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

Source Document: Posting Document
                      SCO Journal Entry (APO)

Module: Accounts Receivable (AR)

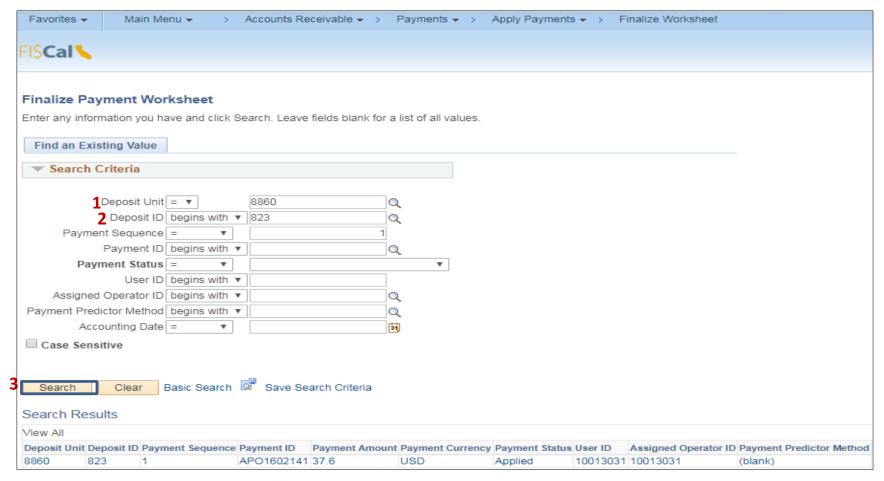Role: BI/AR Approver

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.

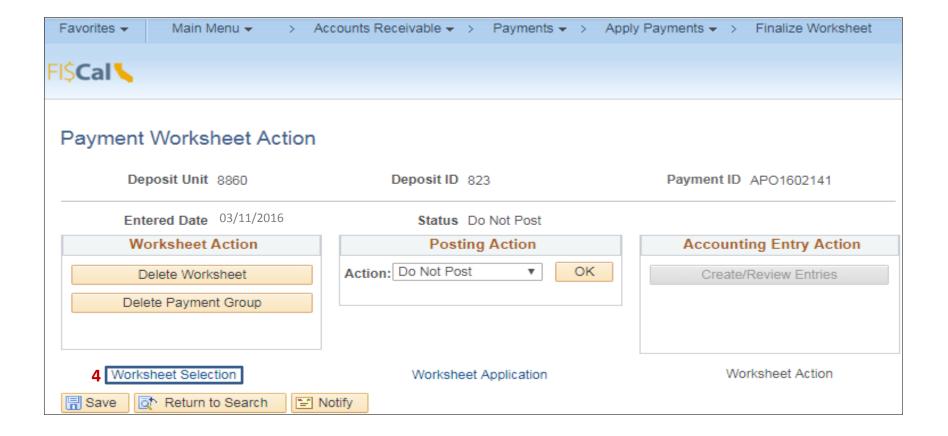| FI$Cal ACCOUNTING ENTRIES								
						DEPOSIT ID #		823
						BATCH TOTAL		37.6
						BATCH COUNT		1
						FM		8-Feb
PAR SCO JE "APO"								
PMT #	**Amount**	**SCO JE #**	**JE Date**	**PAR #**	**Employee**	**PMT Predictor**	**Partial Pmt**	**Partial PMT Applied(create AR Worksheet)**
1	37.6	APO1602141	2/10/2016	PAR37546			BAL $184.59	
	37.6							
							AR Payment Processor	Date
							AR Payment Approver	Date

The **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.
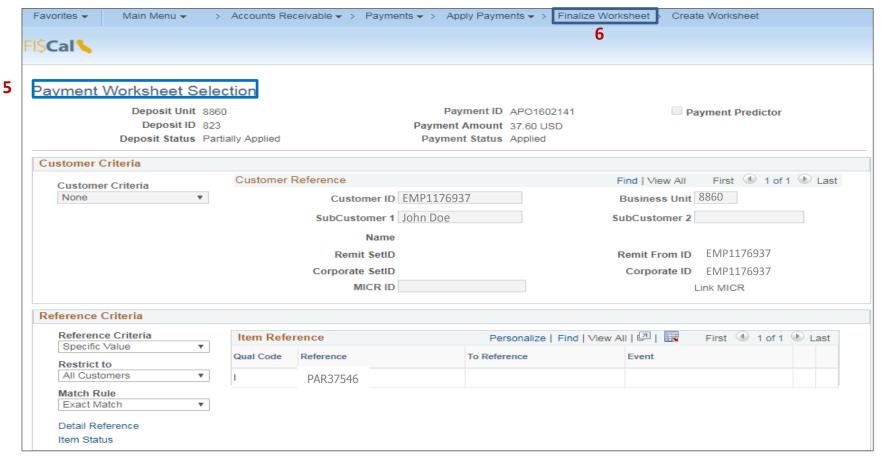
| Favorites ▾ | Main Menu ▾ | > | Accounts Receivable ▾ | > | Payments ▾ | > | Apply Payments ▾ | > | Finalize Worksheet |

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 = ▾ 8860

2 Deposit ID begins with ▾ 823

Payment Sequence = ▾ 1

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

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)

7 - Change Posting Action to **Batch Standard**

8 - Click **OK**

9 - Click **Save**