Received by SCC

Cash Type: Gen Cash City Code:

Check Date: County Code:

Description: Tax Amount:

Notes **5** PAR37546

NOTE: Payment ID, Reference Number, and Notes fields are flex fields for departments' use. Departments can use these fields according to their Business Process .

On the same **Payments** tab, post the Reference Information:

- 6 - Enter I in "Qual Code"
- 7 - Enter the AR Item number in the Reference field (optional - click in the looking glass to verify if this is the correct Item number)
- 8 - Click Save and the system will assign the next available Deposit ID. Note the Deposit ID on the Batch Header sheet.

The screenshot shows a software interface with two tabs: "Totals" and "Payments". The "Payments" tab is active. Below the tabs is a section titled "Detail References" with a sub-section "Reference Information". This section contains a table with two columns: "Qual Code" and "Reference". The "Qual Code" field contains the letter "I" and has a red "6" next to it. The "Reference" field contains "PAR37546" and has a red "7" next to it. Below the table are three buttons: "Save", "Notify", and "Refresh". The "Save" button has a red "8" next to it. There are also search icons (magnifying glasses) next to the input fields and a close icon (X) next to the Reference field.

6	Qual Code	Reference	7
1	I	PAR37546	

8 Save Notify Refresh

The **AR Payment Processor** will enter the assigned Deposit ID number on the top right corner of the Batch Header sheet. The next step is to create the Payment Worksheet for the AR item in order for the system to apply the payment to the AR item.

FISCAL ACCOUNTING ENTRIES			
		DEPOSIT ID #	45
		BATCH TOTAL	37.60
		BATCH COUNT	1
		FM	08 - FEB

The **AR Payment Processor** will create the Payment Worksheet:

- 1 – Navigate to Accounts Receivable>Payments>Apply Payments>Create Worksheet
- 2 – Enter your department’s BU for the Deposit Unit
- 3 - Enter the Deposit ID (from the Batch Header sheet)
- 4 – Click Search and select the Payment

1 Accounts Receivable > Payments > Apply Payments > Create Worksheet

Find an existing payment

Search Criteria

2 Deposit Unit: = 8860

3 Deposit ID: begins with 45

Payment Sequence: =

Payment ID: begins with

Payment Status: =

User ID: begins with

Assigned Operator ID: begins with

Payment Predictor Method: begins with

Accounting Date: =

4 Case Sensitive

Search Clear Basic Search Save Search Criteria

Search Results

View All First 1 of 1 Last

Deposit Unit	Deposit ID	Payment Sequence	Payment ID	Payment Amount	Payment Currency	Payment Status	User ID	Assigned Operator ID	Payment Predictor Method	Algorithm Group ID	Algorithm Identifier	Entered Date	Accounting Date	Bill To Customer
8860	45	1	APO	37.6	USD	Ident	10001396	10001396	(blank)	(blank)	(blank)	03/17/2016	02/10/2016	(blank)

Once the payment item is selected, the Payment Worksheet Selection screen will appear.

- 1 – Confirm if the AR information is correct in the Item Reference box
- 2 – Click on Build

Payment Worksheet Selection

Deposit Unit:	8860	Payment ID:	APO	<input type="checkbox"/> Payment Predictor
Deposit ID:	45	Payment Amount:	37.60 USD	
Deposit Status:	None Applied	Payment Status:	Identified	

Customer Criteria

Customer Criteria: Find | View All First 1 of 1 Last

Customer Criteria: None + -

Customer Reference	
Customer ID: <input style="width: 100%;" type="text"/>	Business Unit: <input style="width: 100%;" type="text"/>
SubCustomer 1: <input style="width: 100%;" type="text"/>	SubCustomer 2: <input style="width: 100%;" type="text"/>
Name:	
Remit SetID:	Remit From ID:
Corporate SetID:	Corporate ID:
MICR ID: <input style="width: 100%;" type="text"/>	Link MICR

Reference Criteria

Reference Criteria: Personalize | Find | View All First 1 of 1 Last

Reference Criteria: Specific Value + -

Restrict to: All Customers

Item Reference 1			
Qual Code	Reference	To Reference	Event
<input style="width: 100%;" type="text"/>	PAR37546	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>

Worksheet Action

2 Build Clear

After clicking Build, the Payment Worksheet Application screen will appear.

In the Item List section:

- 1 – Check the “Sel” box
- 2 – Change the Pay Amount to the correct amount to apply
- 3 – Click Save

Payment Worksheet Application

Deposit Unit: 8860 Deposit ID: 45

Item Action

Entry Type: Pay An Item Reason:

Item Display Control

Display: All Items Go

Item List

Detail 1	Detail 2	Detail 3	Detail 4	Detail 5	Detail 6
View Detail	Remit Seq	1 Sel	2 Pay Amt	Cur	Item ID
	1	<input checked="" type="checkbox"/>	<input type="text" value="37.60"/>	USD	<input type="text" value="PAR37546"/>

3

Save Return to Search Refresh

After clicking Save, the system will generate a new line below the selected line to show the remaining balance due on the AR. In this example, the balance is \$146.99 after applying the partial payment of \$37.60. Do NOT check the “Sel” box for the balance due line.

1 – Click Worksheet Action

Item List					
Detail 1	Detail 2	Detail 3	Detail 4	Detail 5	Detail 6
View Detail	Remit Seq	Sel	Pay Amt	Cur	Item ID
	1	<input checked="" type="checkbox"/>	37.60	USD	PAR37546
		<input type="checkbox"/>	146.99	USD	PAR37546

Worksheet Selection Worksheet Application **1** Worksheet Action

The Payment Worksheet Action screen will appear

1 – Click Create/Review Entries

Payment Worksheet Action

Deposit Unit: 8860 Deposit ID: 45 Payment ID: APO

Entered Date: 03/17/2016 Status: Do Not Post

Worksheet Action
Delete Worksheet
Delete Payment Group

Posting Action

Accounting Entry Action
Create/Review Entries

Worksheet Selection Worksheet Application Worksheet Action

Save Return to Search Notify

The below screen will appear with the system generated entries.

- 1 – Click Save
- 2 – Submit the Batch Header sheet and supporting documents to the AR Payment Approver to finalize the entry

Payment Control Accounting Entries

Deposit Unit: 8860 Deposit ID: 45 Payment ID: APO

Accounting Entries Find | View All First 1 of 1 Last

Item ID: PAR37546 Line: Entry Type: PY Reason:

Bus. Unit: 8860 Customer: SubCust1: SubCust2:

Amount: -37.60 Currency: USD

Accounting Entries: Complete Return To Previous Panel

Distribution Lines Personalize | Find | View All | First 1-2 of 4 Last

ChartFields Currency Details Additional Details Journal Reference Information

Line	GL Unit	*Type	Amount	Approp Ref	Fund	ENY	Account	Alt Acct	Program
100	8860	AR	-37.60	001	0001	2015	1240000	0000000000	6785019
502	0000	InterUnit	-37.60		0001		6510000		

Lines: 4 DR: 75.20 Currency: USD CR: 75.20 Currency: USD Net: 0.000

1 Save Return to Search Notify

Submit the Batch Header Sheet and supporting documents to the **AR Payment Approver** to approve the transaction.

See AR-7 – Approve SCO Collection of PAR