

Cash Control 101



New Mexico Department of
Finance & Administration

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Cash Control

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Cash Control 101

Department of Finance and Administration

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Assists with Deposits once they've been loaded into SHARE

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Assists with Deposits before they are uploaded into SHARE

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What are Some of the Governing
Statutes, Rules or Policies that
Most Affect Deposits?
(This is not a comprehensive list)

STATUTE: Section 6-10-54 NMSA 1978. Payment of state money into treasury; suspense funds. Commonly known as the “24 Hour Rule” Only the legislature can authorize an exemption to a state Statute.

6-10-3. Payment of state money into treasury; suspense funds.

All public money in the custody or under the control of any state official or agency obtained or received by any official or agency from any source, except as in Section 6-10-54 NMSA 1978 provided, shall be paid into the state treasury. It is the duty of every official or person in charge of any state agency receiving any money in cash or by check, draft or otherwise for or on behalf of the state or any agency thereof from any source, except as in Section 6-10-54 NMSA 1978 provided, to forthwith and before the close of the next succeeding business day after the receipt of the money to deliver or remit it to the state treasurer; provided, however, that:

- **State Official or Agency**

- **EMNRD St Parks Div./DCA St Monuments Div.**

- **County Treasurers**

- **State Agency – Agreement / Contract**

- *\$\$\$ not yet earned*

- **Commissioner of Public Lands**

A. the money collected by the state parks division of the energy, minerals and natural resources department and the state monuments division of the cultural affairs department shall be deposited into the state treasury no later than ten days following collection;

B. county treasurers shall remit all money received for taxes for state purposes or that are by law required to be remitted to the department on or before the tenth day of the next succeeding month following the receipt or collection thereof;

C. every official or person in charge of any state agency receiving any money, except as in Section 6-10-54 NMSA 1978 provided, in cash or by check or draft, on deposit, in escrow or in evidence of good faith to secure the performance of any contract or agreement with the state or with any department, institution or agency of the state, which money has not yet been earned so as to become the absolute property of the state, shall deliver or remit to the state treasury within the times and in the manner as in this section provided, which money shall be deposited in a suspense account to the credit of the proper official, person, board or bureau in charge of any state agency so receiving the money; and

D. all money held by the commissioner of public lands on deposit, in escrow or in evidence of good faith to secure the performance of any contract or agreement with the state shall be delivered or remitted to the state treasury within six months from the date this act is approved and at those times, in the amounts and from the various banks in which it is deposited as may be directed by the state board of finance.

History: Laws 1923, ch. 76, 2; C.S. 1929, 112-102; 1941 Comp., 7-203; 1953 Comp., 11-2-3; Laws 1987, ch. 295, 1; 2003, ch. 281, 1; 2011, ch. 88, 2.

STATUTE: Section §8-6-7 NMSA Wrongful drawing or payment of warrant by secretary or treasurer; penalty.

8-6-7. Wrongful drawing or payment of warrant by secretary or treasurer; penalty.

A. If the secretary of finance and administration draws any warrant on the state treasurer when he knows or, with the use of available accounting information, should reasonably know there is an insufficient unexpended and unencumbered balance available for the purpose for which the warrant is drawn, he is in violation of this section unless the warrant will be redeemed using receivables accrued for that fiscal year pursuant to policies of the department of finance and administration.

B. If the state treasurer pays any warrant when he knows or, with the use of available accounting information, should reasonably know there are insufficient funds available in the treasury for the purpose to pay the warrant, he is in violation of this section unless the warrant will be redeemed using receivables accrued for that fiscal year pursuant to policies of the department of finance and administration.

C. A violation of this section is punishable by a fine of not more than one thousand dollars (\$1,000) or by imprisonment for not more than one year or both.

History: 1978 Comp., 8-6-7, enacted by Laws 1987, ch. 183, 1; 1993, ch. 105, 4; 2003, ch. 273, 16.

2011 New Mexico Statutes

Chapter 6: Public Finances

Article 5: Financial Control, 6-5-1 through 6-5-11

Section 6-5-7: Warrant or documentation to show fund from which payment is made; settlement of claims against state; account between state and treasury.

Universal Citation: [NM Stat § 6-5-7 \(1996 through 1st Sess 50th Legis\)](#)

6-5-7. Warrant or documentation to show fund from which payment is made; settlement of claims against state; account between state and treasury.

Every warrant issued or its supporting documentation shall contain the particular fund appropriated by law out of which it is to be paid. The division shall settle all claims against the state payable by law out of the treasury and keep an account between the state and the treasurer.

Maps FIN 2 – Cash Management Function and Maps FIN 11 - Receivables

FIN 2.1 – FIN 2.6 and Fin 11.3 relate to the collection, depositing and posting of monies collected by the State throughout the year. These rules are put in place to help ensure the State is in compliance with Statutes Section 6-10-54 and Section §8-6-7 and amongst others.

Fin 11.1 is usually used at the end of the fiscal year when you want recognize revenue in one fiscal year, but the cash is deposited in another fiscal year.

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An Overly Simplified History of the Accounts Receivable

Module

- **Prior to May 2006** - The State Fiscal Agent Bank was Wells Fargo Bank (WFB).
All agencies deposited their money into the Master Depository Bank account. The only way to identify which agency was the owner of the monies was for the user to match their receipts to the amount, date and deposit slip number. Agencies were expected to know which ACH transactions belonged to them and subsequently post them. Transactions, that agencies weren't expecting, would sit unposted for weeks or even years. There was a three-way reconciliation between the Agency's accounting system, DFA's accounting system and STO's accounting system.
- **May 2006** - The State of New Mexico awarded the state fiscal agent contract to Bank of America.
Each agency was assigned a "Sub Account". This allowed STO and the Bank to identify which agency "owned" the money that was deposited into the master depository account. All deposits were hand entered by the agencies into SHARE. Deposits were allowed to be entered with a netted amount and if two transactions balanced to zero, they were not entered into SHARE at all. The transfers between the bank accounts were not entered in SHARE either.
- **July 2006** - The State of New Mexico implemented SHARE as their Statewide Accounting System.
- **2010** - The State of New Mexico awarded the state fiscal agent contract back to WFB.

An Overly Simplified History of the Accounts Receivable Module –

Cont.

- **2012 - 2013** - Cash Remediation 1 was started and implemented. Phase 1 addressed the Accounts Receivable Module and the transactions moving monies between the various bank accounts to/from the Master Depository account.
 - Each agency was assigned a new bank account at Well Fargo Bank. The money is swept from the Agency bank account into the Master Depository account. To minimize the impact on agencies, the Sub accounts that were assigned to the agencies were re-directed from the Master Depository account to their new bank accounts. Each Agency's deposit slips still have the ZBA account numbers printed on them.
 - Only deposits were uploaded into the Accounts Receivable module. All ACH Returns and/or bank debits needed to be entered manually.
- Cash Remediation was designed and implemented with two main purposes.
 - 1) To ensure every bank transaction was posted to a State of New Mexico general ledger and
 - 2) To track the claims on cash balance by agency and fund once it is transferred to the Master Depository account for investment.
- The claims on cash and true cash balances are held on Business Unit 39401. To accomplish this, the claims on cash lines (101800) are inferred with the affiliate and fund affiliate on the Agency GL and the BU 39401 State Treasurer's Office (STO). No entries can be made directly to Account #101800. These actions were implemented so that the State could comply with Statute Chapter 6-5-2.1 J, NMSA 1978 and Chapter 6-5-7, among others.
- **2015 – 2016** - Cash Remediation 2 was started and implemented. Phase 2 addressed the recording of distributions for the third-party bank accounts and moving money between funds and Agencies through journal entries. During Cash Remediation 2, State Treasurer's Office (STO) was also able to upload the majority of returned items.
 - ACH returns on the depository bank accounts that have a BAI/Statement code 469 must be manually entered.

How Do Deposits Work? (Day 1)

- Money is collected by the agencies throughout the day. All customers receive a receipt, and the money is logged by the Agency via a system they have developed. (*MAPS FIN 2.2 and 2.3*)
- Cash should be secured, at all times, and should be verified by two people.
- When possible, money should be deposited into the Agency Depository Bank account by the close of the business day, but no later than the close of the next business day. (*Statute Section 6-10-54 and MAPS FIN 2.1 and FIN 2.4*)
- Throughout the day, ACH transactions, Credit Card Transactions and Bank adjustments are being posted to the bank accounts.
- State Fiscal Agent Bank (WFB) closes their books for the day.
 - Brick and Mortar Banks close their books typically at 3:00 p.m.
 - Electronic Deposits (i.e. desktop scanners, ACH or Credit Card transactions) close their books typically at 8:00 p.m.

How Do Deposits Work? (Day 2)

- At 5:30am, WFB places the bank statement file into a transfer folder.
 - The bank statement file has all of the bank activity for the State from the day before.
- Between 7:30am and 8:00am, STO starts the upload process. There are two main steps:
 1. The Reconciliation Process - SHARE tries to reconcile all of the system generated transactions (i.e. completed deposits, redeemed warrants, ACH transactions) to the bank transactions. The Bank Account, Payment ID/Check Number, Date and Amounts must match exactly for the system to automatically reconcile the transaction.
 2. The new bank transactions are loaded into the Accounts Receivable module in SHARE.

How does SHARE know “*where*” and “*how*” to handle these bank transactions?

- The Bank Account Number and the BAI/Statement Codes are the two main driving factors for bank transactions.
- BAI/Statement Codes are standard 3-digit codes used to identify bank statement items delivered electronically in a common format widely accepted by the majority of commercial banks. They are assigned by the bank to each transaction.
 - SHARE Debits/Credits are opposite of the WFB Debits/Credits
 - We typically describe transactions as coming into/leaving a bank account or deposited/disbursed from a Bank Account.
 - BAI/Statement Code **less than 400** - Money coming/deposited into a Bank Account
 - BAI/Statement Code **more than 400** - Money leaving/disbursed from Bank Account

How does SHARE know “*where*” and “*how*” to handle these bank transactions? – Cont.

- The BAI/Statement Codes, most commonly used by the State of NM, were entered into SHARE and were assigned which SHARE Module would be used to book the SHARE entry to support the bank transaction. *For example:*
 - BAI/Statement Code 169 “Miscellaneous ACH Credit” (bank description) is money coming into a bank account (below 400), so the Accounts Receivable Module is where the SHARE accounting entry should be made.
 - BAI/Statement Code 475 “Check Paid” (bank description) is money leaving the bank account so the Accounts Payable Module is where the SHARE accounting entry should be made.
- Where it gets tricky is when a BAI/Statement Code can be processed by two different SHARE Modules. When this happens, we assign it to the Module that should handle the majority of the transactions. *For example:*
 - BAI/Statement code 469 “Miscellaneous ACH Debit” (bank description) is money leaving the bank account. It can be an ACH we disbursed for a payment, or it can be a bank return from a deposit. Since the majority of the 469 transactions we see on our bank accounts are disbursements, we’ve told SHARE that the transaction will be booked through the Accounts Payable module. This is why you have to manually enter the 469 ACH return transactions into the Account Module.

How does SHARE know “*where*” and “*how*” to handle these bank transactions? – Cont.

- Templates are created using the BAI/Statement codes.
- These template tell SHARE which Module is booking the transaction and if the transaction should be a debit or credit to the general ledger.
- Each Bank account is entered into SHARE through the Banking Module and assigned a True Cash account.
- When the bank accounts are created, the appropriate templates are assigned to that bank account. This tells SHARE which bank accounts are assigned to the AR module and which True cash account should offset the accounting entry made in SHARE.

Determining Which Account Codes to Use

When determining where to post a deposit or returned item, you'll need to ask yourself some of the following questions.

- *What type of deposit or returned item is this?*
 - Was this a normal deposit in the course of my Agency's function?
 - Is there a budget person or manager who I can ask where the transactions should be posted?
 - Can I find previous deposits for the same type and mirror them?
- *What time of the year is it? Was a receivable or payable established in a previous year that I should relieve?*
- *Was the money sent to my Agency by mistake or was a service rejected?*
 - How will the money be returned to the customer?
- *Is this a refund from a supplier my agency paid?*
 - When was the original payment made (current fiscal year or previous fiscal year)?
 - Was the Fund used to pay the original payment a reverting or a non-reverting fund?
 - Is the refund under \$500.00?
 - Is the debt still owed?
- *Is this a returned/bounced Check a customer paid the Agency?*
 - When was the original check deposited (the current fiscal year or previous fiscal year)?
 - Should I reverse the entry from the original deposit or set up a receivable?
- *Is this a deposit correction (at the bank or desktop scanner)?*
 - Is the deposit correction from the bank an Agency error or a Bank error?
 - Will there be another bank entry corresponding this error?

The Account Codes below require an Affiliate and a Fund Affiliate to be entered in the accounting string of the deposit. If you use one of the Account Codes below and you do not include the Affiliate and Fund Affiliate, then your deposit should error at some point.

Affiliate/Fund Affiliate Listing			
<u>Balance Sheet Accounts</u>		<u>Income Statement Accounts</u>	
Due TO and Due From - IntraFund		Transfers IN and Transfers OUT	
141900	Due from other funds	499205	Other Appropriations
141999	Due from other funds - Prior Year	499405	O/F Sources - Other Bond Proceeds
231900	Due to other funds	499605	Intra-State Wts-Other
231999	Due to other funds - Prior Year	499705	O/F Sources-STB Proceeds
Due TO and Due From - InterFund		499805	O/F Sources-GOB Proceeds
142900	Due from other state agencies	499905	Other Financing Sources
142999	Due from other state agencies - Prior Year	555100	Other Financing Uses
232900	Due to other state agencies	566109	Reversions - Interagency
232999	Due to other state agencies - Prior Year	General Fund Appropriation	
Due TO and Due From - General Fund		499105	General Fund Appropriation
144900	Due from SGF	577100	General Fund Allotments
144999	Due from SGF - Prior Year	Transfers IN and Transfers OUT - IntraFund	
234900	Due to SGF	499906	OFS Intra Agency
234999	Due to SGF - Prior Year	555106	OFU Intra Agency

The Account Codes below require an Affiliate and a Fund Affiliate to be entered in the accounting string of the deposit. If you use one of the Account Codes below and you do not include the Affiliate and Fund Affiliate, then your deposit should error at some point. Continued.

Elimination Entries	
Note:	Any R/E that ends with "09" except 555109
251909	Unearned Revenues - Interagency
416509	Trade & Profess Permits-Inter
416909	Other Licenses & Permits-Inter
422909	Other Fees - Interagency
424109	Auditing Services - Interagency
424902	Other Intra State Services
425909	Other Services - Interagency
429109	State Chemist Fees - Interagency
429909	Other Current Services - Interagency
433109	License Plates - Interagency
434509	Admissions - Interagency
442209	Rent of Land/Bldgs - Interagency
451909	Federal Contract - Interagency
452009	Federal Indirect - Interagency
475109	Other Gifts - Grants - Interagency
496409	Environment Dept Fees - Interagency
496909	Misc. Revenue - Interagency
499909	Other Fin Src. - Refunding Bond
535209	Professional Svcs - Interagency
535309	Other Services - Interagency

535409	Audit Services - Interagency
535509	Attorney Services - Interagency
535609	IT Services - Interagency
543009	DGF Habitat - Interagency
545609	Report/Record Inter St Agency
545909	Printing & Photo - Interagency
546109	Postage & Mail Svcs - Interagency
546409	Rent Expense - Interagency
546709	Subscription & Dues - Interagency
546809	Employee Training/Educ - InterSt Agency
547309	Care & Support InterSt Agency
547450	Grants to Other Agencies
547909	Misc Expense - Interagency
General Fund	
566100	Reversions
499305	Other Financing Sources

An accounting string with a **Revenue Code** should include, at a minimum, the Fund, the Department Code, Bud Ref and Class Code. PLEASE NOTE: Your Agency could require additional fields.

An accounting string with a **Balance Sheet Code** should have, at a minimum, the Fund. PLEASE NOTE: Your agency could require more fields, but you need to be consistent on how they are established/entered. Balance sheet codes are meant to be zero at the lowest level when all of the transactions have been posted. *Make sure you are relieving the balance sheet balance EXACTLY the same way it was established.*

How to Work and Enter Transaction in the AR Direct Journal Module through SHARE

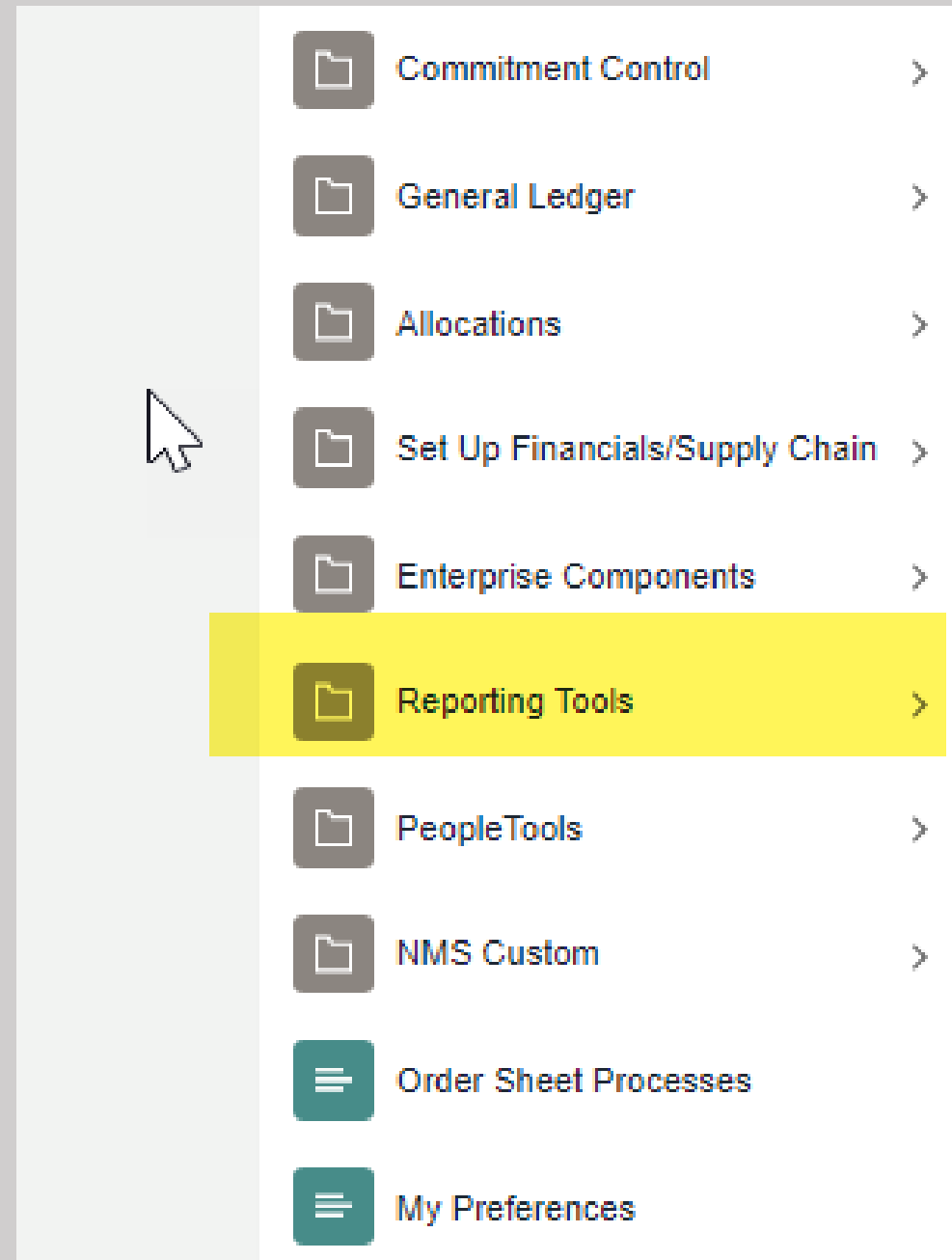
There are two ways to work a deposit through the AR Module.

1. **Direct Journal** - This is where you enter the accounting string directly into the deposit. All agencies use this method.
 2. **Worksheet** - This is where an invoice is created, and the deposit is applied against the invoice. Only the agencies listed below use worksheets.
- ** If you are not one of the agencies listed below, always use the Direct Journal instruction.**
- The DFA Cash Control Bureau does not have complete access to the worksheets, and we don't have instructions on how to work deposits using worksheets. Make sure your Agency has desk manuals on how to work and problem solve your worksheets.
 - CYFD
 - DFA – Local Government
 - DoIT
 - DPS
 - DWS
 - ECECD

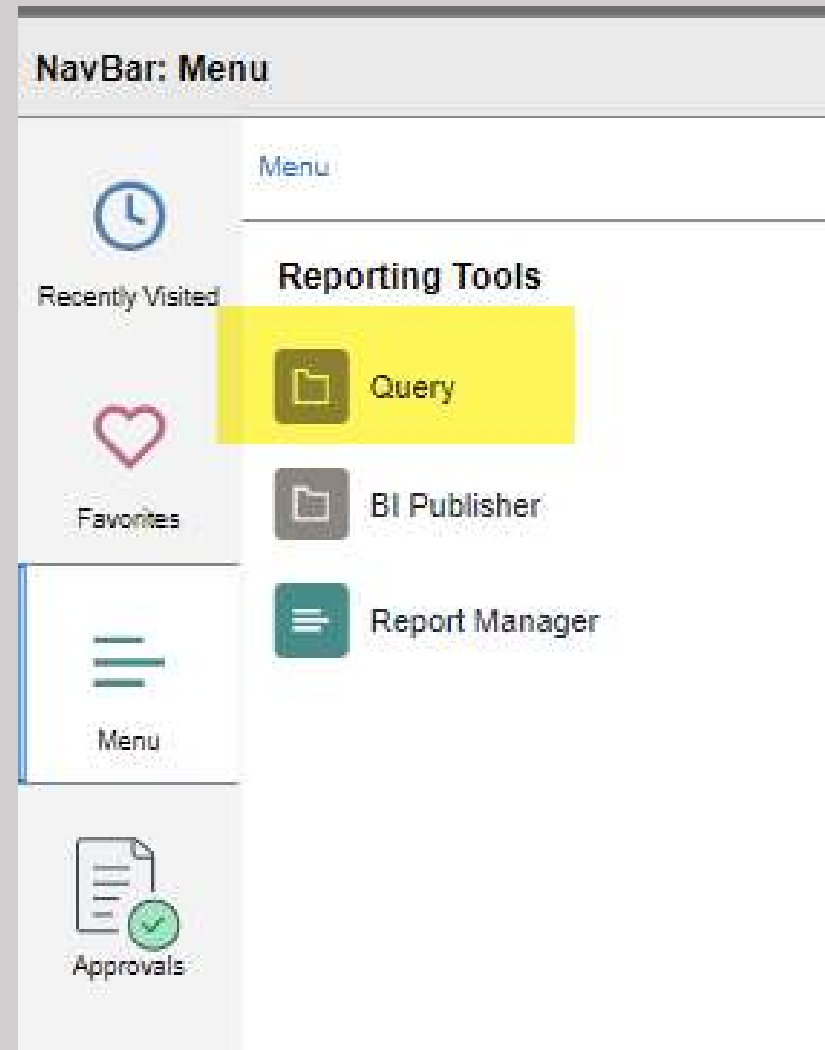
In SHARE, use the NavBar to find Menu and click on it:

The screenshot displays the SHARE application interface. At the top left is the SHARE logo. A navigation bar at the top contains a 'Menu' dropdown, a search box labeled 'Search in Menu', and icons for home, notifications, and a clock. The main content area is titled 'My Homepage' and features a grid of application tiles: 'Approvals' (with a document icon and a green checkmark, and a '7' badge), 'Query Viewer', 'Payment', 'Create/Update Journal Entries', 'Journals', 'Report Manager', 'Ledger', 'Query Manager', 'Escheat Payment', 'Modify Accounting Entries', and 'Regular Deposit'. Each tile contains the ORACLE PEOPLESFT logo. On the right side, a 'NavBar' sidebar is visible, containing icons for 'Recently Visited', 'Favorites', 'Menu' (highlighted in yellow), and 'Approvals'. A yellow arrow points to the notification icon in the top right corner. At the bottom left, a JavaScript snippet is visible: `javascript:submitAction_win4(document.win4,'PTNUI_NB_HDRWRK_PTNUI_NB_ACTION');`

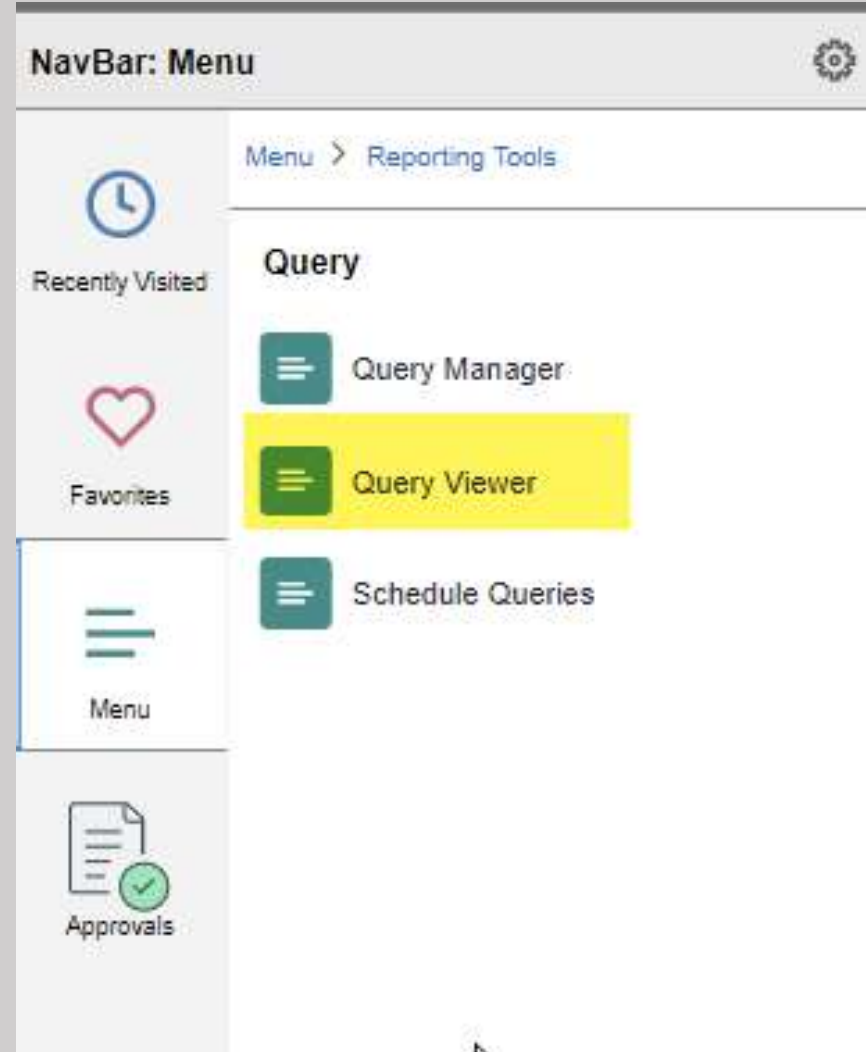
Click on Reporting Tools



Click on
Query



Click on
Query
Viewer



Search for query:
NMS_BANK_TRANS_W_RECON_STATU
S

If this is the first time accessing this query, you will need to type it in the Search By box and then click the SEARCH button. Once the query comes up, then you should click “Favorite”. This will save the query below under “My Favorite Queries”

This is an important query and should be ran daily.

The screenshot shows the 'Query Viewer' interface. At the top, there is a navigation bar with 'My Homepage' and 'Query Viewer'. Below this, the 'Query Viewer' section contains a search form. The search criteria are: '*Search By' set to 'Query Name', 'begins with' set to 'NMS_BANK_TRANS_W_RECON_STATUS', and a blue 'Search' button. Below the search form is the 'Search Results' section, which includes a '*Folder View' dropdown set to '-- All Folders --'. The main content area is a table titled 'Query' with the following columns: Query Name, Description, Owner, Folder, Run to HTML, Run to Excel, Run to XML, Schedule, Definitional References, and Add to Favorites. The table contains one row for the query 'NMS_BANK_TRANS_W_RECON_STATUS' with description 'Bank Trans with Recon Status', owner 'Public', and various output and schedule options. The 'Add to Favorites' button for this query is highlighted in yellow. Below the table, there is a section titled 'My Favorite Queries' which is currently empty.

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
NMS_BANK_TRANS_W_RECON_STATUS	Bank Trans with Recon Status	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite

Search for query:
**NMS_BANK_TRANS_W_RECON_STATU
 S**

If you are running this query daily and you do not have a lot deposits, then you can click on the Excel hyperlink.


If you are running this query for multiple dates and/or your Agency has a lot deposits, you should schedule the query.





NMS_AR_DJ_ENTRIES_CASH_REMED	DJ TRANSACTIONS Dep BU Prompt	Public		HTML	Excel	XML	Schedule	Lookup References	—
NMS_AR_DJ_ENTRIES_GL_STATUS	DJ TRANSACTIONS Dep BU Prompt	Public		HTML	Excel	XML	Schedule	Lookup References	—
NMS_AR_ENTRIES	AR Customer Deposit Entries	Public		HTML	Excel	XML	Schedule	Lookup References	—
NMS_AR_EXPRESS_DEPOSITS	Express Deposits with Doc ID	Public		HTML	Excel	XML	Schedule	Lookup References	—
NMS_AR_TRANSACTIONS	AR DEPOSIT TRANSACTIONS	Public		HTML	Excel	XML	Schedule	Lookup References	—
NMS_BANK_TRANS_SEARCH_BY_AMT	Bank Trans Search by Amount	Public		HTML	Excel	XML	Schedule	Lookup References	—
NMS_BANK_TRANS_W_RECON_STATUS	Bank Trans with Recon Status	Public		HTML	Excel	XML	Schedule	Lookup References	—
NMS_BK_REF_FOR_DEPOSIT_ID_MD	UnreconTxns by Bank ID, Date	Public		HTML	Excel	XML	Schedule	Lookup References	—
NMS_CANCELLED_WARRANTS_ALL	List of Cancelled Warrants	Public	FMS - WCN	HTML	Excel	XML	Schedule	Lookup References	—
NMS_CHART_OF_ACCTS	Chart of Accounts	Public		HTML	Excel	XML	Schedule	Lookup References	—
NMS_CM_3RD_PARTY_WARRANTS	List of 3rd Party Warrants	Public		HTML	Excel	XML	Schedule	Lookup References	—
NMS_CR_PAYMENT_FILE	Agency Payment File Query	Public		HTML	Excel	XML	Schedule	Lookup References	—
NMS_DFA_CASH_REPORT_V3_PUB	Interest - State GF Investment	Public		HTML	Excel	XML	Schedule	Lookup References	—












In SHARE, use the NavBar to find Menu and click on it:

The screenshot displays the SHARE application interface. At the top left is the SHARE logo. A navigation bar contains a 'Menu' dropdown, a search box labeled 'Search in Menu', and icons for home, notifications, and a right-pointing arrow. Below the navigation bar is a 'My Homepage' section with a grid of menu items: 'Approvals' (with a notification badge '7'), 'Query Viewer', 'Payment', 'Create/Update Journal Entries', 'Journals', 'Report Manager', 'Ledger', 'Query Manager', 'Escheat Payment', 'Modify Accounting Entries', and 'Regular Deposit'. Each item features the ORACLE PEOPLESFT logo. On the right side, a 'NavBar' sidebar is open, showing 'Recently Visited', 'Favorites', a highlighted 'Menu' option, and 'Approvals'. A JavaScript snippet is visible at the bottom left: `javascript:submitAction_win4(document.win4,'PTNUI_NB_HDRWRK_PTNUI_NB_ACTION');`

Click on
Accounts
Receivable

NavBar: Menu 

-  Recently Visited
-  Favorites
-  Menu
-  Approvals

-  Customers >
-  Suppliers >
-  Procurement Contracts >
-  Purchasing >
-  eProcurement >
-  Project Costing >
-  Accounts Receivable >
-  Accounts Payable >
-  Banking >
-  Cash Management >
-  Financial Gateway >

Click on
Payments



Menu

Recently Visited

Favorites

Menu

Approvals

Accounts Receivable

- Pending Items >
- Payments >**
- Customer Accounts >
- Customer Interactions >
- Receivables Maintenance >
- Receivables Analysis >
- Receivables Update >
- Collections Workbench
- Receivables WorkCenter

Click on
Online
Payments



Menu > Accounts Receivable



Recently Visited



Favorites








Menu




Approvals


Payments


-  Online Payments >
-  Apply Payments >
-  Direct Journal Payments >
-  Review Payments >
-  Reports >


And finally...
Click on
Regular
Deposit


NavBar: Menu 

Menu > Accounts Receivable > Payments


 Recently Visited

 Favorites

 Menu

 Approvals

Online Payments

 Regular Deposit

Your Deposit Unit will be your Business Unit and should automatically default. If it doesn't default, please enter our 5-digit Business Unit.

