

## **AR19 - APPROVE COLLECTION – UNBILLED RECEIPT (SALARY ADVANCE PAYMENT)**

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Source Document: Departments Payment Batch Header  
Report of Deposit Form and  
Supporting Documents

Module: Accounts Receivable (AR)

Roles: AR Payment Approver

## AR19 - Approve Collection – Unbilled Receipt (Salary Advance Payment) (cont'd)

In training course AR18 Record Collection Unbilled Receipt - Salary Advance the AR Payment Processor prepared a **Payment Batch Header** to document details of a receipt to be applied to an employee's salary advance. In this course, the **AR Payment Approver** will receive the Payment Batch Header and supporting documents to review and approve the transaction. The AR Payment Approver will create the **Accounting Entries** for a Direct Journal Payment. Note: 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													
<b>SALARY ADVANCE PAYMENT</b>													
<table border="1" style="float: right; border-collapse: collapse;"> <tr><td>DEPOSIT ID #</td><td style="text-align: center;">944</td></tr> <tr><td>BATCH TOTAL</td><td style="text-align: center;">1,700.00</td></tr> <tr><td>BATCH COUNT</td><td style="text-align: center;">1</td></tr> <tr><td>FM</td><td style="text-align: center;">05 - NOV</td></tr> </table>						DEPOSIT ID #	944	BATCH TOTAL	1,700.00	BATCH COUNT	1	FM	05 - NOV
DEPOSIT ID #	944												
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 <span style="background-color: yellow;">EMP # 1261234</span>							
<b>1,700.00</b>													
<b>ACCT CODES KEY:</b>		<b>FISCAL</b>											
Salary Advance		1301300		Note: SA must have Open Item Key information									
						Bank Deposit Slip # <span style="background-color: #f0f0f0;">1244000005</span> Bank Deposit Date <span style="background-color: #f0f0f0;">11/27/2018</span>							
<b>AR Payment Processor Notes:</b>													
Print out AP Payment Vouchers as backup (to determine salary vs expense advance)													
BANK ACCOUNT = 244													
Set up on Payment Tab: <b>Check, Check, ORF CASH</b>													
Select the <b>Journal Directly Box</b>													
<b>AR Payment Approver Notes:</b>													
For Salary Advance - be sure to select the <b>Journal Reference Info TAB</b> and post <b>Open Item Key</b> (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 date are included on this form.

The **AR Payment Approver** will create the Accounting Entries. Steps are:

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

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

### Create Accounting Entries

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

**Find an Existing Value**

▼ Search Criteria

Deposit Unit:	=	▼	8860	
Deposit ID:	begins with	▼		
Payment Sequence:	=	▼		
Payment ID:	begins with	▼		
User ID:	begins with	▼		
Assigned Operator ID:	begins with	▼		

Case Sensitive

**3**   [Basic Search](#) [Save Search Criteria](#)

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

- 1 - Enter Amount as (-)
- 2 - Enter Fund: 00000244 (Departmental General Checking/Rev Fund)
- 3 - Enter ENY: Enactment Year
- 4 - Enter Account: 1301300 – Salary Advances
- 5 - Click in the Journal Reference Information tab to enter the Open Item Key. (The Open Item Key is an additional chartfield which matches the last seven digits of the employee’s Vendor ID number. The Open Item Key is used to link the employee’s salary advance issued in Accounts Payable to the deposit made in Accounts Receivable)

Accounting Entries | Deposit Control

Unit 8860      Deposit ID 944      Payment ORF - SAL ADV      Seq 1

Amount 1,700.00 USD

Complete      Entry Event

Budget Status      Message Code

**Distribution Lines** Personalize | Find | View All |  |  | First 1 of 1 Last

ChartFields    Currency Details    Budget    **Journal Reference Information**    Distribution Creation / Update Details

Distribution Sequence	*GL Unit	Speed Type	Line Amount	Currency	Approp Ref	Fund	ENY	*Account	Alt Acct
1	1 8860	Speed Type	-1,700.00	USD		00000244	2018	1301300	0000000000

**Total**

Lines	0	Total Debits	0.00	Currency	USD	Total Credits	1,700.00	Currency	USD	Net	-1,700.00
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Save    Return to Search    Previous in List    Next in List    Notify    Refresh

Accounting Entries | Deposit Control

AR19 - Approve Collection – Unbilled Receipt (Salary Advance Payment) (cont'd)

- 6 - Enter the Open Item Key by clicking the look up button and selecting the correct Open Item Key from the list of values
- 7 - Click Save

