

**AR-5 APPROVE 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: BI/AR Approver

In AR4 – Record SCO Transfer of State Share from Payroll Revolving Fund (PAR-Gross & State Amounts and Employee Deductions), the AR Payment Processor created a regular deposit to record the cash side of the SCO Notice of Transfer Journal Entry (ARO JE). The **BI/AR Approver** will create accounting entries to record the expenditure side of the transaction and approve the deposit.

The Batch Header sheet prepared by the AR Payment Processor will provide details of the SCO ARO JE, the PAR reference information and chartfield values. The AR Payment Approver will review the documents and record a Direct Journal Payment (payment for non-receivable related transactions). The accounting entries in the transaction will record expenditures related to the gross and state share amounts and employee deductions. A list of the accounting entries that are created after this process completes is provided on page 10.

AR5 - Approve SCO Transfer of State Share from Payroll Revolving Fund (cont'd)

The **BI/AR Approver** will receive the Batch Header sheet and source documents from the AR Payment Processor.

Batch Header Sheet Example

**FI\$Cal ACCOUNTING ENTRIES**

<b>DEPOSIT ID #</b>	<b>822</b>
<b>BATCH TOTAL</b>	-169.3
<b>BATCH COUNT</b>	1
<b>FM</b>	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

The **BI/AR Approver** will create Accounting Entries for a Direct Journal Payment.

Steps are: Navigate to: Accounts Receivable > Payments > Direct Journal Payments > Create Accounting Entries

- 1** - Enter your Business Unit
- 2** - Enter the Deposit ID
- 3** - Click Search

Favorites > Main Menu > Accounts Receivable > Payments > Direct Journal Payments > Create Accounting Entries

**FISCal**

### Create Accounting Entries

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

Find an Existing Value

▼ Search Criteria

**1** Deposit Unit = 8860

**2** Deposit ID begins with 822

Payment Sequence =

Payment ID begins with

User ID begins with

Assigned Operator ID begins with

Case Sensitive

**3** Search Clear Basic Search Save Search Criteria

AR5 - Approve SCO Transfer of State Share from Payroll Revolving Fund (cont'd)

The **BI/AR Approver** will enter amount and chartfield values in the **Accounting Entries** tab. Steps are:

- 1** - Enter Line Amount (Use the sign opposite of the sign shown on the PAR half sheet. See Batch Header Sheet Example.)
- 2** - Enter Appropriation Ref, Fund, ENY, Account, Program and Reporting Structure
- 3** - If ENY is a prior year, click the Budget tab and change the defaulted budget date
- 4** - Scroll to the far right and Click + to Add a Line
- 5** - Repeat steps 1 to 3 until you have entered all the 51xxxxx Personal Services Expenditure Accounts

Accounting Entries
Deposit Control

Unit 8860
Deposit ID 822
Payment AR039339
Seq 1

Amount
-169.30 USD

Complete
 Entry Event

Budget Status

Distribution Lines
Personalize | Find | View All | First 1 of 1 Last

ChartFields
Currency Details
3
Journal Reference Information
Distribution Creation / Update Details

Distribution Sequence	*GL Unit	Speed Type	Line Amount	Currency	Approp Ref	Fund	ENY	*Account	Alt Acct	Program	Rptg Structure
1	1 8860	Speed Type	1	-15.29 USD	001	0001	2014	5150500	0000000000	9999	88601200

4

AR5 - Approve SCO Transfer of State Share from Payroll Revolving Fund (cont'd)

The **BI/AR Approver** will validate the amounts entered in the Distribution Lines:

- 1 - Verify Total Debit, Total Credit and Net amounts are correct
- 2 - Click Save

Accounting Entries
Deposit Control

Unit 8860
Deposit ID 822
Payment AR039339
Seq 1

Amount -169.30 USD

Complete      Entry Event

**Budget Status**

**Distribution Lines** Personalize | Find | View All | | First 1-2 of 2 Last

ChartFields
Currency Details
Budget
Journal Reference Information
Distribution Creation / Update Details

Distribution Sequence	*GL Unit	Speed Type	Line Amount	Currency	Approp Ref	Fund	ENY	*Account	Alt Acct
1	1 8860	Speed Type	-15.29	USD	001	0001	2014	5150500	0000000000
2	2 8860	Speed Type	184.59	USD	001	0001	2014	5100000	5100000010

**Total** 1

Lines	2	Total Debits	184.59	Currency USD	Total Credits	15.29	Currency USD	Net	169.30
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Save
 Return to Search
 Notify
 Refresh

AR5 - Approve SCO Transfer of State Share from Payroll Revolving Fund (cont'd)


The **BI/AR Approver** will continue to create the Accounting Entries. Steps are:

- 1 - Click lightning bolt and review the system generated entries. Each line entered will generate 3 system generated lines. Total Debits and Credits should Net to 0. See page 10 of a complete list of the accounting entries that are created when the process is complete.
- 2 - Click Save and ensure there are no Chartfield Combo Errors.

