

AR-2 RECORD PAYROLL ACCOUNTS RECEIVABLE (PAR)

Source Document: SCO Notice of Payroll Accounts Receivable

Module: Accounts Receivable (AR)

Role: AR Item Processor

A Payroll Accounts Receivable is established when an employee has been overpaid. The State Controller's Office (SCO) will send a Notice of Payroll Accounts Receivable (PAR) to the department, see below.

The notice provides the following information:

- 1 - AR # 2 - Date 3 - Employee Name 4 - Unit 5 - Pay Period (used to determine ENY)
- 6 - Amounts to be transferred to department's appropriation from Payroll Revolving Fund (SCO ARO JE)
- 7 - Amount to be recovered from employee and method of collection

STATE OF CALIFORNIA, OFFICE OF THE CONTROLLER, DIVISION OF DISBURSEMENTS
 NOTICE OF PAYROLL ACCOUNTS RECEIVABLE

OVERPAYMENT FOR **1** A/R # 37546, CLEARANCE # 69973 OF **2** 03-01-2019

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

FUND	AGY	FY	REF/ITM	FEDCATLG	CA PG	EL	COM	TSK	ACCT/CODE	SOURCE
0001000	-8860	-2018	-001	-00000000	-99-	-	-	-	-00000000000	0000000

SOC. SEC. #	3 NAME OF EMPLOYEE	4 AGENCY UNIT	POSITION NUMBER	5 PAY PER. T.MO.YR.	TIME WORKED DAYS	HOURS
999-99-9999	DOE JA	300 145	9999 101	0-02-2019	0	.00

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

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

6 DIVISION OF DISBURSEMENTS WILL RECOVER EMPLOYEE DEDUCTIONS FOR

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

7 \$184.59 TO BE RECOVERED FROM EMPLOYEE BY PAYROLL DEDUCTION

NOTE: Before posting an employee accounts receivable, the AR Item Processor has to verify if the customer account (Customer ID number) for the employee is set up. To create a customer for employee, see instructions in AR1 – Create a Customer for Employee

The **AR Item Processor** will post an accounts receivable by creating an Item. Steps are:

- 1 - Navigate to Accounts Receivable>Pending Items>Online Items>Group Entry
- 2 - Enter your Business Unit in the **Add a New Value** tab
- 3 - Click Add

Favorites > Main Menu > Accounts Receivable > Pending Items > Online Items > Group Entry

Group Entry

Find an Existing Value | **Add a New Value**

2 Group Unit 8860 🔍
Group ID NEXT 🔍

3 Add

Find an Existing Value | Add a New Value

The **AR Item Processor** will create the **Group Control**. Steps are:

- 1 -Enter the date of the Half-Sheet
- 2 -Enter B for Group Type
- 3 - Enter OBILL for Origin ID
- 4 - Enter the total of the batch
- 5 - Enter the count of the batch
- 6- Enter USD for the Currency Control
- 7- Click on the **Pending Item 1** tab to enter the accounts receivable item

Navigation: Favorites > Main Menu > Accounts Receivable > Pending Items > Online Items > Group Entry

Group Unit: 8860 Group ID: NEXT

1 *Accounting Date: 03/01/2019

2 *Group Type: B Billing

3 *Origin ID: OBILL Online AR

6 Control: USD *Format: USD

Control Totals		Control Data	
4 Control	184.59	5 *Count	1
Entered	0.00	Count	1
Difference	184.59	Count	0
Posted	0.00	Count	0

*Received: 04/05/2019 *Entered: 04/05/2019

Posted

Assign: 10011414 User: 10011414

Group Status

Edit Status: Edited Accounting Entries: Not Balanced

Balanced: No Posting Action: Do Not Post

Posting Status: Not Posted

Buttons: Save, Notify, Add, Update/Display

The **AR Item Processor** will create the Accounts Receivable Item in the **Pending Item 1** tab. Steps are:

- 1 – Enter the Item ID by using a prefix PAR and the A/R# on the Half-Sheet
- 2 – Enter Customer ID number
- 3 – Enter the amount of the item. Put minus sign before the amount for negative AR
- 4 – Enter DR for positive AR and CR for negative AR for Entry Type
- 5 – Enter PAR for Reason
- 6 – Enter the AR item number in **AR Number** field (previously BOL field)
- 7 – Click on **Pending Item 3** tab to enter the Pay Period of the AR

