

# **AR-4 RECORD SCO TRANSFER OF STATE SHARE FROM PAYROLL REVOLVING FUND (PAR Gross & State Share Amounts and Employee Deductions)**

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Source Document:      SCO Journal Entry (ARO)  
                                    SCO Notice of Payroll Accounts Receivable

Module:                      Accounts Receivable (AR)

Roles:                         AR Payment Processor

The **Source Documents** for recording the salary gross, state share, and employee deductions are:

1. Notice of Payroll Accounts Receivable (PAR half sheet)
2. SCO Notice of Transfer Journal Entry (JE)

An example of the **Notice of PAR (half sheet)** shown below shows \$0 for gross, \$15.29 for OASDI and \$184.59 credit for employee deductions.

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	FEDCAT	LG	CA PG	EL	COM	TSK	ACCT/CODE	SOURCE
0001000	8860	2014	001	-	00000000	-	99	-	-	-00000000000	0000000

SOC. SEC. #	NAME OF EMPLOYEE	AGY. UNIT	CLASS	SER.	PAY PER. T.MO.YR.	TIME WORKED DAYS	HOURS
999-99-9999	DOE JA	300 145	9999	101	0-09-2014	0	.00

SALARY TYPE RATE	GROSS & STATE SHARE AMOUNTS TO BE TRANSFERRED PER FORM CD 62	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**

AR4 - Record SCO Transfer of State Share from Payroll Revolving Fund (cont'd)

An example of the 2<sup>nd</sup> source document, **the SCO Notice of Transfer Journal Entry (ARO JE)** shows a Debit of \$169.30 to Expenditures and a Credit of \$169.30 to Cash in State Treasury. The \$169.30 amount comes from the PAR half sheet: OASDI \$15.29 – Employee Deduction \$184.59 = -\$169.30. The state share of OASDI is recovered from the payroll fund and abated back to the department's appropriation. The employee deductions are charged to the department's appropriation. In AR2-Record a PAR, an AR item was setup for \$184.59, the PAR amount due from the employee.

MAIL CODE 8860 ROUTE TO AGENCY				STATE CONTROLLER'S OFFICE										DOCUMENT NO			
DEPT OF FINANCE				DIVISION OF ACCOUNTING SACRAMENTO, CALIFORNIA										AR039339			
REPORT NO: FC-145-10-D				TC-38		NOTICE OF TRANSFER										DATE: 11/14/2014	
FUND	AGCY	FY	REF/ITEM	FEDERAL CATALOG	CT	PG	EL	COM	TSK	TYP	SOURCE	ACCOUNT NO	DEBITS	CREDITS			
-----DESCRIPTION-----																	
0675												1140	169.30				
0675												7005		169.30			
												CLO69973					
JA Doe																	
TO FUND STATE PAYROLL REVOLVING													169.30				
0001												9010	169.30				
0001	8860	2014	001									000	169.30				
0001	8860	2014	001			99						000	169.30				
0001	8860	2014	001			99						000	169.30				
JA Doe																	
0001												CLO69973		169.30			
												1140					
FROM FUND GENERAL FUND														169.30			
TOTALS													169.30	169.30			

REASON FOR ABOVE ACTION  
PS STATE PAYROLL REVOLVING FUND:  
TO SET UP AN ACCOUNTS RECEIVABLE DUE FROM EMPLOYEE FOR SALARY OVERPAYMENT AND TO TRANSFER TO THE AGENCY'S APPLICABLE APPROPRIATION OR REFUNDS TO REVERTED APPROPRIATIONS ANY EMPLOYEE DEDUCTIONS THAT MAY HAVE BEEN WITHHELD FROM EMPLOYEE'S EARNINGS AND ANY EMPLOYER SHARE OF OASDI, RETIREMENT AND HEALTH PREMIUMS THAT MAY HAVE BEEN CHARGED TO THE AGENCY APPROPRIATION AT THE TIME OF OVERPAYMENT.

AR4 - Record SCO Transfer of State Share from Payroll Revolving Fund (cont'd)

The **AR Payment Processor** will create a Batch Header sheet similar to the one shown below. The sheet shows a batch total of -\$169.30 and a batch count of 1. The count of 1 reflects the number of SCO JE's (PAR half sheet posting).

FI\$CaI ACCOUNTING ENTRIES								
							DEPOSIT ID #	
							BATCH TOTAL	-169.3
							BATCH COUNT	1
							FM	5-Nov
PAR SCO JE "AR0"								
AMOUNT	ACCOUNTS	SCO JE #	JE Date	EMPLOYEE	PAR #	REPORTING #	PROGRAM #	ENY
15.29	5150600 RTMT	AR039339	11/14/2014		PAR37546	88601200	9999	2014
-184.59	5150500 OASDI 5150350 HB 5100000 EE Share							
<b>-169.3</b>	<b>GL 1104 CASH ENTRY</b>							
<p><b>NOTE for BI/AR Approver: Journal line amounts are posted OPPOSITE of what is shown on this sheet (and the PAR half sheet) to reflect the Expenditures side of the entry.</b></p>								
							AR Payment Processor	Date
							BI/AR Approver	Date

The **AR Payment Processor** will create the deposit entry in the AR Module. Steps are:  
Navigate to: Accounts Receivable>Payments>Online Payments>Regular Deposit

- 1- Enter your Business Unit in the **Add a New Value** tab
- 2 - Click **Add**

Favorites > Main Menu > Accounts Receivable > Payments > Online Payments > Regular Deposit