Click the Search button for a list of your outstanding deposits.

If there is only one deposit to work, it will automatically open. If there is more than one outstanding deposit to work, a list will appear.

Regular Deposit

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

[Find an Existing Value](#) [Keyword Search](#) [Add a New Value](#)

Search Criteria

*Deposit Unit =

Deposit ID begins with

User ID begins with

Assigned Operator ID begins with

Case Sensitive

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

Search Results

View All 1-6 of 6

Deposit Unit	Deposit ID	User ID	Assigned Operator ID	Bank Code	Bank Account	Deposit Balance	Entered Date	Posted Date
34100	941608080599318	DOMINICL.CHAVEZ	DOMINICL.CHAVEZ	WFB10	0002	Yes	11/16/2022	(blank)
34100	941608080599311	DOMINICL.CHAVEZ	DOMINICL.CHAVEZ	WFB10	0002	Yes	11/08/2022	(blank)
34100	941608080599319	DOMINICL.CHAVEZ	DOMINICL.CHAVEZ	WFB10	0052	Yes	11/17/2022	(blank)
34100	941608080599320	HEATHER.KENT	HEATHER.KENT	WFB10	0052	Yes	11/18/2022	(blank)
34100	941608080599315	DOMINICL.CHAVEZ	DOMINICL.CHAVEZ	WFB10	0052	Yes	11/14/2022	(blank)
34100	941608080599317	DOMINICL.CHAVEZ	DOMINICL.CHAVEZ	WFB10	0052	Yes	11/16/2022	(blank)

If your Agency has more than one bank account, it is important to know which bank account you are working on and what type of an account it is. PLEASE NOTE: A return on a depository account is opposite than a return on a warrant account.

You can sort any of the fields by clicking on the headers.

My Homepage Regular Deposit

Regular Deposit

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

[Find an Existing Value](#) | [Keyword Search](#) | [Add a New Value](#)

Search Criteria

*Deposit Unit =

Deposit ID begins with

User ID begins with

Assigned Operator ID begins with

Case Sensitive


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

Search Results

View All 1-5 of 5

Deposit Unit	Deposit ID	User ID	Assigned Operator ID	Bank Code	Bank Account	Deposit Balance	Entered Date	Posted Date
34100	941608080599311	DOMINICL.CHAVEZ	DOMINICL.CHAVEZ	WFB10	0002	Yes	11/08/2022	(blank)
34100	941608080599315	DOMINICL.CHAVEZ	DOMINICL.CHAVEZ	WFB10	0052	Yes	11/14/2022	(blank)
34100	941608080599317	DOMINICL.CHAVEZ	DOMINICL.CHAVEZ	WFB10	0052	Yes	11/16/2022	(blank)
34100	941608080599318	DOMINICL.CHAVEZ	DOMINICL.CHAVEZ	WFB10	0002	Yes	11/16/2022	(blank)
34100	941608080599319	HEATHER.KENT	HEATHER.KENT	WFB10	0052	Yes	11/17/2022	(blank)

[Find an Existing Value](#) | [Keyword Search](#) | [Add a New Value](#)



Click on the deposit you would like to work.

For the purpose of this training, we will be working on a deposit for a depository bank account.

My Homepage Regular Deposit

Regular Deposit

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

[Find an Existing Value](#) [Keyword Search](#) [Add a New Value](#)

Search Criteria

*Deposit Unit =

Deposit ID

User ID

Assigned Operator ID

Case Sensitive

[Basic Search](#)

Search Results

View All 1-6 of 6

Deposit Unit	Deposit ID	User ID	Assigned Operator ID	Bank Code	Bank Account	Deposit Balance	Entered Date	Posted Date
34100	941608080599317	DOMINICL.CHAVEZ	DOMINICL.CHAVEZ	WFB10	0002	Yes	11/16/2022	(blank)
34100	941608080599311	DOMINICL.CHAVEZ	DOMINICL.CHAVEZ	WFB10	0002	Yes	11/08/2022	(blank)
34100	941608080599319	DOMINICL.CHAVEZ	DOMINICL.CHAVEZ	WFB10	0052	Yes	11/17/2022	(blank)
34100	941608080599320	HEATHER.KENT	HEATHER.KENT	WFB10	0052	Yes	11/18/2022	(blank)
34100	941608080599315	DOMINICL.CHAVEZ	DOMINICL.CHAVEZ	WFB10	0052	Yes	11/14/2022	(blank)
34100	941608080599317	DOMINICL.CHAVEZ	DOMINICL.CHAVEZ	WFB10	0052	Yes	11/16/2022	(blank)

This is the REGULAR DEPOSIT SCREEN: Totals Tab.

The only thing you should change on this screen is the name in the Assigned Box.

You should enter your SHARE User Id. The field is case sensitive, so you have to enter your SHARE User ID using all CAPS.

My Homepage Regular Deposit New Window

Totals | Payments

Unit 34100 Deposit ID 941608080599356 Delete Deposit

[View Audit Logs](#)

*Accounting Date 11/16/2022

*Bank Code WFB10 WFB_2010

*Bank Account 0052 00XXXXXXXXXXXX0046

*Deposit Type C Check

Control Currency USD

Format Currency USD

Rate Type CRRNT

Exchange Rate 1.00000000

Control Totals

Control Total Amount	282,904.12	*Count	8
Entered Total Amount	282,904.12	Count	8
Difference Amount	0.00	Count	0
Posted Total Amount	0.00	Count	0
Journalled Total Amount	0.00	Count	0

Control Data

*Received 11/16/2022

*Entered 01/04/2023

Posted

Assigned HEATHER.KENT

User HEATHER.KENT

Save | Notify | Refresh Add | Update/Display

REGULAR DEPOSIT SCREEN: Totals Tab

PLEASE NOTE:
The Control Total Amount and the Count.

You'll need to work each piece of the deposit.

(In this example, there are 8 pieces to this deposit that total \$282,904.12)

My Homepage Regular Deposit New Window

Totals | Payments

Unit 34100 Deposit ID 941608080599356 Delete Deposit

[View Audit Logs](#)

*Accounting Date 11/16/2022

*Bank Code WFB10 WFB_2010 Control Currency USD

*Bank Account 0052 00XXXXXXXXXX0046 Format Currency USD

*Deposit Type C Check Rate Type CRRNT

Exchange Rate 1.00000000

Control Totals

Control Total Amount	282,904.12	*Count	8
Entered Total Amount	282,904.12	Count	8
Difference Amount	0.00	Count	0
Posted Total Amount	0.00	Count	0
Journalled Total Amount	0.00	Count	0

Control Data

*Received 11/16/2022

*Entered 01/04/2023

Posted

Assigned HEATHER.KENT

User HEATHER.KENT

Save Notify Refresh Add Update/Display

REGULAR DEPOSIT SCREEN: Totals Tab

IMPORTANT:
Never click the delete deposit button

If you do, you will have to enter each transaction manually. There is no reload function. In this example, that means 8 deposits will need to be manually entered

My Homepage Regular Deposit New Window

Totals | Payments

Unit 34100 Deposit ID 941608080599356 Delete Deposit

[View Audit Logs](#)

*Accounting Date 11/16/2022

*Bank Code WFB10 WFB_2010

*Bank Account 0052 00XXXXXXXXXXXX0046

*Deposit Type C Check

Control Currency USD

Format Currency USD

Rate Type CRRNT

Exchange Rate 1.00000000

Control Totals

Control Total Amount	282,904.12	*Count	8
Entered Total Amount	282,904.12	Count	8
Difference Amount	0.00	Count	0
Posted Total Amount	0.00	Count	0
Journalled Total Amount	0.00	Count	0

Control Data

*Received 11/16/2022

*Entered 01/04/2023

Posted

Assigned HEATHER.KENT

User HEATHER.KENT

Save Notify Refresh Add Update/Display

REGULAR DEPOSIT SCREEN: Payments Tab

By clicking the Journal Directly box, you are telling the SHARE Accounts Receivable Module that you will be entering the accounting string manually for this deposit. You will need to do this for each Payment ID. In this example there are 8 items/deposits.

Click the Save Button

My Homepage Regular Deposit

Totals **Payments**

Unit 34100 Deposit ID 941608080599356 Date 01/04/2023 Balance Balanced

Payment Information 1 of 8 View All

Payment Seq 1 *Payment ID 0IA036150472668 *Accounting Date 11/16/2022

Amount 42,500.00 Currency USD

Rate Type CRRNT Exchange Rate 1.00000000

Payment Predictor **Journal Directly** Range of References

Payment Method Check Attachments (0) Apply Payment

View Audit Logs

Customer Information 1 of 1

Customer ID Business Unit

Remit From Remit SetID

Name Corporate Corporate SetID

SubCust1 SubCust2

MICR ID Link MICR

Detail References

Reference Information 1-1 of 1 View All

Qual Code	Reference	To Reference
1		

Save Return to Search Previous in List Next in List Notify Refresh Add Update/Display

Totals | Payments 40

REGULAR DEPOSIT SCREEN: Payments Tab

If you are **NOT** one of the Agencies listed below, then you will always click the **Journal Directly** box.

These agencies use a combination of Worksheets and Direct Journals (DJs):

34100	36100	61100
63100	69000	79000
80500		

< My Homepage
Regular Deposit

Totals
Payments

Unit 34100
Deposit ID 941608080599356
Date 01/04/2023
Balance
Balanced

Payment Information
Search
1 of 8
View All

Payment Seq

Amount

Rate Type

Payment Predictor

Payment Method

*Payment ID

Currency

Exchange Rate

Journal Directly

[Attachments \(0\)](#)

[View Audit Logs](#)

*Accounting Date

Range of References

[Apply Payment](#)

Customer Information
Search
1 of 1

Customer ID

Remit From Name

Corporate SubCust1

MICR ID

Business Unit

Remit SetID

Corporate SetID

SubCust2

[Detail References](#)

Reference Information
Search
1-1 of 1
View All

	Qual Code	Reference	To Reference
1			

Save
Return to Search
Previous in List
Next in List
Notify
Refresh
Add
Update/Display

Totals | Payments

REGULAR DEPOSIT SCREEN: Payments Tab

On the Totals tab, there was a count of 8 items for this deposit. You will need to work each sequence, called a Payment ID, on the Payments Tab. Again, in this example, there are 8).

Use the View All option, which will list all of the Payment IDs on the screen or use the Next feature to move thru each Payment ID individually.

The screenshot displays the 'Regular Deposit' screen with the 'Payments' tab selected. The top navigation bar includes 'My Homepage' and 'Regular Deposit'. Below the navigation, there are tabs for 'Totals' and 'Payments', with 'Payments' being the active tab. The main content area is divided into several sections:

- Payment Information:** Contains fields for Payment Seq (1), Amount (42,500.00), Rate Type (CRRNT), Payment Method (Check), *Payment ID (0IA03615047266), Currency (USD), Exchange Rate (1.00000000), *Accounting Date (11/16/2022), and checkboxes for Payment Predictor, Journal Directly, Attachments (0), Range of References, and Apply Payment.
- Customer Information:** Contains fields for Customer ID, Business Unit, Remit From Name, Remit SetID, Corporate SubCust1, Corporate SetID, SubCust2, and MICR ID, along with a Link MICR button.
- Reference Information:** A table with columns: Qual Code, Reference, To Reference, and an empty column. The table contains one row with '1' in the Qual Code column.

At the bottom of the screen, there are several buttons: 'Save' (highlighted with a yellow arrow), 'Return to Search', 'Previous in List', 'Next in List', 'Notify', 'Refresh', 'Add', and 'Update/Display'. The bottom navigation bar shows 'Totals | Payments'.

REGULAR DEPOSIT SCREEN: Payments Tab

After you have clicked the Save button for the final time, you will need to click on the Navigator Icon again.

The screenshot shows the 'Regular Deposit' screen with the 'Payments' tab selected. The top navigation bar includes 'My Homepage', 'Regular Deposit', and utility icons like 'New Window', 'Help', and 'Personalize Page'. A yellow arrow points to the Navigator Icon in the top right corner.

Payment Information

Unit: 34100 Deposit ID: 841608060599356 Date: 01/04/2025 Balance: Balanced

Payment Seq: 1 *Payment ID: 01A036150472688 *Accounting Date: 11/16/2022

Amount: 42,500.00 Currency: USD

Rate Type: CRPINT Exchange Rate: 1.00000000

Payment Method: Check

Payment Predictor Journal Directly

Range of References Attachments (0)

Apply Payment View Audit Logs

Customer Information

Customer ID: [] Business Unit: []

Remit From Name: [] Remit SetID: []

Corporate SubCust1: [] Corporate SetID: []

MICR ID: [] SubCust2: [] Link MICR

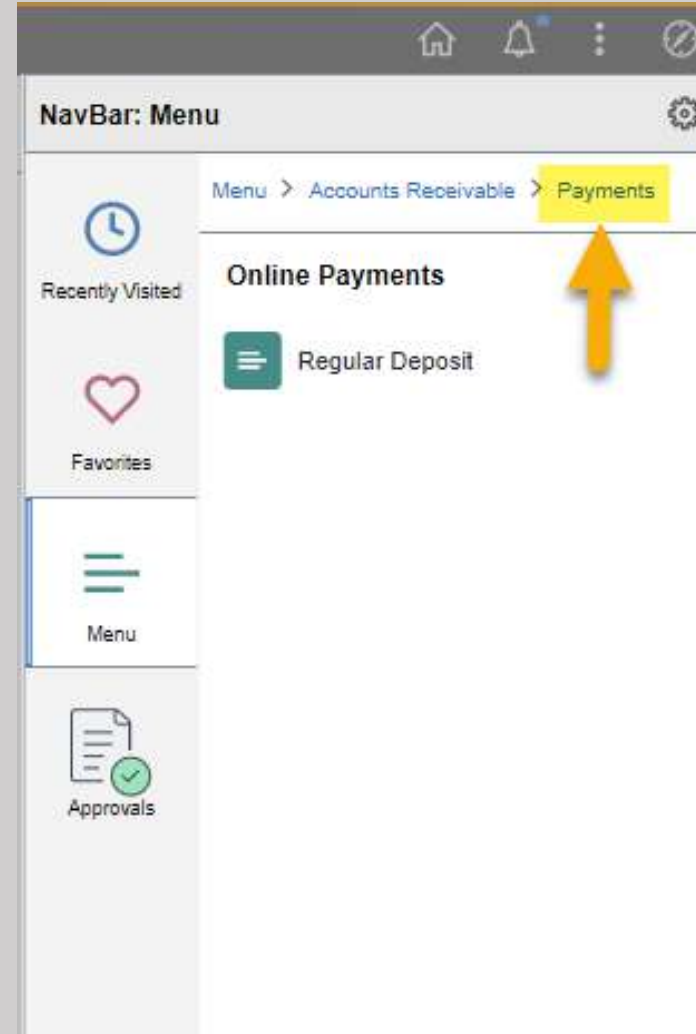
[Detail References](#)

Reference Information

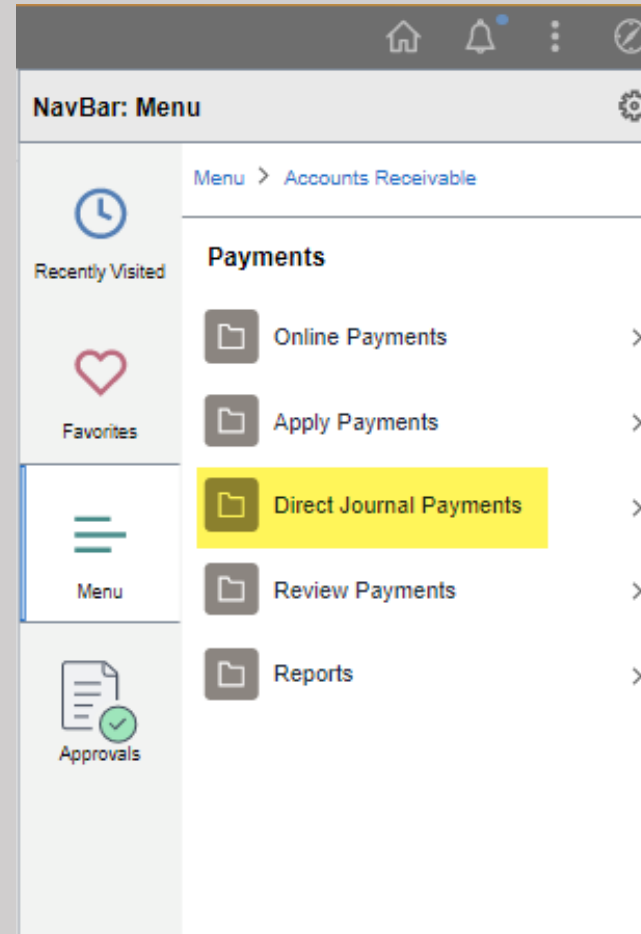
Qual Code	Reference	To Reference
1		

Buttons: Save, Return to Search, Previous in List, Next in List, Notify, Refresh, Add, Update/Display

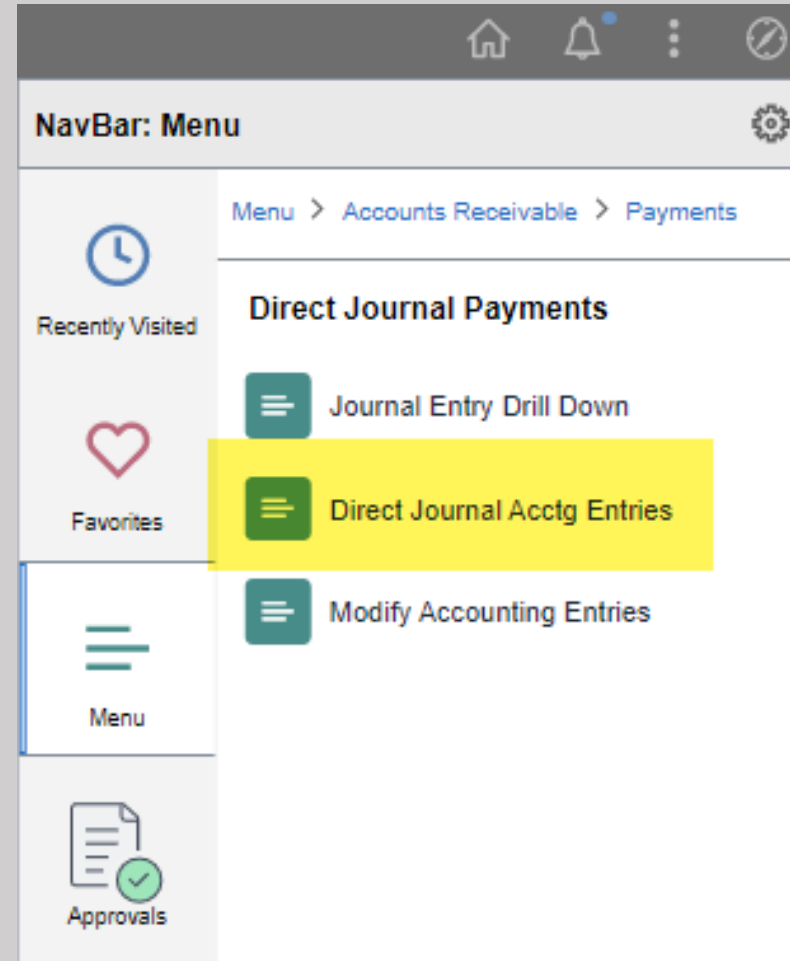
**Click on
the Payments
hyperlink**



Click on Direct Journal Payments



Click on
Direct
Journal
Acctg Entries



The search screen will open and your Business Unit should default.

You can click the Search button to get a list of all the Payment IDs you need to work, or you can enter the Deposit ID or Payment ID to search for a specific one.

Click on the Payment ID you want to work on to enter the accounting string for.

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

*Deposit Unit =

Deposit ID begins with

Payment Sequence =

Payment ID begins with

User ID begins with

Assigned Operator ID begins with

Case Sensitive

[Search](#)

[Clear](#)

[Basic Search](#)



[Save Search Criteria](#)

Search Results

View All 1-8 of 8

Deposit Unit	Deposit ID	Payment Sequence	Payment ID	User ID	Assigned Operator ID	Non Customer Dist Balanced	Entered Date
34100	941608080599356	1	0IA036150472668	HEATHER.KENT	HEATHER.KENT	No Dist	01/04/2023
34100	941608080599356	2	0IA202120526334	HEATHER.KENT	HEATHER.KENT	No Dist	01/04/2023
34100	941608080599356	3	0IA009959975719	HEATHER.KENT	HEATHER.KENT	No Dist	01/04/2023
34100	941608080599356	4	3410003143	HEATHER.KENT	HEATHER.KENT	No Dist	01/04/2023
34100	941608080599356	5	3410008608	HEATHER.KENT	HEATHER.KENT	No Dist	01/04/2023
34100	941608080599356	6	0IA009941831846	HEATHER.KENT	HEATHER.KENT	No Dist	01/04/2023
34100	941608080599356	7	3410046185	HEATHER.KENT	HEATHER.KENT	No Dist	01/04/2023
34100	941608080599356	8	3410046185	HEATHER.KENT	HEATHER.KENT	No Dist	01/04/2023

DIRECT JOURNAL ACCTG ENTRIES SCREEN: Accounting Entries Tab

This is where you'll need to enter the accounting string
When this screen first opens, the GL Unit box is the only box that will be populated

You'll need to key the appropriate accounting string for your Agency

IMPORTANT!! YOU SHOULD NEVER USE ACCOUNT CODE 101800 NOR YOUR TRUE CASH ACCOUNT IN AN ACCOUNTING STRING THEY WILL BE INFERRED LATER

My Homepage Direct Journal Acctg Entries

Accounting Entries | Deposit Control

Unit 34100 Deposit ID 941608080599356 Payment 0IA036150472668 Seq 1

Currency Details

Amount 42,500.00 USD

Complete Entry Event

Budget Status

Distribution Lines

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

Distribution Sequence	*GL Unit	Speed Type	Line Amount	Currency	Fund	Dept	*Account	Sub Acct	Rpt Cat	PC Bus Un
1	34100	Speed Type		USD						

Total

Lines	0	Total Debits	0.000	Currency	Total Credits	0.000	Currency	Net	0.000
-------	---	--------------	-------	----------	---------------	-------	----------	-----	-------

Save | Return to Search | Previous in List | Next in List | Notify | Refresh

Accounting Entries | [Deposit Control](#)

DIRECT JOURNAL ACCTG ENTRIES SCREEN: Accounting Entries Tab

Remember that all revenue and expense codes need to have a Fund, Department, Bud Ref and Class code, at a minimum. Your Agency may require more fields.

Balance Sheet accounts need a Fund, at the minimum. Your Agency may require more fields.

Please be careful when you are crossing fiscal years. Make sure you have the correct Bud Ref and Class code and that a receivable was not set up in the previous year.

Some account codes (Revenue, Expense and **Balance Sheet accounts**) require Affiliates and Fund Affiliates. See the next two pages for list.

My Homepage
Direct Journal Acctg Entries

Accounting Entries
Deposit Control

Unit 34100 Deposit ID 941608080599356 Payment 0IA036150472668 Seq 1

Currency Details

Amount	42,500.00	USD
--------	-----------	-----

Complete Entry Event

Budget Status

Distribution Lines

1-1 of 1
View All

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

Distribution Sequence	*GL Unit	Speed Type	Line Amount	Currency	Fund	Dept	*Account	Sub Acct	Rpt Cat	PC Bus Un
1	1 34100	Speed Type		USD						

Total

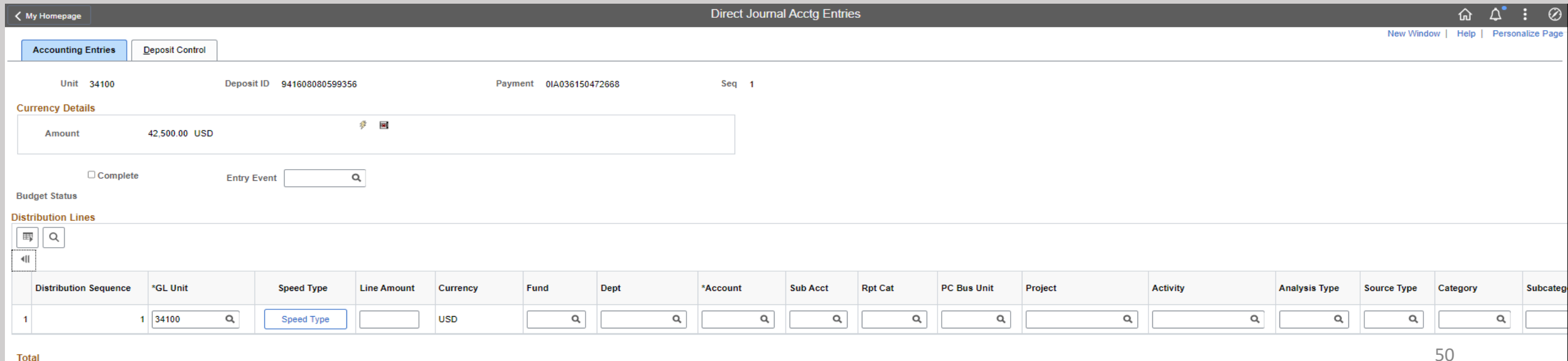
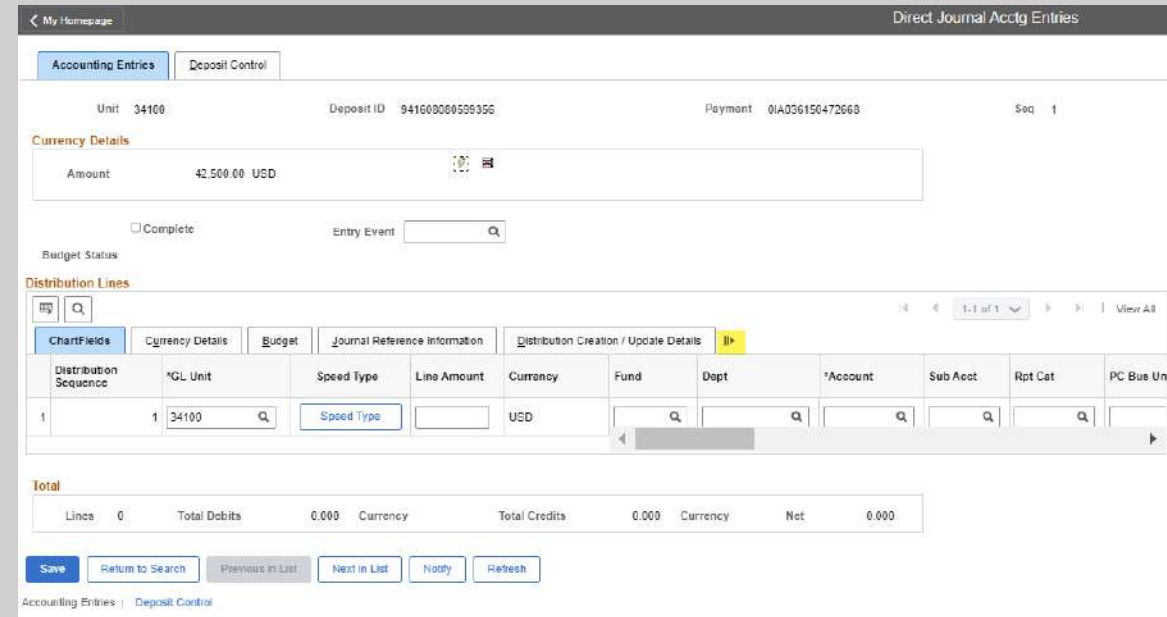
Lines	0	Total Debits	0.000	Currency	Total Credits	0.000	Currency	Net	0.000
-------	---	--------------	-------	----------	---------------	-------	----------	-----	-------

Save
Return to Search
Previous in List
Next in List
Notify
Refresh

Accounting Entries | [Deposit Control](#)

DIRECT JOURNAL ACCTG ENTRIES SCREEN: Accounting Entries Tab

You can enter the account information as the screen shows or you can click the expand button and see most of the fields.



DIRECT JOURNAL ACCTG ENTRIES SCREEN: Accounting Entries Tab

The amount in the Line amount column is generally going to be the opposite of the Amount in the upper left part of the screen. Since most transactions are deposits (money coming into the account) the amount is usually a Credit (Negative).

Direct Journal Acctg Entries

Accounting Entries | Deposit Control

Unit: 34160880599320 | Deposit ID: 34160880599320 | Payment: 0IA036150472668 | Seq: 1

Currency Details

Amount: 42,500.00 USD

Complete | Entry Event: []

Budget Status

Distribution Lines

1-1 of 1 | View All

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

Distribution Sequence	*GL Unit	Speed Type	Line Amount	Currency	Fund	Dept	*Account	Sub Acct	Rpt Cat	PC Bus Un
1	1 34100	Speed Type	-42,000.00	USD	72400		142900			

Total

Lines	0	Total Debits	0.00	Currency	USD	Total Credits	42,000.00	Currency	USD	Net	-42,000.00
-------	---	--------------	------	----------	-----	---------------	-----------	----------	-----	-----	------------

Save | Return to Search | Previous in List | Next in List | Notify | Refresh

DIRECT JOURNAL ACCTG ENTRIES SCREEN: Accounting Entries Tab

To Add or Delete a line to enter another accounting string, use the scroll bar or arrows to scroll all the way to the right. You will find the plus and minus buttons which will add (+) a row or subtract (-) a row.

The screenshot shows the 'Accounting Entries' tab in the 'Direct Journal Acctg Entries' system. The entry details include Unit 34100, Deposit ID 941608080599356, Payment 0IA036150472668, and Seq 1. The amount is 42,500.00 USD. The 'Distribution Lines' table has one row with the following data:

Distribution Sequence	*GL Unit	Speed Type	Line Amount	Currency	Fund	Dept	*Account	Sub Acct	Rpt Cat	PC Bus U
1	34100	Speed Type	-42,000.00	USD	72400		142900			

The 'Total' section shows 0 lines, 0.00 total debits, and 42,000.00 total credits, resulting in a net of -42,000.00. A scroll bar is visible at the bottom of the table, and a yellow highlight is under the 'Fund' column.

This screenshot is identical to the one on the left, but it highlights the 'Fund' column and the right side of the 'Distribution Lines' table. A yellow highlight is under the 'Fund' column, and another yellow highlight is under the right side of the table, where plus (+) and minus (-) buttons are visible, indicating the ability to add or delete rows.

DIRECT JOURNAL ACCTG ENTRIES SCREEN: Accounting Entries Tab


Once you have entered the appropriate accounting string, you will want to click on the lightning bolt. This will add the cash lines.

[My Homepage](#) Direct Journal Acctg Entries

Accounting Entries | [Deposit Control](#)

Unit 34100 Deposit ID 941608080599356 Payment 0IA036150472668 Seq 1

Currency Details

Amount	42,500.00	USD	
--------	-----------	-----	--

Complete Entry Event

Budget Status

Distribution Lines

1-1 of 1 | View All

ChartFields | [Currency Details](#) | [Budget](#) | [Journal Reference Information](#) | [Distribution Creation / Update Details](#)

Distribution Sequence	*GL Unit	Speed Type	Line Amount	Currency	Fund	Dept	*Account	Sub Acct	Rpt Cat	PC Bus Un
1	1 34100	Speed Type	-42,000.00	USD	72400		142900			

Total

Lines	0	Total Debits	0.00	Currency	USD	Total Credits	42,000.00	Currency	USD	Net	-42,000.00
-------	---	--------------	------	----------	-----	---------------	-----------	----------	-----	-----	------------

[Save](#) | [Return to Search](#) | [Previous in List](#) | [Next in List](#) | [Notify](#) | [Refresh](#)

Accounting Entries | [Deposit Control](#)

DIRECT JOURNAL ACCTG ENTRIES SCREEN: Accounting Entries Tab

If the total amount of all of your accounting lines do not add up to the amount of the Amount of the Payment ID, you will get the error below. If you get this error message, you can click OK and fix the amount.