The screenshot displays the 'Pending Item Entry' form within a software application. The breadcrumb trail at the top reads: Favorites > Main Menu > Accounts Receivable > Pending Items > Online Items > Group Entry. Below this, there are tabs for 'Group Control', 'Pending Item 1' (highlighted with a blue box), 'Pending Item 2', 'Pending Item 3', 'Accounting Entries', and 'Group Action'. A red number '7' is placed above the 'Pending Item 3' tab. The form fields are organized into sections: 'Pending Item Entry' (with sub-sections for *Acctg Date, *As Of Date, *Item ID, *Business Unit, SubCust1, SubCust2, Amount, *Entry Type, Rate Type, Exchange Rate, *Customer, *Currency, Reason, *AR Dist, and Entry Event), 'Payment Terms' (with fields for Terms, Due Date, Due Days, Disc Amt, Disc Date, Disc Days, Disc Amt 1, Disc Date 1, and Always Allow Discount), and 'Reference Information' (with fields for PO Ref, Order No, Contract, SP ID, PO Line, Document, L/C ID, *AR Number, Line Item, and Case No). Red numbers 1 through 6 are overlaid on the form to indicate the steps described in the text above. The *AR Number field in the Reference Information section contains the value '37546'.

The **AR Item Processor** will post the Pay Period in the **Pending Item 3** tab.

- 1** - Enter the Pay Period date using the last day of the month.
Half-Sheet only shows the month and year.
- 2** - Click to **Group Action** tab to verify if the batch is balance.

The screenshot shows the 'Pending Item 3' tab selected in the 'Pending Items' section. The breadcrumb trail is: Favorites > Main Menu > Accounts Receivable > Pending Items > Online Items > Group Entry. The 'Group Action' tab is highlighted with a red '2'. The main data entry area shows:

- Group Unit: 8860
- Group ID: NEXT
- Item ID: PAR37546
- Business Unit: 8860
- Amount: 184.59
- Customer: EMP1176937
- Currency: USD

Below the main data entry area are several sections:

- Consolidated Invoice:** Unit Invoice
- User Date:** **1** Pay Period Refund Request Sent to FTB 1 Sent to FTB 2
- User Text:** A grid of 10 numbered text input fields.
- User Amounts:** A grid of 8 numbered numeric input fields.

At the bottom, there are buttons for 'Save', 'Notify', 'Add', and 'Update/Display'.

The **AR Item Processor** will verify if the batch is in balance in the **Group Action** tab. Steps are:

- 1 - Click Balance
- 2 - If the batch is in balance the **Cash Drawer Receipt** notice will appear.
If not, an error message will appear and the AR Item Processor will need to correct the error.
- 3 - The system will also assign a Group ID
- 4 - Click **Create Entries** to bring you to the **Accounting Entries** tab

The screenshot displays the 'Group Action' tab in the AR Item Processor. The breadcrumb trail at the top reads: Favorites > Main Menu > Accounts Receivable > Pending Items > Online Items > Group Entry. The tab bar includes: Group Control, Pending Item 1, Pending Item 2, Pending Item 3, Accounting Entries, and Group Action (highlighted). The main content area shows: Group Unit 8860, Group ID 2884 (with a red '3' next to it), Entered 04/05/2019, and Status Do Not Post. A red '2' highlights a 'Cash Drawer Receipt' notice. Below this are three panels: 'Group Actions' with buttons 'Balance' (highlighted with a red '1') and 'Delete Group'; 'Posting Action' (empty); and 'Accounting Entry Actions' with buttons 'Create Entries' (highlighted with a red '4') and 'Delete Entries'. At the bottom are 'Save' and 'Notify' buttons on the left, and 'Add' and 'Update/Display' buttons on the right. A secondary breadcrumb trail at the bottom reads: Group Control | Pending Item 1 | Pending Item 2 | Pending Item 3 | Accounting Entries | Group Action.

The **AR Item Processor** will post the accounting entries in the **Accounting Entries** tab. Two lines will populate, User and AR line. Fill in the User Line with the appropriate chartfield values. Steps are:

- 1 - Enter Amount
- 2 - Change Account (5190100 is the defaulted account, change this to account 5100000.) Delete the Alt Acct values first before changing the account
- 3 - Enter Fund
- 4 - Enter Reporting Structure
- 5 - Enter Program
- 6 - Enter Appropriation Reference
- 7 - Enter ENY
- 8 - Verify the Budget Date is within the ENY period
- 9 - Click Save
- 10 - Provide the Group ID number and supporting document to the **BI/AR Approver**

The screenshot shows the 'Accounting Entries' tab in the AR2 system. The 'Distribution Lines' table is as follows:

Line	GL Unit	*Type	Amount	*Account	Alt Acct	Fund	Rptg Structure	Program	Approp Ref	ENY	Budget Date
2	8860	User	-184.59	5190100	0000000000	0001	88601200	9999	001	2018	03/01/2018
102	8860	AR	184.59	1200100	0000000000						03/01/2018

Summary: Lines 2 DR 184.59 Currency USD CR 184.59 Currency USD Net 0.000

The **BI/AR Approver** will approve the Item

See AR-3 – Approve a Payroll Accounts Receivable