Accounting Entries



Deposit Control

Unit 8860
Deposit ID 822
Payment AR039339
Seq 1

Amount -169.30 USD 

Complete      Entry Event

**Budget Status**

**Distribution Lines** Personalize | Find | View 2 |  |     First ◀ 1-8 of 8 ▶ Last


ChartFields

Currency Details

Budget

Journal Reference Information

Distribution Creation / Update Details




Distribution Sequence	GL Unit	Speed Type	Line Amount	Currency	Approp Ref	Fund	ENY	Account	Alt Acct	Ph
1	1 8860	<span style="border: 1px solid gray; padding: 2px;">Speed Type</span>	-15.29	USD	001	0001	2014	5150500	000000000	9
2	2 8860	<span style="border: 1px solid gray; padding: 2px;">Speed Type</span>	184.59	USD	001	0001	2014	5100000	510000010	9
3	3 0000	<span style="border: 1px solid gray; padding: 2px;">Speed Type</span>	15.29	USD		0001		1104000		
4	4 0000	<span style="border: 1px solid gray; padding: 2px;">Speed Type</span>	-184.59	USD		0001		1104000		
5	5 0000	<span style="border: 1px solid gray; padding: 2px;">Speed Type</span>	-15.29	USD		0001		6510000		
6	6 8860	<span style="border: 1px solid gray; padding: 2px;">Speed Type</span>	15.29	USD		0001		6520000	999999999	
7	7 0000	<span style="border: 1px solid gray; padding: 2px;">Speed Type</span>	184.59	USD		0001		6520000		
8	8 8860	<span style="border: 1px solid gray; padding: 2px;">Speed Type</span>	-184.59	USD		0001		6510000	999999999	


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**Total**

Lines	8	Total Debits	399.76	Currency USD	Total Credits	399.76	Currency USD	<b>Net</b>	<b>0.00</b>
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 Return to Search

 Notify

 Refresh

2

AR5 - Approve SCO Transfer of State Share from Payroll Revolving Fund (cont'd)

3 - Check Complete

4 - Click Save

5 - Click Budget Check icon. The system will validate the accounting entries.

Accounting Entries | Deposit Control

Unit 8860      Deposit ID 822      Payment AR039339      Seq 1

Amount      -169.30 USD      ⚡ ⚠

3       Complete      Entry Event  🔍

4                       

Accounting Entries | Deposit Control

Unit 8860      Deposit ID 822      Payment AR039339      Seq 1

Amount      -169.30 USD      ⚡ 5     

Complete      Entry Event  🔍



AR5 - Approve SCO Transfer of State Share from Payroll Revolving Fund (cont'd)

6 - Wait for process to complete and Budget Status will show Valid

7 - Click Save

Accounting Entries | Deposit Control

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Unit: 8860      Deposit ID: 822      Payment: ARO39339

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Amount: -169.30      USD

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Complete      Entry Event:

6 **Budget Status: Valid**

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7 **Save**    Return to Search    Notify    Refresh

**Accounting Entries**

To summarize, the AR Payment Approver recorded a Direct Journal Payment and created the accounting entries to record expenditures related to the gross and state share amounts and employee deductions. The user entered 2 accounting lines and the system generated an additional 3 lines for each line entered by the user. A summary of the journal lines is shown below.

- 1 - Lines entered by user to record expenditures (Departments BU)
- 2 - System generated lines record the InterUnit Transfers In and Out accounts (Departments BU)
- 3 - System generated lines to record the Cash and InterUnit Transfers In and Out (Statewide BU)

	GL Unit	Line Amount	Approp Ref	Fund	ENY	Account	Program	Rptg Structure	Short Name
1	8860	-15.29	1	1	2014	5150500	9999	88601200	User
	8860	184.59	1	1	2014	5100000	9999	88601200	User
2	8860	15.29		1		6520000			InterUnit
	8860	-184.59		1		6510000			InterUnit
3	0000	15.29		1		1104000			Cash
	0000	-15.29		1		6510000			InterUnit
	0000	-184.59		1		1104000			Cash
	0000	184.59		1		6520000			InterUnit