The screenshot shows the 'Direct Journal Acctg Entries' interface. At the top, there are tabs for 'Accounting Entries' and 'Deposit Control'. Below the tabs, the 'Unit' is 34100, 'Deposit ID' is 941608080599356, 'Payment' is 0IA036150472668, and 'Seq' is 1. The 'Currency Details' section shows an amount of 42,500.00 USD. There is a 'Complete' checkbox and an 'Entry Event' search field. The 'Budget Status' section is visible. The 'Distribution Lines' section has a table with columns: Distribution Sequence, *GL Unit, Speed Type, Line Amount, Currency, Fund, Dept, *Account, Sub Acct, Rpt Cat, and PC Bus Un. The first row shows a distribution sequence of 1, *GL Unit of 34100, Speed Type of 'Speed Type', and a Line Amount of -42,000.00. Below the table, the 'Total' section shows 'Lines' as 0, 'Total Debits' as 0.00, and 'Total Credits' as 42,000.00. An error message dialog box is overlaid on the screen, stating: 'Credits do not equal the payment amount. (6040,712). The revenue lines must offset the payment amount before you can create the cash line.' with an 'OK' button.

My Homepage Direct Journal Acctg Entries

Accounting Entries | Deposit Control

Unit 34100 Deposit ID 941608080599356 Payment 0IA036150472668 Seq 1

Currency Details

Amount 42,500.00 USD

Complete Entry Event

Budget Status

Distribution Lines

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

Distribution Sequence	*GL Unit	Speed Type	Line Amount	Currency	Fund	Dept	*Account	Sub Acct	Rpt Cat	PC Bus Un
1	1 34100	Speed Type	-42,000.00	USD	72400		143800			

Total

Lines 0 Total Debits 0.00 Currency USD Total Credits 42,000.00 Currency US

Save | Return to Search | Previous in List | Next in List | Notify | Refresh

Accounting Entries | Deposit Control

Credits do not equal the payment amount. (6040,712)

The revenue lines must offset the payment amount before you can create the cash line.

DIRECT JOURNAL ACCTG ENTRIES SCREEN: Accounting Entries Tab

As you can see, the accounting line to book the “True” cash line on BU 39401 is generated to offset the revenue that was booked on the Agency’s General Ledger. Since the transaction crosses Business Units, the 101800 “Claims of Cash” lines are inferred **using the Fund from the Revenue line**. A minimum of three lines will be created in addition to the accounting entry the User entered, but there could be more lines depending on how many funds are used.

My Homepage
Direct Journal Acctg Entries
Home | Notifications | Settings

Accounting Entries
Deposit Control

Unit 34100 Deposit ID 941608080599356 Payment 0IA036150472668 Seq 1

Currency Details

Amount	42,500.00	USD	
--------	-----------	-----	--

Complete Entry Event

Budget Status

Distribution Lines

Distribution Sequence	GL Unit	Speed Type	Line Amount	Currency	Fund	Dept	Account	Sub Acct	Rpt Cat	PC Bus Unit	Project	Activity	Analysis Type	Source Type	Category	Subcategory	Oper Unit	Bud Ref	Class	Program
1	34100	Speed Type	-42,500.00	USD	72400		142900													
2	39401	Speed Type	42,500.00	USD			120053													
3	34100	Speed Type	42,500.00	USD	72400		101800													
4	39401	Speed Type	-42,500.00	USD			101800													

Total

Lines	4	Total Debits	85,000.00	Currency	USD	Total Credits	85,000.00	Currency	USD	Net	0.00
-------	---	--------------	-----------	----------	-----	---------------	-----------	----------	-----	-----	------

Save
Return to Search
Previous in List
Next in List
Notify
Refresh

DIRECT JOURNAL ACCTG ENTRIES SCREEN: Accounting Entries Tab

At this point the deposit should be reviewed by another person for accuracy. After the second person has completed their review, they should click the Complete box and click Save.

← My Homepage
Direct Journal Acctg Entries

Accounting Entries

Deposit Control

Unit 34100

Deposit ID 941608080599356

Payment 0IA036150472668

Seq 1

Currency Details

Amount
42,500.00 USD

Complete

Entry Event

Budget Status

Distribution Lines

🗨️ 🔍
1-4 of 4
View 2

ChartFields

Currency Details

Budget

Journal Reference Information

Distribution Creation / Update Details

Distribution Sequence	GL Unit	Speed Type	Line Amount	Currency	Fund	Dept	Account	Sub Acct	Rpt Cat	PC Bus Unit	Project
1	1 34100	Speed Type	-42,500.00	USD	72400		142900				
2	2 39401	Speed Type	42,500.00	USD			120053				
3	3 34100	Speed Type	42,500.00	USD	72400		101800				
4	4 39401	Speed Type	-42,500.00	USD			101800				

Total

Lines 4

Total Debits 85,000.00

Currency USD

Total Credits 85,000.00

Currency USD

Net 0.00

Save

Return to Search

Previous in List

Next in List

Notify

Refresh

Accounting Entries | Deposit Control

DIRECT JOURNAL ACCTG ENTRIES SCREEN: Accounting Entries Tab

If this message below pops up, then there is something wrong with your accounting string. You cannot move forward until it is fixed.

The screenshot shows the 'Direct Journal Acctg Entries' screen with the 'Accounting Entries' tab selected. The interface includes fields for Unit (34100), Deposit ID (941608000599356), Payment (0IA036150472668), and Seq (1). A 'Currency Details' section shows an amount of 42,500.00 USD. Below this is a 'Budget Status' section with a 'Complete' checkbox checked and an 'Entry Event' search field. The main area is a 'Distribution Lines' grid with columns for Distribution Sequence, GL Unit, Speed Type, Line Amount, Currency, Fund, Dept, Account, Sub Acct, Rpt Cat, PC Bus Unit, and Project. A warning dialog box is overlaid on the grid, stating: 'Warning -- The accounting lines contain an invalid ChartField combination. Cannot mark complete. (6040.801) For more detail goto the ChartField Comb Error tab in the Distribution Lines grid. Modify the Chartfield values or modify the Combination Editing rules and save the page.' The dialog has 'OK' and 'Cancel' buttons. At the bottom, there is a 'Total' summary table and a row of action buttons: Save, Return to Search, Previous in List, Next in List, Notify, and Refresh.

Distribution Sequence	GL Unit	Speed Type	Line Amount	Currency	Fund	Dept	Account	Sub Acct	Rpt Cat	PC Bus Unit	Project
1	1 34100	Speed Type	-42,500.00	USD							
2	2 39401	Speed Type	42,500.00	USD							
3	3 34100	Speed Type	42,500.00	USD							
4	4 39401	Speed Type	-42,500.00	USD							

Total											
Lines	4	Total Debits	85,000.00	Currency	USD	Total Credits	85,000.00	Currency	USD	Net	0.00

DIRECT JOURNAL ACCTG ENTRIES SCREEN: Accounting Entries Tab

If you click on the ChartField Combo Error tab immediately after this error message pops up, you can view under Message Text an explanation of which line is in error and what the error is.

The screenshot shows the 'Accounting Entries' tab in the 'Direct Journal Acctg Entries' system. The interface includes a breadcrumb trail, tabs for 'Accounting Entries' and 'Deposit Control', and a header with fields for Unit (34100), Deposit ID (941608080599356), Payment (0IA036150472668), and Seq (1). Below this is a 'Currency Details' section showing an amount of 42,500.00 USD. There are also checkboxes for 'Complete' and an 'Entry Event' search field. The 'Budget Status' section is visible but empty. The 'Distribution Lines' section contains a table with 4 lines. The first line is highlighted in yellow, and its 'Message Text' field contains the error message: 'Combo error for fields ACCOUNT/ AFFILIATE/ AFFILIATE_INTRA1 in group AFFILIATE.' The 'ChartField Comb Error' tab is selected in the sub-navigation. At the bottom, there is a 'Total' summary row and a set of action buttons: Save, Return to Search, Previous in List, Next in List, Notify, and Refresh.

Accounting Entries > Direct Journal Acctg Entries

Accounting Entries | Deposit Control

Unit 34100 Deposit ID 941608080599356 Payment 0IA036150472668 Seq 1

Currency Details

Amount 42,500.00 USD

Complete Entry Event

Budget Status

Distribution Lines

ChartFields | Currency Details | Budget | Journal Reference Information | **ChartField Comb Error** | Distribution Creation / Update Details

Distribution Sequence	GL Unit	Speed Type	Line Amount	Currency	Message Set	Message Nbr	Message Text
1	34100	Speed Type	-42,500.00	USD	9600	31	Combo error for fields ACCOUNT/ AFFILIATE/ AFFILIATE_INTRA1 in group AFFILIATE.
2	39401	Speed Type	42,500.00	USD			
3	34100	Speed Type	42,500.00	USD			
4	39401	Speed Type	-42,500.00	USD			

Total

Lines	4	Total Debits	85,000.00	Currency	USD	Total Credits	85,000.00	Currency	USD	Net	0.00
-------	---	--------------	-----------	----------	-----	---------------	-----------	----------	-----	-----	------

Save | Return to Search | Previous in List | Next in List | Notify | Refresh

DIRECT JOURNAL ACCTG ENTRIES SCREEN: Accounting Entries Tab

This error message in the Message Text box indicates that I need to add an Affiliate and/or Fund Affiliate Code.

< Accounting Entries
Direct Journal Acctg Entries

Accounting Entries

Deposit Control

Unit 34100
Deposit ID 941608080599356
Payment 0IA036150472668
Seq 1

Currency Details

Amount
42,500.00 USD

Complete

Entry Event

Budget Status

Distribution Lines

🗨️ 🔍
1-4 of 4
View 2

ChartFields
Currency Details
Budget
Journal Reference Information
ChartField Comb Error
Distribution Creation / Update Details

Distribution Sequence	GL Unit	Speed Type	Line Amount	Currency	Message Set	Message Nbr	Message Text
1	1 34100	Speed Type	-42,500.00	USD	9600	31	Combo error for fields ACCOUNT/ AFFILIATE/ AFFILIATE_INTRA1 in group AFFILIATE.
2	2 39401	Speed Type	42,500.00	USD			
3	3 34100	Speed Type	42,500.00	USD			
4	4 39401	Speed Type	-42,500.00	USD			

Total

Lines 4
Total Debits 85,000.00
Currency USD
Total Credits 85,000.00
Currency USD
Net 0.00

Save
Return to Search
Previous in List
Next in List
Notify
Refresh

DIRECT JOURNAL ACCTG ENTRIES SCREEN: Accounting Entries Tab

In order to make the corrections, you must remove the cash lines by clicking on the icon that looks like a ledger with a little red **x** in the middle.

< Accounting Entries
Direct Journal Acctg Entries

Accounting Entries

Deposit Control

Unit 34100
Deposit ID 941608080599356
Payment 0IA036150472668
Seq 1

Currency Details

Amount
42,500.00 USD

Complete
 Entry Event

Budget Status

Distribution Lines

1-4 of 4
 [View 2](#)

ChartFields

Currency Details

Budget

Journal Reference Information

ChartField Comb Error

Distribution Creation / Update Details

Distribution Sequence	GL Unit	Speed Type	Line Amount	Currency	Message Set	Message Nbr	Message Text
1	1 34100	Speed Type	-42,500.00	USD	9600	31	Combo error for fields ACCOUNT/ AFFILIATE/ AFFILIATE_INTRA1 in group AFFILIATE.
2	2 39401	Speed Type	42,500.00	USD			
3	3 34100	Speed Type	42,500.00	USD			
4	4 39401	Speed Type	-42,500.00	USD			

Total

Lines 4
Total Debits 85,000.00
Currency USD
Total Credits 85,000.00
Currency USD
Net 0.00

Save

Return to Search

Previous in List

Next in List

Notify

Refresh

DIRECT JOURNAL ACCTG ENTRIES SCREEN: Accounting Entries Tab

You'll need to go back to the Chartfields fields and then scroll to the fields that needs to be entered. In this example, Account Code 142900 always requires an Affiliate and Fund Affiliate. **The Affiliate is the Business Unit that you will be transferring the fund to you and the Fund Affiliate is the fund of the Agency you are transferring it to.** You will need to contact that Agency to ensure you have their information correct and that they have your correct BU and Fund. Click Save.

Payment Mass Maintenance Direct Journal Acctg Entries

Accounting Entries | Deposit Control

Unit 34100 Deposit ID 941608080599356 Payment 0IA036150472668 Seq 1

Currency Details

Amount 42,500.00 USD

Complete Entry Event

Budget Status

Distribution Lines

1-1 of 1 | View 2

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

Distribution Sequence	*GL Unit	Speed Type	Line Amount	Currency	Program	Affiliate	Fund Affil	Oper Unit Affil	Status	Type
1	1 34100	Speed Type	-42,500.00	USD		34101	85300		Errors	User

Total

Lines	1	Total Debits	0.00	Currency	USD	Total Credits	42,500.00	Currency	USD	Net	-42,500.00
-------	---	--------------	------	----------	-----	---------------	-----------	----------	-----	-----	------------

Save | Return to Search | Previous in List | Next in List | Notify | Refresh

Accounting Entries | Deposit Control

DIRECT JOURNAL ACCTG ENTRIES SCREEN: Accounting Entries Tab

Click the lightning bolt to reapply the cash lines. You might see that the Status still says Errors. This will remain there until you click the Complete box and click Save.

← Payment Mass Maintenance
Direct Journal Acctg Entries

Accounting Entries

Deposit Control

Unit 34100
Deposit ID 941608080599356
Payment 0IA036150472668
Seq 1

Currency Details

Amount
42,500.00 USD

⚡

Complete

Budget Status

Entry Event

Distribution Lines

1-4 of 4

[View 2](#)

ChartFields

Currency Details

Budget

Journal Reference Information

Distribution Creation / Update Details

Distribution Sequence	GL Unit	Speed Type	Line Amount	Currency	Program	Affiliate	Fund Affil	Oper Unit Affil	Status	Type
1	1 34100	Speed Type	-42,500.00	USD		34101	85300		Errors	User
2	2 39401	Speed Type	42,500.00	USD		39401			Not Edited	Cash
3	3 34100	Speed Type	42,500.00	USD		39401			Errors	InterUnit
4	4 39401	Speed Type	-42,500.00	USD		34100	72400		Not Edited	InterUnit

Total

Lines 4
Total Debits 85,000.00
Currency USD
Total Credits 85,000.00
Currency USD
Net 0.00

Save

Return to Search

Previous in List

Next in List

Notify

Refresh

Accounting Entries | [Deposit Control](#)

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DIRECT JOURNAL ACCTG ENTRIES SCREEN: Accounting Entries Tab

The Status is now blank and an icon that looks like a ledger with a magnifying glass appears.

This is called the Budget Check Icon.

< Payment Mass Maintenance
Direct Journal Acctg Entries

Accounting Entries
Deposit Control

Unit 34100
Deposit ID 941608080599356
Payment 0IA036150472668
Seq 1

Currency Details

Amount
42,500.00 USD

Complete

Budget Status

Entry Event

Distribution Lines

1-4 of 4
View 2

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

Distribution Sequence	GL Unit	Speed Type	Line Amount	Currency	rogram	Affiliate	Fund Affil	Oper Unit Affil	Status	Type
1	1 34100	Speed Type	-42,500.00	USD		34101	85300			User
2	2 39401	Speed Type	42,500.00	USD		39401			Not Edited	Cash
3	3 34100	Speed Type	42,500.00	USD		39401				InterUnit
4	4 39401	Speed Type	-42,500.00	USD		34100	72400		Not Edited	InterUnit

Total

Lines 4
Total Debits 85,000.00
Currency USD
Total Credits 85,000.00
Currency USD
Net 0.00

Save
Return to Search
Previous in List
Next in List
Notify
Refresh

DIRECT JOURNAL ACCTG ENTRIES SCREEN: Accounting Entries Tab

Give the deposit one final look. Once you have clicked the Budget Check icon, the Budget Status changes from blank to “Valid”. **IMPORTANT:** There is no way to go back once this is clicked.

< Payment Mass Maintenance
Direct Journal Acctg Entries

Accounting Entries

Deposit Control

Unit 34100
Deposit ID 941608080599356
Payment 0IA036150472668
Seq 1

Currency Details

Amount
42,500.00 USD

Complete
 Entry Event

Budget Status

Distribution Lines

1-4 of 4
View 2

ChartFields

Currency Details

Budget

Journal Reference Information

Distribution Creation / Update Details

Distribution Sequence	GL Unit	Speed Type	Line Amount	Currency	rogram	Affiliate	Fund Affil	Oper Unit Affil	Status	Type
1	1 34100	Speed Type	-42,500.00	USD		34101	85300			User
2	2 39401	Speed Type	42,500.00	USD		39401			Not Edited	Cash
3	3 34100	Speed Type	42,500.00	USD		39401				InterUnit
4	4 39401	Speed Type	-42,500.00	USD		34100	72400		Not Edited	InterUnit

Total

Lines 4
Total Debits 85,000.00
Currency USD
Total Credits 85,000.00
Currency USD
Net 0.00

Save

Return to Search

Previous in List

Next in List

Notify

Refresh

Accounting Entries | [Deposit Control](#)

DIRECT JOURNAL ACCTG ENTRIES SCREEN: Accounting Entries Tab

When the Budget Status shows Valid, you cannot make any changes to this Deposit. Once Journal Generator runs, which typically takes a day to post, you will see this posted to your GL and the JE number will start with a DJ.

← Payment Mass Maintenance
Direct Journal Acctg Entries

Accounting Entries

Deposit Control

Unit 34100
Deposit ID 941608080599356
Payment 0IA036150472668
Seq 1

Currency Details

Amount
42,500.00 USD

Complete

Entry Event

Budget Status Valid

Distribution Lines

1-4 of 4

ChartFields

Currency Details

Budget

Journal Reference Information

Distribution Creation / Update Details

|||

Distribution Sequence	GL Unit	Line Amount	Currency	Class	Program	Affiliate	Fund Affil	Oper Unit Affil	Status	Type
1	1 34100	-42,500.00	USD			34101	85300		Complete	User
2	2 39401	42,500.00	USD			39401			Not Edited	Cash
3	3 34100	42,500.00	USD			39401			Complete	InterUnit
4	4 39401	-42,500.00	USD			34100	72400		Not Edited	InterUnit

Total

Lines 4
Total Debits 85,000.00
Currency USD
Total Credits 85,000.00
Currency USD
Net 0.00

Save

Return to Search

Previous in List

Next in List

Notify

Refresh

Accounting Entries
Deposit Control

DIRECT JOURNAL ACCTG ENTRIES SCREEN: Accounting Entries Tab

If you discover that something on the accounting string is incorrect, you will have to correct the accounting string with a Journal Entry. The only time that we make a correction in the AR module is when we have to correct the True Cash account (someone used the wrong bank account), a deposit was posted in the wrong amount, or a deposit was entered in the wrong Fiscal Year (someone changed or used the wrong date). The reason we don't make corrections in the AR module is that there is no way to edit an existing deposit once the status is Valid. You have to enter a new deposit to reverse the incorrect one and then enter another deposit to enter it correctly. This creates new entries on the reconciliation tables that won't reconcile to the bank. STO will have to manually reconcile these transactions.

Payment Mass Maintenance | Direct Journal Acctg Entries

Accounting Entries | Deposit Control

Unit 34100 | Deposit ID 941608080599356 | Payment 01A036150472668 | Seq 1

Currency Details

Amount 42,500.00 USD

Complete | Entry Event

Budget Status Valid

Distribution Lines

Distribution Sequence	GL Unit	Line Amount	Currency	Class	Program	Affiliate	Fund Affil	Oper Unit Affil	Status	Type
1	1 34100	-42,500.00	USD			34101	85300		Complete	User
2	2 39401	42,500.00	USD			39401			Not Edited	Cash
3	3 34100	42,500.00	USD			39401			Complete	InterUnit
4	4 39401	-42,500.00	USD			34100	72400		Not Edited	InterUnit

Total

Lines	4	Total Debits	85,000.00	Currency	USD	Total Credits	85,000.00	Currency	USD	Net	0.00
-------	---	--------------	-----------	----------	-----	---------------	-----------	----------	-----	-----	------

Save | Return to Search | Previous in List | Next in List | Notify | Refresh

Accounting Entries | Deposit Control

How to Manually Enter a Deposit into SHARE

There are times when a deposit was not uploaded into SHARE and it has to be manually entered.

- 1) This is the case for all bank transactions that have a Bank Statement Code/ BAI Code of 469.
- 2) There are instances when the Reconciliation Status shows Duplicate Transaction. This means that the automatic reconciliation process is not sure whether two deposits are duplicates. Neither deposit was uploaded and they both have to be manually entered.

When entering deposits manually, they should be entered as individual deposits and not entered as one deposit with multiple Payment IDs.

Bank Name	Account #	Account Description	GL Number	Deposit Unit	Bank Date	Amount	Statement Code	Statement Code De	Reconciliation Reference ID	Bank Addenda	Reconciliation Status
WELLS FARGO	00XXXXXXXXX0046	Department of Finance & Admin	120053	34100	11/16/2022	42,500.00	169	Miscellaneous ACH Credit	0IA036150472668	OTHER REFERENCE: IA036150472668,HUD TREAS 310 MISC PAY 020613 XXXXX0103 RMT*VV*009405523997*****HUD CPD's, IDIS System FR,0000034100 34100 DEPARTMENT OF FINANCE & ADMIN SUB ACCT 000004945436970	Not Found In System
WELLS FARGO	00XXXXXXXXX0046	Department of Finance & Admin	120053	34100	11/16/2022	223,377.07	169	Miscellaneous ACH Credit	0IA202120526334	OTHER REFERENCE: IA202120526334OTERO COUNTY MAN Otero Cnty state treasurer Monthly Property Tax Distribution	Not Found In System
WELLS FARGO	00XXXXXXXXX0046	Department of Finance & Admin	120053	34100	11/16/2022	13,210.00	169	Miscellaneous ACH Credit	0IA009959975719	OTHER REFERENCE: IA00995997571903/02BANKCARD DEPOSIT - 0224133215 FR 0000042000 42000 REGULATION & LICENSING DEPT SUB ACCT000004945437192	Not Found In System
WELLS FARGO	00XXXXXXXXX0046	Department of Finance & Admin	120053	34100	11/16/2022	728.59	301	Commercial Deposit	3410003143	OTHER REFERENCE: IA000283674675,DESKTOP CHECK DEPOSIT FR 0000034100 34100 DEPARTMENT OF FINANCE & ADMIN SUB,ACCT,000004945436970	Not Found In System
WELLS FARGO	00XXXXXXXXX0046	Department of Finance & Admin	120053	34100	11/16/2022	3,633.98	301	Commercial Deposit	3410008608	OTHER REFERENCE: IA004781698276POST VERIFY DEPOSIT FR 0000034100 34100 DEPARTMENT OF FINANCE & ADMIN SUB ACCT000004945436970	Not Found In System
WELLS FARGO	00XXXXXXXXX0046	Department of Finance & Admin	120053	34100	11/16/2022	(197.00)	469	Miscellaneous ACH Debit	0IA000018945892	OTHER REFERENCE: IA000018945892ACH RETURNS - STATE OF NEW MEX - FILE 1931145706 COID J856000565 FR 0000034100 34100 DEPARTMENT OF FINANCE & ADMIN SUB ACCT000004945436970	Not Found In System
WELLS FARGO	00XXXXXXXXX0046	Department of Finance & Admin	120053	34100	11/16/2022	(100.00)	554	Posting Error Correction Debit	0000000000000000	OTHER REFERENCE: IA200980927039E551 AFFORDA REVERSAL 221007 3410 DED*CS*000258018*221007*10223*585874042*Y*RAELKE	Not Found In System
WELLS FARGO	00XXXXXXXXX0046	Department of Finance & Admin	120053	34100	11/16/2022	(345.52)	566	Return Item	0IA009941831846	OTHER REFERENCE: IA009941831846,RETURN ITEM CHARGE - PAPER AZ 131011 0000034100 FR 0000034100 34100 DEPARTME,NT OF FINANCE &,ADMIN SUB ACCT 000004945436970	Not Found In System
WELLS FARGO	00XXXXXXXXX0046	Department of Finance & Admin	120053	34100	11/16/2022	(100.00)	695	Deposit Correction Debit	3410046185	OTHER REFERENCE: IA009949439291Deposit \$24645.00 on 08/04/20 Image Quality - REF #A-0080505540AZ FR 0000034100 50800DFA SUB ACCT 000004945437317	Duplicate Transaction
WELLS FARGO	00XXXXXXXXX0046	Department of Finance & Admin	120053	34100	11/16/2022	(100.00)	695	Deposit Correction Debit	3410046185	OTHER REFERENCE: IA009949444101Deposit \$24645.00 on 08/04/20 Image Quality - REF #A-0080505539AZ FR 0000034100 50800DFA SUB ACCT 000004945437317	Duplicate Transaction

To manually enter a deposit, navigate back to the Regular Deposit screen.

Click on the “Add a New Value” Tab.

The screenshot shows a navigation bar titled "NavBar: Menu" with a gear icon. Below it is a breadcrumb trail: "Menu > Accounts Receivable > Payments". The main content area is titled "Online Payments" and features a yellow tab labeled "Regular Deposit" with a green menu icon to its left. On the left side of the screen, there is a vertical sidebar with four sections: "Recently Visited" (clock icon), "Favorites" (heart icon), "Menu" (three horizontal lines icon), and "Approvals" (document icon with a green checkmark).

The screenshot shows the "Regular Deposit" search interface. At the top, there is a "Process List" header with a back arrow. Below it, the title "Regular Deposit" is followed by the instruction: "Enter any information you have and click Search. Leave fields blank for a list of all values." There are three tabs: "Find an Existing Value" (blue), "Keyword Search" (white), and "Add a New Value" (yellow). Under the "Search Criteria" section, there are four search fields: "*Deposit Unit" with a dropdown set to "=" and a text input containing "34100"; "Deposit ID" with a dropdown set to "begins with" and an empty text input; "User ID" with a dropdown set to "begins with" and an empty text input; and "Assigned Operator ID" with a dropdown set to "begins with" and an empty text input. There is also a checkbox for "Case Sensitive". At the bottom, there are buttons for "Search" (blue), "Clear" (white), "Basic Search" (blue), and "Save Search Criteria" (blue). A footer bar contains the text: "Find an Existing Value | Keyword Search | Add a New Value".

When entering the Deposit ID, you can choose what to name it. The preferred method is to use the IA number from the bank addenda or the Next function.

Process List

Regular Deposit

Find an Existing Value | Keyword Search | Add a New Value

*Deposit Unit: 34100

*Deposit ID: IA000018945892

No matching values were found.

Add

My Homepage

Regular Deposit

Find an Existing Value | Keyword Search | Add a New Value

*Deposit Unit: 34100

*Deposit ID: NEXT

Add

Find an Existing Value | Keyword Search | Add a New Value

Bank Name	Account #	Account Description	GL Number	Deposit Unit	Bank Date	Amount	Statement Code	Statement Code Desc	Reconciliation Reference ID	Bank Addenda
WELLS FARGO	00XXXXXXXXXX0046	Department of Finance & Admin	120053	34100	11/16/2022	(197.00)	469	Miscellaneous ACH Debit	0IA000018945892	OTHER REFERENCE: IA000018945892AC NEW MEX - FILE 1931145706 COID J856 34100 DEPARTMENT OF FINANCE & ADM ACCT000004945436970
WELLS FARGO	00XXXXXXXXXX0046	Department of Finance & Admin	120053	34100	11/16/2022	(100.00)	695	Deposit Correction Debit	3410046185	OTHER REFERENCE: IA009949439291De 08/04/20 Image Quality - REF #A-008050 50800DFA SUB ACCT 000004945437317
WELLS FARGO	00XXXXXXXXXX0046	Department of Finance & Admin	120053	34100	11/16/2022	(100.00)	695	Deposit Correction Debit	3410046185	OTHER REFERENCE: IA009949444101De 08/04/20 Image Quality - REF #A-008050 50800DFA SUB ACCT 000004945437317

Click the
Add button

[← Process List](#)

Regular Deposit

[Find an Existing Value](#) [Keyword Search](#) [Add a New Value](#)

*Deposit Unit

*Deposit ID

[No matching values were found.](#)

[Add](#)

[Find an Existing Value](#) | [Keyword Search](#) | [Add a New Value](#)

When entering the data for the deposit, you want to get it directly from your query

Process List Regular Deposit

Totals | Payments

Unit 34100 Deposit ID IA000018945892 [Delete Deposit](#)

*Accounting Date

*Bank Code

*Bank Account

*Deposit Type

Control Currency

Format Currency

Rate Type

Exchange Rate

Control Totals

Control Total Amount	0.00	*Count	0
Entered Total Amount	0.00	Count	1
Difference Amount	0.00	Count	-1
Posted Total Amount	0.00	Count	0
Journalled Total Amount	0.00	Count	0

Control Data

*Received

*Entered

Posted

Assigned

User HEATHER.KENT

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

Totals | Payments

The *Accounting Date on the Deposit MUST MATCH the Bank Date on the NMS_BANK_TRANS_W_RECON_STATUS query. This is important because this is part of the Automatic Reconciliation Criteria.

< Process List
Regular Deposit

Totals
Payments

Unit 34100
Deposit ID IA000018945892
Delete Deposit

*Accounting Date 11/16/2022

*Bank Code

*Bank Account

*Deposit Type

Control Currency

Format Currency

Rate Type

Exchange Rate

Control Totals

Control Total Amount	0.00	*Count	0
Entered Total Amount	0.00	Count	1
Difference Amount	0.00	Count	-1
Posted Total Amount	0.00	Count	0
Journalled Total Amount	0.00	Count	0

Control Data

*Received

*Entered

Posted

Assigned

User HEATHER.KENT

Save
Notify
Refresh

Add
Update/Display

Bank Name	Account #	Account Description	GL Number	Deposit Unit	Bank Date	Amount	Statement Code	Statement Code Desc	Reconciliation Reference ID	Bank Addenda
WELLS FARGO	00XXXXXXXXX0046	Department of Finance & Admin	120053	34100	11/16/2022	(197.00)	469	Miscellaneous ACH Debit	OIA000018945892	OTHER REFERENCE: IA000018945892AC NEW MEX - FILE 1931145706 COID J856 34100 DEPARTMENT OF FINANCE & ADM ACCT000004945436970

The *Bank Code is **WFB10**, which represents Wells Fargo Bank and the year of the WFB contract.

< Process List
Regular Deposit

Totals

Payments

Unit 34100

Deposit ID IA000018945892

Delete Deposit

*Accounting Date

*Bank Code WFB_2010

*Bank Account

*Deposit Type

Control Currency

Format Currency

Rate Type

Exchange Rate

Control Totals

Control Total Amount	0.00	*Count	0
Entered Total Amount	0.00	Count	1
Difference Amount	0.00	Count	-1
Posted Total Amount	0.00	Count	0
Journalled Total Amount	0.00	Count	0

Control Data

*Received

*Entered

Posted

Assigned

User HEATHER.KENT

Save

Notify

Refresh

Add

Update/Display

Totals | Payments

Bank Name	Account #	Account Description	GL Number	Deposit Unit	Bank Date	Amount	Statement Code	Statement Code Desc	Reconciliation Reference ID	Bank Addenda
WELLS FARGO	00XXXXXXXXXX0046	Department of Finance & Admin	120053	34100	11/16/2022	(197.00)	469	Miscellaneous ACH Debit	0IA000018945892	OTHER REFERENCE: IA000018945892AC NEW MEX - FILE 1931145706 COID J856 34100 DEPARTMENT OF FINANCE & ADM ACCT0000049454369794

The *Bank Account number is your 4-digit bank account number assigned to your Agency. NOT! the last four digits of you Bank Account number.

The screenshot shows a 'Regular Deposit' form in the background with fields for Unit (34100), Deposit ID (IA000018945892), Accounting Date (11/16/2022), Bank Code (WFB10), and Bank Account. A 'Look Up Bank Account' dialog box is open in the foreground, showing search results for bank accounts. The dialog box has a 'Search' button and a 'Basic Lookup' button. The search results table has two columns: 'Bank Account' and 'Bank Account #'. The results are as follows:

Bank Account	Bank Account #
0002	00XXXXXXXXXX0954
0003	00XXXXXXXXXX0078
0004	00XXXXXXXXXX0086
0005	00XXXXXXXXXX0094
0006	00XXXXXXXXXX0102
0007	00XXXXXXXXXX0110
0008	00XXXXXXXXXX0128
0009	00XXXXXXXXXX9997
0010	00XXXXXXXXXX0001
0011	00XXXXXXXXXX0019
0012	00XXXXXXXXXX0027
0013	00XXXXXXXXXX0035
0014	00XXXXXXXXXX0050
0015	00XXXXXXXXXX0068
0016	00XXXXXXXXXX0076
0017	00XXXXXXXXXX0084
0018	00XXXXXXXXXX0092

If you don't know your 4-digit Bank Account number, you can click the magnifying glass and then copy the bank account number from the query results and paste it into the Bank Account # field. Then click the "Search" button.

