AR-3   APPROVE PAYROLL ACCOUNTS RECEIVABLE

Source Document: SCO Notice of Payroll Accounts Receivable
Posting Document from AR Item Processor

Module: Accounts Receivable (AR)

Roles: BI/AR Approver

The **BI/AR Approver** will receive source documents from the AR Item Processor to approve a Payroll AR. The source documents are the SCO Notice of Payroll Accounts Receivable and the posting document which will provide the Group ID.

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      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    -00000000-  -99-  -    -   -00000000000  0000000

                                  POSITION NUMBER    PAY PER.   TIME WORKED
  SOC. SEC. # NAME OF EMPLOYEE AGY. UNIT CLASS SER.  T.MO.YR.   DAYS  HOURS

  999-99-9999 DOE JA            300  145  9999  101  0-09-2014     0     .00

    SALARY    GROSS & STATE SHARE AMOUNTS TO BE TRANSFERRED PER FORM CD 62
  TYPE RATE                             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
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The **BI/AR Approver** will approve the Payroll AR created by the AR Item Processor.   Steps are:
  1 - Enter your Business Unit in the **Find an Existing Value** tab
  2 - Enter the Group ID
  3 - Click Search- Will take you directly to the AR

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

FI$Cal

Group Entry

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

| Find an Existing Value | Add a New Value |

▾ **Search Criteria**

1 Group Unit | = ▾ | 8860 🔍
2 Group ID | begins with ▾ | 2342 🔍
User ID | begins with ▾ | 🔍
Assigned Operator ID | begins with ▾ | 🔍
Origin ID | begins with ▾ |
Entered Date | = ▾ | 📅
Posting Status | = ▾ | ▾

☐ Case Sensitive

3
Search | Clear | Basic Search 🔲 Save Search Criteria

The **BI/AR Approver** will review the information in the Pending Items and Accounting Entries tab. If all the information is correct, select the Group Action tab

  1 - In the Posting Action tab, change the Action to Batch Standard

  2 - Click OK

  3 - Click Save

  4 - Status will change to Batch Standard