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

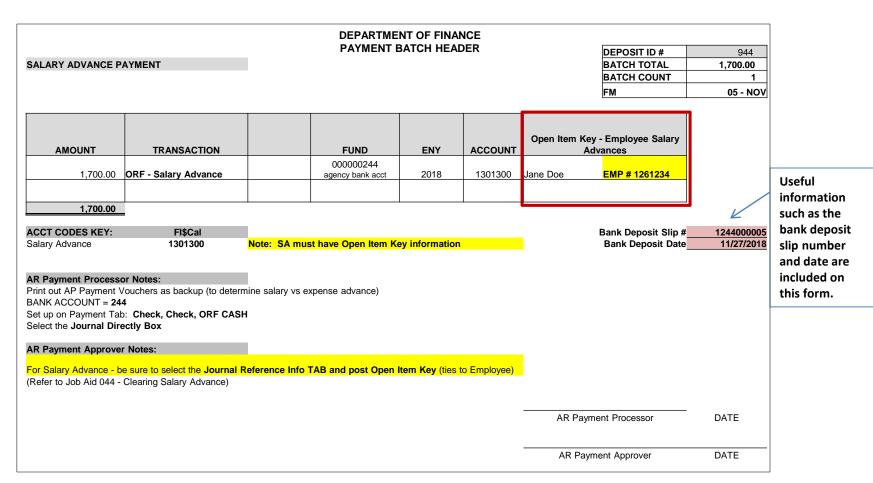Source Document:   Departments Payment Batch Header Report of Deposit  Form and Supporting Documents

Module:                 Accounts Receivable (AR)
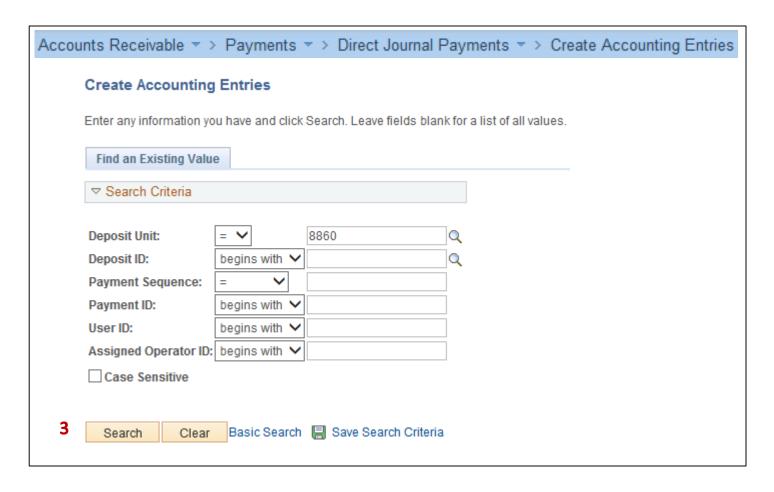
Roles:                    AR Payment Approver

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
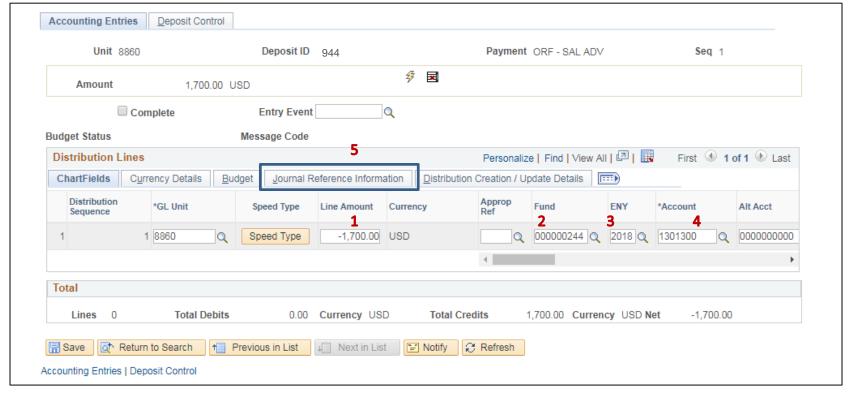
**DEPARTMENT OF FINANCE**
**PAYMENT BATCH HEADER**

| DEPOSIT ID # | 944 |
|---|---|
| BATCH TOTAL | 1,700.00 |
| BATCH COUNT | 1 |
| FM | 05 - NOV |

**SALARY ADVANCE PAYMENT**

| AMOUNT | TRANSACTION | | FUND | ENY | ACCOUNT | Open Item Key - Employee Salary Advances | |
|---|---|---|---|---|---|---|---|
| 1,700.00 | ORF - Salary Advance | | 000000244 agency bank acct | 2018 | 1301300 | Jane Doe | EMP # 1261234 |
| | | | | | | | |

**1,700.00**

| ACCT CODES KEY: | FI$Cal |
|---|---|
| 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:**
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**