The screenshot shows a 'Look Up Bank Account' dialog box overlaid on a 'Regular Deposit' form. The dialog box contains the following fields and values:

- Deposit Unit: 34100
- Bank Code: WFB10
- Bank Account: begins with []
- Bank Account #: begins with [00XXXXXXXXXX0046]

Buttons: Search, Clear, Cancel, Basic Lookup

Search Results Table:

Bank Account	Bank Account #
0002	00XXXXXXXXXX0954
0003	00XXXXXXXXXX0078
0004	00XXXXXXXXXX0086
0005	00XXXXXXXXXX0094
0006	00XXXXXXXXXX0102
0007	00XXXXXXXXXX0110
0008	00XXXXXXXXXX0128
0009	00XXXXXXXXXX9997

Bank Name	Account #	Account Description	GL Number	Deposit Unit	Bank Date	Amount	Statement Code	Statement Code Desc	Reconciliation Reference ID	Bank Addenda
WELLS FARGO	00XXXXXXXXXX0046	Department of Finance & Admin	120053	34100	11/16/2022	(197.00)	469	Miscellaneous ACH Debit	OIA000018945892	OTHER REFERENCE: IA000018945892AC NEW MEX - FILE 1931145706 COID J856 34100 DEPARTMENT OF FINANCE & ADM ACCT000004945436970

Click on the either of the Bank Account numbers to select your Bank Account. It is important that the correct Bank Account is selected because this is what infers the True Cash Account on BU 39401 line and it is part of the Automatic Reconciliation Criteria.

The screenshot shows a 'Regular Deposit' form with a 'Look Up Bank Account' modal window. The modal window has the following fields and values:

- Deposit Unit: 34100
- Bank Code: WFB10
- Bank Account: begins with []
- Bank Account #: begins with []

The modal also has buttons for 'Search', 'Clear', 'Cancel', and 'Basic Lookup'. Below these are search results:

Search Results

View 100 | 1-1 of 1

Bank Account	Bank Account #
0052	00XXXXXXXXXX0046

Two orange arrows point to the '0052' and '00XXXXXXXXXX0046' values in the search results table.

Bank Name	Account #	Account Description	GL Number	Deposit Unit	Bank Date	Amount	Statement Code	Statement Code Desc	Reconciliation Reference ID	Bank Addenda
WELLS FARGO	00XXXXXXXXXX0046	Department of Finance & Admin	120053	34100	11/16/2022	(197.00)	469	Miscellaneous ACH Debit	OIA000018945892	OTHER REFERENCE: IA000018945892AC NEW MEX - FILE 1931145706 COID J856 34100 DEPARTMENT OF FINANCE & ADM ACCT000004945436970

The *Deposit Type defaults to Check. You can leave it “as is” or “change” it to R for Return.

< Process List

Totals Payments

Unit 34100 Deposit ID IA000018945892 Delete Deposit

*Accounting Date 11/16/2022 Control Currency USD
*Bank Code WFB10 WFB_2010 Format Currency USD
*Bank Account 0052 00XXXXXXXXXX0046 Rate Type CRRNT
*Deposit Type C Check Exchange Rate 1.00000000

Control Totals
Control Total Amount 0.00 *Count 0
Entered Total Amount 0.00 Count 1
Difference Amount 0.00 Count -1
Posted Total Amount 0.00 Count 0
Journalled Total Amount 0.00 Count 0

Control Data
*Received 01/04/2023
*Entered 01/04/2023
Posted
Assigned HEATHER.KENT
User HEATHER.KENT

Save Notify Refresh Add Update/Display

Totals | Payments

< Process List

Totals Payments

Unit 34100 Deposit ID IA000018945892 Delete Deposit

*Accounting Date 11/16/2022 Control Currency USD
*Bank Code WFB10 WFB_2010 Format Currency USD
*Bank Account 0052 00XXXXXXXXXX0046 Rate Type CRRNT
*Deposit Type R RTN Exchange Rate 1.00000000

Control Totals
Control Total Amount 0.00 *Count 0
Entered Total Amount 0.00 Count 1
Difference Amount 0.00 Count -1
Posted Total Amount 0.00 Count 0
Journalled Total Amount 0.00 Count 0

Control Data
*Received 01/04/2023
*Entered 01/04/2023
Posted
Assigned HEATHER.KENT
User HEATHER.KENT

Save Notify Refresh Add Update/Display

The Control Total Amount should be the amount of the deposit on the query and the *Count should be 1 since we are working each manual deposit individually.

<
Process List

Totals

Payments

Unit 34100
Deposit ID IA000018945892

Delete Deposit

*Accounting Date

*Bank Code WFB_2010

*Bank Account 00XXXXXXXXXX0046

*Deposit Type RTN

Control Currency

Format Currency

Rate Type

Exchange Rate

Control Totals

Control Total Amount	-197.00	*Count	1
Entered Total Amount	0.00	Count	1
Difference Amount	0.00	Count	-1
Posted Total Amount	0.00	Count	0
Journalled Total Amount	0.00	Count	0

Control Data

*Received

*Entered

Posted

Assigned

User HEATHER.KENT

Save

Notify

Refresh

Add

Update/Display

Bank Name	Account #	Account Description	GL Number	Deposit Unit	Bank Date	Amount	Statement Code	Statement Code Desc	Reconciliation Reference ID	Bank Addenda
WELLS FARGO	00XXXXXXXXXX0046	Department of Finance & Admin	120053	34100	11/16/2022	(197.00)	469	Miscellaneous ACH Debit	OIA000018945892	OTHER REFERENCE: IA000018945892AC NEW MEX - FILE 1931145706 COID J856 34100 DEPARTMENT OF FINANCE & ADM ACCT000004945436970

Click the "Payments" Tab

[Process List](#)

Totals **Payments**

Unit 34100 Deposit ID IA000018945892 [Delete Deposit](#)

*Accounting Date

*Bank Code WFB_2010

*Bank Account 00XXXXXXXXXXXX0046

*Deposit Type RTN

Control Currency

Format Currency

Rate Type

Exchange Rate

Control Totals

Control Total Amount	<input type="text" value="-197.00"/>	*Count	<input type="text" value="1"/>
Entered Total Amount	0.00	Count	1
Difference Amount	0.00	Count	-1
Posted Total Amount	0.00	Count	0
Journalled Total Amount	0.00	Count	0

Control Data

*Received

*Entered

Posted

Assigned

User HEATHER.KENT

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

Copy the number from the Reconciliation Reference ID field on your query and paste it into the *Payment ID field. This is important because this is part of the Automatic Reconciliation Criteria.

Process List Regular Deposit

Totals **Payments**

Unit 34100 Deposit ID IA000018945892 Date 01/04/2023 Balance Not Balanced

Payment Information 1 of 1 | View All

Payment Seq: *Payment ID: **0IA000018945892** *Accounting Date: 11/16/2022

Amount: 0.00 Currency: USD

Rate Type: CRRNT Exchange Rate: 1.00000000

Payment Predictor Journal Directly Range of References

Payment Method: **Check** Attachments (0)

Customer Information 1 of 1 | View All

Customer ID: Business Unit:

Remit From Name: Remit SetID:

Corporate SubCust1: Corporate SetID:

SubCust2: SubCust2:

MICR ID:

[Detail References](#)

Reference Information 1-1 of 1 | View All

	Qual Code	Reference	To Reference	
1	<input type="text"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>		<input type="button" value="+"/> <input type="button" value="-"/>

Totals | Payments

Bank Name	Account #	Account Description	GL Number	Deposit Unit	Bank Date	Amount	Statement Code	Statement Code Desc	Reconciliation Reference ID	Bank Addenda
WELLS FARGO	00XXXXXXXXXX0046	Department of Finance & Admin	120053	34100	11/16/2022	(197.00)	469	Miscellaneous ACH Debit	0IA000018945892	OTHER REFERENCE: IA000018945892AC NEW MEX - FILE 1931145706 COID J856 34100 DEPARTMENT OF FINANCE & ADM ACCT000004945436970

Ensure that the *Accounting Date matches the Bank Date from the BANK_TRANS_W_RECON_STATUS query. **This is the most important date.** Usually, this date infers from the Accounting Date on the “Totals” tab, but if you changed the date on the “Totals” tab after you saved the deposit, the date on the “Payments” tab will not update. The *Accounting Date on the Payments tab is the date used when the deposit posted to the GL.

Process List
Regular Deposit

Totals
Payments

Unit	34100	Deposit ID	IA000018945892	Date	01/04/2023	Balance	Not Balanced
------	-------	------------	----------------	------	------------	---------	--------------

Payment Information
1 of 1
View All

Payment Seq

Amount

Rate Type

Payment Predictor

Payment Method

*Payment ID

Currency

Exchange Rate

Journal Directly Attachments (0)

*Accounting Date

Customer Information
1 of 1
View All

Customer ID

Remit From Name

Corporate SubCust1

MICR ID

Business Unit

Remit SetID

Corporate SetID

SubCust2

[Detail References](#)

Reference Information
1-1 of 1
View All

	Qual Code	Reference	To Reference		
1	<input type="text"/>	<input type="text"/>		<input type="button" value="+"/>	<input type="button" value="-"/>

Totals
Payments

Copy the Amount of the deposit on the query and paste it in the Amount field on the deposit.

Regular Deposit

Process List

Totals Payments

Unit 34100 Deposit ID IA000018945892 Date 01/04/2023 Balance Not Balanced

Payment Information Q | << < 1 of 1 > >> | View All

Payment Seq 1 *Payment ID 0IA000018945892 *Accounting Date 11/16/2022 + -

Amount -197.00 Currency USD

Rate Type CRRNT Exchange Rate 1.00000000

Payment Predictor Journal Directly Range of References

Payment Method Check Attachments (0)

Customer Information Q | << < 1 of 1 > >> | View All

Customer ID + -

Business Unit

Remit From Remit SetID

Name

Corporate Corporate SetID

SubCust1 SubCust2

MICR ID Link MICR

[Detail References](#)

Reference Information Q | << < 1-1 of 1 > >> | View All

	Qual Code	Reference	To Reference
1	<input type="text"/>	<input type="text"/>	+ -

Bank Name	Account #	Account Description	GL Number	Deposit Unit	Bank Date	Amount	Statement Code	Statement Code Desc	Reconciliation Reference ID	Bank Addenda
WELLS FARGO	00XXXXXXXXX0046	Department of Finance & Admin	120053	34100	11/16/2022	(197.00)	469	Miscellaneous ACH Debit	0IA000018945892	OTHER REFERENCE: IA000018945892AC NEW MEX - FILE 1931145706 COID J856 34100 DEPARTMENT OF FINANCE & ADM ACCT000004945436970

Click the Journal Directly box. Click Save.

[Process List](#) Regular Deposit

Totals | **Payments**

Unit 34100 Deposit ID IA000018945892 Date 01/04/2023 Balance **Balanced**

Payment Information 1 of 1 | View All

Payment Seq: 1 *Payment ID: 0IA000018945892 *Accounting Date: 11/16/2022

Amount: -197.00 Currency: USD

Rate Type: CRRNT Exchange Rate: 1.00000000

Payment Predictor Range of References

Payment Method: Check [Apply Payment](#)

[View Audit Logs](#)

Customer Information 1 of 1 | View All

Customer ID: Business Unit:

Remit From Name: Remit SetID:

Corporate SubCust1: Corporate SetID: SubCust2:

MICR ID:

[Detail References](#)

Reference Information 1-1 of 1 | View All

Qual Code	Reference	To Reference		
1				

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

If the deposit is entered correctly, the Control Total Amount and *Count should match the Entered Total Amount and Count. **If they don't match you cannot move forward.**

< Process ListRegular Deposit

TotalsPayments

Unit 34100

View Audit Logs

Deposit ID IA000018945892

Delete Deposit

*Accounting Date

*Bank Code WFB_2010

*Bank Account 00XXXXXXXXXXXX0046

*Deposit Type RTN

Control Currency

Format Currency

Rate Type

Exchange Rate

Control Totals

Control Total Amount	-197.00	*Count	1
Entered Total Amount	-197.00	Count	1
Difference Amount	0.00	Count	0
Posted Total Amount	0.00	Count	0
Journalled Total Amount	0.00	Count	0

Control Data

*Received

*Entered

Posted

Assigned

User HEATHER.KENT

SaveNotifyRefresh

AddUpdate/Display

Totals | Payments85

Navigate to the Direct Journal Acctg Entries using Menu > Accounts Receivable > Payments.

Regular Deposit

Unit 34100 Deposit ID IA000018945892 Delete Deposit

View Audit Logs

*Accounting Date 11/16/2022 Control Currency USD

*Bank Code WFB10 WFB_2010 Format Currency USD

*Bank Account 0052 00XXXXXXXXXX0046 Rate Type CRRNT

*Deposit Type R RTN Exchange Rate 1.00000000

Control Total Amount	-197.00	*Count	1
Entered Total Amount	-197.00	Count	1
Difference Amount	0.00	Count	0
Posted Total Amount	0.00	Count	0
Journalled Total Amount	0.00	Count	0

*Received	01/04/2023
*Entered	01/04/2023
Posted	
Assigned	HEATHER.KENT
User	HEATHER.KENT

Save Return to Search Previous in List Next in List Notify Refresh Add Update/Display

NavBar: Menu

Menu > Accounts Receivable > Payments

Direct Journal Payments

- Journal Entry Drill Down
- Direct Journal Acctg Entries
- Modify Accounting Entries

If you came directly from the Regular Entry screen the Deposit ID is inferred. Click the Search button.

[Totals](#) Create Accounting Entries

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

*Deposit Unit =

Deposit ID begins with

Payment Sequence =


Payment ID begins with

User ID begins with

Assigned Operator ID begins with

Case Sensitive

[Basic Search](#)



From this point forward, the deposit is worked like every other deposit. Since this is a return, the most challenging aspect is determining where to post the deposit.

← Payment Mass Maintenance
Direct Journal Acctg Entries

Accounting Entries

Deposit Control

Unit 34100
Deposit ID 941608080599356
Payment 0IA036150472668
Seq 1

Currency Details

Amount
42,500.00 USD
🌐
🔍

Complete

Budget Status Entry Event

Distribution Lines

🔍
1-4 of 4
View 2

ChartFields

Currency Details

Budget

Journal Reference Information

Distribution Creation / Update Details

Distribution Sequence	GL Unit	Speed Type	Line Amount	Currency	Program	Affiliate	Fund Affil	Oper Unit Affil	Status	Type
1	1 34100	Speed Type	-42,500.00	USD		34101	85300			User
2	2 39401	Speed Type	42,500.00	USD		39401			Not Edited	Cash
3	3 34100	Speed Type	42,500.00	USD		39401				InterUnit
4	4 39401	Speed Type	-42,500.00	USD		34100	72400		Not Edited	InterUnit

Total

Lines 4
Total Debits 85,000.00
Currency USD
Total Credits 85,000.00
Currency USD
Net 0.00

Save

Return to Search

Previous in List

Next in List

Notify

Refresh

Accounting Entries | Deposit Control

How to Identify and Fix a Deposit under Modify Accounting Entries

One of the most common requests for help that we receive is when an Agency has worked their deposit, but they cannot see that it has posted to the General Ledger and they can no longer see the deposit in the AR module. This happens when a deposit has been completed, but the user exited the deposit before it had been budget checked.

Payment Mass Maintenance Direct Journal Acctg Entries

Accounting Entries Deposit Control

Unit 34100 Deposit ID 941608080599356 Payment 0IA036150472668 Seq 1

Currency Details

Amount 42,500.00 USD 🔍

Complete Entry Event

Budget Status

Distribution Lines

🔍 1-4 of 4 View 2

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

Distribution Sequence	GL Unit	Speed Type	Line Amount	Currency	rogram	Affiliate	Fund Affil	Oper Unit Affil	Status	Type
1	1 34100	Speed Type	-42,500.00	USD		34101	85300			User
2	2 39401	Speed Type	42,500.00	USD		39401			Not Edited	Cash
3	3 34100	Speed Type	42,500.00	USD		39401				InterUnit
4	4 39401	Speed Type	-42,500.00	USD		34100	72400		Not Edited	InterUnit

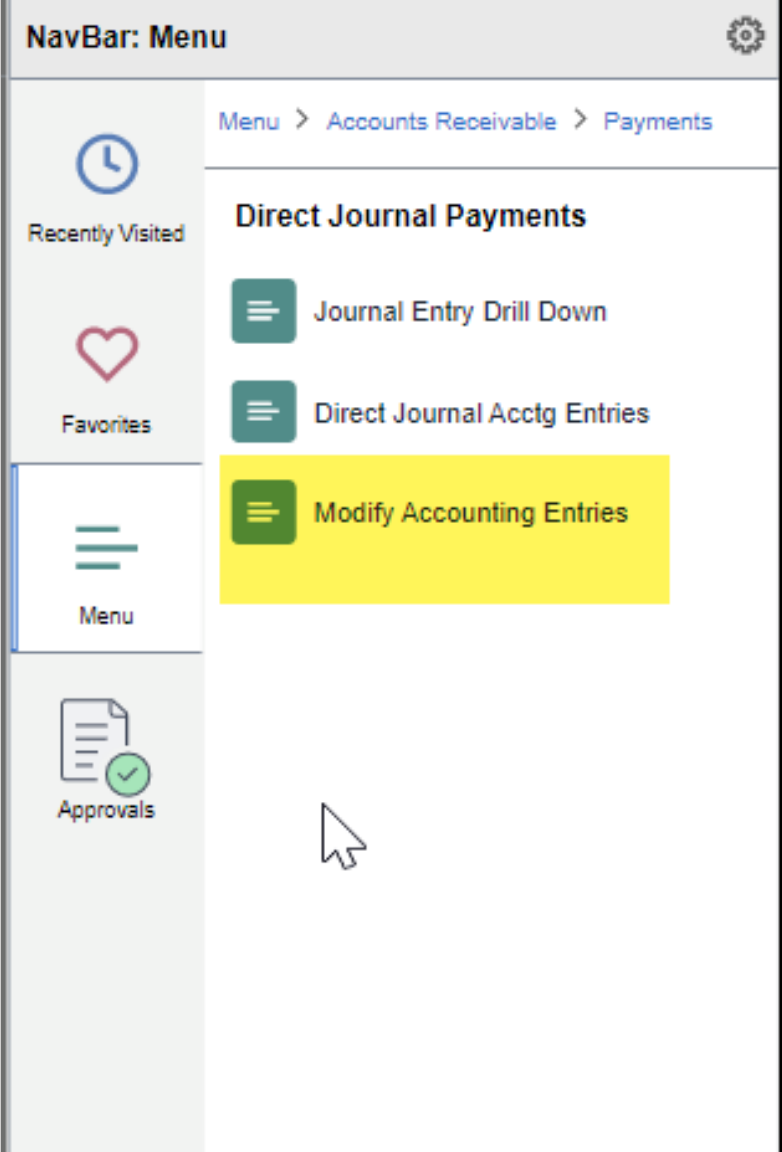
Total

Lines	4	Total Debits	85,000.00	Currency	USD	Total Credits	85,000.00	Currency	USD	Net	0.00
-------	---	--------------	-----------	----------	-----	---------------	-----------	----------	-----	-----	------

Save Return to Search Previous in List Next in List Notify Refresh

Accounting Entries | [Deposit Control](#)

When this happens, the deposit is no longer visible under Direct Journal Acctg Entries. You have to look for the deposit under Modify Accounting Entries (Menu > Accounts Receivable > Payments).



The problem is you have to know the Deposit ID number or the Payment ID of the missing deposit to find it. Every deposit the Agency has entered is stored under Modify Accounting Entries so you can't just click search. When you do click search without the Deposit ID or Payment ID criteria, the system will only bring you back the first 300 deposits.

My Homepage
Modify Accounting Entries

Modify 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

*Deposit Unit =

Deposit ID begins with

Payment Sequence =

Payment ID begins with

User ID begins with

Assigned Operator ID begins with

Case Sensitive

[Basic Search](#)

Search Results

Only the first 300 results can be displayed.

View All 1-100 of 300

Deposit Unit	Deposit ID	Payment Sequence	Payment ID	User ID	Assigned Operator ID	Non Customer Dist Balanced	Entered Date
34100	000001003184412	1	000001003184412	YVONNE.HERRERA	YVONNE.HERRERA	Complete	10/29/2014
34100	000002000161878	1	000002000161878	ERIKA.DOMINGUEZ	ERIKA.DOMINGUEZ	Complete	05/09/2014
34100	000002000161879	1	000002000161879	ERIKA.DOMINGUEZ	ERIKA.DOMINGUEZ	Complete	05/09/2014
34100	0000171331	1	0000171331	YOLANDA.CHAVIRA	YOLANDA.CHAVIRA	Complete	05/18/2015
34100	00IA09950774739	1	00IA09950774739	STEPHANIE.ORTIZ	STEPHANIE.ORTIZ	Complete	08/04/2016
34100	01A000017534799	1	01A000017534799	ELEANOR.BACA	ELEANOR.BACA	Complete	03/15/2012
34100	01A001010000011	1	SANTA FE	ROSELLA.ESQUIBEL	ROSELLA.ESQUIBEL	Complete	09/29/2011
34100	01A009998811467	1	UNM	ROSELLA.ESQUIBEL	ROSELLA.ESQUIBEL	Complete	09/10/2010
34100	0200346340	1	120514	YOLANDA.CHAVIRA	YOLANDA.CHAVIRA	Complete	05/18/2015
34100	0341000998	1	CREDIT	ROSELLA.ESQUIBEL	ROSELLA.ESQUIBEL	Complete	11/05/2009
34100	0341011700	1	CURRY COUNTY	YOLANDA.CHAVIRA	YOLANDA.CHAVIRA	Complete	01/03/2011
34100	060630047945	1	JULY WIRE UNM	MACKIE.ROMERO	MACKIE.ROMERO	Complete	07/19/2006
34100	0651556371	1	0651556371	EMILY.OSTER	EMILY.OSTER	Complete	03/12/2015
34100	08/2606CDBG	1	08/24/06	ROSELLA.ESQUIBEL	ROSELLA.ESQUIBEL	Complete	09/12/2006

Most users do not know the Deposit ID or Payment ID that is missing. To find the Deposit ID/Payment ID and to confirm if there is a budget check problem, you need to run the NMS_AR_DJ_ENTRIES_CASH_REMED query. We suggest that you run the query for the month you are working so you can see if there are any other issues.

NOTE: Instructions on how to schedule a query are below under the How to Perform Month End Reconciliation.

NMS_AR_DJ_ENTRIES_CASH_REMED	DJ TRANSACTIONS Dep BU Prompt	Public		HTML	Excel	XML	Schedule	Lookup References	—
NMS_AR_DJ_ENTRIES_GL_STATUS	DJ TRANSACTIONS Dep BU Prompt	Public		HTML	Excel	XML	Schedule	Lookup References	—
NMS_AR_ENTRIES	AR Customer Deposit Entries	Public		HTML	Excel	XML	Schedule	Lookup References	—
NMS_AR_EXPRESS_DEPOSITS	Express Deposits with Doc ID	Public		HTML	Excel	XML	Schedule	Lookup References	—
NMS_AR_TRANSACTIONS	AR DEPOSIT TRANSACTIONS	Public		HTML	Excel	XML	Schedule	Lookup References	—
NMS_BANK_TRANS_SEARCH	Bank Transactions by Bank Acct	Public		HTML	Excel	XML	Schedule	Lookup References	—
NMS_BANK_TRANS_SEARCH_BY_AMT	Bank Trans Search by Amount	Public		HTML	Excel	XML	Schedule	Lookup References	—
NMS_BANK_TRANS_W_RECON_STATUS	Bank Trans with Recon Status	Public		HTML	Excel	XML	Schedule	Lookup References	—
NMS_BK_REF_FOR_DEPOSIT_ID_MD	UnreconTxns by Bank ID, Date	Public		HTML	Excel	XML	Schedule	Lookup References	—
NMS_CANCELLED_WARRANTS_ALL	List of Cancelled Warrants	Public	FMS - WCN	HTML	Excel	XML	Schedule	Lookup References	—

When you create your pivot table, we suggest you use the set up below. We find this set up is the easiest way to identify issues and have access to the data needed to find it in SHARE.

NOTE: Instructions on how to create and format a pivot table are below under the How to Perform Month End Reconciliation.

PivotTable Fields

Drag fields between areas below:

Filters

Account #

Columns

Account

Rows

GL Unit

Acctg Date

Deposit ID

Payment ID

Journal ID

Chartfield Combo Edit Status

Budget Checking Header Status

Defer Layout Update

Values

Sum of Amount

Update

100%

For simplicity's sake, we have a pivot table that shows you the different stages a deposit can be in once the Direct Journal box has been checked. There are generally 5 stages.

Sum of Amount							Account				
GL Unit	Acctg Date	Deposit ID	Payment ID	Journal ID	Chartfield Combo Edit Status	Budget Checking Header Status	101800	120053	290900	291900	Grand Total
34100	11/16/2022	IA000018945892	OIA000018945892	(blank)	Not Edited	(blank)			197.00		197.00
34100	11/16/2022	IA009949439291	3410046185	(blank)	Complete	(blank)	(100.00)		100.00		0.00
34100	11/16/2022	IA009949444101	3410046185	(blank)	Complete	Valid	(100.00)		100.00		0.00
34100	11/29/2022	941608080599329	OIA000010150592	DJ03215301	Complete	Valid	76,936.96			(76,936.96)	0.00
34100 Total							76,736.96		397.00	(76,936.96)	197.00
39401	11/16/2022	IA009949439291	3410046185	(blank)	Not Edited	(blank)	100.00	(100.00)			0.00
39401	11/16/2022	IA009949444101	3410046185	(blank)	Not Edited	Valid	100.00	(100.00)			0.00
39401	11/29/2022	941608080599329	OIA000010150592	DJ03215289	Not Edited	Valid	(76,936.96)	76,936.96			0.00
39401 Total							(76,736.96)	76,736.96			0.00
Grand Total							0.00	76,736.96	397.00	(76,936.96)	197.00

Stage 1: If the Journal Directly box has been checked but no accounting lines have been entered yet, it will not be on this report. You can still see this deposit under the Direct Journal Acctg Entries.

Sum of Amount										Account		
GL Unit	Acctg Date	Deposit ID	Payment ID	Journal ID	Chartfield Combo Edit Status	Budget Checking Header Status	101800	290900	291900	Grand Total		
34100	11/16/2022	IA000018945892	OIA000018945892	(blank)	Not Edited	(blank)		197.00		197.00		
34100	11/16/2022	IA009949439291	3410046185	(blank)	Complete	(blank)	(100.00)	100.00		0.00		
34100	11/16/2022	IA009949444101	3410046185	(blank)	Complete	Valid	(100.00)	100.00		0.00		
34100	11/29/2022	941608080599329	OIA000010150592	DJ03215301	Complete	Valid	76,936.96		(76,936.96)	0.00		
34100 Total							76,736.96	397.00	(76,936.96)	197.00		
Grand Total							76,736.96	397.00	(76,936.96)	197.00		

< Totals

Direct Journal Acctg Entries

Accounting Entries
Deposit Control

Unit 34100
Deposit ID IA0099599757190
Payment OIA009959975719
Seq 1

Currency Details

Amount
13,120.00 USD

Complete
 Entry Event

Budget Status

Distribution Lines

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

Distribution Sequence	*GL Unit	Speed Type	Line Amount	Currency	Fund	Dept	*Account	Sub Acct	Rpt Cat	PC Bus Un
1	34100	Speed Type		USD						

Total

Lines	0	Total Debits	0.000	Currency	Total Credits	0.000	Currency	Net	0.000
-------	---	--------------	-------	----------	---------------	-------	----------	-----	-------

Save
Return to Search
Previous in List
Next in List
Notify
Refresh

Stage 2: The accounting entries have been entered and saved. The cash lines can either be applied or not, it WILL appear on the query, but the Journal ID, the Chartfield Combo Edit Status and the Budget Checking Header Status will be (blank) or “Not Edited”. The deposit is under Direct Journal Acctg Entries and needs to be completed and budget checked.

Sum of Amount							Account			
GL Unit	Acctg Date	Deposit ID	Payment ID	Journal ID	Chartfield Combo Edit Status	Budget Checking Header Status	101800	290900	291900	Grand Total
34100	11/16/2022	IA000018945892	0IA000018945892	(blank)	Not Edited	(blank)		197.00		197.00
34100	11/16/2022	IA009949439291	3410046185	(blank)	Complete	(blank)	(100.00)	100.00		0.00
34100	11/16/2022	IA009949444101	3410046185	(blank)	Complete	Valid	(100.00)	100.00		0.00
34100	11/29/2022	941608080599329	0IA000010150592	DJ03215301	Complete	Valid	76,936.96		(76,936.96)	0.00
34100 Total							76,736.96	397.00	(76,936.96)	197.00
Grand Total							76,736.96	397.00	(76,936.96)	197.00

< Totals

Direct Journal Acctg Entries

Accounting Entries

Deposit Control

Unit 34100 Deposit ID IA000018945892 Payment 0IA000018945892 Seq 1

Currency Details

Amount -197.00 USD

Complete Entry Event

Budget Status

Distribution Lines

1-1 of 1 | View All

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

Distribution Sequence	*GL Unit	Speed Type	Line Amount	Currency	Fund	Dept	*Account	Sub Acct	Rpt Cat	PC Bus Un
1	34100	Speed Type	197.00	USD	52900		290900			

Total

Lines 1 Total Debits 197.00 Currency USD Total Credits 0.00 Currency USD Net 197.00

Save
Return to Search
Previous in List
Next in List
Notify
Refresh

Accounting Entries | Deposit Control

When a deposit is in Stages 1 and 2, you can see the deposit(s) under Create Accounting Entries.

← Totals Create Accounting Entries

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

*Deposit Unit =

Deposit ID begins with

Payment Sequence =

Payment ID begins with

User ID begins with

Assigned Operator ID begins with

Case Sensitive

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

Search Results

View All 1-10 of 10

Deposit Unit	Deposit ID	Payment Sequence	Payment ID	User ID	Assigned Operator ID	Non Customer Dist	Balanced	Entered Date
34100	941608080599345	3	3410008711	DOMINICL.CHAVEZ	DOMINICL.CHAVEZ	Balanced		12/16/2022
34100	941608080599350	23	3410008740	DOMINICL.CHAVEZ	DOMINICL.CHAVEZ	Balanced		12/27/2022
34100	941608080599350	22	3410008732	DOMINICL.CHAVEZ	DOMINICL.CHAVEZ	Balanced		12/27/2022
34100	941608080599350	28	3410008749	DOMINICL.CHAVEZ	DOMINICL.CHAVEZ	Balanced		12/27/2022
34100	941608080599350	20	0341008742	DOMINICL.CHAVEZ	DOMINICL.CHAVEZ	Balanced		12/27/2022
34100	941608080599350	21	3410008731	DOMINICL.CHAVEZ	DOMINICL.CHAVEZ	Balanced		12/27/2022
34100	941608080599353	7	3410008764	DOMINICL.CHAVEZ	DOMINICL.CHAVEZ	Balanced		12/30/2022
34100	941608080599353	6	3410008763	DOMINICL.CHAVEZ	DOMINICL.CHAVEZ	Balanced		12/30/2022
34100	IA0099599757190	1	0IA009959975719	HEATHER.KENT	HEATHER.KENT	No Dist		01/10/2023
34100	IA000018945892	1	0IA000018945892	HEATHER.KENT	HEATHER.KENT	OOB		01/10/2023

Stage 3: The accounting entries have been entered, the cash lines have been applied and the Complete box has been checked, but the Budget Check icon was not clicked. The Chartfield Combo Edit Status will say “Complete”, but the Journal ID and the Budget Checking Header Status will be (blank).

Sum of Amount							Account			
GL Unit	Acctg Date	Deposit ID	Payment ID	Journal ID	Chartfield Combo Edit Status	Budget Checking Header Status	101800	290900	291900	Grand Total
34100	11/16/2022	IA000018945892	OIA000018945892	(blank)	Not Edited	(blank)		197.00		197.00
34100	11/16/2022	IA009949439291	3410046185	(blank)	Complete	(blank)	(100.00)	100.00		0.00
34100	11/16/2022	IA009949444101	3410046185	(blank)	Complete	Valid	(100.00)	100.00		0.00
34100	11/29/2022	941608080599329	OIA000010150592	DJ03215301	Complete	Valid	76,936.96		(76,936.96)	0.00
34100 Total							76,736.96	397.00	(76,936.96)	197.00
Grand Total							76,736.96	397.00	(76,936.96)	197.00

Stage 3: You will not see the deposit listed under Create Accounting Entries.

