AR-4 RECORD SCO TRANSFER OF STATE SHARE FROM PAYROLL REVOLVING FUND

(PAR Gross & State Share Amounts and Employee Deductions)

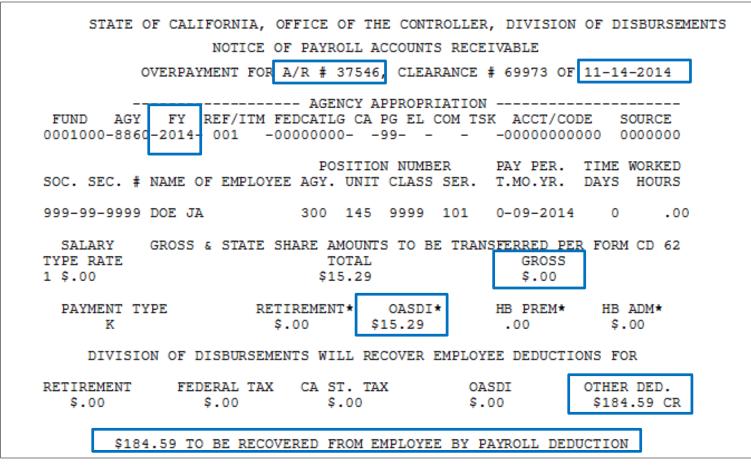
Source Document:SCO Journal Entry (ARO)
SCO Notice of Payroll Accounts ReceivableModule:Accounts Receivable (AR)Roles:AR Payment Processor

4/20/18

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

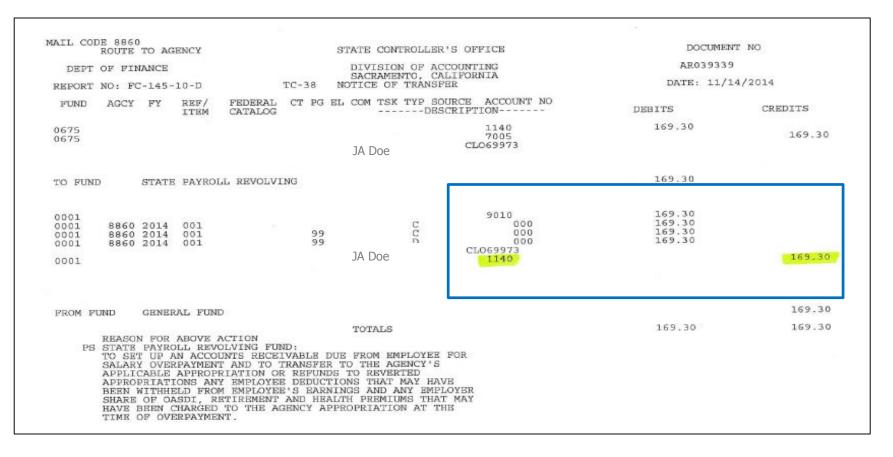
- 1. Notice of Payroll Accounts Receivable (PAR half sheet)
- 2. SCO Notice of Transfer Journal Entry (JE)

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.



Prepared by Department of Finance, Fiscal Systems and Consulting Unit

An example of the 2nd 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.



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\$Cal ACCOUNTING ENTRIES							
							DEPOSIT ID # BATCH TOTAL BATCH COUNT FM	-169.3 1 5-Nov
PAR SCO	JE "AR0"							
AMOUNT	ACCOUNTS	SCO JE #	JE Date	EMPLOYEE	PAR #	REPORTING #	PROGRAM #	ENY
	5150600 RTMT	AR039339	11/14/2014		PAR37546	88601200	9999	2014
15.29	5150500 OASDI							
	5150350 HB							
-184.59	5100000 EE Share							
-169.3	GL 1104 CASH EN	TRY						
NOTE for	BI/AR Approver: Jo	ournal line am	ounts are p	osted OPPO	SITE of wha	t is shown on thi	s sheet (and the PAR h	half sheet) to
	e Expenditures side		-					
							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 Regular Deposit
	FIŞCal 🔪
	Regular Deposit
	Eind an Existing Value Add a New Value
1	Deposit Unit 8860 Q Deposit ID NEXT Q
2	Add
	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 Recei	ivable → Payments → > Online Payments → > Regular Deposit	
FI\$Cal 💊		
Totals Payments		
Unit 8860 Deposit ID	NEXT	Delete Deposit
1 *Accounting Date 11/14/2014 2 *Bank Code STATE 3 *Bank Account 0000 4 *Deposit Type R 5 Bank Deposit Number	6 Control Currency USD State Bank 0000000 Regular Regular CRR Exchange Rate	
J	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 11/14/2014 *Bank Code STATE *Bank Account 0000 *Deposit Type R Bank Deposit Number	State Bank 0000000 Regular			Control Currency USD Format Currency USD Rate Type CRRNT Exchange Rate 1.00000000
Control Totals				Identifier
Control lotais				Control Data
7 Control Total Amount	-169.30	8 *Count	1	*Received 11/14/2014
Entered Total Amount	0.00	Count	1	*Entered 12/16/2014
Difference Amount	-169.30	Count	0	Posted
Posted Total Amount	0.00	Count	0	Assigned
Journalled Total Amount	0.00	Count	0	User

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

7

8 – System generates Deposit ID number

Totals Payments		
Unit 8860 8 Deposit IC	Date 12/16/2014	Balance Balanced
Payment Information		Find View All First 🕚 1 of 1 🕑 Last
Payment Seq 1	1*Payment ID AR039339	*Accounting Date 11/14/2014 🛐 🛨 🖃
2 Amount -169.30	Currency USD	
Rate Type CRRNT	Exchange Rate 1.00000000	
Payment Predictor	3 🗹 Journal Directly	Range of References
4 Payment Method Electronic Fund Tr ▼	Attachments (0)	Apply Payment
	View Audit Logs	
Additional Payment Information		Find View All First 🕚 1 of 1 🕑 Last
Payment Method Fund Trf	Reference Number	Received by SCO
Cash Type Gen Cash v	City Code	AP Business Unit
Check Date	County Code	Related ORF Advance
Description	Tax Amount	NOTE: Developet ID. Deference
Notes 6		NOTE: Payment ID, Reference Number, and Notes fields are flex
PAR37546		fields for departments' use.
		Departments can use these fields
		according to their Business Process .
🔚 Save 🖹 Notify 🏾 🏵 Refresh		📑 Add 📝 Update/Display

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\$Cal A	CCOUNTING	ENTRIES			
							DEPOSIT ID # BATCH TOTAL BATCH COUNT	822 -169.3 1
							FM	5-Nov
PAR SCO	JE "AR0"							
AMOUNT	ACCOUNTS	SCO JE #	JE Date	EMPLOYEE	PAR #	REPORTING #	PROGRAM #	ENY
15.29	5150600 RTMT 5150500 OASDI 5150350 HB	AR039339	11/14/2014		PAR37546	88601200	9999	2014
-184.59	5100000 EE Share							
-169.3	GL 1104 CASH EN	TRY						
	BI/AR Approver: Jo Expenditures side			oosted OPPO	SITE of wha	t is shown on thi	s sheet (and the PAR h	half sheet) to
							AR Payment Processor	Date
							BI/AR Approver	Date