

## **AR18 - RECORD COLLECTION – UNBILLED RECEIPT (SALARY ADVANCE PAYMENT)**

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Source Document: Departments Payment Batch Header  
Payroll Salary Warrant

Module: Accounts Receivable (AR)

Roles: AR Payment Processor

## AR 18 - Record Collection – Unbilled Receipt (Salary Advance Payment) (cont'd)

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This training describes the recommended procedures for recording a receipt to clear a salary advance. In this training the **AR Payment Processor** will clear a Salary Advance for an employee using the **Open Item Key** chartfield value which should match the *last seven digits* of the Employee's Vendor ID number assigned to the employee. When the receipt is posted in the AR Module, the **Open Item Key** is an additional chartfield used to automatically link the employee's salary advance created from the Accounts Payable (AP) side to the AR side of the equation.

Refer to the eLearning course list for additional AR training on receipt collections for unbilled receipts and direct transfers. Refer to training course AP2 – Create Office Revolving Fund (ORF) Voucher Salary Advance for the recommended steps on how to issue Revolving Fund checks for salary advances.

Departments will use their existing business processes to deposit the payroll salary warrant to their bank prior to posting in FI\$Cal.

The **Source Documents** for recording the salary advance payment are:

1. Departments Payment Batch Header
2. Copy of payroll salary warrant

AR 18 - Record Collection – Unbilled Receipt (Salary Advance Payment) (cont'd)

An example of the Departments **Payment Batch Header** below shows a receipt of \$1,700 to be applied to an employee's salary advance. The **Open Item Key** is critical in order to link the salary advance issued in the AP Module and close the voucher.

**DEPARTMENT OF FINANCE  
PAYMENT BATCH HEADER**

**SALARY ADVANCE PAYMENT** [REDACTED]

DEPOSIT ID #	
BATCH TOTAL	1,700.00
BATCH COUNT	1
FM	05 - NOV

AMOUNT	TRANSACTION		FUND	ENY	ACCOUNT	Open Item Key - Employee Salary Advances
1,700.00	ORF - Salary Advance		00000244 agency bank acct	2018	1301300	Jane Doe EMP # 1261234
1,700.00						

**ACCT CODES KEY:** [REDACTED] **FISCAL** [REDACTED]

Salary Advance      1301300      **Note: SA must have Open Item Key information**

Bank Deposit Slip #      1244000005  
Bank Deposit Date      11/27/2018

**AR Payment Processor Notes:** [REDACTED]

Print out AP Payment Vouchers as backup (to determine salary vs expense advance)  
BANK ACCOUNT = 244  
Set up on Payment Tab: **Check, Check, ORF CASH**  
Select the **Journal Directly Box** [REDACTED]

**AR Payment Approver Notes:** [REDACTED]

For Salary Advance - be sure to select the **Journal Reference Info TAB** and post **Open Item Key** (ties to Employee)  
(Refer to Job Aid 044 - Clearing Salary Advance)