< Totals
Create Accounting Entries

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

*Deposit Unit = 34100 Q

Deposit ID begins with Q

Payment Sequence =

Payment ID begins with

User ID begins with

Assigned Operator ID begins with

Case Sensitive

Search
Clear
Basic Search
Save Search Criteria

Search Results

View All 1-10 of 10

Deposit Unit	Deposit ID	Payment Sequence	Payment ID	User ID	Assigned Operator ID	Non Customer Dist Balanced	Entered Date
34100	941608080599345	3	3410008711	DOMINICL.CHAVEZ	DOMINICL.CHAVEZ	Balanced	12/16/2022
34100	941608080599350	23	3410008740	DOMINICL.CHAVEZ	DOMINICL.CHAVEZ	Balanced	12/27/2022
34100	941608080599350	22	3410008732	DOMINICL.CHAVEZ	DOMINICL.CHAVEZ	Balanced	12/27/2022
34100	941608080599350	28	3410008749	DOMINICL.CHAVEZ	DOMINICL.CHAVEZ	Balanced	12/27/2022
34100	941608080599350	20	0341008742	DOMINICL.CHAVEZ	DOMINICL.CHAVEZ	Balanced	12/27/2022
34100	941608080599350	21	3410008731	DOMINICL.CHAVEZ	DOMINICL.CHAVEZ	Balanced	12/27/2022
34100	941608080599353	7	3410008764	DOMINICL.CHAVEZ	DOMINICL.CHAVEZ	Balanced	12/30/2022
34100	941608080599353	6	3410008763	DOMINICL.CHAVEZ	DOMINICL.CHAVEZ	Balanced	12/30/2022
34100	IA0099599757190	1	0IA009959975719	HEATHER.KENT	HEATHER.KENT	No Dist	01/10/2023
34100	IA000018945892	1	0IA000018945892	HEATHER.KENT	HEATHER.KENT	OOB	01/10/2023

Stage 3: You have to navigate to Modify Accounting Entries (Menu > Accounts Receivable > Payments).

My Homepage
Create Accounting Entries

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

*Deposit Unit =

Deposit ID begins with

Payment Sequence =

Payment ID begins with

User ID begins with

Assigned Operator ID begins with

Case Sensitive

[Basic Search](#)

Search Results

View All 1-10 of 10

Deposit Unit	Deposit ID	Payment Sequence	Payment ID	User ID	Assigned Operator ID	Non Customer Dist	Balanced	Entered Date
34100	941608080599345	3	3410008711	DOMINICL.CHAVEZ	DOMINICL.CHAVEZ	Balanced		12/16/2022
34100	941608080599350	20	0341008742	DOMINICL.CHAVEZ	DOMINICL.CHAVEZ	Balanced		12/27/2022
34100	941608080599350	21	3410008731	DOMINICL.CHAVEZ	DOMINICL.CHAVEZ	Balanced		12/27/2022
34100	941608080599350	22	3410008732	DOMINICL.CHAVEZ	DOMINICL.CHAVEZ	Balanced		12/27/2022
34100	941608080599350	23	3410008740	DOMINICL.CHAVEZ	DOMINICL.CHAVEZ	Balanced		12/27/2022
34100	941608080599350	28	3410008749	DOMINICL.CHAVEZ	DOMINICL.CHAVEZ	Balanced		12/27/2022
34100	941608080599353	6	3410008763	DOMINICL.CHAVEZ	DOMINICL.CHAVEZ	Balanced		12/30/2022
34100	941608080599353	7	3410008764	DOMINICL.CHAVEZ	DOMINICL.CHAVEZ	Balanced		12/30/2022
34100	IA000018945892	1	0IA000018945892	HEATHER.KENT	HEATHER.KENT	OOB		01/10/2023
34100	IA0099599757190	1	0IA009959975719	HEATHER.KENT	HEATHER.KENT	No Dist		01/10/2023

NavBar: Menu

Menu > Accounts Receivable > Payments

Direct Journal Payments

-
-
-

Menu

Stage 3: Copy and paste the Deposit ID and the Payment ID in the appropriate fields to look up the deposit.

Sum of Amount							Account			
GL Unit	Acctg Date	Deposit ID	Payment ID	Journal ID	Chartfield Combo Edit Status	Budget Checking Header Status	101800	290900	291900	Grand Total
34100	11/16/2022	IA000018945892	OIA000018945892	(blank)	Not Edited	(blank)		197.00		197.00
34100	11/16/2022	IA009949439291	3410046185	(blank)	Complete	(blank)	(100.00)	100.00		0.00
34100	11/16/2022	IA009949444101	3410046185	(blank)	Complete	Valid	(100.00)	100.00		0.00
34100	11/29/2022	941608080599329	OIA000010150592	DJ03215301	Complete	Valid	76,936.96		(76,936.96)	0.00
34100 Total							76,736.96	397.00	(76,936.96)	197.00
Grand Total							76,736.96	397.00	(76,936.96)	197.00

< My Homepage

Modify Accounting Entries

Modify 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

*Deposit Unit =

Deposit ID begins with

Payment Sequence =

Payment ID begins with

User ID begins with

Assigned Operator ID begins with

Case Sensitive

Search
Clear
Basic Search Save Search Criteria

Stage 3: Now you can click the Budget Check Icon. The deposit will not post until this icon is clicked and the deposit is in “Valid” status.

← My Homepage
Modify Accounting Entries

Unit 34100
Deposit ID IA009949439291
Payment 3410046185
Seq 1

Currency Details

Amount	-100.00	Currency	USD
Base	-100.00	Currency	USD

Complete Budget Status

Distribution Lines

☰ 🔍
1-4 of 4 ▾

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

Distribution Sequence	GL Unit	Debit Amount	Credit Amount	Line Amount	Foreign Currency	Account▲	Oper Unit	Fund▲	Dept	Program Code	Class
4	39401	100.00		100.00	USD	101800					
3	34100		100.00	-100.00	USD	101800		01000			
2	39401		100.00	-100.00	USD	120053					
1	34100	100.00		100.00	USD	290900		01000			

Total

Lines	4	Total Debits	200.00	Currency	USD	Total Credits	200.00	Currency	USD	Net	0.00
-------	---	--------------	--------	----------	-----	---------------	--------	----------	-----	-----	------

Save
Return to Search
Notify

Directly Journalled Payments | [Deposit Control](#)

Stage 4: The deposit has a Chartfield Combo Edit Status of “Complete” and the Budget Checking Header Status is “Valid”, but the Journal ID is blank. This means the deposit is sitting on the table waiting for journal generator to run. The process usually runs overnight and posts the next day.

Sum of Amount							Account			
GL Unit	Acctg Date	Deposit ID	Payment ID	Journal ID	Chartfield Combo Edit Status	Budget Checking Header Status	101800	290900	291900	Grand Total
34100	11/16/2022	IA000018945892	OIA000018945892	(blank)	Not Edited	(blank)		197.00		197.00
34100	11/16/2022	IA009949439291	3410046185	(blank)	Complete	(blank)	(100.00)	100.00		0.00
34100	11/16/2022	IA009949444101	3410046185	(blank)	Complete	Valid	(100.00)	100.00		0.00
34100	11/29/2022	941608080599329	OIA000010150592	DJ03215301	Complete	Valid	76,936.96		(76,936.96)	0.00
34100 Total							76,736.96	397.00	(76,936.96)	197.00
Grand Total							76,736.96	397.00	(76,936.96)	197.00

[< My Homepage](#)
Modify Accounting Entries

[Directly Journalled Payments](#) | [Deposit Control](#)

Unit 34100 Deposit ID IA009949444101 Payment 3410046185 Seq 1

Currency Details

Amount	-100.00	Currency	USD
Base	-100.00	Currency	USD

Complete Budget Status Valid

Distribution Lines

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

Distribution Sequence	GL Unit	Debit Amount	Credit Amount	Line Amount	Foreign Currency	Account	Oper Unit	Fund	Dept	Program Code	Class
4	39401	100.00		100.00	USD	101800					
3	34100		100.00	-100.00	USD	101800		01000			
2	39401		100.00	-100.00	USD	120053					
1	34100	100.00		100.00	USD	290900		01000			

Total

Lines	4	Total Debits	200.00	Currency	USD	Total Credits	200.00	Currency	USD	Net	0.00
-------	---	--------------	--------	----------	-----	---------------	--------	----------	-----	-----	------

[Save](#) | [Return to Search](#) | [Notify](#)

Stage 5: The deposit has a Chartfield Combo Edit Status of “Complete”, the Budget Checking Header Status is “Valid”, and the Journal ID has a Journal ID that starts with DJ populated. This generally means the deposit has been posted to your general ledger.

Sum of Amount							Account			
GL Unit	Acctg Date	Deposit ID	Payment ID	Journal ID	Chartfield Combo Edit Status	Budget Checking Header Status	101800	290900	291900	Grand Total
34100	11/16/2022	IA000018945892	OIA000018945892	(blank)	Not Edited	(blank)		197.00		197.00
34100	11/16/2022	IA009949439291	3410046185	(blank)	Complete	(blank)	(100.00)	100.00		0.00
34100	11/16/2022	IA009949444101	3410046185	(blank)	Complete	Valid	(100.00)	100.00		0.00
34100	11/29/2022	941608080599329	OIA000010150592	DJ03215301	Complete	Valid	76,936.96		(76,936.96)	0.00
34100 Total							76,736.96	397.00	(76,936.96)	197.00
Grand Total							76,736.96	397.00	(76,936.96)	197.00

How to Reconcile the Bank to the Accounts Receivable Module at Month End

Navigate to Query Viewer and search for the query
NMS_BANK_TRANS_W_RECON_STATUS

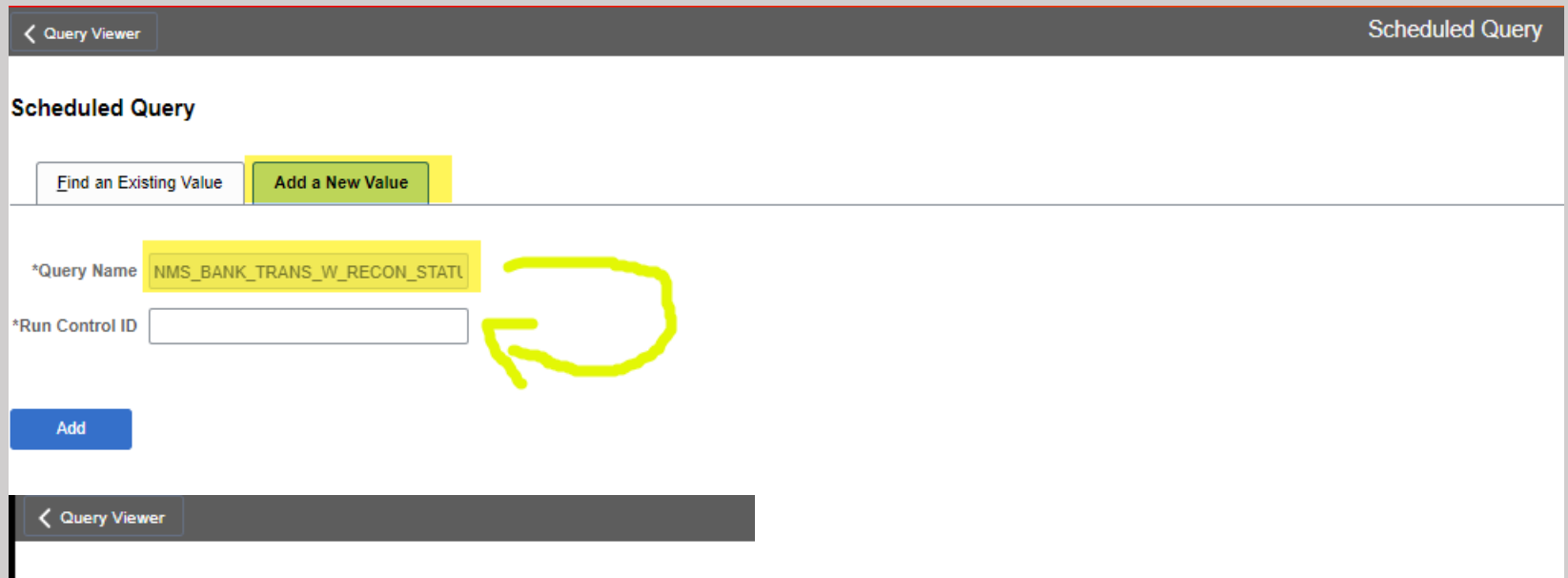
Since you are running this query for the entire month, you
should schedule the query.

NMS_AR_DJ_ENTRIES_CASH_REMED	DJ TRANSACTIONS Dep BU Prompt	Public		HTML	Excel	XML	Schedule	Lookup References	—
NMS_AR_DJ_ENTRIES_GL_STATUS	DJ TRANSACTIONS Dep BU Prompt	Public		HTML	Excel	XML	Schedule	Lookup References	—
NMS_AR_ENTRIES	AR Customer Deposit Entries	Public		HTML	Excel	XML	Schedule	Lookup References	—
NMS_AR_EXPRESS_DEPOSITS	Express Deposits with Doc ID	Public		HTML	Excel	XML	Schedule	Lookup References	—
NMS_AR_TRANSACTIONS	AR DEPOSIT TRANSACTIONS	Public		HTML	Excel	XML	Schedule	Lookup References	—
NMS_BANK_TRANS_SEARCH	Bank Transactions by Bank Acct	Public		HTML	Excel	XML	Schedule	Lookup References	—
NMS_BANK_TRANS_SEARCH_BY_AMT	Bank Trans Search by Amount	Public		HTML	Excel	XML	Schedule	Lookup References	—
NMS_BANK_TRANS_W_RECON_STATUS	Bank Trans with Recon Status	Public		HTML	Excel	XML	Schedule	Lookup References	—
NMS_BK_REF_FOR_DEPOSIT_ID_MD	UnreconTxns by Bank ID, Date	Public		HTML	Excel	XML	Schedule	Lookup References	—
NMS_CANCELLED_WARRANTS_ALL	List of Cancelled Warrants	Public	FMS - WCN	HTML	Excel	XML	Schedule	Lookup References	—
NMS_CHART_OF_ACCTS	Chart of Accounts	Public		HTML	Excel	XML	Schedule	Lookup References	—
NMS_CM_3RD_PARTY_WARRANTS	List of 3rd Party Warrants	Public		HTML	Excel	XML	Schedule	Lookup References	—
NMS_CR_PAYMENT_FILE	Agency Payment File Query	Public		HTML	Excel	XML	Schedule	Lookup References	—
NMS_DFA_CASH_REPORT_V3_PUB	Interest - State GF Investment	Public		HTML	Excel	XML	Schedule	Lookup References	—

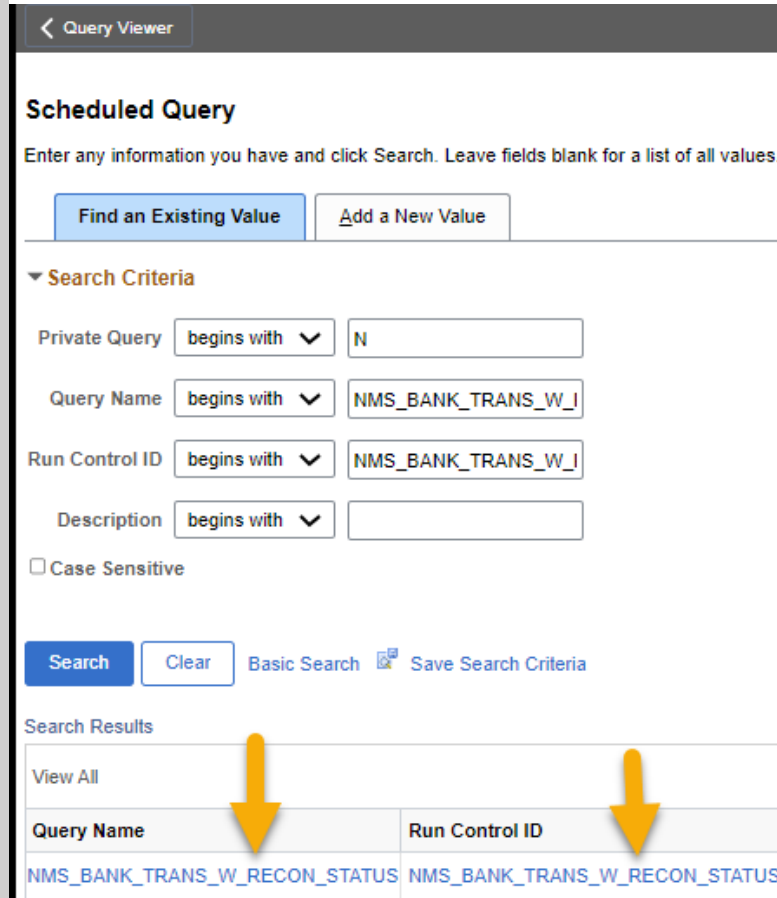
If you've never scheduled the NMS_BANK_TRANS_W_RECON_STATUS query, you'll need to click the "Add a New Value" button.

You must name your *Run Control ID. There can be no spaces and then click the "Add" button. I suggest copying the *Query Name from above. This way you'll never forget which query you are scheduling.

If you've scheduled this before and you only have one Run Control ID, just click one of the hyperlinks.



The screenshot shows the 'Scheduled Query' form. At the top, there is a navigation bar with a back arrow and 'Query Viewer' on the left, and 'Scheduled Query' on the right. Below the navigation bar, the title 'Scheduled Query' is displayed. There are two buttons: 'Find an Existing Value' and 'Add a New Value'. The 'Add a New Value' button is highlighted in yellow. Below the buttons, there are two input fields: '*Query Name' and '*Run Control ID'. The '*Query Name' field contains the text 'NMS_BANK_TRANS_W_RECON_STATL' and is highlighted in yellow. A yellow hand-drawn circle is drawn around the '*Run Control ID' field. Below the input fields, there is a blue 'Add' button.



The screenshot shows the search results for the query. At the top, there is a navigation bar with a back arrow and 'Query Viewer' on the left, and 'Scheduled Query' on the right. Below the navigation bar, the title 'Scheduled Query' is displayed. There is a text prompt: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below the prompt, there are two buttons: 'Find an Existing Value' and 'Add a New Value'. Below the buttons, there is a section titled 'Search Criteria' with a dropdown arrow. There are four search criteria: 'Private Query' (begins with N), 'Query Name' (begins with NMS_BANK_TRANS_W_I), 'Run Control ID' (begins with NMS_BANK_TRANS_W_I), and 'Description' (begins with). There is a checkbox for 'Case Sensitive'. Below the search criteria, there are three buttons: 'Search', 'Clear', and 'Basic Search'. There is also a link for 'Save Search Criteria'. Below the search criteria, there is a section titled 'Search Results'. There is a link for 'View All'. Below the 'View All' link, there is a table with two columns: 'Query Name' and 'Run Control ID'. The table has one row with the following values: 'NMS_BANK_TRANS_W_RECON_STATUS' and 'NMS_BANK_TRANS_W_RECON_STATUS'. Two orange arrows point to the 'Query Name' and 'Run Control ID' columns.

Query Name	Run Control ID
NMS_BANK_TRANS_W_RECON_STATUS	NMS_BANK_TRANS_W_RECON_STATUS

If this is your first time scheduling this query, the fields will be blank. Otherwise, you'll need to click the Update Parameters hyperlink to update the search criteria.

Query Viewer Schedule Query

Schedule Query

Run Control ID: NMS_BANK_TRANS_W_RECON_STATUS Report Manager Process Monitor

Query Name: NMS_BANK_TRANS_W_RECON_STATL

*Description: NMS_BANK_TRANS_W_RECON_STATUS

[Update Parameters](#) ←

Prompt Name	Value
RECON_BANK_DT	2022-07-01
RECON_BANK_DT	2023-06-30
BANK_CD	WFB10
BANK_ACCT_KEY	333P

You want to enter the date range. For this purpose, it will be the first and last day of the month. The *Bank will always be WFB10 and the *Account will be the 4-digit bank account number assigned to your Agency, NOT the last four digits of your Bank Account number.

Click the “OK” button

The screenshot shows the 'Schedule Query' interface. At the top, there is a 'Query Viewer' tab and a 'Schedule Query' title. Below the title, there are tabs for 'Run Control ID', 'NMS_BANK_TRANS_W_RECON_STATUS', 'Report Manager', and 'Process Monitor'. The 'Query Name' is 'NMS_BANK_TRANS_W_RECON_STATI' and the '*Description' is 'NMS_BANK_TRANS_W_RECON_STATUS'. Under 'Update Parameters', there is a table with the following data:

Prompt Name	Value
RECON_BANK_DT	2022-07-01
RECON_BANK_DT	2023-06-30
BANK_CD	WFB10
BANK_ACCT_KEY	333P

At the bottom of the table are 'OK', 'Cancel', and 'Apply' buttons. To the right, a confirmation dialog box is open with the title 'NMS_BANK_TRANS_W_RECON_STATUS'. It contains the following fields: '*From Bank Date' (10/01/2022), '*To Bank Date' (10/31/2022), '*Bank' (WFB10), and '*Account' (0052). An orange arrow points to the 'OK' button at the bottom of the dialog box.

Schedule Query

Run Control ID NMS_BANK_TRANS_W_RECON_STATUS

[Report Manager](#)

[Process Monitor](#)

Query Name NMS_BANK_TRANS_W_RECON_STATL

*Description NMS_BANK_TRANS_W_RECON_STATUS

[Update Parameters](#)

Prompt Name	Value
RECON_BANK_DT	2022-10-01
RECON_BANK_DT	2022-10-31
BANK_CD	WFB10
BANK_ACCT_KEY	0052

OK

Cancel

Apply

Click the "Apply" button

Query Viewer Schedule Query

Schedule Query

Run Control ID: NMS_BANK_TRANS_W_RECON_STATUS Report Manager Process Monitor

Query Name: NMS_BANK_TRANS_W_RECON_STATI
*Description: NMS_BANK_TRANS_W_RECON_STATUS

Update Parameters

Prompt Name	Value
RECON_BANK_DT	2022-10-01
RECON_BANK_DT	2022-10-31
BANK_CD	WFB10
BANK_ACCT_KEY	0052

OK Cancel Apply

Process Scheduler Request

User ID: HEATHER.KENT Run Control ID: NMS_BANK_TRANS_W_RECON_STATUS

Server Name: PSUNX Run Date: 01/04/2023
Recurrence: Run Time: 2:14:39PM [Reset to Current Date/Time](#)

Time Zone:

Process List

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	PSQUERY	PSQUERY	Application Engine	Web	TXT	Distribution

OK Cancel

Click the "OK" button

Schedule Query

Run Control ID NMS_BANK_TRANS_W_RECON_STATUS

[Report Manager](#)

[Process Monitor](#)

Query Name NMS_BANK_TRANS_W_RECON_STATI

*Description NMS_BANK_TRANS_W_RECON_STATUS

[Update Parameters](#)

Prompt Name	Value
RECON_BANK_DT	2022-10-01
RECON_BANK_DT	2022-10-31
BANK_CD	WFB10
BANK_ACCT_KEY	0052

OK

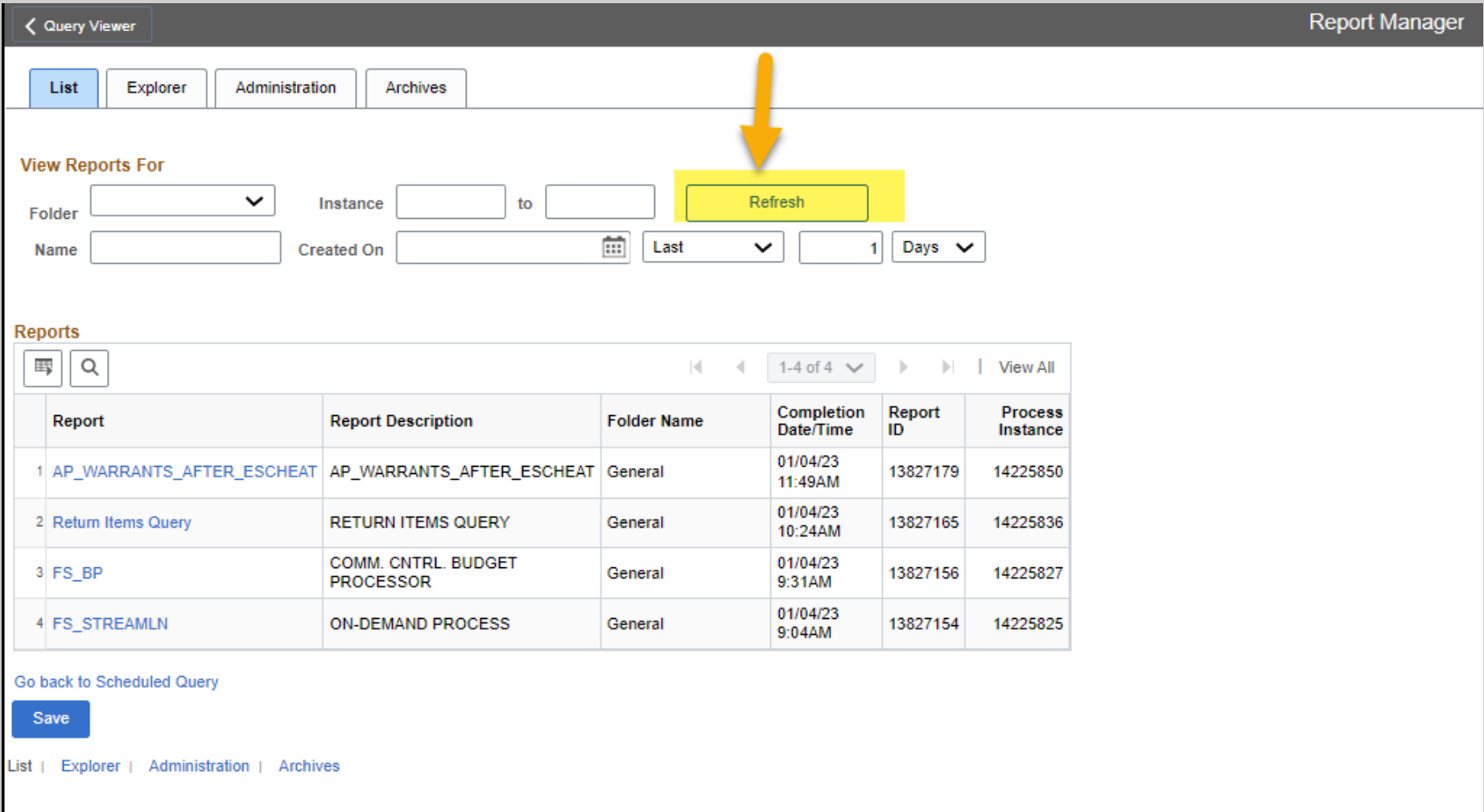
Cancel

Apply

Click the "Report Manager" hyperlink

“Every once in a while”, click the “Refresh” button until the report is listed.

Repeatedly clicking the “Refresh” button will not make the report run faster, even if it makes you feel better. 😊



The screenshot shows the 'Report Manager' interface. At the top, there is a navigation bar with a back arrow and 'Query Viewer' on the left, and 'Report Manager' on the right. Below this is a menu with buttons for 'List', 'Explorer', 'Administration', and 'Archives'. The 'List' button is highlighted in blue. The main content area is titled 'View Reports For' and contains several input fields: 'Folder' (a dropdown menu), 'Instance' (a text input), 'to' (a text input), 'Name' (a text input), 'Created On' (a date picker), 'Last' (a dropdown menu), '1' (a text input), and 'Days' (a dropdown menu). A yellow box highlights the 'Refresh' button, with an orange arrow pointing down to it. Below the 'View Reports For' section is a 'Reports' section with a search icon, a list of reports, and a 'View All' link. The reports are listed in a table with columns: Report, Report Description, Folder Name, Completion Date/Time, Report ID, and Process Instance. The table contains four rows of data. At the bottom of the interface, there is a 'Go back to Scheduled Query' link, a 'Save' button, and a breadcrumb trail: 'List | Explorer | Administration | Archives'.

View Reports For

Folder Instance to Refresh

Name Created On Last 1 Days

Reports

	Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance
1	AP_WARRANTS_AFTER_ESCHEAT	AP_WARRANTS_AFTER_ESCHEAT	General	01/04/23 11:49AM	13827179	14225850
2	Return Items Query	RETURN ITEMS QUERY	General	01/04/23 10:24AM	13827165	14225836
3	FS_BP	COMM. CNTRL. BUDGET PROCESSOR	General	01/04/23 9:31AM	13827156	14225827
4	FS_STREAMLN	ON-DEMAND PROCESS	General	01/04/23 9:04AM	13827154	14225825

Go back to Scheduled Query

Save

List | Explorer | Administration | Archives

Query Viewer

List Explorer Administration Archives

View Reports For

Folder Instance to Refresh

Name Created On Last 1 Days

Reports

Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance
1 NMS_BANK_TRANS_W_RECON_STATUS	NMS_BANK_TRANS_W_RECON_STATUS	General	01/04/23 2:17PM	13827214	14225887
2 AP_WARRANTS_AFTER_ESCHEAT	AP_WARRANTS_AFTER_ESCHEAT	General	01/04/23 11:49AM	13827179	14225850
3 Return Items Query	RETURN ITEMS QUERY	General	01/04/23 10:24AM	13827165	14225836
4 FS_BP	COMM. CNTRL. BUDGET PROCESSOR	General	01/04/23 9:31AM	13827156	14225827
5 FS_STREAMLN	ON-DEMAND PROCESS	General	01/04/23 9:04AM	13827154	14225825

Go back to Scheduled Query

Save

List | Explorer | Administration | Archives

Click on the hyperlink of the query you just ran.



[< List](#)

Report

Report ID	13827214	Process Instance	14225887	Message Log
Name	PSQUERY	Process Type	Application Engine	
Run Status	Success			

NMS_BANK_TRANS_W_RECON_STATUS

Distribution Details

Distribution Node	RPT_UNIX	Expiration Date	01/19/2023
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File List

Name	File Size (bytes)	Datetime Created
AE_PSQUERY_14225887.log	166	01/04/2023 2:17:04.352184PM MST
NMS_BANK_TRANS_W_RECON_STATUS-14225887.csv	166	01/04/2023 2:17:04.352184PM MST

Distribute To

Distribution ID Type	-Distribution ID
User	HEATHER.KENT

[Return](#)

Click on the hyperlink again of the query you just ran.

Report

Report ID 13827214 Process Instance 14225887 [Message Log](#)
 Name PSQUERY Process Type Application Engine
 Run Status Success

NMS_BANK_TRANS_W_RECON_STATUS

Distribution Details

Distribution Node RPT_UNIX Expiration Date 01/19/2023

File List

Name	File Size (bytes)	Datetime Created
AE_PSQUERY_14225887.log	166	01/04/2023 2:17:04.352184PM MST
NMS_BANK_TRANS_W_RECON_STATUS-14225887.csv	69,523	01/04/2023 2:17:04.352184PM MST

Distribute To

Distribution ID Type Distribution ID
 User HEATHER.KENT

Depending on the Browser you use, an Excel/CSV file should prompt you to open it somewhere on your screen.

I used Chrome so my prompt appeared on the bottom of the screen.

Navigate back to Query Viewer and search for query NMS_AR_DJ_ENTRIES_CASH_REMED

Since you are running this query for the entire month, you should schedule the query.

NOTE: If you are one of the agencies listed below, you will have to run the additional queries that are highlighted in blue.

BUs 34100, 36100, 61100, 63100, 69000, 79000, and 80500. These agencies use a combination of Worksheets and DJs.

The NMS_AR_ENTRIES query are for grants.

The NMS_AR_EXPRESS_DEPOSITS query is for express deposits. The Express Deposits query is not accurate, but there is no other accurate query at this time.

