

AR-2 RECORD PAYROLL ACCOUNTS RECEIVABLE (PAR)

Source Document: SCO Notice of Payroll Accounts Receivable

Module: Accounts Receivable (AR)

Role: AR Item Processor

A Payroll Accounts Receivable is established when an employee has been overpaid. The State Controller's Office (SCO) will send a Notice of Payroll Accounts Receivable (PAR) to the department, see below.

The notice will provide the following information:

- 1 - AR # 2 - Date 3 - Employee Name 4 - Unit 5 - Pay Period (used to determine ENY)
- 6 - Amounts to be transferred to department's appropriation from Payroll Revolving Fund (SCO ARO JE)
- 7 - Amount to be recovered from employee and method of collection

STATE OF CALIFORNIA, OFFICE OF THE CONTROLLER, DIVISION OF DISBURSEMENTS
 NOTICE OF PAYROLL ACCOUNTS RECEIVABLE

OVERPAYMENT FOR **1** A/R # 37546, CLEARANCE # 69973 OF **2** 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. #	3 NAME OF EMPLOYEE	4 AGENCY	5 POSITION NUMBER	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	6 GROSS & STATE SHARE AMOUNTS TO BE TRANSFERRED PER FORM CD 62
1	\$.00	TOTAL \$15.29
		GROSS \$.00

PAYMENT TYPE	RETIREMENT*	OASDI*	HB PREM*	HB ADM*
K	\$.00	\$15.29	.00	\$.00

6 DIVISION OF DISBURSEMENTS WILL RECOVER EMPLOYEE DEDUCTIONS FOR

RETIREMENT	FEDERAL TAX	CA ST. TAX	OASDI	OTHER DED.
\$.00	\$.00	\$.00	\$.00	\$184.59 CR

7 \$184.59 TO BE RECOVERED FROM EMPLOYEE BY PAYROLL DEDUCTION

NOTE: Before posting an employee accounts receivable, the AR Item Processor has to verify if the customer account (Customer ID number) for the employee is set up. To create a customer for employee, see instructions in AR1 – Create a Customer for Employee

The **AR Item Processor** will post an accounts receivable by creating an Item. Steps are:

- 1 - Navigate to Accounts Receivable>Pending Items>Online Items>Group Entry
- 2 - Enter your Business Unit in the **Add a New Value** tab
- 3 - Click Add

1

Main Menu > Accounts Receivable > Pending Items > Online Items > Group Entry

Group Entry

Find an Existing Value **Add a New Value**

2 Group Unit: 8860 

Group ID: NEXT 

3 **Add**

The **AR Item Processor** will create the **Group Control**. Steps are:

- 1 -Enter the date of the Half-Sheet
- 2 -Enter B for Group Type
- 3 - Enter OBILL for Origin ID
- 4 - Enter the total of the batch
- 5 - Enter the count of the batch
- 6- Enter USD for the Currency Control
- 7- Click on the **Pending Item 1** tab to enter the accounts receivable item

Group Control
Pending Item 1
Pending Item 2
Pending Item 3
Accounting Entries
Group Action

Group Unit: 8860 Group ID: NEXT

*Accounting Date: **1**

*Group Type: **2** Billing

*Origin ID: **3** Online AR

Control Totals

Control:	4 <input type="text" value="184.59"/>	*Count:	5 <input type="text" value="1"/>
Entered:	0.00	Count:	1
Difference:	184.59	Count:	0
Posted:	0.00	Count:	0

Currency

Control: **6** *Format:

Control Data

*Received: *Entered:

Posted:

Assign: User: 10001401

Group Status

Edit Status:	Edited		
Balanced:	No	Accounting Entries:	Not Balanced
Posting Status:	Not Posted	Posting Action:	Do Not Post

The **AR Item Processor** will create the Accounts Receivable Item in the **Pending Item 1** tab. Steps are:

- 1 – Enter the Item ID by using a prefix PAR and the A/R# on the Half-Sheet
- 2 – Enter Customer ID number
- 3 – Enter the amount of the item. Put minus sign before the amount for negative AR
- 4 – Enter DR for positive AR and CR for negative AR for Entry Type
- 5 – Enter PAR for Reason
- 6 – Click on **Pending Item 3** tab to enter the Pay Period of the AR