**AR Payment Approver Notes:**

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)

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

_____
AR Payment Processor            DATE

_____
AR Payment Approver            DATE

The **AR Payment Approver** will create the Accounting Entries.  Steps are:
  **1** - Enter your Business Unit;
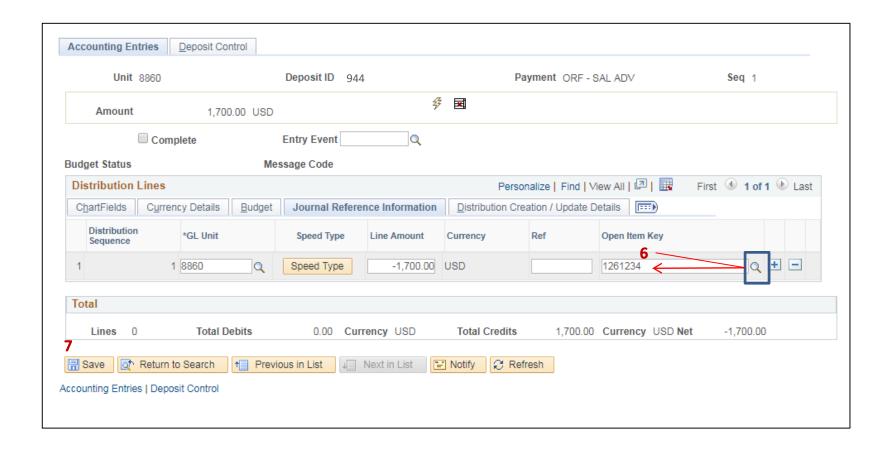  **2** - Enter the Deposit ID
  **3** - Click Search

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**  Search    Clear    Basic Search  💾 Save Search Criteria

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

**1** - Enter Amount as (-)

**2** - Enter Fund:  000000244 (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

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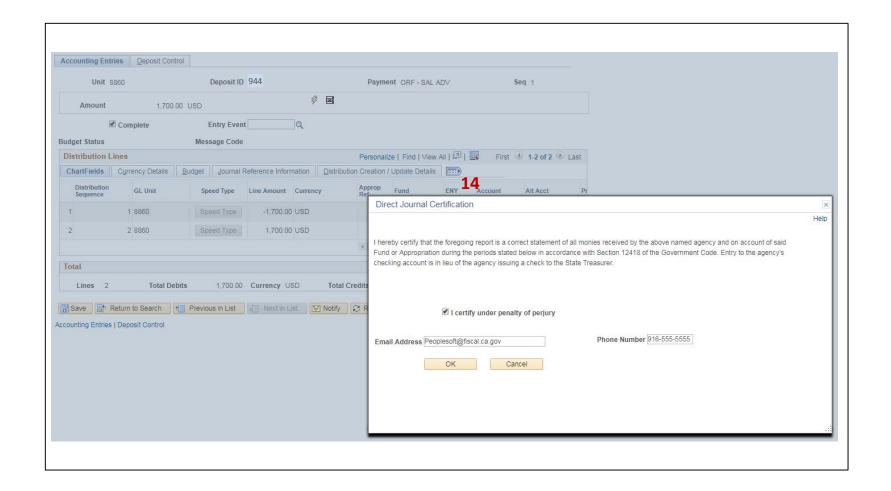
**7** - Click Save

**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
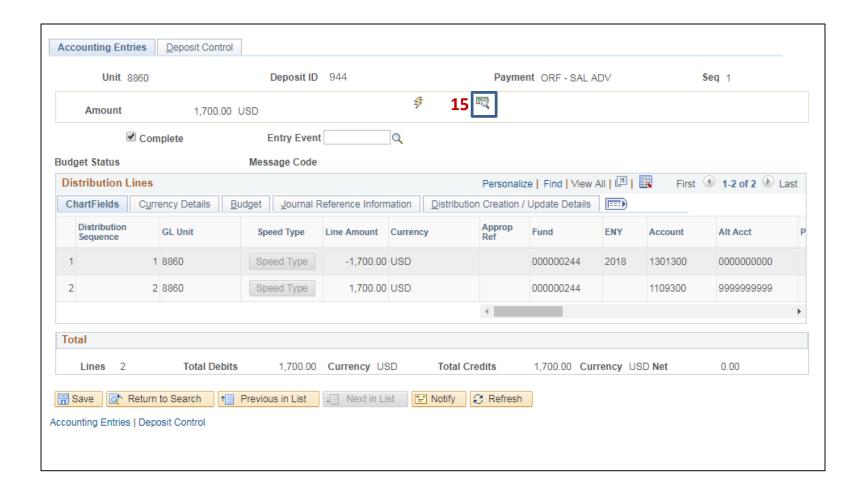
**11** - Click Save

**12** - Check the Complete box

**13** - Click Save

**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

**16** - The Budget Status should display "Valid"

**17 -** Click Save