Accounting Entries | Deposit Control

Unit 8860      Deposit ID 944      Payment ORF - SAL ADV      Seq 1

Amount 1,700.00 USD

Complete      Entry Event

Budget Status      Message Code

**Distribution Lines**      Personalize | Find | View All | First 1 of 1 Last

ChartFields | Currency Details | Budget | **Journal Reference Information** | Distribution Creation / Update Details

Distribution Sequence	*GL Unit	Speed Type	Line Amount	Currency	Ref	Open Item Key
1	1 8860	Speed Type	-1,700.00	USD		1261234

**Total**

Lines	0	Total Debits	0.00	Currency	USD	Total Credits	1,700.00	Currency	USD	Net	-1,700.00
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7

Save | Return to Search | Previous in List | Next in List | Notify | Refresh

Accounting Entries | Deposit Control

AR19 - Approve Collection – Unbilled Receipt (Salary Advance Payment) (cont'd)

- 8 - Click the Lightning Bolt icon to create the cash offsetting entry
- 9 - The system will create the cash offsetting entry and display the distribution line for Account 1109300 – Pending Cash – AR
- 10 - The net of the distribution lines should equal zero
- 11 - Click Save

Accounting Entries
Deposit Control

Unit 8860
Deposit ID 944
Payment C ORF – SAL ADV
Seq 1

8
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Amount 1,700.00 USD
 Complete
Entry Event

Budget Status
Message Code

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

ChartFields
Currency Details
Budget
Journal Reference Information
Distribution Creation / Update Details

Distribution Sequence	GL Unit	Speed Type	Line Amount	Currency	Approp Ref	Fund	ENY	Account	Alt Acct	Pr
1	1 8860	<span>Speed Type</span>	-1,700.00	USD		000000244	2018	1301300	0000000000	
2	2 8860	<span>Speed Type</span>	1,700.00	USD		000000244		1109300	9999999999	

**Total**

Lines	2	Total Debits	1,700.00	Currency	USD	Total Credits	1,700.00	Currency	USD	Net	10	0.00
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11
 Save
 Return to Search
 Previous in List
 Next in List
 Notify
 Refresh

Accounting Entries | Deposit Control

AR19 - Approve Collection – Unbilled Receipt (Salary Advance Payment) (cont'd)

**12** - Check the Complete box

**13** - Click Save

Accounting Entries | Deposit Control

Unit 8860      Deposit ID      Payment ORF - SAL ADV      Seq 1

Amount 1,700 USD

**12**  Complete      Entry Event

Budget Status      Message Code

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

ChartFields | Currency Details | Budget | Journal Reference Information | Distribution Creation / Update Details

Distribution Sequence	GL Unit	Speed Type	Line Amount	Currency	Approp Ref	Fund	ENY	Account	Alt Acct
1	1 8860	Speed Type	-1,700.00	USD		000000244	2018	1301300	0000000000
2	2 8860	Speed Type	1,700.00	USD		000000244		1109300	9999999999