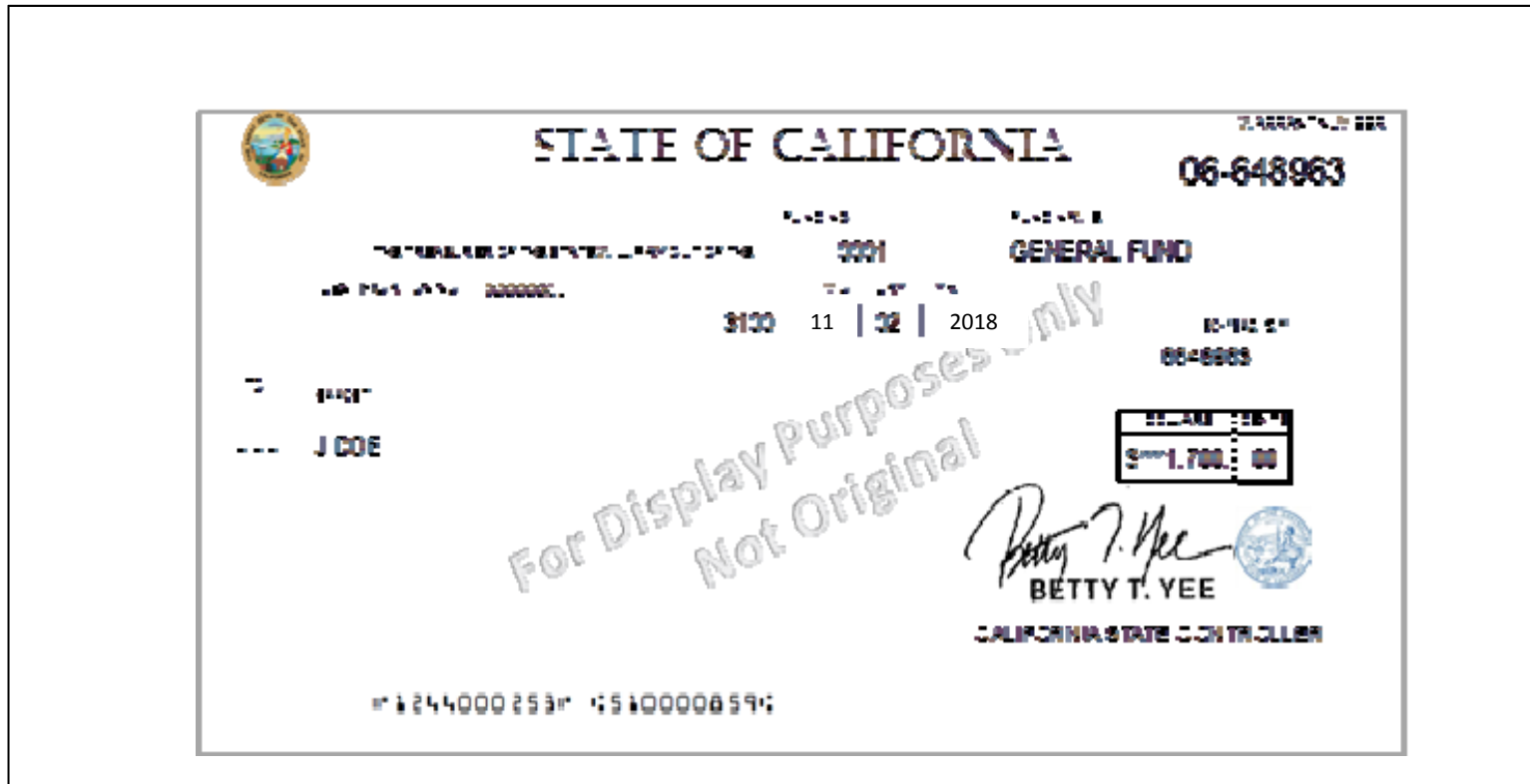
\_\_\_\_\_  
AR Payment Processor      DATE

\_\_\_\_\_  
AR Payment Approver      DATE

Useful information such as the bank deposit slip number and the date are included on this form.

AR 18 - Record Collection – Unbilled Receipt (Salary Advance Payment) (cont'd)

An example of the 2<sup>nd</sup> source document includes a copy of the employee's payroll warrant.



## AR 18 - Record Collection – Unbilled Receipt (Salary Advance Payment) (cont'd)

The **AR Payment Processor** will find an existing AR Regular Deposit that was created from the Deposit Slip process in the AR Module. Steps are:

- 1 - Navigate to Accounts Receivable>Payments>Online Payments>Regular Deposit
- 2 - Enter your Business Unit in the **Find an Existing Value** tab
- 3 - Click **Search**

1 Favorites > Main Menu > Accounts Receivable > Payments > Online Payments > Regular Deposit

### Regular Deposit

Enter any information you have and click Search. Leave fields blank for a list of all values.

2 Find an Existing Value Add a New Value

Search Criteria

Deposit Unit = 8860

Deposit ID begins with

User ID begins with

Assigned Operator ID begins with

Case Sensitive

3 Search Clear Basic Search Save Search Criteria

AR 18 - Record Collection – Unbilled Receipt (Salary Advance Payment) (cont'd)

