AR-3 APPROVE PAYROLL ACCOUNTS RECEIVABLE

Source Document: SCO Notice of Payroll Accounts Receivable

Posting Document from AR Item Processor

Module: Accounts Receivable (AR)

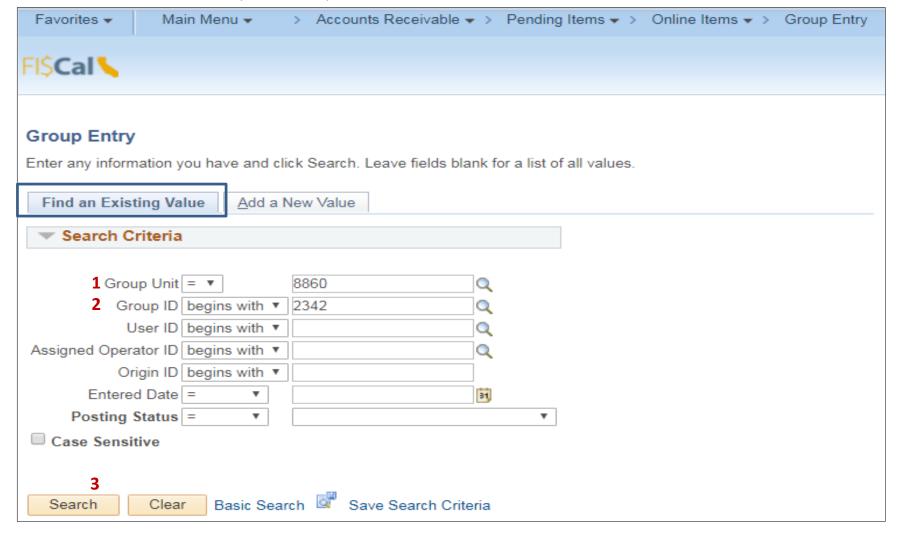
Roles: BI/AR Approver

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.

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 ------FY REF/ITM FEDCATLG CA PG EL COM TSK ACCT/CODE 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 .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* HB PREM★ HB ADM★ OASDI* Κ \$.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

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



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