NMS_AR_DJ_ENTRIES_CASH_REMED	DJ TRANSACTIONS Dep BU Prompt	Public		HTML	Excel	XML	Schedule	Lookup References	--
NMS_AR_DJ_ENTRIES_GL_STATUS	DJ TRANSACTIONS Dep BU Prompt	Public		HTML	Excel	XML	Schedule	Lookup References	--
NMS_AR_ENTRIES	AR Customer Deposit Entries	Public		HTML	Excel	XML	Schedule	Lookup References	--
NMS_AR_EXPRESS_DEPOSITS	Express Deposits with Doc ID	Public		HTML	Excel	XML	Schedule	Lookup References	--
NMS_AR_TRANSACTIONS	AR DEPOSIT TRANSACTIONS	Public		HTML	Excel	XML	Schedule	Lookup References	--
NMS_BANK_TRANS_SEARCH	Bank Transactions by Bank Acct	Public		HTML	Excel	XML	Schedule	Lookup References	--
NMS_BANK_TRANS_SEARCH_BY_AMT	Bank Trans Search by Amount	Public		HTML	Excel	XML	Schedule	Lookup References	--
NMS_BANK_TRANS_W_RECON_STATUS	Bank Trans with Recon Status	Public		HTML	Excel	XML	Schedule	Lookup References	--
NMS_BK_REF_FOR_DEPOSIT_ID_MD	UnreconTxns by Bank ID, Date	Public		HTML	Excel	XML	Schedule	Lookup References	--
NMS_CANCELLED_WARRANTS_ALL	List of Cancelled Warrants	Public	FMS - WCN	HTML	Excel	XML	Schedule	Lookup References	--
NMS_CHART_OF_ACCTS	Chart of Accounts	Public		HTML	Excel	XML	Schedule	Lookup References	--
NMS_CM_3RD_PARTY_WARRANTS	List of 3rd Party Warrants	Public		HTML	Excel	XML	Schedule	Lookup References	--
NMS_CR_PAYMENT_FILE	Agency Payment File Query	Public		HTML	Excel	XML	Schedule	Lookup References	--
NMS_DFA_CASH_REPORT_V3_PUB	Interest - State GF Investment	Public		HTML	Excel	XML	Schedule	Lookup References	--

If you've never scheduled the NMS_AR_DJ_ENTRIES_CASH_REMED query, you'll need to click the "Add a New Value" button.

You must name your *Run Control ID. There can be no spaces and then click the "Add" button. I suggest copying the *Query Name from above. This way you'll never forget which query you are scheduling.

If you've scheduled this before and you only have one Run Control ID, just click one of the hyperlinks.

Query Viewer

Scheduled Query

Find an Existing Value Add a New Value

*Query Name NMS_AR_DJ_ENTRIES_CASH_REMED

*Run Control ID

Add

Query Viewer

Scheduled Query

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

Find an Existing Value Add a New Value

Search Criteria

Private Query begins with N

Query Name begins with NMS_AR_DJ_ENTRIES_C

Run Control ID begins with NMS_AR_DJ_ENTRIES_C

Description begins with

Case Sensitive

Search Clear Basic Search Save Search Criteria

Search Results

View All 1-1 of 1

Query Name	Run Control ID
NMS_AR_DJ_ENTRIES_CASH_REMED	NMS_AR_DJ_ENTRIES_CASH_REMED

If this is your first time scheduling this query the fields will be blank. Otherwise, you'll need to click the Update Parameters hyperlink to update the search criteria.


Query Viewer Schedule Query




Schedule Query

Run Control ID: NMS_AR_DJ_ENTRIES_CASH_REMED [Report Manager](#) [Process Monitor](#)

Query Name: NMS_AR_DJ_ENTRIES_CASH_REMED

*Description: CASH_REMED

[Update Parameters](#) 

Prompt Name	Value
ACCOUNTING_DT	2022-08-01 
ACCOUNTING_DT	2022-12-08 
BANK ACCOUNT NUM	00XXXXXXXXXX8459 

You want to enter the date range. For this purpose, it will be the first and last day of the month. The *Account # will be the 15-digit masked Bank Account number. You can copy it from the NMS_BANK_TRANS_W_RECON_STATUS query you just ran.

Click the “OK” button.

The main dialog box is titled "Schedule Query" and contains the following information:

- Run Control ID: NMS_AR_DJ_ENTRIES_CASH_REMED
- Report Manager: Report Manager
- Process Monitor: Process Monitor
- Query Name: NMS_AR_DJ_ENTRIES_CASH_REMED
- *Description: CASH_REMED
- Update Parameters table:

Prompt Name	Value
ACCOUNTING_DT	2022-08-01
ACCOUNTING_DT	2022-12-08
BANK_ACCOUNT_NUM	00XXXXXXXXXXR459

Buttons: OK, Cancel, Apply

The overlaid dialog box is titled "NMS_AR_DJ_ENTRIES_CASH_REMED" and contains the following fields:

- *From Acctg Date: 10/01/2022
- *To Acctg Date: 10/31/2022
- *Account #: 00XXXXXXXXXX0046

Buttons: OK, Cancel

Schedule Query

Run Control ID NMS_AR_DJ_ENTRIES_CASH_REMED

[Report Manager](#)

[Process Monitor](#)

Query Name NMS_AR_DJ_ENTRIES_CASH_REMED

*Description CASH_REMED

[Update Parameters](#)

Prompt Name	Value
ACCOUNTING_DT	2022-10-01
ACCOUNTING_DT	2022-10-31
BANK ACCOUNT NUM	00XXXXXXXXXX0046

Click the "Apply" button

Schedule Query

Run Control ID NMS_AR_DJ_ENTRIES_CASH_REMED

Report Manager

[Process Monitor](#)

Query Name NMS_AR_DJ_ENTRIES_CASH_REMED

*Description CASH_REMED

[Update Parameters](#)

Prompt Name	Value
ACCOUNTING_DT	2022-10-01
ACCOUNTING_DT	2022-10-31
BANK ACCOUNT NUM	00XXXXXXXXXX0046

OK

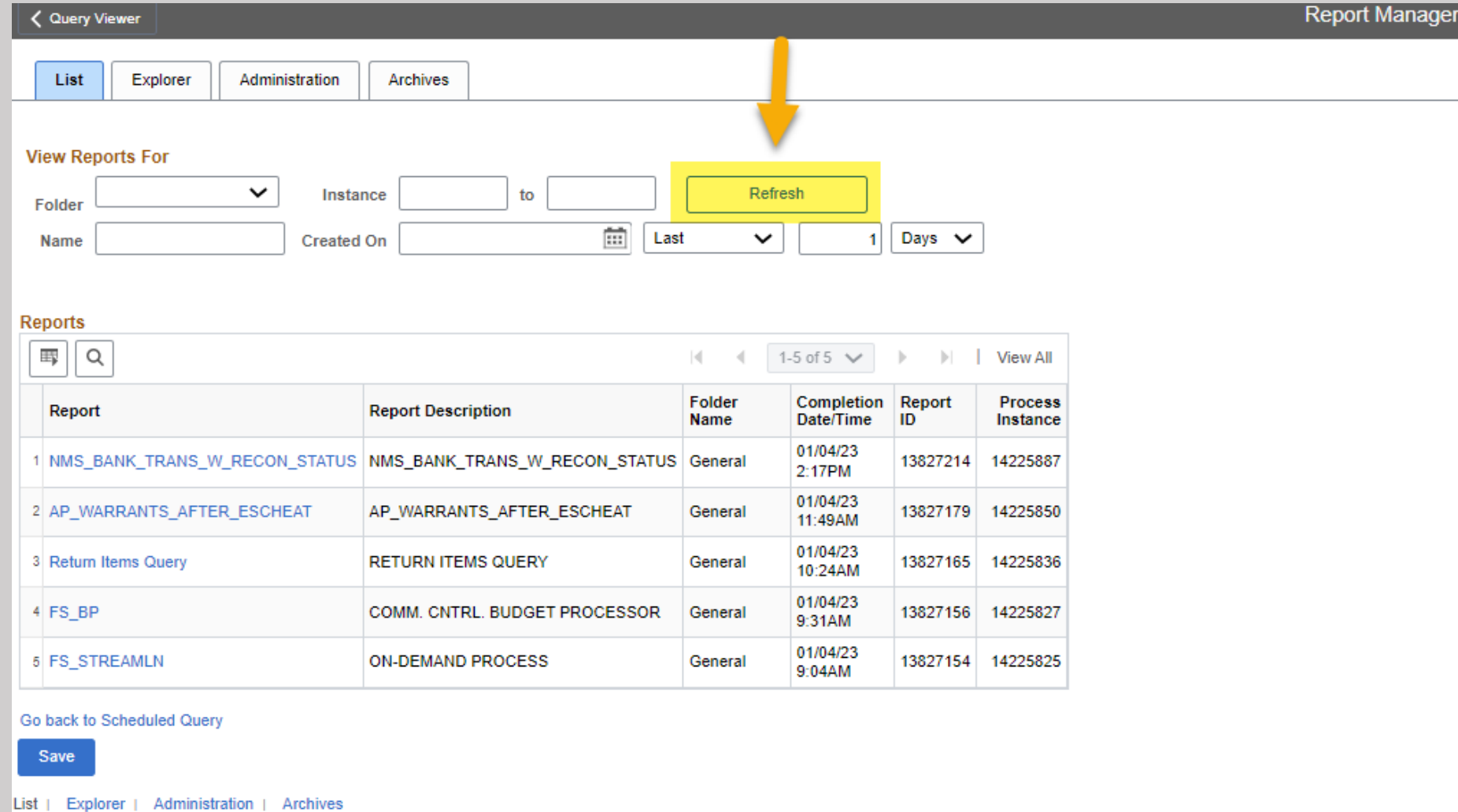
Cancel

Apply

Click the "Report Manger" hyperlink

“Every once in a while”, click the “Refresh” button until the report is listed.

Repeatedly clicking the “Refresh” button will not make the report run faster, even if it makes you feel better. 😊



Query Viewer Report Manager

List Explorer Administration Archives

View Reports For

Folder Instance to **Refresh**

Name Created On Last 1 Days

Reports

1-5 of 5 View All

Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance
1 NMS_BANK_TRANS_W_RECON_STATUS	NMS_BANK_TRANS_W_RECON_STATUS	General	01/04/23 2:17PM	13827214	14225887
2 AP_WARRANTS_AFTER_ESCHEAT	AP_WARRANTS_AFTER_ESCHEAT	General	01/04/23 11:49AM	13827179	14225850
3 Return Items Query	RETURN ITEMS QUERY	General	01/04/23 10:24AM	13827165	14225836
4 FS_BP	COMM. CNTRL. BUDGET PROCESSOR	General	01/04/23 9:31AM	13827156	14225827
5 FS_STREAMLN	ON-DEMAND PROCESS	General	01/04/23 9:04AM	13827154	14225825

[Go back to Scheduled Query](#)

Save

List | Explorer | Administration | Archives

- List
- Explorer
- Administration
- Archives

View Reports For

Folder Instance to Refresh
Name Created On Last 1 Days

Reports

1-6 of 6 | View All

Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance
1 CASH_REMED	CASH_REMED	General	01/04/23 3:19PM	13827218	14225891
2 NMS_BANK_TRANS_W_RECON_STATUS	NMS_BANK_TRANS_W_RECON_STATUS	General	01/04/23 2:17PM	13827214	14225887
3 AP_WARRANTS_AFTER_ESCHEAT	AP_WARRANTS_AFTER_ESCHEAT	General	01/04/23 11:49AM	13827179	14225850
4 Return Items Query	RETURN ITEMS QUERY	General	01/04/23 10:24AM	13827165	14225836
5 FS_BP	COMM. CNTRL. BUDGET PROCESSOR	General	01/04/23 9:31AM	13827156	14225827
6 FS_STREAMLN	ON-DEMAND PROCESS	General	01/04/23 9:04AM	13827154	14225825

[Go back to Scheduled Query](#)

Save

- List
- Explorer
- Administration
- Archives

Click on the hyperlink of the query you just ran.

< List

Report

Report ID 13827218 Process Instance 14225891 [Message Log](#)
Name PSQUERY Process Type Application Engine
Run Status Success

CASH_REMED

Distribution Details

Distribution Node RPT_UNIX Expiration Date 01/19/2023

File List

Name	File Size (bytes)	Datetime Created
AE_PSQUERY_14225891.log	166	01/04/2023 3:19:10.653087PM MST
NMS_AR_DJ_ENTRIES_CASH_REMED-14225891.csv		01/04/2023 3:19:10.653087PM MST



Distribute To

Distribution ID Type *Distribution ID
User HEATHER.KENT

[Return](#)

Click on the hyperlink of the query you just ran.

Report

Report ID 13827218 Process Instance 14225891 [Message Log](#)
 Name PSQUERY Process Type Application Engine
 Run Status Success

CASH_REMED

Distribution Details

Distribution Node RPT_UNIX Expiration Date

File List

Name	File Size (bytes)	Datetime Created
AE_PSQUERY_14225891.log	166	01/04/2023 3:19:10.653087PM MST
NMS_AR_DJ_ENTRIES_CASH_REMED-14225891.csv	217,203	01/04/2023 3:19:10.653087PM MST

Distribute To

Distribution ID Type Distribution ID
 User HEATHER.KENT



NMS_AR_DJ_ENTRI....csv



Depending on the Browser you use, an Excel/CSV file should prompt you to open it somewhere on your screen.

I used Chrome so my prompt appeared on the bottom of the screen.

Add a tab to one of the worksheets.

The screenshot shows the Microsoft Excel interface with the following details:

- File Name:** NMS_AR_DJ_ENTRIES_CASH_REMED-14230666.csv
- Current Tab:** NMS_AR_DJ_ENTRIES_CASH_REMED-14
- Active Cell:** D1, containing the text "Deposit ID".
- Table Data:**

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Account #	Deposit Unit	GL Unit	Deposit ID	Payment ID	Acctg Date	Journal Date	Journal ID	GL Distribution Status	Amount	Fund	Account	Sub Acct	Dept	Bud
2	00XXXXXXXXXX0046	34100	34100	941608080599276	3410007378	10/3/2022	10/3/2022	DJ03195366	Distributed	40339.19	56000	101800			
3	00XXXXXXXXXX0046	34100	34100	941608080599276	3410008375	10/3/2022	10/3/2022	DJ03195366	Distributed	8732.85	80000	101800			
4	00XXXXXXXXXX0046	34100	34100	941608080599276	3410008377	10/3/2022	10/3/2022	DJ03195366	Distributed	238039.29	56000	101800			
5	00XXXXXXXXXX0046	34100	34100	941608080599276	3410008376	10/3/2022	10/3/2022	DJ03195366	Distributed	6703.6	80000	101800			
6	00XXXXXXXXXX0046	34100	34100	941608080599276	3410008380	10/3/2022	10/3/2022	DJ03195366	Distributed	59018.74	56000	101800			
7	00XXXXXXXXXX0046	34100	34100	941608080599276	3410008382	10/3/2022	10/3/2022	DJ03195366	Distributed	1113	72090	101800			
8	00XXXXXXXXXX0046	34100	34100	941608080599276	3410008379	10/3/2022	10/3/2022	DJ03195366	Distributed	33846.4	56000	101800			
9	00XXXXXXXXXX0046	34100	34100	941608080599276	3410008381	10/3/2022	10/3/2022	DJ03197366	Distributed	34231.05	56000	101800			
10	00XXXXXXXXXX0046	34100	34100	941608080599278	0IA036150354818	10/4/2022	10/4/2022	DJ03195370	Distributed	17813.12	8800	101800			
11	00XXXXXXXXXX0046	34100	34100	941608080599278	0IA036150354810	10/4/2022	10/4/2022	DJ03195370	Distributed	584187.27	8800	101800			
12	00XXXXXXXXXX0046	34100	34100	941608080599278	0IA036150354817	10/4/2022	10/4/2022	DJ03195370	Distributed	32953.18	8800	101800			
13	00XXXXXXXXXX0046	34100	34100	941608080599278	0IA036150354816	10/4/2022	10/4/2022	DJ03195370	Distributed	43077.8	8800	101800			
14	00XXXXXXXXXX0046	34100	34100	941608080599278	0IA036150354814	10/4/2022	10/4/2022	DJ03195370	Distributed	100401.13	8800	101800			
15	00XXXXXXXXXX0046	34100	34100	941608080599278	0IA036150354811	10/4/2022	10/4/2022	DJ03195370	Distributed	232552.39	8800	101800			
16	00XXXXXXXXXX0046	34100	34100	941608080599278	0IA036150354812	10/4/2022	10/4/2022	DJ03195370	Distributed	140894.03	8800	101800			
17	00XXXXXXXXXX0046	34100	34100	941608080599278	0IA036150354815	10/4/2022	10/4/2022	DJ03195370	Distributed	73884.9	8800	101800			
18	00XXXXXXXXXX0046	34100	34100	941608080599278	0IA036150354813	10/4/2022	10/4/2022	DJ03195370	Distributed	126229.09	8800	101800			
19	00XXXXXXXXXX0046	34100	34100	941608080599278	0IA036150354819	10/4/2022	10/4/2022	DJ03195370	Distributed	2624.87	8800	101800			
- Bottom Right:** A yellow plus sign icon is visible in the bottom right corner of the spreadsheet area, indicating the option to add a new worksheet tab.

Copy the other query and paste it into the new worksheet. We want the data from both queries in one workbook. Re-name the new worksheet with the name of the query you just pasted there.

The screenshot shows an Excel spreadsheet with the following data:

	A	B	C	D	E	F	G	H	I	J	K
	Bank Name	Account #	Account Description	Account Status	GL Number	Deposit Unit	Bank Date	Amount	Statement Code	Statement Code Descr	Reconciliation Refer
1	WELLS FARGO	00XXXXXXXXXX0046	Department of Finance & Admin	Active	120053	34100	10/3/2022	1113	301	Commercial Deposit	34100
2	WELLS FARGO	00XXXXXXXXXX0046	Department of Finance & Admin	Active	120053	34100	10/3/2022	6703.6	301	Commercial Deposit	34100
3	WELLS FARGO	00XXXXXXXXXX0046	Department of Finance & Admin	Active	120053	34100	10/3/2022	8732.85	301	Commercial Deposit	34100
4	WELLS FARGO	00XXXXXXXXXX0046	Department of Finance & Admin	Active	120053	34100	10/3/2022	33846.4	301	Commercial Deposit	34100
5	WELLS FARGO	00XXXXXXXXXX0046	Department of Finance & Admin	Active	120053	34100	10/3/2022	34231.05	301	Commercial Deposit	34100
6	WELLS FARGO	00XXXXXXXXXX0046	Department of Finance & Admin	Active	120053	34100	10/3/2022	40339.19	301	Commercial Deposit	34100
7	WELLS FARGO	00XXXXXXXXXX0046	Department of Finance & Admin	Active	120053	34100	10/3/2022	59018.74	301	Commercial Deposit	34100
8	WELLS FARGO	00XXXXXXXXXX0046	Department of Finance & Admin	Active	120053	34100	10/3/2022	238039.29	301	Commercial Deposit	34100
9	WELLS FARGO	00XXXXXXXXXX0046	Department of Finance & Admin	Active	120053	34100	10/3/2022	-422024.12	575	ZBA Debit	2.210
10	WELLS FARGO	00XXXXXXXXXX0046	Department of Finance & Admin	Active	120053	34100	10/4/2022	2624.87	169	Miscellaneous ACH Credit	OIA036150354819
11	WELLS FARGO	00XXXXXXXXXX0046	Department of Finance & Admin	Active	120053	34100	10/4/2022	17813.12	169	Miscellaneous ACH Credit	OIA036150354818
12	WELLS FARGO	00XXXXXXXXXX0046	Department of Finance & Admin	Active	120053	34100	10/4/2022	32953.18	169	Miscellaneous ACH Credit	OIA036150354817
13	WELLS FARGO	00XXXXXXXXXX0046	Department of Finance & Admin	Active	120053	34100	10/4/2022	43077.8	169	Miscellaneous ACH Credit	OIA036150354816
14	WELLS FARGO	00XXXXXXXXXX0046	Department of Finance & Admin	Active	120053	34100	10/4/2022	73884.9	169	Miscellaneous ACH Credit	OIA036150354815
15	WELLS FARGO	00XXXXXXXXXX0046	Department of Finance & Admin	Active	120053	34100	10/4/2022	100401.13	169	Miscellaneous ACH Credit	OIA036150354814
16	WELLS FARGO	00XXXXXXXXXX0046	Department of Finance & Admin	Active	120053	34100	10/4/2022	126229.09	169	Miscellaneous ACH Credit	OIA036150354813
17	WELLS FARGO	00XXXXXXXXXX0046	Department of Finance & Admin	Active	120053	34100	10/4/2022	140894.03	169	Miscellaneous ACH Credit	OIA036150354812
18	WELLS FARGO	00XXXXXXXXXX0046	Department of Finance & Admin	Active	120053	34100	10/4/2022	232552.39	169	Miscellaneous ACH Credit	OIA036150354811
19	WELLS FARGO	00XXXXXXXXXX0046	Department of Finance & Admin	Active	120053	34100	10/4/2022	584187.27	169	Miscellaneous ACH Credit	OIA036150354810
20	WELLS FARGO	00XXXXXXXXXX0046	Department of Finance & Admin	Active	120053	34100	10/4/2022	2328012	169	Miscellaneous ACH Credit	OIA036150354809
21	WELLS FARGO	00XXXXXXXXXX0046	Department of Finance & Admin	Active	120053	34100	10/4/2022	-3682629.78	575	ZBA Debit	2.210
22	WELLS FARGO	00XXXXXXXXXX0046	Department of Finance & Admin	Active	120053	34100	10/5/2022	57358.49	169	Miscellaneous ACH Credit	OIA926083718872
23	WELLS FARGO	00XXXXXXXXXX0046	Department of Finance & Admin	Active	120053	34100	10/5/2022				

You want to create a pivot table for each query. Start by placing your cursor in cell 1 column A. You should see a box around the first cell.

	A	B	C	D	E	F	G	H	I	J	K
1	Bank Name	Account #	Account Description	Account Status	GL Number	Deposit Unit	Bank Date	Amount	Statement Code	Statement Code Descr	Reconciliation Refer
2	WELLS FARGO	00XXXXXXXXXX0046	Department of Finance & Admin	Active	120053	34100	10/3/2022	1113	301	Commercial Deposit	3410
3	WELLS FARGO	00XXXXXXXXXX0046	Department of Finance & Admin	Active	120053	34100	10/3/2022	6703.6	301	Commercial Deposit	3410
4	WELLS FARGO	00XXXXXXXXXX0046	Department of Finance & Admin	Active	120053	34100	10/3/2022	8732.85	301	Commercial Deposit	3410
5	WELLS FARGO	00XXXXXXXXXX0046	Department of Finance & Admin	Active	120053	34100	10/3/2022	33846.4	301	Commercial Deposit	3410
6	WELLS FARGO	00XXXXXXXXXX0046	Department of Finance & Admin	Active	120053	34100	10/3/2022	34231.05	301	Commercial Deposit	3410
7	WELLS FARGO	00XXXXXXXXXX0046	Department of Finance & Admin	Active	120053	34100	10/3/2022	40339.19	301	Commercial Deposit	3410
8	WELLS FARGO	00XXXXXXXXXX0046	Department of Finance & Admin	Active	120053	34100	10/3/2022	59018.74	301	Commercial Deposit	3410
9	WELLS FARGO	00XXXXXXXXXX0046	Department of Finance & Admin	Active	120053	34100	10/3/2022	238039.29	301	Commercial Deposit	3410
10	WELLS FARGO	00XXXXXXXXXX0046	Department of Finance & Admin	Active	120053	34100	10/3/2022	-422024.12	575	ZBA Debit	2.210
11	WELLS FARGO	00XXXXXXXXXX0046	Department of Finance & Admin	Active	120053	34100	10/4/2022	2624.87	169	Miscellaneous ACH Credit	OIA036150354819
12	WELLS FARGO	00XXXXXXXXXX0046	Department of Finance & Admin	Active	120053	34100	10/4/2022	17813.12	169	Miscellaneous ACH Credit	OIA036150354818
13	WELLS FARGO	00XXXXXXXXXX0046	Department of Finance & Admin	Active	120053	34100	10/4/2022	32953.18	169	Miscellaneous ACH Credit	OIA036150354817
14	WELLS FARGO	00XXXXXXXXXX0046	Department of Finance & Admin	Active	120053	34100	10/4/2022	43077.8	169	Miscellaneous ACH Credit	OIA036150354816
15	WELLS FARGO	00XXXXXXXXXX0046	Department of Finance & Admin	Active	120053	34100	10/4/2022	73884.9	169	Miscellaneous ACH Credit	OIA036150354815
16	WELLS FARGO	00XXXXXXXXXX0046	Department of Finance & Admin	Active	120053	34100	10/4/2022	100401.13	169	Miscellaneous ACH Credit	OIA036150354814
17	WELLS FARGO	00XXXXXXXXXX0046	Department of Finance & Admin	Active	120053	34100	10/4/2022	126229.09	169	Miscellaneous ACH Credit	OIA036150354813
18	WELLS FARGO	00XXXXXXXXXX0046	Department of Finance & Admin	Active	120053	34100	10/4/2022	140894.03	169	Miscellaneous ACH Credit	OIA036150354812
19	WELLS FARGO	00XXXXXXXXXX0046	Department of Finance & Admin	Active	120053	34100	10/4/2022	232552.39	169	Miscellaneous ACH Credit	OIA036150354811
20	WELLS FARGO	00XXXXXXXXXX0046	Department of Finance & Admin	Active	120053	34100	10/4/2022	584187.27	169	Miscellaneous ACH Credit	OIA036150354810
21	WELLS FARGO	00XXXXXXXXXX0046	Department of Finance & Admin	Active	120053	34100	10/4/2022	2328012	169	Miscellaneous ACH Credit	OIA036150354809
22	WELLS FARGO	00XXXXXXXXXX0046	Department of Finance & Admin	Active	120053	34100	10/4/2022	-3682629.78	575	ZBA Debit	2.210
23	WELLS FARGO	00XXXXXXXXXX0046	Department of Finance & Admin	Active	120053	34100	10/5/2022	57358.49	169	Miscellaneous ACH Credit	OIA926083718872

Click on "Insert"

The screenshot shows the Microsoft Excel ribbon with the 'Insert' tab highlighted. An orange arrow points to the 'Insert' tab. Below the ribbon, the spreadsheet data is as follows:

	A	B	C	D	E	F	G	H	I	J	K
1	Bank Name	Account #	Account Description	Account Status	GL Number	Deposit Unit	Bank Date	Amount	Statement Code	Statement Code Descr	Reconciliation Refe
2	WELLS FARGO	00XXXXXXXXXX0046	Department of Finance & Admin	Active	120053	34100	10/3/2022	1113	301	Commercial Deposit	341
3	WELLS FARGO	00XXXXXXXXXX0046	Department of Finance & Admin	Active	120053	34100	10/3/2022	6703.6	301	Commercial Deposit	341
4	WELLS FARGO	00XXXXXXXXXX0046	Department of Finance & Admin	Active	120053	34100	10/3/2022	8732.85	301	Commercial Deposit	341
5	WELLS FARGO	00XXXXXXXXXX0046	Department of Finance & Admin	Active	120053	34100	10/3/2022	33846.4	301	Commercial Deposit	341
6	WELLS FARGO	00XXXXXXXXXX0046	Department of Finance & Admin	Active	120053	34100	10/3/2022	34231.05	301	Commercial Deposit	341

Click on "PivotTable"

AutoSave Off NMS_AR_DJ_ENTRIES_CASH_REMED-14225891.csv Kent, Heather, DFA

File Home **Insert** Page Layout Formulas Data Review View Automate Help ACROBAT Power Pivot

PivotTable Recommended PivotTables Table Illustrations Add-ins Recommended Charts Maps PivotChart 3D Map Tours Line Column Win/Loss Sparklines Slicer Timeline Link Comment Text Symbols

Quick Print abc Spelling Cell Styles

A1

	A	B	C	D	E	F	G	H	I	J	K
1	Bank Name	Account #	Account Description	Account Status	GL Number	Deposit Unit	Bank Date	Amount	Statement Code	Statement Code Descr	Reconciliation Refer
2	WELLS FARGO	00XXXXXXXXXX0046	Department of Finance & Admin	Active	120053	34100	10/3/2022	1113	301	Commercial Deposit	341
3	WELLS FARGO	00XXXXXXXXXX0046	Department of Finance & Admin	Active	120053	34100	10/3/2022	6703.6	301	Commercial Deposit	341
4	WELLS FARGO	00XXXXXXXXXX0046	Department of Finance & Admin	Active	120053	34100	10/3/2022	8732.85	301	Commercial Deposit	341
5	WELLS FARGO	00XXXXXXXXXX0046	Department of Finance & Admin	Active	120053	34100	10/3/2022	33846.4	301	Commercial Deposit	341
6	WELLS FARGO	00XXXXXXXXXX0046	Department of Finance & Admin	Active	120053	34100	10/3/2022	34231.05	301	Commercial Deposit	341

A box will appear. If you had your cursor in the first cell, Excel assumes that you meant to include the entire worksheet in your pivot table. If you look closely, there is moving box around the data that will be included in your pivot table. It's important that every column has a Title or you will have issues with your pivot table. You only need to worry about this if you added new columns/data to the existing data.

The screenshot shows an Excel spreadsheet with a PivotTable dialog box open. The spreadsheet has columns A through K. Column A is 'Bank Name', B is 'Account #', C is 'Account Description', D is 'Account Status', E is 'GL Number', F is 'Deposit Unit', G is 'Bank Date', H is 'Amount', I is 'Statement Code', J is 'Statement Code Descr', and K is 'Reconciliation Refer'. The data rows start from row 2 to row 23. The PivotTable dialog box is titled 'PivotTable from table or range' and has a close button (X). It contains the following text: 'Select a table or range', 'Table/Range: NMS_BANK_TRANS_W_RECON_STATUS-1!\$A\$1:\$N\$220', 'Choose where you want the PivotTable to be placed', and two radio buttons: 'New Worksheet' (selected) and 'Existing Worksheet'. There is also a 'Location:' field with a selection icon. The 'OK' and 'Cancel' buttons are at the bottom right of the dialog box.

	A	B	C	D	E	F	G	H	I	J	K
1	Bank Name	Account #	Account Description	Account Status	GL Number	Deposit Unit	Bank Date	Amount	Statement Code	Statement Code Descr	Reconciliation Refer
2	WELLS FARGO	00XXXXXXXXXX0046	Department of Finance & Admin	Active	120053	34100	10/3/2022	1113	301	Commercial Deposit	3410
3	WELLS FARGO	00XXXXXXXXXX0046	Department of Finance & Admin	Active	120053	34100	10/3/2022	6703.6	301	Commercial Deposit	3410
4	WELLS FARGO	00XXXXXXXXXX0046	Department of Finance & Admin	Active					301	Commercial Deposit	3410
5	WELLS FARGO	00XXXXXXXXXX0046	Department of Finance & Admin	Active					301	Commercial Deposit	3410
6	WELLS FARGO	00XXXXXXXXXX0046	Department of Finance & Admin	Active					301	Commercial Deposit	3410
7	WELLS FARGO	00XXXXXXXXXX0046	Department of Finance & Admin	Active					301	Commercial Deposit	3410
8	WELLS FARGO	00XXXXXXXXXX0046	Department of Finance & Admin	Active					301	Commercial Deposit	3410
9	WELLS FARGO	00XXXXXXXXXX0046	Department of Finance & Admin	Active					301	Commercial Deposit	3410
10	WELLS FARGO	00XXXXXXXXXX0046	Department of Finance & Admin	Active					301	Commercial Deposit	3410
11	WELLS FARGO	00XXXXXXXXXX0046	Department of Finance & Admin	Active					301	Commercial Deposit	3410
12	WELLS FARGO	00XXXXXXXXXX0046	Department of Finance & Admin	Active					301	Commercial Deposit	3410
13	WELLS FARGO	00XXXXXXXXXX0046	Department of Finance & Admin	Active					301	Commercial Deposit	3410
14	WELLS FARGO	00XXXXXXXXXX0046	Department of Finance & Admin	Active					301	Commercial Deposit	3410
15	WELLS FARGO	00XXXXXXXXXX0046	Department of Finance & Admin	Active	120053	34100	10/4/2022	73884.9	169	Miscellaneous ACH Credit	OIA036150354815
16	WELLS FARGO	00XXXXXXXXXX0046	Department of Finance & Admin	Active	120053	34100	10/4/2022	100401.13	169	Miscellaneous ACH Credit	OIA036150354814
17	WELLS FARGO	00XXXXXXXXXX0046	Department of Finance & Admin	Active	120053	34100	10/4/2022	126229.09	169	Miscellaneous ACH Credit	OIA036150354813
18	WELLS FARGO	00XXXXXXXXXX0046	Department of Finance & Admin	Active	120053	34100	10/4/2022	140894.03	169	Miscellaneous ACH Credit	OIA036150354812
19	WELLS FARGO	00XXXXXXXXXX0046	Department of Finance & Admin	Active	120053	34100	10/4/2022	232552.39	169	Miscellaneous ACH Credit	OIA036150354811
20	WELLS FARGO	00XXXXXXXXXX0046	Department of Finance & Admin	Active	120053	34100	10/4/2022	584187.27	169	Miscellaneous ACH Credit	OIA036150354810
21	WELLS FARGO	00XXXXXXXXXX0046	Department of Finance & Admin	Active	120053	34100	10/4/2022	2328012	169	Miscellaneous ACH Credit	OIA036150354809
22	WELLS FARGO	00XXXXXXXXXX0046	Department of Finance & Admin	Active	120053	34100	10/4/2022	-3682629.78	575	ZBA Debit	133 2.210
23	WELLS FARGO	00XXXXXXXXXX0046	Department of Finance & Admin	Active	120053	34100	10/5/2022	57358.49	169	Miscellaneous ACH Credit	OIA926083718872

A new tab will be created so that you can design your pivot table. The Titles of the columns from your query will be the fields you can choose from in the PivotTable Fields.