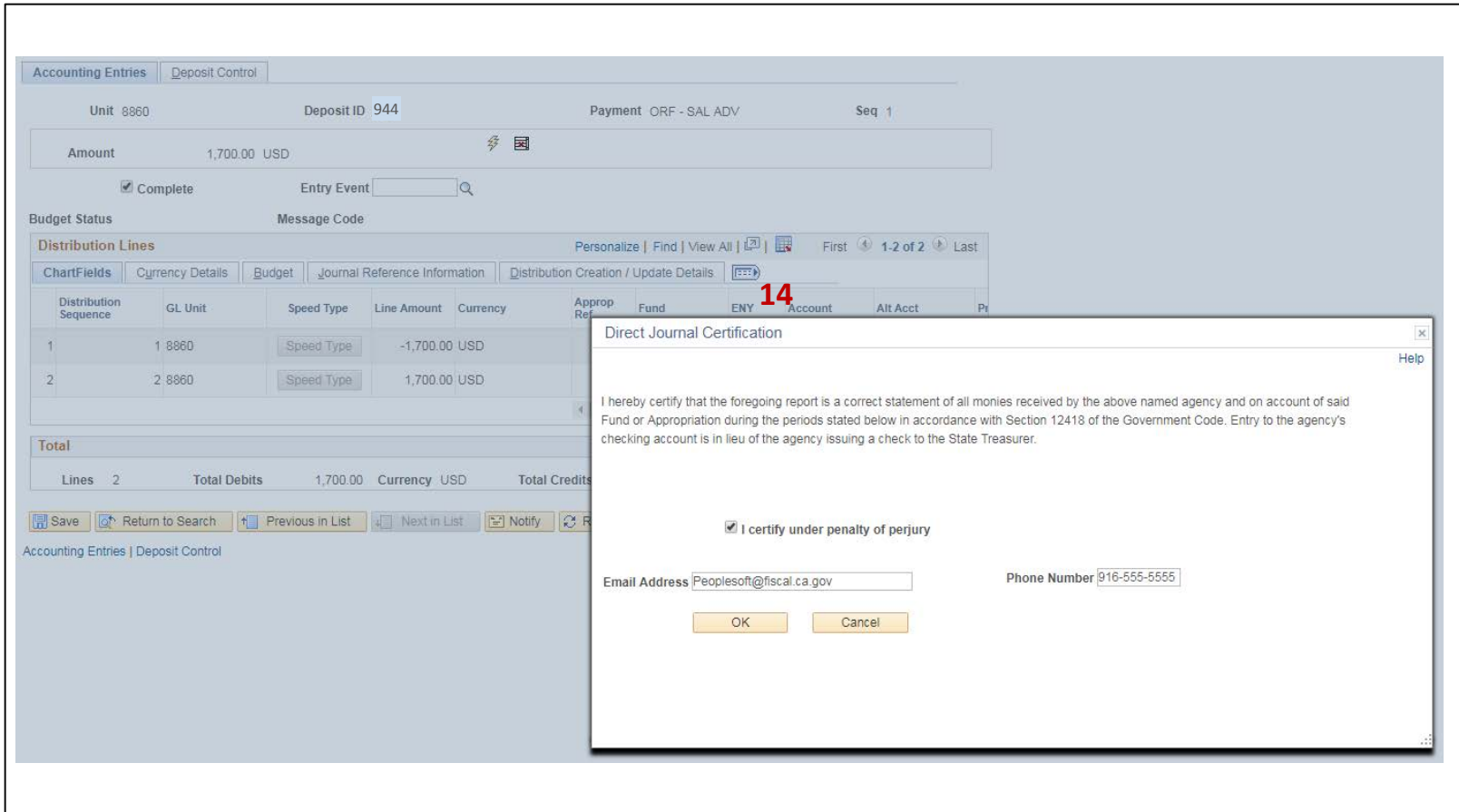
**Total**

Lines	2	Total Debits	1,700.00	Currency	USD	Total Credits	1,700.00	Currency	USD	Net	0.00
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**13** Save | Return to Search | Previous in List | Next in List | Notify | Refresh

Accounting Entries | Deposit Control

**14** - Direct Journal Certification screen pops up. Enter email and phone number. Click on the “I certify under penalty of perjury” box. The Deposit will not require SCO approval.






**15** - Click the Budget Check icon and wait for the budget check process to complete





Accounting Entries | Deposit Control


Unit 8860      Deposit ID 944      Payment ORF - SAL ADV      Seq 1

Amount 1,700.00 USD  **15**

Complete      Entry Event

Budget Status      Message Code


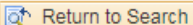
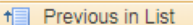
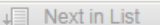


**Distribution Lines**      Personalize | Find | View All |   First  1-2 of 2  Last

ChartFields | Currency Details | Budget | Journal Reference Information | Distribution Creation / Update Details 

Distribution Sequence	GL Unit	Speed Type	Line Amount	Currency	Approp Ref	Fund	ENY	Account	Alt Acct	P
1	1 8860	<input type="text" value="Speed Type"/>	-1,700.00	USD		000000244	2018	1301300	0000000000	
2	2 8860	<input type="text" value="Speed Type"/>	1,700.00	USD		000000244		1109300	9999999999	

**Total**

Lines	2	Total Debits	1,700.00	Currency	USD	Total Credits	1,700.00	Currency	USD	Net	0.00
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 Save    Return to Search    Previous in List    Next in List    Notify    Refresh

Accounting Entries | Deposit Control

AR19 - Approve Collection – Unbilled Receipt (Salary Advance Payment) (cont'd)

**16** - The Budget Status should display “Valid”

**17** - Click Save

Accounting Entries | Deposit Control

Unit 8860      Deposit ID 944      Payment ORF - SAL ADV      Seq 1

Amount 1,700.00 USD

**16**  Complete      Entry Event

**Budget Status** Valid      Message Code

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

ChartFields | Currency Details | Budget | Journal Reference Information | Distribution Creation / Update Details

Distribution Sequence	GL Unit	Line Amount	Currency	Approp Ref	Fund	ENY	Account	Alt Acct	Program	PC
1	1 8860	-1,700.00	USD		00000244	2018	1301300	0000000000		
2	2 8860	1,700.00	USD		00000244		1109300	9999999999		

**Total**

Lines	2	Total Debits	1,700.00	Currency	USD	Total Credits	1,700.00	Currency	USD	Net	0.00
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**17**

Accounting Entries | Deposit Control