6

Group Control	Pending Item 1	Pending Item 2	Pending Item 3	Accounting Entries	Group Action
Group Unit:	8860	Group ID:	NEXT		
Pending Item Entry Find View All First 1 of 1 Last					
*Acctg Date:	11/14/2014	*As Of Date:	11/14/2014	Sequence:	1
*Item ID:	1 PAR37546	Line:		Copy Line	
*Business Unit:	8860	*Customer:	2 EMP1176937	DOEJOHN	
SubCust1:		SubCust2:			
Amount:	3 184.59	*Currency:	USD		
*Entry Type:	4 DR	Reason:	5 PAR	*AR Dist	AR-ABTMNT
Rate Type:		<input checked="" type="checkbox"/> Revalue Flg		Entry Event:	
Exchange Rate:	1.00000000				
Payment Terms					
Terms:	NET30	Due Date:		Due Days:	
Disc Amt:		Disc Date:		Disc Days:	
Disc Amt 1:		Disc Date 1:		<input type="checkbox"/> Always Allow Discount	

The **AR Item Processor** will post the Pay Period in the **Pending Item 3** tab.

- 1** - Enter the Pay Period date using the last day of the month.
Half-Sheet only shows the month and year.
- 2** - Click to **Group Action** tab to verify if the batch is balance.

2

Group Control	Pending Item 1	Pending Item 2	Pending Item 3	Accounting Entries	Group Action
Group Unit:	8860	Group ID:	NEXT		
Pending Item Entry				Find View All	First
Item ID:	PAR37546	Line:			
Business Unit:	8860	Customer:	EMP1176937	SubCust1:	
Amount:	184.59	Currency:	USD	SubCust2:	
Consolidated Invoice			User Amounts		
Unit:	<input type="text"/>		1:	<input type="text"/>	
Invoice:	<input type="text"/>		2:	<input type="text"/>	
User Date			User Text		
Pay Period:	1 09/30/2014	3:	<input type="text"/>		
Refund Request:	<input type="text"/>	4:	<input type="text"/>		
Sent to FTB 1:	<input type="text"/>	5:	<input type="text"/>		
Sent to FTB 2:	<input type="text"/>	6:	<input type="text"/>		
			7:	<input type="text"/>	
			8:	<input type="text"/>	

The **AR Item Processor** will verify if the batch is in balance in the **Group Action** tab. Steps are:

- 1 - Click Balance
- 2 - If the batch is in balance the **Cash Drawer Receipt** notice will appear.
If not, an error message will appear and the AR Item Processor will need to correct the error.
- 3 - Click **Create Entries** to bring you to the **Accounting Entries** tab

Group Control | Pending Item 1 | Pending Item 2 | Pending Item 3 | Accounting Entries | **Group Action**

Group Unit: 8860 Group ID: NEXT

Entered: 11/14/2014 Status: Do Not Post

1 Balance

Delete Group

Posting Action

Accounting Entry Actions

Create Entries

Delete Entries

Save Notify Add Update/Display

Group Control | Pending Item 1 | Pending Item 2 | Pending Item 3 | Accounting Entries | **Group Action**

Group Unit: 8860 Group ID: 1255

Entered: 11/14/2014 Status: Do Not Post

Balance

Delete Group

Posting Action

2 Cash Drawer Receipt

3 Create Entries

Delete Entries

Save Notify Add Update/Display

Group Control | Pending Item 1 | Pending Item 2 | Pending Item 3 | Accounting Entries | Group Action

The **AR Item Processor** will post the accounting entries in the **Accounting Entries** tab. Two lines will populate, User and AR line. Fill in the User Line with the appropriate chartfield values. Steps are:

- 1 - Enter Amount
- 2 - Enter Reporting Structure
- 3 - Enter Appropriation Reference
- 4 - Enter Fund
- 5 - Enter ENY
- 6 - Change Account (5190100 is the defaulted account, change this to account 5100000.) Delete the Alt Acct values first before changing the account
- 7 - Enter Program
- 8 - Verify the Budget Date is within the ENY period
- 9 - Click Save
- 10 - The system will assign the Group ID number
- 11 - Provide the Group ID number and supporting document to the **AR Item Approver**

Group Unit: 8860 Group ID: 1255 **10**

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

Line	GL Unit	*Type	Amount	Rptg Structure	Approp Ref	Fund	ENY	*Account	Alt Acct	Program	Budget Date	PC Bus Unit
102	8860	AR	184.59	<input type="text"/>				1200100	000000000		06/30/2015	
2	8860	User	-184.59	88601200	001	0001	2014	5100000	510000001	9999	06/30/2015	

1
2
3
4
5
6
7
8

Lines: 2 DR: 184.59 Currency: USD CR: 184.59 Currency: USD Net: 0.000 Currency: USD

9 Save Return to Search Notify

The **AR Item Approver** will approve the Item

See AR-3 – Approve a Payroll Accounts Receivable