

## **AR7 - APPROVE SCO COLLECTION OF PAYROLL ACCOUNTS RECEIVABLE (PAR)**

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Source Document: Posting Document  
SCO Journal Entry (APO)

Module: Accounts Receivable (AR)

Role: BI/AR Approver

The **BI/AR Approver** will finalize the Payment Worksheet created by the AR Payment Processor in AR6 – Record SCO Collection of PAR. The AR Payment Processor will provide supporting documents such as a Batch Header posting document and the SCO Journal Entry (APO JE). The posting document will provide the Deposit ID and PAR information.

<b>FISCAL ACCOUNTING ENTRIES</b>								
							<b>DEPOSIT ID #</b>	823
							<b>BATCH TOTAL</b>	37.6
							<b>BATCH COUNT</b>	1
							<b>FM</b>	8-Feb
<b>PAR SCO JE "APO"</b>								
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							
							<b>AR Payment Processor</b>	<b>Date</b>
							<b>AR Payment Approver</b>	<b>Date</b>

The **BI/AR Approver** will Finalize the Payment Worksheet.

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

- 1 - Enter your Business Unit;
- 2 - Enter the Deposit ID
- 3 - Click **Search**. Search Results will display at the bottom of the form. Click on the Deposit ID.

[Favorites](#) > [Main Menu](#) > [Accounts Receivable](#) > [Payments](#) > [Apply Payments](#) > [Finalize Worksheet](#)

**FI\$Cal**

### Finalize Payment Worksheet

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 =

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 [Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

#### Search Results

[View All](#)

Deposit Unit	Deposit ID	Payment Sequence	Payment ID	Payment Amount	Payment Currency	Payment Status	User ID	Assigned Operator ID	Payment Predictor Method
8860	823	1	APO1602141	37.6	USD	Applied	10013031	10013031	(blank)

**4** - Click **Worksheet Selection** to view the Payment

Favorites ▾ Main Menu ▾ > Accounts Receivable ▾ > Payments ▾ > Apply Payments ▾ > Finalize Worksheet

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### Payment Worksheet Action

Deposit Unit 8860      Deposit ID 823      Payment ID APO1602141

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Entered Date 03/11/2016      Status Do Not Post

Worksheet Action	Posting Action	Accounting Entry Action
<p>Delete Worksheet</p> <p>Delete Payment Group</p>	Action: Do Not Post ▾ <input type="button" value="OK"/>	<p>Create/Review Entries</p>

**4** [Worksheet Selection](#)      Worksheet Application      Worksheet Action

5 - Review Payment Worksheet Selection Information

6 - Go back to **Finalize Worksheet**

**Note:** Customer Criteria may be blank if the Payment ID, Reference Number, and Notes flex fields are not completed as part of the department’s business process when posting the payment. (See AR-4 Record SCO Transfer of State Share from Payroll Revolving Fund- Payment Tab slide)

5

Favorites ▾ Main Menu ▾ > Accounts Receivable ▾ > Payments ▾ > Apply Payments ▾ > **Finalize Worksheet** ▾ Create Worksheet

**6**

**Payment Worksheet Selection**

Deposit Unit 8860      Payment ID APO1602141       Payment Predictor  
 Deposit ID 823      Payment Amount 37.60 USD  
 Deposit Status Partially Applied      Payment Status Applied

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**Customer Criteria**

Customer Criteria: None ▾

Customer Reference: Customer ID EMP1176937      Business Unit 8860  
 SubCustomer 1 John Doe      SubCustomer 2  
 Name  
 Remit SetID      Remit From ID EMP1176937  
 Corporate SetID      Corporate ID EMP1176937  
 MICR ID      Link MICR

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**Reference Criteria**

Reference Criteria: Specific Value ▾

Restrict to: All Customers ▾

Match Rule: Exact Match ▾

Detail Reference  
Item Status

**Item Reference**      Personalize | Find | View All | [Print] [Grid]      First 1 of 1 Last

Qual Code	Reference	To Reference	Event
I	PAR37546		

- 7 - Change Posting Action to **Batch Standard**
- 8 - Click **OK**
- 9 - Click **Save**

Favorites > Main Menu > Accounts Receivable > Payments > Apply Payments > Finalize Worksheet

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### Payment Worksheet Action

Deposit Unit 8860      Deposit ID 823      Payment ID APO1602141

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Entered Date 03/11/2016      Status Do Not Post

**Worksheet Action**

Delete Worksheet

Delete Payment Group

**Posting Action**

Action: Batch Standard      OK

7      8

**Accounting Entry Action**

Create/Review Entries

9      Worksheet Selection      Worksheet Application      Worksheet Action

Save      Return to Search      Notify