The screenshot displays the Microsoft Excel interface with the **PivotTable Analyze** ribbon selected. The ribbon contains several groups of tools:

- Active Field:** Includes 'Field Settings', 'Drill Down', and 'Drill Up'.
- Group:** Includes 'Group Selection', 'Ungroup', and 'Group Field'.
- Filter:** Includes 'Insert Slicer', 'Insert Timeline', and 'Filter Connections'.
- Data:** Includes 'Refresh', 'Change Data Source', and 'Actions'.
- Calculations:** Includes 'Fields, Items, & Sets', 'OLAP Tools', and 'Relationships'.
- Tools:** Includes 'PivotChart', 'Recommended PivotTables', 'Field List', '+/- Buttons', and 'Field Headers'.

 Below the ribbon, the worksheet grid is visible with a pivot table placeholder in cell A3. A task pane titled **PivotTable Fields** is open on the right side. It shows a search bar and a list of fields to add to the report:

- Bank Name
- Account #
- Account Description
- Account Status
- GL Number

 Below this list, there are sections for 'Drag fields between areas below:' with categories: Filters, Columns, Rows, and Values. At the bottom of the task pane, there is a 'Defer Layout Update' checkbox and an 'Update' button.

	A	B	C	D	E	F	G	H	I	J	K
1	Bank Name	Account #	Account Description	Account Status	GL Number	Deposit Unit	Bank Date	Amount	Statement Code	Statement Code Descr	Reconciliation Refer
2	WELLS FARGO	00XXXXXXXXXX0046	Department of Finance & Admin	Active	120053	34100	10/3/2022	1113	301	Commercial Deposit	3410

To create your PivotTable, you want to drag the Title name where you want the data to be presented.

The screenshot displays the Microsoft Excel interface with the **PivotTable Analyze** ribbon selected. The ribbon includes various tool groups such as **Active Field**, **Group**, **Filter**, **Data**, **Calculations**, and **Tools**. Below the ribbon, a PivotTable titled **PivotTable1** is visible in the worksheet, with a tooltip that reads: "To build a report, choose fields from the PivotTable Field List".

On the right side of the screen, the **PivotTable Fields** task pane is open. It contains a list of fields to be added to the report. The **Account #** field is highlighted in yellow and circled in green. Below the field list, there are sections for **Filters**, **Columns**, **Rows**, and **Values**, each with a corresponding icon and a text box for field selection. At the bottom of the task pane, there is a **Defer Layout Update** checkbox and an **Update** button.

Field Name	Selected
Bank Name	<input type="checkbox"/>
Account #	<input checked="" type="checkbox"/>
Account Description	<input type="checkbox"/>
Account Status	<input type="checkbox"/>
GL Number	<input type="checkbox"/>

As you drag and place the fields into the boxes, you can see where the data will be presented on the PivotTable on the left.

Account #	(All)									
Account Description	(All)									
Sum of Amount	Column Labels									
Row Labels	Miscellaneous ACH Credit	Incoming Money Transfer	Book Transfer Credit	Commercial Deposit	ZBA Debit					
10/3/2022										
3410007378										
Reconciled										
3410008375										
Reconciled										
3410008376										
Reconciled										
3410008377										
Reconciled										
3410008379										
Reconciled										
3410008380										
Reconciled										
3410008381										
Reconciled										
3410008382										
Reconciled										
22100404180104										
Reconciled										
10/4/2022	3682629.78	3682629.78								
22100504220122										
Reconciled										

PivotTable Fields

Choose fields to add to report:

Search

- Statement Code Desc
- Reconciliation Reference ID
- Bank Ref ID

Drag fields between areas below:



Filters	Columns
Account #	Statement Code
Rows	Values
Bank Date	Sum of Amount

Defer Layout Update Update

You can create your PivotTable anyway you want, but the Cash Control Bureau finds this set up works the best for the NMS_BANK_TRANS_W_RECON_STATUS query when we perform our monthly reconciliations.

PivotTable Fields

Drag fields between areas below:

Filters	Columns
Account #	Statement Code
Account Description	Statement Code Descr

Rows	Values
Bank Date	Sum of Amount
Reconciliation Referenc...	
Reconciliation Status	

Defer Layout Update Update

Additionally, the filters box works best if you are only supposed to have one item for the entire pivot table, but you don't really need the information as part of your analysis. In this example, there should only be one Bank Account. If there were more then you would have a problem.

The screenshot shows an Excel spreadsheet with a PivotTable. The PivotTable is filtered to show only one account, '00XXXXXXXXXX0046'. The PivotTable Fields task pane is open on the right, showing the filter and column settings.

Account #	169 Total	195 Total	206 Total	301 Total	575 Total
00XXXXXXXXXX0046	Incoming Money Transfer	Book Transfer Credit	Commercial Deposit	ZBA Debit	
			422024.12	422024.12	-422024.12
			40339.19	40339.19	
			40339.19	40339.19	
			8732.85	8732.85	
			8732.85	8732.85	
			6703.6	6703.6	
			6703.6	6703.6	
			238039.29	238039.29	
			238039.29	238039.29	
			33846.4	33846.4	
			33846.4	33846.4	
			59018.74	59018.74	
			59018.74	59018.74	
			34231.05	34231.05	
			34231.05	34231.05	
			1113	1113	
			1113	1113	
					-422024.12
					-422024.12
					-3682629.78
					-3682629.78
					-3682629.78
					-3682629.78

The PivotTable Fields task pane shows the following settings:

- Filters: Account #
- Columns: Statement Code
- Rows: Bank Date
- Values: Sum of Amount

When the pivot table is created, it defaults to subtotals on every row (highlighted in green) and column (highlighted in yellow). Additionally, the data in the rows is present vertically as opposed to horizontally with the subtotals presented at the top.

Account #		00XXXXXXXXXX0046										
Account Description		Department of Finance & Admin										
Sum of Amount	Column Labels	169 169 Total		195 195 Total		206 206 Total		301 301 Total		575 575 Total		Grand Total
Row Labels	Miscellaneous ACH Credit	Incoming Money Transfer	Book Transfer Credit	Commercial Deposit	ZBA Debit							
10/3/2022				422024.12	422024.12	-422024.12	-422024.12	0				
3410007378				40339.19	40339.19			40339.19				
Reconciled				40339.19	40339.19			40339.19				
3410008375				8732.85	8732.85			8732.85				
Reconciled				8732.85	8732.85			8732.85				
3410008376				6703.6	6703.6			6703.6				
Reconciled				6703.6	6703.6			6703.6				
3410008377				238039.29	238039.29			238039.29				
Reconciled				238039.29	238039.29			238039.29				
3410008379				33846.4	33846.4			33846.4				
Reconciled				33846.4	33846.4			33846.4				
3410008380				59018.74	59018.74			59018.74				
Reconciled				59018.74	59018.74			59018.74				
3410008381				34231.05	34231.05			34231.05				
Reconciled				34231.05	34231.05			34231.05				
3410008382				1113	1113			1113				
Reconciled				1113	1113			1113				
22100404180104						-422024.12	-422024.12	-422024.12				
Reconciled						-422024.12	-422024.12	-422024.12				
10/4/2022		3682629.78	3682629.78			-3682629.78	-3682629.78	2.3374E-10				
22100504220122						-3682629.78	-3682629.78	-3682629.78				
Reconciled						-3682629.78	-3682629.78	-3682629.78				

To make the rows present horizontally, RIGHT click anywhere in the blue area of the pivot table and a box will appear. Click on PivotTable Options.

Account #	00XXXXXXXXXX0046	Account Description	Department of Finance & Admin	Sum of Amount	Column Labels	169 169 Total	195 195 Total	01 Total	ZBA Debit	575 575 Total	Grand Total
Row Labels	Miscellaneous ACH Credit	Incoming Money Transfer	Book T	10/3/2022	10/4/2022						
3410007378	Reconciled							40339.19			40339.19
3410008375	Reconciled							8732.85			8732.85
3410008376	Reconciled							6703.6			6703.6
3410008377	Reconciled							238039.29			238039.29
3410008379	Reconciled							33846.4			33846.4
3410008380	Reconciled							59018.74			59018.74
3410008381	Reconciled							34231.05			34231.05
3410008382	Reconciled							1113			1113
22100404180104	Reconciled								-422024.12	-422024.12	-422024.12
10/4/2022				3682629.78	3682629.78				-3682629.78	-3682629.78	2.3374E-10
22100504220122	Reconciled								-3682629.78	-3682629.78	-3682629.78



Search the menus

- Copy
- Format Cells...
- Refresh
- PivotTable Options...
- Show Field List

Click on the Display tab.

The image shows a screenshot of Microsoft Excel with a PivotTable and the PivotTable Options dialog box open. The dialog box has three tabs: 'Layout & Format', 'Totals & Filters', and 'Display'. The 'Display' tab is highlighted in yellow, and an orange arrow points to it. The PivotTable in the background shows a summary of transactions with columns for 'Debit', '575 Total', and 'Grand Total'. The PivotTable Options dialog box contains the following settings:

- PivotTable Name: PivotTable1
- Layout: Merge and center cells with labels
- When in compact form indent row labels: 1 character(s)
- Display fields in report filter area: Down, Then Over
- Report filter fields per column: 0
- Format: For error values show: []
- For empty cells show: []
- Autofit column widths on update
- Preserve cell formatting on update

	Debit	575 Total	Grand Total
10/3/2022			
3410007378			40339.19
Reconciled			40339.19
3410008375			8732.85
Reconciled			8732.85
3410008376			6703.6
Reconciled			6703.6
3410008377			238039.29
Reconciled			238039.29
3410008379			33846.4
Reconciled			33846.4
3410008380			59018.74
Reconciled			59018.74
3410008381			34231.05
Reconciled			34231.05
3410008382			1113
Reconciled			1113
22100404180104			-422024.12
Reconciled			-422024.12
10/4/2022	3682629.78	3682629.78	-422024.12
22100504220122	3682629.78	-3682629.78	-422024.12
Reconciled	3682629.78	-3682629.78	-422024.12
	3682629.78	-3682629.78	2.3374E-10
	3682629.78	-3682629.78	3682629.78
	3682629.78	-3682629.78	3682629.78

Click the little box that says Classic PivotTable layout (enables dragging of fields in the grid). Click the “OK” button.

The image shows the 'PivotTable Options' dialog box in Microsoft Excel. The 'Display' tab is selected, and the 'Classic PivotTable layout (enables dragging of fields in the grid)' checkbox is highlighted in yellow. An orange arrow points to this checkbox. Another orange arrow points to the 'OK' button at the bottom of the dialog. The background shows a PivotTable with columns for 'Debit', 'Total', and 'Grand Total'.

	Debit	Total	Grand Total
10/3/2022			
3410007378			40339.19
Reconciled			40339.19
3410008375			8732.85
Reconciled			8732.85
3410008376			6703.6
Reconciled			6703.6
3410008377			238039.29
Reconciled			238039.29
3410008379			33846.4
Reconciled			33846.4
3410008380			59018.74
Reconciled			59018.74
3410008381			34231.05
Reconciled			34231.05
3410008382			1113
Reconciled			1113
22100404180104			-422024.12
Reconciled			-422024.12
10/4/2022	3682629.78	3682629.78	2.3374E-10
22100504220122	3682629.78	-3682629.78	-3682629.78
Reconciled	3682629.78	-3682629.78	-3682629.78

Note: This is the only proper way to look at pivot tables. Don't let anyone tell you otherwise 😊

Account #		00XXXXXXXXXX0046	
Account Description		Department of Finance & Admin	
Sum of Amount			
Statement Code			
Statement Code Descr			
169 169 Total			
195 195 Total			
206 206 Total			
301 301 Total			
575 575 Total			
Grand Total			
Bank Date	Reconciliation Reference ID	Reconciliation Status	Miscellaneous ACH Credit
Incoming Money Transfer			
Book Transfer Credit			
Commercial Deposit			
ZBA Debit			
10/3/2022	3410007378	Reconciled	
	3410007378 Total		
	3410008375	Reconciled	
	3410008375 Total		
	3410008376	Reconciled	
	3410008376 Total		
	3410008377	Reconciled	
	3410008377 Total		
	3410008379	Reconciled	
	3410008379 Total		
	3410008380	Reconciled	
	3410008380 Total		
	3410008381	Reconciled	
	3410008381 Total		
	3410008382	Reconciled	
	3410008382 Total		
	22100404180104	Reconciled	
	22100404180104 Total		
10/3/2022 Total			
10/4/2022	22100504220122	Reconciled	
	22100504220122 Total		
	01A036150354809	Reconciled	2328012
			2328012

There are now Subtotals for each of the row values instead of one total at the top. For this reconciliation we do not need all of the subtotals, so they can be removed.

Account #		00XXXXXXXXXX0046										
Account Description		Department of Finance & Admin										
Sum of Amount	Statement Code	Statement Code Descr										
Bank Date	Reconciliation Reference ID	Reconciliation Status	Miscellaneous ACH Credit	Incoming Money Transfer	Book Transfer Credit	Commercial Deposit	ZBA Debit	Grand Total				
10/3/2022	3410007378	Reconciled				40339.19		40339.19				40339.19
	3410007378 Total					40339.19		40339.19				40339.19
	3410008375	Reconciled				8732.85		8732.85				8732.85
	3410008375 Total					8732.85		8732.85				8732.85
	3410008376	Reconciled				6703.6		6703.6				6703.6
	3410008376 Total					6703.6		6703.6				6703.6
	3410008377	Reconciled				238039.29		238039.29				238039.29
	3410008377 Total					238039.29		238039.29				238039.29
	3410008379	Reconciled				33846.4		33846.4				33846.4
	3410008379 Total					33846.4		33846.4				33846.4
	3410008380	Reconciled				59018.74		59018.74				59018.74
	3410008380 Total					59018.74		59018.74				59018.74
	3410008381	Reconciled				34231.05		34231.05				34231.05
	3410008381 Total					34231.05		34231.05				34231.05
	3410008382	Reconciled				1113		1113				1113
	3410008382 Total					1113		1113				1113
	22100404180104	Reconciled										
	22100404180104 Total											
10/3/2022 Total						422024.12		422024.12				-422024.12
10/4/2022	22100504220122	Reconciled										
	22100504220122 Total											
	01A036150354809	Reconciled	2328012	2328012								

You can remove the subtotals manually by RIGHT clicking on the header of the row or column you want to adjust and removing the green check mark next to the Subtotal "Reconciliation Refe". This is good if you want some of the rows and/or columns to have subtotals.

The screenshot shows an Excel spreadsheet with a context menu open over a cell containing the text "Reconciliation". The menu includes options such as Copy, Format Cells, Refresh, Sort, Filter, and "Subtotal 'Reconciliation Refe...'", which is currently selected and has a green checkmark next to it. The spreadsheet background shows a table with columns for Account #, Account Description, Sum of Amount, Bank Date, and various totals. The status bar at the bottom indicates "Sheet 2" and "147" rows.

Notice that the subtotals for the Bank Ref ID rows are gone, but the subtotals for the Bank Date and Statement Code are still there. This method is good if you want some of the rows and/or columns to have subtotals.

Account #		00XXXXXXXXXX0046																
Account Description		Department of Finance & Admin																
Sum of Amount		Statement Code		Statement Code Descr		169 169 Total		195 195 Total		206 206 Total		301 301 Total		575 575 Total		Grand Total		
Bank Date	Reconciliation Reference ID	Reconciliation Status	Miscellaneous ACH Credit	Incoming Money Transfer	Book Transfer Credit	Commercial Deposit	ZBA Debit											
10/3/2022	3410007378	Reconciled				40339.19		40339.19										
	3410008375	Reconciled				8732.85		8732.85										
	3410008376	Reconciled				6703.6		6703.6										
	3410008377	Reconciled				238039.29		238039.29										
	3410008379	Reconciled				33846.4		33846.4										
	3410008380	Reconciled				59018.74		59018.74										
	3410008381	Reconciled				34231.05		34231.05										
	3410008382	Reconciled				1113		1113										
	22100404180104	Reconciled																
10/3/2022 Total						422024.12		422024.12				-422024.12		-422024.12		-422024.12		
10/4/2022	22100504220122	Reconciled																
	OIA036150354809	Reconciled	2328012	2328012													232801	
	OIA036150354810	Reconciled	584187.27	584187.27													584187.2	
	OIA036150354811	Reconciled	232552.39	232552.39													232552.3	
	OIA036150354812	Reconciled	140894.03	140894.03													140894.0	
	OIA036150354813	Reconciled	126229.09	126229.09													126229.0	
	OIA036150354814	Reconciled	100401.13	100401.13													100401.1	
	OIA036150354815	Reconciled	73884.9	73884.9													73884.	
	OIA036150354816	Reconciled	43077.8	43077.8													43077.	
	OIA036150354817	Reconciled	32953.18	32953.18													32953.1	
	OIA036150354818	Reconciled	17813.12	17813.12													17813.1	
	OIA036150354819	Reconciled	2624.87	2624.87													2624.8	

To remove all subtotals on a pivot table at one time, click somewhere in the blue area of the pivot table.

The screenshot shows the Microsoft Excel interface with the following elements:

- Top Ribbon:** File, Home, Insert, Page Layout, Formulas, Data, Review, View, Automate, Help, ACROBAT, Power Pivot, Comments, and Share.
- Home Ribbon:** Undo, Clipboard (Paste), Font (Calibri, size 11, Bold, Italic, Underline, Color), Alignment (Left, Center, Right, Indent), Number (General, Currency, Percentage, Decimals), Styles (Conditional Formatting, Format as Table, Cell Styles), Cells (Insert, Delete, Format), Editing (Sum, Filter, Sort, Find), Sensitivity, and Webex.
- Formulas Bar:** F2, fx, and a dropdown arrow.
- Worksheet Grid:** Columns A through N. Row 1 contains PivotTable fields: Sum of Amount, Statement Code, Statement Code Descr, 169 169 Total, 195 195 Total, 206 206 Total, 301 301 Total, 575 575 Total, and Grand Total. Row 2 contains PivotTable filters: Bank Date (10/3/2022), Reconciliation Reference ID (3410007378), Reconciliation Status (Reconciled), Miscellaneous ACH Credit, Incoming Money Transfer, Book Transfer Credit, Commercial Deposit, ZBA Debit, and Grand Total. Rows 3-6 show data for 10/3/2022 with various reconciliation IDs and amounts. Row 7 shows the 10/3/2022 Total. Rows 8-16 show data for 10/4/2022 with various reconciliation IDs and amounts. Row 17 shows the 10/4/2022 Total. Row 18 shows a Grand Total for 10/4/2022.
- Selection:** A green border highlights the top row of data (Row 2) in the PivotTable, which is the blue area mentioned in the text.

A Design option will appear. Click on it.

File Home Insert Page Layout Formulas Data Review View Automate Help ACROBAT Power Pivot PivotTable Analyze **Design** Comments Share

Undo Clipboard Font Alignment Number Styles Cells Editing Sensitivity Cisco

Conditional Formatting Format as Table Cell Styles

Insert Delete Format

Quick Print Spelling Cell Styles

F4 fx

Account #	Account Description	Statement Code	Statement Code Descr	169 169 Total	195 195 Total	206 206 Total	301 301 Total	575 575 Total	Grand Total
10/3/2022	3410007378 Reconciled						40339.19	40339.19	40339.19
	3410008375 Reconciled						8732.85	8732.85	8732.85
	3410008376 Reconciled						6703.6	6703.6	6703.6
	3410008377 Reconciled						238039.29	238039.29	238039.29
	3410008379 Reconciled						33846.4	33846.4	33846.4
	3410008380 Reconciled						59018.74	59018.74	59018.74
	3410008381 Reconciled						34231.05	34231.05	34231.05
	3410008382 Reconciled						1113	1113	1113
	22100404180104 Reconciled							-422024.12	-422024.12
10/3/2022 Total							422024.12	422024.12	-422024.12
10/4/2022	22100504220122 Reconciled								-3682629.78
	0IA036150354809 Reconciled	2328012	2328012						2328012
	0IA036150354810 Reconciled	584187.27	584187.27						584187.27
	0IA036150354811 Reconciled	232552.39	232552.39						232552.39
	0IA036150354812 Reconciled	140894.03	140894.03						140894.03
	0IA036150354813 Reconciled	126229.09	126229.09						126229.09
	0IA036150354814 Reconciled	100401.13	100401.13						100401.13
	0IA036150354815 Reconciled	73884.9	73884.9						73884.9
	0IA036150354816 Reconciled	43077.8	43077.8						43077.8
	0IA036150354817 Reconciled	32953.18	32953.18						32953.18
	0IA036150354818 Reconciled	17813.12	17813.12						17813.12
	0IA036150354819 Reconciled	2624.87	2624.87						2624.87

Click on Subtotals

File Home Insert Page Layout Formulas Data Review View Automate Help ACROBAT Power Pivot PivotTable Analyze Design

Subtotals Grand Totals Report Layout Blank Rows

Layout PivotTable Style Options

Row Headers Banded Rows

Column Headers Banded Columns

PivotTable Styles

Quick Print Spelling Cell Styles

F4

Account #	00XXXXXXXXXX0046	Account Description	Department of Finance & Admin	Sum of Amount	Statement Code	Statement Code Descr	Incoming Money Transfer	Book Transfer Credit	Commercial Deposit
				169 169 Total	195 195 Total	206 206 Total	301 301 Total		
Bank Date	Reconciliation Reference ID	Reconciliation Status	Miscellaneous ACH Credit						
10/3/2022	3410007378	Reconciled							
	3410008375	Reconciled							
	3410008376	Reconciled							
	3410008377	Reconciled							
	3410008379	Reconciled							
	3410008380	Reconciled							
	3410008381	Reconciled							
	3410008382	Reconciled							
	22100404180104	Reconciled							
10/3/2022 Total									422024.12 422024.12
10/4/2022	22100504220122	Reconciled							
	0IA036150354809	Reconciled	2328012	2328012					
	0IA036150354810	Reconciled	584187.27	584187.27					
	0IA036150354811	Reconciled	232552.39	232552.39					
	0IA036150354812	Reconciled	140894.03	140894.03					
	0IA036150354813	Reconciled	126229.09	126229.09					
	0IA036150354814	Reconciled	100401.13	100401.13					
	0IA036150354815	Reconciled	73884.9	73884.9					
	0IA036150354816	Reconciled	43077.8	43077.8					
	0IA036150354817	Reconciled	32953.18	32953.18					
	0IA036150354818	Reconciled	17813.12	17813.12					
	0IA036150354819	Reconciled	2624.87	2624.87					

Click on Do Not Show Subtotals

File Home Insert Page Layout Formulas Data Review View Automate Help ACROBAT Power Pivot PivotTable Analyze **Design**

Subtotals Grand Totals Report Layout Blank Rows

Row Headers Banded Rows
 Column Headers Banded Columns

PivotTable Style Options PivotTable Styles

Do Not Show Subtotals

Show all Subtotals at **B**ottom of Group

Show all Subtotals at **T**op of Group

Include Filtered Items in Totals

Statement Code	Statement Code Descr	169 169 Total	195 195 Total	206 206 Total	301 301 Total
Miscellaneous ACH Credit	Incoming Money Transfer			Book Transfer Credit	Commercial Deposit
					40339.19 40339.19
					8732.85 8732.85
					6703.6 6703.6
					238039.29 238039.29
					33846.4 33846.4
					59018.74 59018.74
					34231.05 34231.05
					1113 1113
10/3/2022 Total					422024.12 422024.12
10/4/2022					
01A036150354809	Reconciled	2328012	2328012		
01A036150354810	Reconciled	584187.27	584187.27		
01A036150354811	Reconciled	232552.39	232552.39		
01A036150354812	Reconciled	140894.03	140894.03		
01A036150354813	Reconciled	126229.09	126229.09		
01A036150354814	Reconciled	100401.13	100401.13		
01A036150354815	Reconciled	73884.9	73884.9		
01A036150354816	Reconciled	43077.8	43077.8		
01A036150354817	Reconciled	32953.18	32953.18		
01A036150354818	Reconciled	17813.12	17813.12		
01A036150354819	Reconciled	2624.87	2624.87		

Sheet 2 NMS BANK TRANS W RECON STATUS-1

All of the subtotals have been removed from the pivot table.

File Home Insert Page Layout Formulas Data Review View Automate Help ACROBAT Power Pivot

Undo Paste Font Alignment Number Styles Cells Editing

Quick Print Spelling Cell Styles

D2

Account #	Account Description	Statement Code	Statement Code Descr	169	195	206	301	575 Grand Total
Bank Date	Reconciliation Reference ID	Reconciliation Status	Miscellaneous ACH Credit	Incoming Money Transfer	Book Transfer Credit	Commercial Deposit	ZBA Debit	
10/3/2022	3410007378	Reconciled				40339.19		40339.19
	3410008375	Reconciled				8732.85		8732.85
	3410008376	Reconciled				6703.6		6703.6
	3410008377	Reconciled				238039.29		238039.29
	3410008379	Reconciled				33846.4		33846.4
	3410008380	Reconciled				59018.74		59018.74
	3410008381	Reconciled				34231.05		34231.05
	3410008382	Reconciled				1113		1113
	22100404180104	Reconciled					-422024.12	-422024.12
10/4/2022	22100504220122	Reconciled					-3682629.78	-3682629.78
	0IA036150354809	Reconciled	2328012					2328012
	0IA036150354810	Reconciled	584187.27					584187.27
	0IA036150354811	Reconciled	232552.39					232552.39
	0IA036150354812	Reconciled	140894.03					140894.03
	0IA036150354813	Reconciled	126229.09					126229.09
	0IA036150354814	Reconciled	100401.13					100401.13
	0IA036150354815	Reconciled	73884.9					73884.9
	0IA036150354816	Reconciled	43077.8					43077.8
	0IA036150354817	Reconciled	32953.18					32953.18
	0IA036150354818	Reconciled	17813.12					17813.12
	0IA036150354819	Reconciled	2624.87					2624.87
10/5/2022	3410008383	Reconciled				3615		3615

Notice how the row header/value is only be on the first row. If you want the row header/value on every row, then go back to design.

File Home Insert Page Layout Formulas Data Review View Automate Help ACROBAT Power Pivot

Undo Clipboard Font Alignment Number Styles Cells Editing

Quick Print Spelling Cell Styles

D2

Account #	00XXXXXXXXXX0046	Account Description	Department of Finance & Admin	Statement Code	169	Statement Code Descr	195	206	301	575 Grand Total
Bank Date	Reconciliation Reference ID	Reconciliation Status	Miscellaneous ACH Credit	Incoming Money Transfer	Book Transfer Credit	Commercial Deposit	ZBA Debit			
10/3/2022	3410007378	Reconciled				40339.19			40339.19	
	3410008375	Reconciled				8732.85			8732.85	
	3410008376	Reconciled				6703.6			6703.6	
	3410008377	Reconciled				238039.29			238039.29	
	3410008379	Reconciled				33846.4			33846.4	
	3410008380	Reconciled				59018.74			59018.74	
	3410008381	Reconciled				34231.05			34231.05	
	3410008382	Reconciled				1113			1113	
	22100404180104	Reconciled						-422024.12	-422024.12	
10/4/2022	22100504220122	Reconciled						-3682629.78	-3682629.78	
	0IA036150354809	Reconciled	2328012						2328012	
	0IA036150354810	Reconciled	584187.27						584187.27	
	0IA036150354811	Reconciled	232552.39						232552.39	
	0IA036150354812	Reconciled	140894.03						140894.03	
	0IA036150354813	Reconciled	126229.09						126229.09	
	0IA036150354814	Reconciled	100401.13						100401.13	
	0IA036150354815	Reconciled	73884.9						73884.9	
	0IA036150354816	Reconciled	43077.8						43077.8	
	0IA036150354817	Reconciled	32953.18						32953.18	
	0IA036150354818	Reconciled	17813.12						17813.12	
	0IA036150354819	Reconciled	2624.87						2624.87	
10/5/2022	3410008383	Reconciled						3615	3615	

Click on Report Layout

File Home Insert Page Layout Formulas Data Review View Automate Help ACROBAT Power Pivot PivotTable Analyze **Design**

Subtotals Grand Totals **Report Layout** Blank Rows

Row Headers Banded Rows Column Headers Banded Columns

Quick Print Spelling Cell Styles

F4

Account #	00XXXXXXXXXX0046	Account Description	Department of Finance & Admin	Sum of Amount	Statement Code	Statement Code Descr	169	195	206	301	575 Grand Total
Bank Date	Reconciliation Reference ID	Reconciliation Status	Miscellaneous ACH Credit	Incoming Money Transfer	Book Transfer Credit	Commercial Deposit	ZBA Debit				
10/3/2022	3410007378	Reconciled				40339.19				40339.19	
	3410008375	Reconciled				8732.85				8732.85	
	3410008376	Reconciled				6703.6				6703.6	
	3410008377	Reconciled				238039.29				238039.29	
	3410008379	Reconciled				33846.4				33846.4	
	3410008380	Reconciled				59018.74				59018.74	
	3410008381	Reconciled				34231.05				34231.05	
	3410008382	Reconciled				1113				1113	
	22100404180104	Reconciled							-422024.12	-422024.12	
10/4/2022	22100504220122	Reconciled							-3682629.78	-3682629.78	
	0IA036150354809	Reconciled	2328012							2328012	
	0IA036150354810	Reconciled	584187.27							584187.27	
	0IA036150354811	Reconciled	232552.39							232552.39	
	0IA036150354812	Reconciled	140894.03							140894.03	
	0IA036150354813	Reconciled	126229.09							126229.09	
	0IA036150354814	Reconciled	100401.13							100401.13	
	0IA036150354815	Reconciled	73884.9							73884.9	
	0IA036150354816	Reconciled	43077.8							43077.8	
	0IA036150354817	Reconciled	32953.18							32953.18	
	0IA036150354818	Reconciled	17813.12							17813.12	
	0IA036150354819	Reconciled	2624.87							2624.87	
10/5/2022	3410008383	Reconciled							3615	3615	

Sheet 2 NMS BANK TRANS W RECON STATUS-1

Click on Report Layout

File Home Insert Page Layout Formulas Data Review View Automate Help ACROBAT Power Pivot PivotTable Analyze **Design**

Subtotals Grand Totals **Report Layout** Blank Rows

Row Headers Banded Rows
 Column Headers Banded Columns

Quick Print abc S

F4

Layout Options

PivotTable Styles

Show in Compact Form
 Show in Outline Form
 Show in Tabular Form
 Repeat All Item Labels
 Do Not Repeat Item Labels

Account #	Account Description	Sum of Amount	Bank Date	Reconciled	Statement Code	Statement Code Desc	169	195	206	301	575 Grand Total
			10/3/2022		Miscellaneous ACH Credit	Incoming Money Transfer			Book Transfer Credit	Commercial Deposit	ZBA Debit
										40339.19	40339.19
										8732.85	8732.85
										6703.6	6703.6
										238039.29	238039.29
										33846.4	33846.4
										59018.74	59018.74
										34231.05	34231.05
										1113	1113
										-422024.12	-422024.12
			10/4/2022							-3682629.78	-3682629.78
											2328012
											584187.27
											232552.39
											140894.03
											126229.09
											100401.13
											73884.9
											43077.8
											32953.18
											17813.12
											2624.87
			10/5/2022							3615	3615

The Row Labels are now on each row

File Home Insert Page Layout Formulas Data Review View Automate Help ACROBAT Power Pivot PivotTable Analyze Design

Subtotals Grand Totals Report Layout Blank Rows

Layout

Row Headers Banded Rows

Column Headers Banded Columns

PivotTable Style Options

PivotTable Styles

Quick Print Spelling Cell Styles

F4

	A	B	C	D	E	F	G	H	I
1	Account #	00XXXXXXXXX0046							
2	Account Description	Department of Finance & Admin							
3									
4	Sum of Amount		Statement Code	Statement Code Descr					
5					169	195	206	301	575 Grand Total
6	Bank Date	Reconciliation Reference ID	Reconciliation Status	Miscellaneous ACH Credit	Incoming Money Transfer	Book Transfer Credit	Commercial Deposit	ZBA Debit	
7	10/3/2022	3410007378	Reconciled				40339.19		40339.19
8	10/3/2022	3410008375	Reconciled				8732.85		8732.85
9	10/3/2022	3410008376	Reconciled				6703.6		6703.6
10	10/3/2022	3410008377	Reconciled				238039.29		238039.29
11	10/3/2022	3410008379	Reconciled				33846.4		33846.4
12	10/3/2022	3410008380	Reconciled				59018.74		59018.74
13	10/3/2022	3410008381	Reconciled				34231.05		34231.05
14	10/3/2022	3410008382	Reconciled				1113		1113
15	10/3/2022	22100404180104	Reconciled					-422024.12	-422024.12
16	10/4/2022	22100504220122	Reconciled					-3682629.78	-3682629.78
17	10/4/2022	0IA036150354809	Reconciled	2328012					2328012
18	10/4/2022	0IA036150354810	Reconciled	584187.27					584187.27
19	10/4/2022	0IA036150354811	Reconciled	232552.39					232552.39
20	10/4/2022	0IA036150354812	Reconciled	140894.03					140894.03
21	10/4/2022	0IA036150354813	Reconciled	126229.09					126229.09
22	10/4/2022	0IA036150354814	Reconciled	100401.13					100401.13
23	10/4/2022	0IA036150354815	Reconciled	73884.9					73884.9
24	10/4/2022	0IA036150354816	Reconciled	43077.8					43077.8
25	10/4/2022	0IA036150354817	Reconciled	32953.18					32953.18
26	10/4/2022	0IA036150354818	Reconciled	17813.12					17813.12
27	10/4/2022	0IA036150354819	Reconciled	2624.87					2624.87
28	10/5/2022	3410008383	Reconciled				3615		3615

Collapse on the "Bank Date" field. Right Click on "Bank Date" and hover over Expand/Collapse.