4 - From the search results, click on the applicable deposit

Search Results

View All First 1-3 of 3 Last

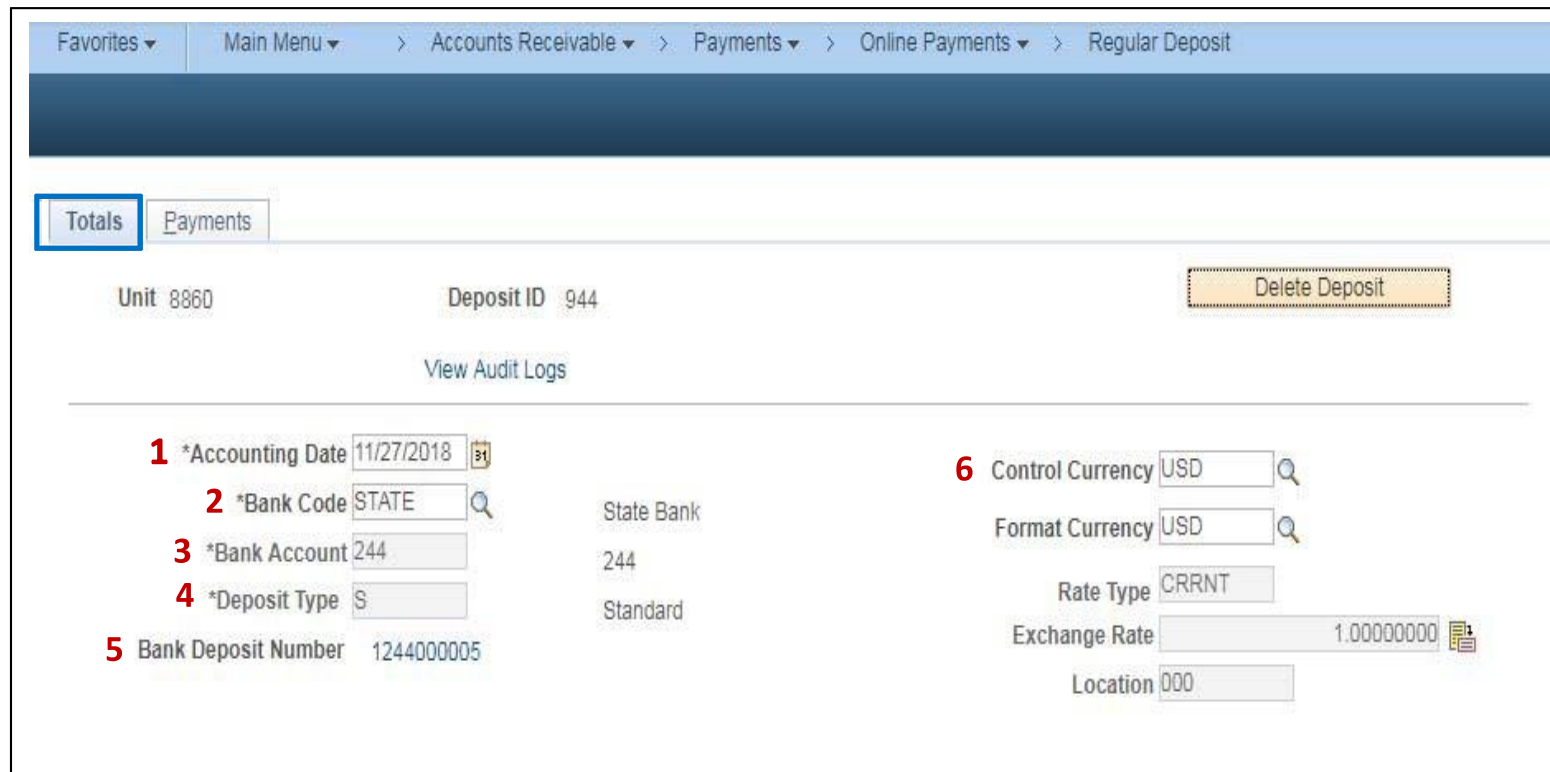
Deposit Unit	Deposit ID	User ID	Assigned Operator ID	Bank Code	Bank Account	Deposit Balance	Entered Date	Posted Date
8860	929	10019284	10019284	STATE	244	No	11/05/2018	(blank)
8860	936	10019284	10011393	STATE	244	Yes	11/06/2018	(blank)
<b>4</b> 8860	944	(blank)	(blank)	STATE	244	No	11/27/2018	(blank)

Find an Existing Value | Add a New Value

AR 18 - Record Collection – Unbilled Receipt (Salary Advance Payment) (cont'd)

The **AR Payment Processor** will verify the following fields on the **Totals** tab are correct (this information is copied from the Deposit Slip):

- 1 - Accounting Date (Bank deposit date)
- 2 - Bank Code
- 3 - Bank Account
- 4 - Deposit Type
- 5 - Bank Deposit Number
- 6 - Control Currency



Favorites ▾ Main Menu ▾ > Accounts Receivable ▾ > Payments ▾ > Online Payments ▾ > Regular Deposit

Totals Payments

Unit 8860 Deposit ID 944 Delete Deposit

View Audit Logs

1 \*Accounting Date 11/27/2018  
2 \*Bank Code STATE State Bank  
3 \*Bank Account 244 244  
4 \*Deposit Type S Standard  
5 Bank Deposit Number 1244000005  
6 Control Currency USD  
Format Currency USD  
Rate Type CRRNT  
Exchange Rate 1.00000000  
Location 000

