

AR6 - RECORD SCO COLLECTION OF PAYROLL ACCOUNTS RECEIVABLE (PAR)

Source Document: SCO Journal Entry (APO)

Module: Accounts Receivable (AR)

Roles: AR Payment Processor

The **Source Document** for recording SCO's collection of payment on an employee Payroll Accounts Receivable (PAR) is the SCO Notice of Transfer Journal Entry (APO JE). The example below shows a SCO collection of \$37.60 for the employee PAR.

MAIL CODE 8860		ROUTE TO AGENCY		STATE CONTROLLER'S OFFICE				DOCUMENT NO						
DEPT OF FINANCE				DIVISION OF ACCOUNTING				APO1602141						
REPORT NO: FC-145-10-D		TC-38		SACRAMENTO, CALIFORNIA				DATE: 02/10/2016						
				NOTICE OF TRANSFER										
FUND	AGCY	FY	REF/ITEM	FEDERAL CATALOG	CT	PG	EL	COM	TSK	TYP	SOURCE	ACCOUNT NO	DEBITS	CREDITS
-----DESCRIPTION-----														
0675												7007	1,176.59	
0675												1140		1,176.59
FROM FUND STATE PAYROLL REVOLVING														1,176.59
0001												1140	32.11	
0001												9010		32.11
0001	6100	2014	001							C		000		32.11
0001	6100	2014	001		99					C		000		32.11
0001	6100	2014	001		99					D		000		32.11
TO FUND GENERAL FUND												32.11		
0001												1140	37.60	
0001												9010		37.60
0001	8860	2014	001							C		000		37.60
0001	8860	2014	001		99					C		000		37.60
0001	8860	2014	001		99									37.60
37546 Doe												0914	37.60	

For this example, the PAR half sheet shows \$184.59 to be recovered from employee by Payroll Deduction. The AR Item Processor has established the PAR as an Item in the AR module. See AR-2, Record Payroll AR.

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

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
1 \$.00	TOTAL GROSS
	\$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

The **AR Payment Processor** will create a Batch Header sheet similar to the one shown below. The sheet shows a batch total of \$37.60 and a batch count of 1, which will be setup as a deposit in the AR module. For this example, a payment of \$37.60 will be applied to the PAR balance of \$184.59.

FISCaI ACCOUNTING ENTRIES								
						DEPOSIT ID #		
						BATCH TOTAL	37.6	
						BATCH COUNT	1	
						FM	8-Feb	
PAR SCO JE "APO"								
PMT #	Amount	SCO JE #	JE Date	PAR #	Employee	PMT Predictor	Partial Pmt	Partial PMT Applied(create AR Worksheet)
1	37.6	APO1602141	2/10/2016	PAR37546			BAL \$184.59	
	37.6							
						AR Payment Processor	Date	
						AR Payment Approver	Date	

The **AR Payment Processor** will create the deposit entry in the AR Module.

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

FISCAL

Totals Payments

Unit 8860 Deposit ID NEXT Delete Deposit

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

On the same **Totals** tab, post the Control Totals:

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

[Favorites](#) > [Main Menu](#) > [Accounts Receivable](#) > [Payments](#) > [Online Payments](#) > [Regular Deposit](#)

FISCal

[Totals](#) | [Payments](#)

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		Control Data	
Control Total Amount	<input type="text" value="37.60"/> 7	*Count	<input type="text" value="1"/> 8
Entered Total Amount	0.00	Count	1
Difference Amount	37.60	Count	0
Posted Total Amount	0.00	Count	0
Journalled Total Amount	0.00	Count	0

*Received
 *Entered
 Posted
 Assigned
 User 10013031

[Save](#) [Notify](#) [Refresh](#)
[Add](#) [Update/Display](#)

Totals | Payments

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 - Select Electronic Fund Transfer for Payment Method

Under Additional Payment Information section:

- 4 - Select: Payment Method: **Fund Trf** and Cash Type: **Gen Cash**
- 5 - Optional – In the Notes box, document the PAR number

The screenshot shows the FISCal web application interface for recording a payment. The breadcrumb trail indicates the path: Accounts Receivable > Payments > Online Payments > Regular Deposit. The 'Payments' tab is active, showing details for Unit 8860, Deposit ID NEXT, Date 03/20/2016, and Balance Not Balanced.