Account #	Account T	Statement Code	Statement Code Descr	169	195	206	301	575	Grand Total
Sum of A	Bank Date	Reconciliation Status	Miscellaneous ACH Credit	Incoming Money Transfer	Book Transfer Credit	Commercial Deposit	ZBA Debit		
		Reconciled					40339.19		40339.19
		Reconciled					8732.85		8732.85
		Reconciled					6703.6		6703.6
		Reconciled					238039.29		238039.29
		Reconciled					33846.4		33846.4
		Reconciled					59018.74		59018.74
		Reconciled					34231.05		34231.05
		Reconciled					1113		1113
		Reconciled						-422024.12	-422024.12
		Reconciled						-3682629.78	-3682629.78
		Reconciled		2328012					2328012
		Reconciled		584187.27					584187.27
		Reconciled		232552.39					232552.39
		Reconciled		140894.03					140894.03
		Reconciled		126229.09					126229.09
		Reconciled		100401.13					100401.13
		Reconciled		73884.9					73884.9
		Reconciled		43077.8					43077.8
		Reconciled		32953.18					32953.18
		Reconciled		17813.12					17813.12
		Reconciled		2624.87					2624.87
		Reconciled					3615		3615
		Reconciled					2493		2493
		Reconciled					5038.92		5038.92
		Reconciled					14220		14220
		Reconciled					123.75		123.75
		Reconciled					48.53		48.53
		Reconciled					297.24		297.24

- Search the menus
- Copy
- Format Cells...
- Refresh
- Sort >
- Filter >
- Subtotal "Bank Date"
- Expand/Collapse >
- Group...
- Ungroup...
- Move >
- Remove "Bank Date"
- Show Details
- Field Settings...
- PivotTable Options...
- Show Field List

Collapse the Bank Date field. Right Click on "Bank Date"

The screenshot shows an Excel spreadsheet with a right-click context menu open over the 'Bank Date' column. The menu is expanded to show 'Expand/Collapse' options, with 'Collapse Entire Field' highlighted. The spreadsheet data includes columns for 'Statement Code', 'Statement Code Descr', and various transaction types like 'Miscellaneous ACH Credit', 'Incoming Money Transfer', 'Book Transfer Credit', 'Commercial Deposit', and 'ZBA Debit'. The 'Bank Date' column contains dates like '10/10/10'.

Statement Code	Statement Code Descr	Commercial Deposit	ZBA Debit	Grand Total
169	Miscellaneous ACH Credit			
195	Incoming Money Transfer			
206	Book Transfer Credit			
301	Commercial Deposit	40339.19		40339.19
		8732.85		8732.85
		6703.6		6703.6
		238039.29		238039.29
		33846.4		33846.4
		59018.74		59018.74
		34231.05		34231.05
		1113		1113
			-422024.12	-422024.12
			-3682629.78	-3682629.78
				2328012
				584187.27
				232552.39
				140894.03
				126229.09
				100401.13
				73884.9
				43077.8
				32953.18
				17813.12
				2624.87
		3615		3615
		2493		2493
		5038.92		5038.92
		14220		14220
		123.75		123.75
		48.53		48.53
		297.24		297.24

Click on Collapse Entire Field

The screenshot shows an Excel PivotTable with a context menu open over the 'Bank Date' field. The menu includes options like 'Copy', 'Format Cells...', 'Refresh', 'Sort', 'Filter', 'Subtotal "Bank Date"', 'Expand/Collapse', 'Group...', 'Ungroup...', 'Move', 'Remove "Bank Date"', 'Show Details', 'Field Settings...', 'PivotTable Options...', and 'Show Field List'. The 'Expand/Collapse' sub-menu is open, showing 'Expand', 'Collapse', 'Expand Entire Field', and 'Collapse Entire Field' (highlighted in yellow). Below this sub-menu, there are options to collapse to 'Bank Date', expand to 'Reconciliation Reference ID', and expand to 'Reconciliation Status'.

Account #	Account Description	Sum of Amount	Bank Date	Statement Code	Statement Code Desc	Commercial Deposit	ZBA Debit	Grand Total
10/				169	Miscellaneous ACH Credit			
10/				195	Incoming Money Transfer			
10/				206	Book Transfer Credit			
10/				301	Commercial Deposit	40339.19		40339.19
10/						8732.85		8732.85
10/						6703.6		6703.6
10/						238039.29		238039.29
10/						33846.4		33846.4
10/						59018.74		59018.74
10/						34231.05		34231.05
10/						1113		1113
10/							-422024.12	-422024.12
10/							-3682629.78	-3682629.78
10/								2328012
10/								584187.27
10/								232552.39
10/								140894.03
10/								126229.09
10/								100401.13
10/								73884.9
10/								43077.8
10/								32953.18
10/								17813.12
10/								2624.87
10/						3615		3615
10/						2493		2493
10/						5038.92		5038.92
10/						14220		14220
10/						123.75		123.75
10/						48.53		48.53
10/						297.24		297.24

The pivot table displays the data by the date. If you need to expand it, you can click on a specific date to expand. Click the “+” icon to add a new tab.

Account #		00XXXXXXXXXX0046								
Account Description		Department of Finance & Admin								
Sum of Amount			Statement Code	Statement Code Descr						
			169	195	206	301	575 Grand Total			
Bank Date	Reconciliation Reference ID	Reconciliation Status	Miscellaneous ACH Credit	Incoming Money Transfer	Book Transfer Credit	Commercial Deposit	ZBA Debit			
+ 10/3/2022						422,024.12	(422,024.12)			0.00
+ 10/4/2022			3,682,629.78				(3,682,629.78)			0.00
+ 10/5/2022			57,358.49			68,573.11	(125,931.60)			(0.00)
+ 10/6/2022			14,911.14				(14,911.14)			0.00
+ 10/11/2022			270,006.18		310,736,807.00	23,972.31	(311,030,785.49)			0.00
+ 10/12/2022						98,061.44	(98,061.44)			0.00
+ 10/13/2022						1,006,935.88	(1,006,935.88)			0.00
+ 10/14/2022			28,675.42		5,489.05		(34,164.47)			0.00
+ 10/17/2022			5,285.27				(5,285.27)			0.00
+ 10/18/2022			1,018,794.60			8,803.39	(1,027,597.99)			0.00
+ 10/19/2022			50,898.00				(50,898.00)			0.00
+ 10/20/2022			254,754.71				(254,754.71)			0.00
+ 10/21/2022			5,028.22	3,000.00		65,397.11	(73,425.33)			0.00
+ 10/24/2022			14,716.19				(14,716.19)			0.00
+ 10/27/2022						405,123.27	(405,123.27)			0.00
+ 10/28/2022						19,199.46	(19,199.46)			0.00
Grand Total			5,403,058.00	3,000.00	310,742,296.05	2,118,090.09	(318,266,444.14)			0.00

Schedule the NMS_AR_DJ_ENTRIES_CASH_REMED query for the month you are reconciling.

[< Query Viewer](#) [Schedule Query](#)

Schedule Query

Run Control ID NMS_AR_DJ_ENTRIES_CASH_REMED [Report Manager](#) [Process Monitor](#)

Query Name NMS_AR_DJ_ENTRIES_CASH_REMED

*Description CASH_REMED

[Update Parameters](#)

Prompt Name	Value
ACCOUNTING_DT	2022-10-01
ACCOUNTING_DT	2022-10-31
BANK ACCOUNT NUM	00XXXXXXXXXX0046

[OK](#) [Cancel](#) [Apply](#)

Copy the NMS_AR_DJ_CASH_REMED query results and paste them on the new tab in your workbook.

The screenshot shows the Microsoft Excel interface with the following elements:

- Menu Bar:** File, Home, Insert, Page Layout, Formulas, Data, Review, View, Automate, Help, ACROBAT, Power Pivot.
- Home Tab Ribbon:** Undo, Paste, Clipboard, Font (Calibri, 11, Bold, Italic, Underline, Color, Background Color), Alignment (Left, Center, Right, Indent, Outdent), Number (General, Currency, Percentage, Comma, Thousand Separator, Negative Red, Fraction, Decimals, Thousands Separator, Parentheses, Accounting), Styles (Conditional Formatting, Format as Table, Cell Styles), Cells (Insert, Delete, Format), Editing (Sum, Average, Max, Min, Count, Count of Numbers, Filter, Sort, Find, Replace, Undo, Redo), Sensitivity, Webex, Cisco.
- Formulas Bar:** A1, fx, Account #
- Table:** A table with 16 columns and 23 rows. The first row is the header, and the following 22 rows contain data. The columns are: Account #, Deposit Unit, GL Unit, Deposit ID, Payment ID, Acctg Date, Journal Date, Journal ID, GL Distribution Status, Amount, Fund, Account, Sub Acct, Dept, and Bud Ref C.
- Bottom Bar:** Sheet1, Sheet 2, NMS_BANK_TRANS_W_RECON_STATUS-1, Normal, 163.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Account #	Deposit Unit	GL Unit	Deposit ID	Payment ID	Acctg Date	Journal Date	Journal ID	GL Distribution Status	Amount	Fund	Account	Sub Acct	Dept	Bud Ref C
2	00XXXXXXXXXX0046	34100	34100	9.41608E+14	3410007378	10/3/2022	10/3/2022	DJ03195366	Distributed	40339.19	56000	101800			
3	00XXXXXXXXXX0046	34100	34100	9.41608E+14	3410008375	10/3/2022	10/3/2022	DJ03195366	Distributed	8732.85	80000	101800			
4	00XXXXXXXXXX0046	34100	34100	9.41608E+14	3410008377	10/3/2022	10/3/2022	DJ03195366	Distributed	238039.29	56000	101800			
5	00XXXXXXXXXX0046	34100	34100	9.41608E+14	3410008376	10/3/2022	10/3/2022	DJ03195366	Distributed	6703.6	80000	101800			
6	00XXXXXXXXXX0046	34100	34100	9.41608E+14	3410008380	10/3/2022	10/3/2022	DJ03195366	Distributed	59018.74	56000	101800			
7	00XXXXXXXXXX0046	34100	34100	9.41608E+14	3410008382	10/3/2022	10/3/2022	DJ03195366	Distributed	1113	72090	101800			
8	00XXXXXXXXXX0046	34100	34100	9.41608E+14	3410008379	10/3/2022	10/3/2022	DJ03195366	Distributed	33846.4	56000	101800			
9	00XXXXXXXXXX0046	34100	34100	9.41608E+14	3410008381	10/3/2022	10/3/2022	DJ03197366	Distributed	34231.05	56000	101800			
10	00XXXXXXXXXX0046	34100	34100	9.41608E+14	OIA036150354817	10/4/2022	10/4/2022	DJ03195370	Distributed	32953.18	8800	101800			
11	00XXXXXXXXXX0046	34100	34100	9.41608E+14	OIA036150354810	10/4/2022	10/4/2022	DJ03195370	Distributed	584187.27	8800	101800			
12	00XXXXXXXXXX0046	34100	34100	9.41608E+14	OIA036150354813	10/4/2022	10/4/2022	DJ03195370	Distributed	126229.09	8800	101800			
13	00XXXXXXXXXX0046	34100	34100	9.41608E+14	OIA036150354814	10/4/2022	10/4/2022	DJ03195370	Distributed	100401.13	8800	101800			
14	00XXXXXXXXXX0046	34100	34100	9.41608E+14	OIA036150354818	10/4/2022	10/4/2022	DJ03195370	Distributed	17813.12	8800	101800			
15	00XXXXXXXXXX0046	34100	34100	9.41608E+14	OIA036150354816	10/4/2022	10/4/2022	DJ03195370	Distributed	43077.8	8800	101800			
16	00XXXXXXXXXX0046	34100	34100	9.41608E+14	OIA036150354815	10/4/2022	10/4/2022	DJ03195370	Distributed	73884.9	8800	101800			
17	00XXXXXXXXXX0046	34100	34100	9.41608E+14	OIA036150354811	10/4/2022	10/4/2022	DJ03195370	Distributed	232552.39	8800	101800			
18	00XXXXXXXXXX0046	34100	34100	9.41608E+14	OIA036150354812	10/4/2022	10/4/2022	DJ03195370	Distributed	140894.03	8800	101800			
19	00XXXXXXXXXX0046	34100	34100	9.41608E+14	OIA036150354819	10/4/2022	10/4/2022	DJ03195370	Distributed	2624.87	8800	101800			
20	00XXXXXXXXXX0046	34100	34100	9.41608E+14	OIA036150354809	10/4/2022	10/4/2022	DJ03195370	Distributed	2328012	8800	101800			
21	00XXXXXXXXXX0046	34100	34100	9.41608E+14	3410008404	10/5/2022	10/5/2022	DJ03195367	Distributed	1000	72090	101800			
22	00XXXXXXXXXX0046	34100	34100	9.41608E+14	3410008408	10/5/2022	10/5/2022	DJ03195367	Distributed	400.42	72400	101800			
23	00XXXXXXXXXX0046	34100	34100	9.41608E+14	3410008398	10/5/2022	10/5/2022	DJ03195367	Distributed	384	72090				163

Rename the Sheet and make sure the data is configured so that you can understand it. If you can't read the raw data, you won't be able to read the data on the pivot table.

File Home Insert Page Layout Formulas Data Review View Automate Help ACROBAT Power Pivot

Comments Share

Undo Clipboard Font Alignment Number Styles Cells Editing Sensitivity Cisco

Quick Print Spelling Cell Styles

D1 Deposit ID

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	B
1	Account #	Deposit Unit	GL Unit	Deposit ID	Payment ID	Acctg Date	Journal Date	Journal ID	GL Distribution Status	Amount	Fund	Account	Sub Acct	Dept	
2	00XXXXXXXXX0046	34100	34100	941608080599276	3410007378	10/3/2022	10/3/2022	DJ03195366	Distributed	40339.19	56000	101800			
3	00XXXXXXXXX0046	34100	34100	941608080599276	3410008375	10/3/2022	10/3/2022	DJ03195366	Distributed	8732.85	80000	101800			
4	00XXXXXXXXX0046	34100	34100	941608080599276	3410008377	10/3/2022	10/3/2022	DJ03195366	Distributed	238039.29	56000	101800			
5	00XXXXXXXXX0046	34100	34100	941608080599276	3410008376	10/3/2022	10/3/2022	DJ03195366	Distributed	6703.6	80000	101800			
6	00XXXXXXXXX0046	34100	34100	941608080599276	3410008380	10/3/2022	10/3/2022	DJ03195366	Distributed	59018.74	56000	101800			
7	00XXXXXXXXX0046	34100	34100	941608080599276	3410008382	10/3/2022	10/3/2022	DJ03195366	Distributed	1113	72090	101800			
8	00XXXXXXXXX0046	34100	34100	941608080599276	3410008379	10/3/2022	10/3/2022	DJ03195366	Distributed	33846.4	56000	101800			
9	00XXXXXXXXX0046	34100	34100	941608080599276	3410008381	10/3/2022	10/3/2022	DJ03197366	Distributed	34231.05	56000	101800			
10	00XXXXXXXXX0046	34100	34100	941608080599278	OIA036150354817	10/4/2022	10/4/2022	DJ03195370	Distributed	32953.18	8800	101800			
11	00XXXXXXXXX0046	34100	34100	941608080599278	OIA036150354810	10/4/2022	10/4/2022	DJ03195370	Distributed	584187.27	8800	101800			
12	00XXXXXXXXX0046	34100	34100	941608080599278	OIA036150354813	10/4/2022	10/4/2022	DJ03195370	Distributed	126229.09	8800	101800			
13	00XXXXXXXXX0046	34100	34100	941608080599278	OIA036150354814	10/4/2022	10/4/2022	DJ03195370	Distributed	100401.13	8800	101800			
14	00XXXXXXXXX0046	34100	34100	941608080599278	OIA036150354818	10/4/2022	10/4/2022	DJ03195370	Distributed	17813.12	8800	101800			
15	00XXXXXXXXX0046	34100	34100	941608080599278	OIA036150354816	10/4/2022	10/4/2022	DJ03195370	Distributed	43077.8	8800	101800			
16	00XXXXXXXXX0046	34100	34100	941608080599278	OIA036150354815	10/4/2022	10/4/2022	DJ03195370	Distributed	73884.9	8800	101800			
17	00XXXXXXXXX0046	34100	34100	941608080599278	OIA036150354811	10/4/2022	10/4/2022	DJ03195370	Distributed	232552.39	8800	101800			
18	00XXXXXXXXX0046	34100	34100	941608080599278	OIA036150354812	10/4/2022	10/4/2022	DJ03195370	Distributed	140894.03	8800	101800			
19	00XXXXXXXXX0046	34100	34100	941608080599278	OIA036150354819	10/4/2022	10/4/2022	DJ03195370	Distributed	2624.87	8800	101800			
20	00XXXXXXXXX0046	34100	34100	941608080599278	OIA036150354809	10/4/2022	10/4/2022	DJ03195370	Distributed	2328012	8800	101800			
21	00XXXXXXXXX0046	34100	34100	941608080599279	3410008404	10/5/2022	10/5/2022	DJ03195367	Distributed	1000	72090	101800			
22	00XXXXXXXXX0046	34100	34100	941608080599279	3410008408	10/5/2022	10/5/2022	DJ03195367	Distributed	400.42	72400	101800			
23	00XXXXXXXXX0046	34100	34100	941608080599279	3410008398	10/5/2022	10/5/2022	DJ03195367	Distributed	384	72090	101800			

NMS_AR_DJ_ENTRIES_CASH_REMED Pivot Bank Trans NMS_BANK_TRANS_W_RECON_STATUS-1 ... 164

Use the tools you learned earlier to create and format a pivot table for the NMS_BANK_TRANS_W_RECON_STATUS query.

The screenshot displays the Microsoft Excel interface with the **PivotTable Analyze** ribbon selected. The ribbon includes the following groups and options:

- Active Field:** Active Field, Drill Down, Drill Up, Field Settings.
- Group:** Group Selection, Ungroup, Group Field.
- Filter:** Insert Slicer, Insert Timeline, Filter Connections.
- Data:** Refresh, Change Data Source.
- Calculations:** Fields, Items, & Sets, OLAP Tools, Relationships.
- Tools:** PivotChart, Recommended PivotTables.
- Show:** Field List, +/- Buttons, Field Headers.

Below the ribbon, the **Quick Print**, **Spelling**, and **Cell Styles** options are visible. The active cell is **A3**. The worksheet contains a PivotTable named **PivotTable11** with the following instructions:

To build a report, choose fields from the PivotTable Field List


The **PivotTable Fields** task pane on the right side of the screen is open, showing the following options:

- Choose fields to add to report:** Search, Account #, Deposit Unit, GL Unit, Deposit ID, Payment ID.
- Drag fields between areas below:**
 - Filters:** (Empty)
 - Columns:** (Empty)
 - Rows:** (Empty)
 - Values:** (Empty)
- Defer Layout Update:** (Unchecked)
- Update:** 165

This is how we suggest you set up the pivot table layout, but you can adjust it to your preferences

PivotTable Fields

Drag fields between areas below:



Filters

Account #

Columns

Account

Rows

GL Unit

Acctg Date

Deposit ID

Payment ID

Journal ID


Chartfield Combo Edit Status





Budget Checking Header Status

Σ Values

Sum of Amount

Defer Layout Update



   -  + 100%

Copy one pivot table and paste it next to the other. In this example, I copied the NMS_BANK_TRANS_W_RECON_STATUS pivot table and pasted next to the NMS_AR_DJ_ENTRIES_CASH_REMED pivot table. I also used the filter to select the totals for each pivot table.

Sum of Amount	GL Unit	Acctg Date	Deposit ID	Payment ID	Journal ID	Chartfield Combo Edit Status	Budget Checking Header Status	Account	101800 Grand Total
	34100	10/3/2022						422,024.12	422,024.12
	34100	10/4/2022						3,682,629.78	3,682,629.78
	34100	10/5/2022						125,931.60	125,931.60
	34100	10/6/2022						14,911.14	14,911.14
	34100	10/11/2022						311,030,785.49	311,030,785.49
	34100	10/12/2022						98,061.44	98,061.44
	34100	10/13/2022						1,006,935.88	1,006,935.88
	34100	10/14/2022						34,164.47	34,164.47
	34100	10/17/2022						5,285.27	5,285.27
	34100	10/18/2022						1,027,597.99	1,027,597.99
	34100	10/19/2022						50,898.00	50,898.00
	34100	10/20/2022						254,754.71	254,754.71
	34100	10/21/2022						73,425.33	73,425.33
	34100	10/24/2022						14,716.19	14,716.19
	34100	10/27/2022						403,736.45	403,736.45
	34100	10/28/2022						19,199.46	19,199.46
Grand Total								318,265,057.32	318,265,057.32

Sum of Amount	Bank Date	Reconciliation Reference ID	Reconciliation Status	Miscellaneous ACH Credit	Statement Code	Statement Code Descr	169	195	206	301 Grand Total	
	10/3/2022									422,024.12	422,024.12
	10/4/2022									3,682,629.78	3,682,629.78
	10/5/2022									125,931.60	125,931.60
	10/6/2022									14,911.14	14,911.14
	10/11/2022									311,030,785.49	311,030,785.49
	10/12/2022									98,061.44	98,061.44
	10/13/2022									1,006,935.88	1,006,935.88
	10/14/2022									34,164.47	34,164.47
	10/17/2022									5,285.27	5,285.27
	10/18/2022									1,027,597.99	1,027,597.99
	10/19/2022									50,898.00	50,898.00
	10/20/2022									254,754.71	254,754.71
	10/21/2022									73,425.33	73,425.33
	10/24/2022									14,716.19	14,716.19
	10/27/2022									403,736.45	403,736.45
	10/28/2022									19,199.46	19,199.46
Grand Total							5,403,058.00	3,000.00	310,742,296.05	2,118,990.09	318,266,444.14

Create a formula to compare the total amount posted in the AR module (NMS_AR_DJ_ENTRIES_CASH_REMED) by day to the amount posted to the bank account (NMS_BANK_TRANS_W_RECON_STATUS).

Account #	00XXXXXXXXX0046	Account Description	Department of Finance & Admin	Statement Code	169	Statement Code Descr	195	206	301 Grand Total
Sum of Amount	Bank Date	Reconciliation Reference ID	Reconciliation Status	Miscellaneous ACH Credit	Incoming Money Transfer	Book Transfer Credit	Commercial Deposit	Grand Total	
422,024.12								422,024.12	
3,682,629.78	10/3/2022							3,682,629.78	
125,931.60	10/4/2022			3,682,629.78				3,682,629.78	
14,911.14	10/5/2022			57,358.49			68,573.11	125,931.60	
311,030,785.49	10/6/2022			14,911.14			14,911.14	14,911.14	
98,061.44	10/11/2022			270,006.18		310,736,807.00	23,972.31	311,030,785.49	
1,006,935.88	10/12/2022						98,061.44	98,061.44	
34,164.47	10/13/2022						1,006,935.88	1,006,935.88	
5,285.27	10/14/2022			28,675.42		5,489.05		34,164.47	
1,027,597.99	10/17/2022			5,285.27				5,285.27	
50,898.00	10/18/2022			1,018,794.60			8,803.39	1,027,597.99	
254,754.71	10/19/2022			50,898.00				50,898.00	
73,425.33	10/20/2022			254,754.71				254,754.71	
14,716.19	10/21/2022			5,028.22	3,000.00		65,397.11	73,425.33	
403,736.45	10/24/2022			14,716.19				14,716.19	
19,199.46	10/27/2022						405,123.27	405,123.27	
318,265,057.32	10/28/2022						19,199.46	19,199.46	
Grand Total				5,403,058.00	3,000.00	310,742,296.05	2,118,090.09	318,266,444.14	

If there is a difference between what was worked in the AR module and what posted to the bank you will need to research what the issue is.

Some issues could be: Deposit was not worked at all.

Deposit was completed and not budget checked. View under Modify Accounting Entries.

A Return Item was not manually worked.

A Return Item was entered with the wrong date or bank account.

Grand Total		Sum of Amount		Statement Code	Statement Code Descr	Grand Total		
422,024.12	0.00	Bank Date	Reconciliation Reference ID	Reconciliation Status	Miscellaneous ACH Credit	Incoming Money Transfer	Book Transfer Credit	Commercial Deposit
3,682,629.78	0.00	10/3/2022						422,024.12
125,931.60	0.00	10/4/2022			3,682,629.78			422,024.12
14,911.14	0.00	10/5/2022			57,358.49			68,573.11
311,030,785.49	0.00	10/6/2022			14,911.14			125,931.60
98,061.44	0.00	10/11/2022			270,006.18		310,736,807.00	14,911.14
1,006,935.88	0.00	10/12/2022						23,972.31
34,164.47	0.00	10/13/2022						311,030,785.49
5,285.27	0.00	10/14/2022			28,675.42		5,489.05	98,061.44
1,027,597.99	0.00	10/17/2022			5,285.27			1,006,935.88
50,898.00	0.00	10/18/2022			1,018,794.60			1,006,935.88
254,754.71	0.00	10/19/2022						8,803.39
73,425.33	0.00	10/20/2022			50,898.00			1,027,597.99
14,716.19	0.00	10/21/2022			254,754.71			50,898.00
403,736.45	(1,386.82)	10/24/2022			5,028.22	3,000.00		254,754.71
19,199.46	0.00	10/27/2022			14,716.19			8,803.39
318,265,057.32	(1,386.82)	10/28/2022						1,027,597.99
		Total			5,403,058.00	3,000.00	310,742,296.05	2,118,090.09
								318,266,444.14

You can click on the + next to the date to expand the data in the pivot table.

Grand Total		Sum of Amount		Statement Code	Statement Code Desc	Grand Total			
		Bank Date	Reconciliation Reference ID	Reconciliation Status	Miscellaneous ACH Credit	Incoming Money Transfer	Book Transfer Credit	Commercial Deposit	
422,024.12	0.00								422,024.12
3,682,629.78	0.00				3,682,629.78				3,682,629.78
125,931.60	0.00	10/3/2022							125,931.60
14,911.14	0.00	10/4/2022							14,911.14
311,030,785.49	0.00	10/5/2022							311,030,785.49
98,061.44	0.00	10/6/2022			14,911.14				98,061.44
1,006,935.88	0.00	10/11/2022			270,006.18		310,736,807.00	23,972.31	1,006,935.88
34,164.47	0.00	10/12/2022						98,061.44	34,164.47
5,285.27	0.00	10/13/2022						1,006,935.88	5,285.27
1,027,597.99	0.00	10/14/2022			28,675.42		5,489.05		1,027,597.99
50,898.00	0.00	10/17/2022			5,285.27				50,898.00
254,754.71	0.00	10/18/2022			1,018,794.60			8,803.39	254,754.71
73,425.33	0.00	10/19/2022			50,898.00				73,425.33
14,716.19	0.00	10/20/2022			254,754.71				14,716.19
403,736.45	(1,386.82)	10/21/2022			5,028.22	3,000.00		65,397.11	403,736.45
19,199.46	0.00	10/24/2022			14,716.19				19,199.46
318,265,057.32	(1,386.82)	10/27/2022						405,123.27	318,265,057.32
		10/28/2022						19,199.46	
		Total			5,403,058.00	3,000.00	310,742,296.05	2,118,090.09	318,266,444.14

Once you have identified the transactions, you can take the appropriate steps fix them. Once the missing transactions have been addressed, you can re-run the affected queries to ensure everything balances to Zero.

NOTE: If you are an Agency that uses worksheets (see below), you will need to run additional queries to perform your reconciliation. *CYFD, DFA – Local Government, DOIT, DPS, DWS, ECECD*

I	J	K	L	M	N	O	P	Q	R			
		10/27/2022	3410008497	Reconciled				2,064.00	2,064.00			
		10/27/2022	3410008498	Reconciled				1,074.20	1,074.20			
		10/27/2022	3410008499	Reconciled				4,400.00	4,400.00			
		10/27/2022	3410008500	Reconciled				4,149.00	4,149.00			
		10/27/2022	3410008501	Reconciled				30,458.93	30,458.93			
		10/27/2022	3410008502	Reconciled				78,934.10	78,934.10			
		10/27/2022	3410008503	Reconciled				2,832.45	2,832.45			
		10/27/2022	3410008504	Reconciled				2,530.00	2,530.00			
		10/27/2022	3410008505	Reconciled				1,755.00	1,755.00			
		10/27/2022	3410008506	Reconciled				6,990.00	6,990.00			
		10/27/2022	3410008507	Reconciled				2,660.00	2,660.00			
		10/27/2022	3410008508	Reconciled				93.39	93.39			
		10/27/2022	3410008509	Reconciled				118,642.57	118,642.57			
		10/27/2022	3410008510	Reconciled				66,598.58	66,598.58			
		10/27/2022	3410008511	Reconciled				2,500.00	2,500.00			
		10/27/2022	3410008512	Reconciled				5,528.36	5,528.36			
		10/27/2022	3410008513	Reconciled				597.30	597.30			
		10/27/2022	3410008514	Reconciled				11,750.15	11,750.15			
		10/27/2022	3410008515	Reconciled				4,925.02	4,925.02			
		10/27/2022	3410008516	Reconciled				3,779.80	3,779.80			
		10/27/2022	3410008517	Reconciled				4,314.71	4,314.71			
		10/27/2022	3410008518	Reconciled				2,660.44	2,660.44			
		10/27/2022	3410008519	Reconciled				1,800.00	1,800.00			
		10/27/2022	3410008520	Reconciled				957.00	957.00			
		10/27/2022	3410008521	Reconciled				2,004.00	2,004.00			
		10/27/2022	3410008522	Reconciled				3,004.90	3,004.90			
		10/27/2022	3410008523	Reconciled				3,060.00	3,060.00			
		10/27/2022	3410008524	Reconciled				3,160.00	3,160.00			
		10/27/2022	3410008525	Reconciled				975.00	975.00			
		10/27/2022	3410008526	Reconciled				3,349.00	3,349.00			
		10/27/2022	3410008527	Reconciled				968.00	968.00			
		10/27/2022	3410008528	Reconciled				2,128.00	2,128.00			
		10/27/2022	3410008529	Reconciled				959.00	959.00			
		10/27/2022	3410008530	Reconciled				5,247.18	5,247.18			
		10/27/2022	3410008531	Reconciled				4,136.37	4,136.37			
		10/27/2022	3410008532	Reconciled				1,158.41	1,158.41			
		10/27/2022	3410008533	Reconciled				228.41	228.41			
		10/28/2022						19,199.46	19,199.46			
		Grand Total						5,403,058.00	3,000.00	310,742,296.05	2,118,090.09	318,266,444.14