AR 18 - Record Collection – Unbilled Receipt (Salary Advance Payment) (cont'd)

The **AR Payment Processor** will continue to enter information in the **Controls Total** section of the Payments tab:

- 7 - Check the **Control Total Amount** (should tie to the Report of Collection Batch Total)
- 8 - Enter **Count**
- 9 - Click on the **Payments** tab at the top

The screenshot shows a software interface with two tabs at the top: 'Totals' and 'Payments'. The 'Payments' tab is selected and highlighted with a blue border, and a red '9' is next to it. Below the tabs is a section titled 'Control Totals' with a light blue header. Inside this section, there is a table with four rows. The first row is 'Control Total Amount' with a value of '1,700.00' in a text box, and '\*Count' with a value of '1' in a text box, followed by a red '8'. The second row is 'Entered Total Amount' with a value of '0.00' and 'Count' with a value of '1'. The third row is 'Difference Amount' with a value of '1,700.00' and 'Count' with a value of '-1'. The fourth row is 'Posted Total Amount' with a value of '0.00' and 'Count' with a value of '0'. The fifth row is 'Journalled Total Amount' with a value of '0.00' and 'Count' with a value of '0'.

Control Totals			
7 Control Total Amount	1,700.00	*Count	1 8
Entered Total Amount	0.00	Count	1
Difference Amount	1,700.00	Count	-1
Posted Total Amount	0.00	Count	0
Journalled Total Amount	0.00	Count	0



AR 18 - Record Collection – Unbilled Receipt (Salary Advance Payment) (cont'd)

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

- 1 - Enter Payment ID
- 2 - Enter Amount
- 3 - Click on the Journal Directly checkbox
- 4 - Select “Check” for Payment Method
- 5 - Under the Additional Payment Information, select “Check” for Payment Method and “ORF Cash” for Cash Type
- 6 - Optional – document notes or relevant information in the Notes box
- 7 - Scroll down and click Save

The screenshot shows the 'Payments' tab in the AR Payment Processor. At the top, there are tabs for 'Totals' and 'Payments'. Below this, the unit is 8860, deposit ID is 944, date is 11/27/2018, and the balance is 'Balanced'. The 'Payment Information' section includes fields for Payment Seq (1), Amount (1,700.00), Rate Type (CRRNT), Payment ID (ORF - SAL ADV), Currency (USD), Exchange Rate (1.00000000), and Accounting Date (11/27/2018). There are checkboxes for 'Payment Predictor', 'Journal Directly' (checked), and 'Range of References'. The 'Payment Method' is set to 'Check'. The 'Additional Payment Information' section includes fields for Reference Number, City Code, County Code, Tax Amount, Payment Method (set to 'Check'), Cash Type (set to 'ORF Cash'), Check Date, and Description. There are also checkboxes for 'Received by SCO' and search fields for 'AP Business Unit' and 'Related ORF Advance'. A 'Notes' section at the bottom contains the text 'Open Item Key: 1261234'. A note box on the right states: 'NOTE: Payment ID, Reference Number, and Notes fields are flex fields for departments' use. Departments can use these fields according to their Business Process .'

AR 18 - Record Collection – Unbilled Receipt (Salary Advance Payment) (cont'd)

8 - The deposit will show “Balanced” when the payments match the control totals

Totals | **Payments**

Unit 8860      Deposit ID 944      Date 11/27/2018      **Balance**    Balanced

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**Payment Information** Find | View All    First 1 of 1 Last

Payment Seq	1	*Payment ID	ORF - SAL ADV	*Accounting Date	11/27/2018
Amount	1,700.00	Currency	USD		
Rate Type	CRRNT	Exchange Rate	1.00000000		
<input type="checkbox"/> Payment Predictor		<input checked="" type="checkbox"/> Journal Directly		<input type="checkbox"/> Range of References	
Payment Method	Check	Attachments (0)		Apply Payment	
		View Audit Logs			

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**Additional Payment Information** Find | View All    First 1 of 1 Last

Payment Method	Check	Reference Number		<input type="checkbox"/> Received by SCO	
Cash Type	ORF Cash	City Code		AP Business Unit	
Check Date		County Code		Related ORF Advance	
Description		Tax Amount			

Legal Authority and Reason for Request

Notes

Open Item Key: 1261234

AR 18 - Record Collection – Unbilled Receipt (Salary Advance Payment) (cont'd)

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Submit Bank Deposit Report of Collection and supporting documents to the AR Payment Approver to approve the deposit.

See AR19 - Approve Collection – Unbilled Receipt (Salary Advance Payment)