The **Payment Information** section includes the following fields:

- Payment Seq: 1
- Amount: 37.60 (highlighted with red 2)
- Rate Type: CRRNT
- Payment Method: Electronic Fund Tr (highlighted with red 3)
- *Payment ID: APO1602141 (highlighted with red 1)
- Currency: USD
- Exchange Rate: 1.00000000
- *Accounting Date: 02/10/2016
- Payment Predictor (checkbox)
- Journal Directly (checkbox)
- Range of References (checkbox)
- Attachments (0)

The **Additional Payment Information** section includes the following fields:

- Payment Method: Fund Trf (highlighted with red 4)
- Cash Type: Gen Cash (highlighted with red 4)
- Check Date: (calendar icon)
- Description: (text box)
- Reference Number: (text box)
- City Code: (text box)
- County Code: (text box)
- Tax Amount: (text box)
- Received by SCO (checkbox)
- AP Business Unit: (text box)

The **Notes** section (highlighted with red 5) contains the text: PAR37546.

A note box states: NOTE: Payment ID, Reference Number, and Notes fields are flex fields for departments' use. Departments can use these fields according to their Business Process .

On the same **Payments** tab, post the Reference Information:

- 6** - Qual Code: Enter "I"
- 7** - Reference: Enter AR Item number (optional - click on the icon to verify the correct Item number)
- 8** - Click Save.
- 9** - The system will assign the next available Deposit ID. Note the Deposit ID on the Batch Header sheet.
- 10** - Balance status will change to **Balanced**

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

Home

FISCal

Totals **Payments**

Unit 8860 **9** Deposit ID 823 Date 03/20/2016 **10** Balance Balanced

Reference Information Personalize | Find | View All | First 1 of 1 Last

6	Qual Code	Reference 7	To Reference	Event
1	<input type="text" value="I"/>	<input type="text" value="PAR37546"/>		<input type="text"/>

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The **AR Payment Processor** will enter the assigned Deposit ID number on the top right corner of the Batch Header sheet. The next step is to create the Payment Worksheet for the AR item in order for the system to apply the payment to the AR item.

FI\$CAL ACCOUNTING ENTRIES	
DEPOSIT ID #	823
BATCH TOTAL	37.60
BATCH COUNT	1
FM	8-Feb

The **AR Payment Processor** will create the Payment Worksheet:

Navigate to: Accounts Receivable>Payments>Apply Payments>Create Worksheet

- 1** - Enter your department's BU for the Deposit Unit
- 2** - Enter the Deposit ID (from the Batch Header sheet)
- 3** - Click **Search** and select the Payment from the Search Results

[Favorites](#) | [Main Menu](#) | [Accounts Receivable](#) | [Payments](#) | [Apply Payments](#) | [Create Worksheet](#)

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FISCAL New Window | Help

Create Payment Worksheet

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

[Find an existing payment](#)

Search Criteria

1 Deposit Unit =

2 Deposit ID begins with

Payment Sequence =

Payment ID begins with

Payment Status =

User ID begins with

Assigned Operator ID begins with

Payment Predictor Method begins with

Accounting Date =

Case Sensitive

3

[Basic Search](#)

Search Results

View All First 1 of 1 Last

Deposit Unit	Deposit ID	Payment Sequence	Payment ID	Payment Amount	Payment Currency	Payment Status	User ID	Assigned Operator ID	Payment Predictor Method	Algorithm Group ID	Algorithm Identifier	Entered Date	Accounting Date	Bill To Customer
8860	823	1	AP01602141	37.6	USD	Ident	10013031	10013031	(blank)	(blank)	(blank)	02/26/2018	02/26/2018	(blank)

Once the payment item is selected, the Payment Worksheet Selection screen will appear.

- 1 - Confirm if the AR information is correct in the Item Reference box
- 2 - Click on **Build**

Payment Worksheet Selection

Deposit Unit 8860	Payment ID APO1602141	<input type="checkbox"/> Payment Predictor
Deposit ID 823	Payment Amount 37.60 USD	
Deposit Status None Applied	Payment Status Identified	

Customer Criteria

Customer Criteria <input type="text" value="None"/>	Customer Reference	Find View All First 1 of 1 Last
	Customer ID <input type="text"/>	Business Unit <input type="text"/>
	SubCustomer 1 <input type="text"/>	SubCustomer 2 <input type="text"/>
	Name	
	Remit SetID	Remit From ID
	Corporate SetID	Corporate ID
	MICR ID <input type="text"/>	Link MICR

Reference Criteria

Reference Criteria <input type="text" value="Specific Value"/>	Item Reference 1	Personalize Find View All First 1 of 1 Last
Restrict to <input type="text" value="All Customers"/>	Qual Code <input type="text"/>	To Reference <input type="text"/>
Match Rule <input type="text" value="Exact Match"/>	Reference <input style="border: 2px solid blue;" type="text" value="PAR37546"/>	Event <input type="text"/>
Detail Reference		
Item Status		

Item Inclusion Options

<input checked="" type="radio"/> All Items	<input type="radio"/> Deduction Items Only	<input type="radio"/> Items in Dispute Only
<input type="checkbox"/> Exclude Deduction Items	<input type="checkbox"/> Exclude Collection Items	<input type="checkbox"/> Exclude Dispute Items

Worksheet Action

2 <input style="border: 2px solid blue;" type="button" value="Build"/> <input type="button" value="Clear"/>	Created at	Items 0
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Worksheet Selection	Worksheet Application	Worksheet Action
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Prepared by Department of Finance, Fiscal Systems and Consulting Unit

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After clicking Build, the Payment Worksheet Application screen will appear.