FISCal

### Regular Deposit

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

1 Deposit Unit

Deposit ID

2

Find an Existing Value | Add a New Value

The **AR Payment Processor** will post the following fields on the **Totals** tab:

- 1 - Enter Accounting Date (SCO Journal Entry date)
- 2 - Enter "STATE" for Bank Code
- 3 - Enter "0000" for Bank Account (0000 account is used to record a system transaction that is not an actual bank deposit)
- 4 - Enter "R" for Regular Deposit
- 5 - Optional – enter SCO Journal number for Bank Deposit Number
- 6 - Enter "USD" for Control Currency





Favorites ▾ Main Menu ▾ > Accounts Receivable ▾ > Payments ▾ > Online Payments ▾ > Regular Deposit



**FI\$Cal**

**Totals** Payments

Unit 8860 Deposit ID NEXT Delete Deposit

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**1** \*Accounting Date    
**2** \*Bank Code   State Bank  
**3** \*Bank Account   0000000  
**4** \*Deposit Type   Regular  
**5** Bank Deposit Number

**6** Control Currency    
 Format Currency   
 Rate Type   
 Exchange Rate    
 Identifier

The **AR Payment Processor** will continue to enter information in the **Controls Total** section of the Totals tab:

- 7** - Enter the **Control Total Amount** (should tie to the Batch Header sheet's Batch Total and SCO Journal amount for 1140 Cash in State Treasury)
- 8** - Enter **Count** (count is one for *each* PAR half sheet posting)
- 9** - Click on the **Payments** tab at the top

Totals
Payments
9

Unit 8860
Deposit ID NEXT
Delete Deposit

\*Accounting Date

\*Bank Code  State Bank

\*Bank Account  0000000

\*Deposit Type  Regular

Bank Deposit Number

Control Currency

Format Currency

Rate Type

Exchange Rate

Identifier

Control Totals

<b>7</b> Control Total Amount	<input type="text" value="-169.30"/>	<b>8</b> *Count	<input type="text" value="1"/>	
Entered Total Amount	0.00	Count	1	
Difference Amount	-169.30	Count	0	
Posted Total Amount	0.00	Count	0	
Journalled Total Amount	0.00	Count	0	

Control Data

\*Received

\*Entered

Posted

Assigned

User

## AR4 - Record SCO Transfer of State Share from Payroll Revolving Fund (cont'd)

The **AR Payment Processor** will post the following fields on the **Payments** tab:

- 1 - Enter Payment ID (SCO JE number or the PAR number)
- 2 - Enter Amount
- 3 - Click on the Journal Directly box
- 4 - Select **Electronic Fund** Transfer for Payment Method
- 5 - Under Additional Payment Information section: Payment Method: **Fund Trf** and Cash Type: **Gen Cash**
- 6 - Optional – In the Notes box, document the PAR number
- 7 - Click Save
- 8 – System generates Deposit ID number

The screenshot displays the AR Payment Processor interface. At the top, there are tabs for 'Totals' and 'Payments'. Below the tabs, the following information is shown: Unit 8860, Deposit ID 822, Date 12/16/2014, and Balance Balanced. The main section is titled 'Payment Information' and contains several fields: Payment Seq (1), Amount (-169.30), Rate Type (CRRNT), Payment Method (Electronic Fund Tr), \*Payment ID (AR039339), Currency (USD), Exchange Rate (1.00000000), \*Accounting Date (11/14/2014), and Journal Directly (checked). There are also buttons for 'Find', 'View All', 'First', 'Last', and 'Apply Payment'. Below this is the 'Additional Payment Information' section, which includes Payment Method (Fund Trf), Cash Type (Gen Cash), Reference Number, City Code, County Code, Tax Amount, Received by SCO, AP Business Unit, and Related ORF Advance. A 'Notes' field contains the text 'PAR37546'. At the bottom, there are buttons for 'Save', 'Notify', 'Refresh', 'Add', and 'Update/Display'. A red '7' is placed next to the 'Save' button. A blue box highlights the 'Save' button and contains the following text: 'NOTE: Payment ID, Reference Number, and Notes fields are flex fields for departments' use. Departments can use these fields according to their Business Process.'



AR4 - Record SCO Transfer of State Share from Payroll Revolving Fund (cont'd)

The **AR Payment Processor** will record the assigned Deposit ID number at the top right of the Batch Header sheet then submit the Batch Header sheet with the source documents to the **AR Payment Approver** to post the journal lines and approve the deposit transaction, see AR5-Approve PAR-Gross & State Share Amounts and Employee Deductions

FI\$CaI ACCOUNTING ENTRIES								
							DEPOSIT ID #	822
							BATCH TOTAL	-169.3
							BATCH COUNT	1
							FM	5-Nov
PAR SCO JE "AR0"								
AMOUNT	ACCOUNTS	SCO JE #	JE Date	EMPLOYEE	PAR #	REPORTING #	PROGRAM #	ENY
15.29	5150600 RTMT	AR039339	11/14/2014		PAR37546	88601200	9999	2014
-184.59	5150500 OASDI 5150350 HB 5100000 EE Share							
<b>-169.3</b>	<b>GL 1104 CASH ENTRY</b>							
NOTE for BI/AR Approver: Journal line amounts are posted OPPOSITE of what is shown on this sheet (and the PAR half sheet) to reflect the Expenditures side of the entry.								
							AR Payment Processor	Date
							BI/AR Approver	Date