In the Item List section:

- 1 - Check the "Sel" box
- 2 - Change the Pay Amount to the correct amount to apply
- 3 - Click **Save**

Payment Worksheet Application

Deposit Unit 8860 Deposit ID 823 Payment ID APO1602141 Payment Sequence 1
 Payment Accounting Date 03/20/2016 Payment Currency USD

Item Action **Row Selection**
 Entry Type Pay An Item Reason Choice Select Range of Items Range Go

Item Display Control **Row Sorting**
 Display All Items Go Sort All By Item Go

Item List

Detail 1 Detail 2 Detail 3 Detail 4 Detail 5 Detail 6

View Detail	Remit Seq	Sel 1	Pay Amt 2	Cur	Item ID	Item Line	Unit	Customer	Type	Reason	Event	Disc
	1	<input checked="" type="checkbox"/>	37.60	USD	PAR37546	<input type="text"/>	8860	EMP1176937	PY	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

Worksheet Selection Worksheet Application Worksheet Action Attachments (0) View Audit Logs

3 **Save** Return to Search Refresh

After clicking Save, the system will generate a new line below the selected line to show the remaining balance due on the AR. In this example, the balance is \$146.99 after applying the partial payment of \$37.60. Do **NOT** check the "Sel" box for the balance due line.

1 – Click Worksheet Action

Payment Worksheet Application

Deposit Unit 8860 Deposit ID 823 Payment ID APO1602141 Payment Sequence 1
 Payment Accounting Date 03/20/2016 Payment Currency USD

Item Action **Row Selection**
 Entry Type Pay An Item Reason Choice Select Range of Items Range Go

Item Display Control **Row Sorting**
 Display All Items Go Sort All By Item Go

Item List

View Detail	Remit Seq	Sel	Pay Amt	Cur	Item ID	Item Line	Unit	Customer	Type	Reason	Event	Disc
	1	<input checked="" type="checkbox"/>	37.60	USD	PAR37546		8860	EMP1176937	PY			<input type="checkbox"/>
		<input type="checkbox"/>	146.99	USD	PAR37546		8860	EMP1176937				<input type="checkbox"/>

Worksheet Selection Worksheet Application **1 Worksheet Action** Attachments (0) View Audit Logs

Save Return to Search Refresh

The Payment Worksheet Action screen will appear

1 - Click **Create/Review Entries**

Payment Worksheet Action

Deposit Unit 8860 Deposit ID 823 Payment ID APO1602141

Entered Date 03/20/2016 Status Do Not Post

Worksheet Action

Delete Worksheet

Delete Payment Group

Posting Action

Action OK

Accounting Entry Action

Create/Review Entries

Worksheet Selection Worksheet Application Worksheet Action

Save Return to Search Notify

The below screen will appear with the system generated entries.

- 1 - Click **Save**
- 2 - Click **View All** to see all distribution lines

Payment Control

Accounting Entries

Deposit Unit 8860

Deposit ID 823

Budget Details

Payment ID APO1602141

Accounting Entries
Find | View All
First 1 of 1 Last

Item ID	PAR37546	Line	Entry Type	PY	Reason
Bus. Unit	8860	Customer	SubCust1		SubCust2
Amount	-37.60	Currency	USD		

Accounting Entries Complete

Return To Previous Panel

Distribution Lines
Personalize | Find

View All

First 1-2 of 4 Last

ChartFields

Currency Details

Additional Details

Journal Reference Information

Item Creation/Update Details

Line	GL Unit	*Type	Amount	Account	Alt Acct	Svc Loc	Fund	Rptg Structure	Program
100	8860	AR	-37.60	1200100	000000000		0001		
501	0000	InterUnit	-37.60	6510000			0001		

Lines 0

DR 0.000

Currency CR 0.000

Currency Net 0.000

Save

Return to Search

Notify

Submit the Batch Header Sheet and supporting documents to the **AR Payment Approver** to approve the transaction.

See AR-7 – Approve SCO Collection of PAR