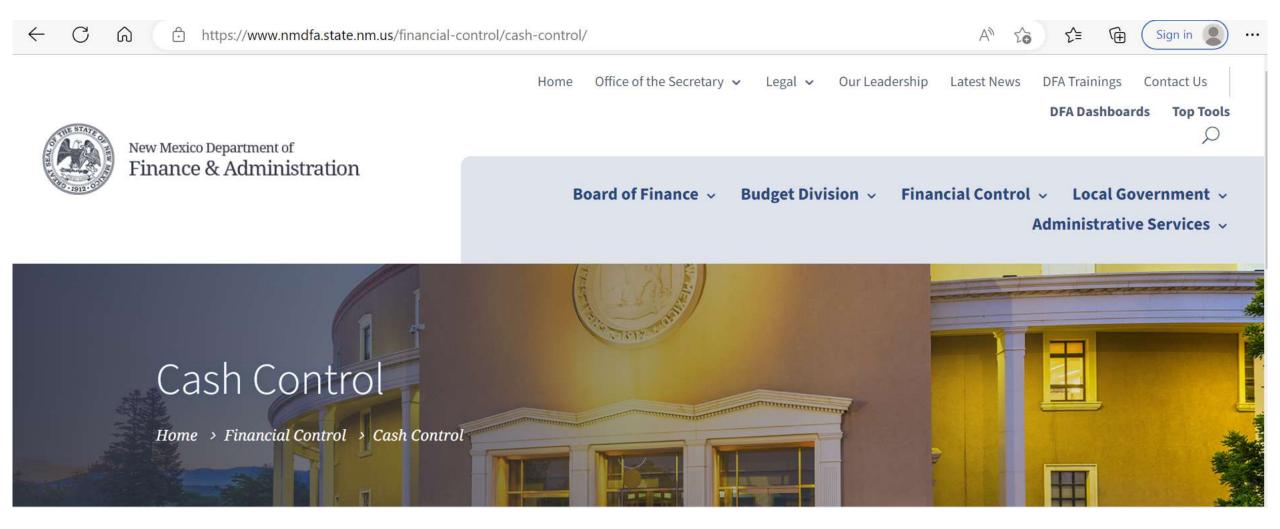
Cash Control 101



Cash Control 101

Department of Finance and Administration

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Assists with Deposits once they've been loaded into SHARE

State Treasurer's Office Contact Information sto-cmd@state.nm.us Assists with Deposits before the 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.

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

 State Official or Agency 	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 not 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:
 EMNRD St Parks Div./DCA St Monuments Div. 	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;
County Treasurers	B. county treasurers shall remit all money received for taxes for state purposes or that are by law required to be remitted to the tenth day of the next succeeding month following the receipt or collection thereof;
 State Agency – Agreement / Contract \$\$\$ not yet earned 	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
• Commissioner of Public Lands	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	
Balance Sheet Accounts	Income Statement Accounts
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

5	35409	Audit Services - Interagency
5	35509	Attorney Services - Interagency
5	35609	IT Services - Interagency
5	643009	DGF Habitat - Interagency
5	545609	Report/Record Inter St Agency
5	545909	Printing & Photo - Interagency
5	646109	Postage & Mail Svcs - Interagency
5	646409	Rent Expense - Interagency
5	646709	Subscription & Dues - Interagency
5	646809	Employee Training/Educ - InterSt Agency
5	647309	Care & Support InterSt Agency
5	547450	Grants to Other Agencies
5	647909	Misc Expense - Interagency
Gene	ral Fun	d
5	66100	Reversions
4	99305	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. <u>Make sure</u> 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
 - > DolT
 - > DPS
 - > DWS
 - ➢ ECECD

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

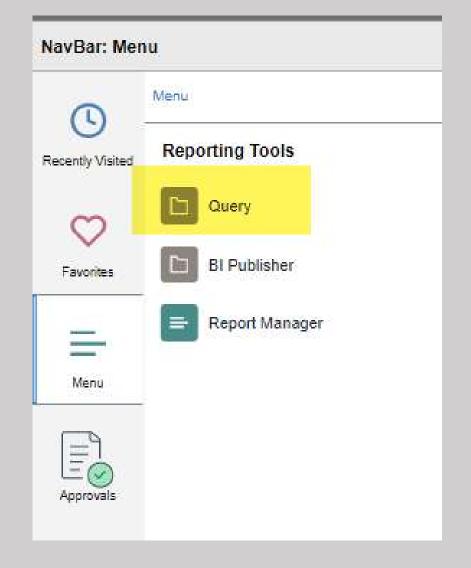
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Click on Reporting Tools

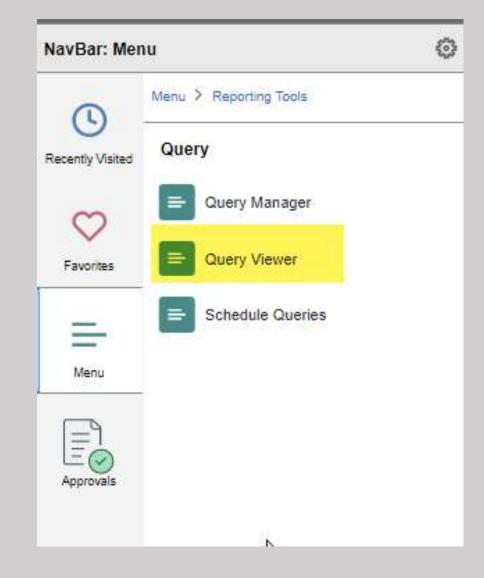
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Click on Query



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 <u>important query</u> and should be <u>ran daily</u>.

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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.

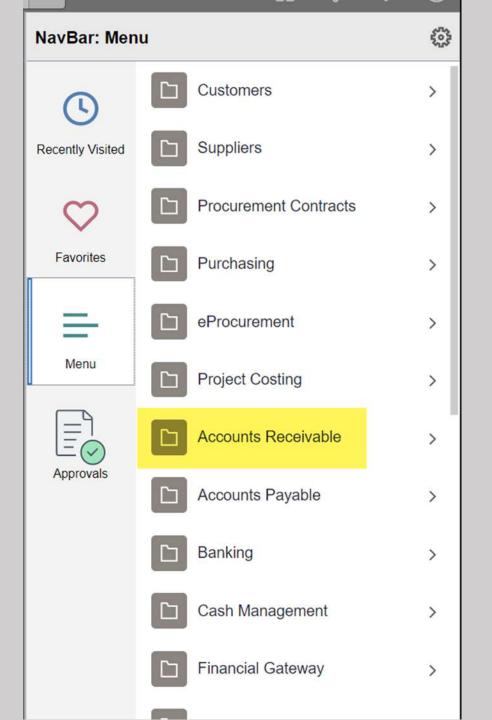
If you are running this query for multiple dates and/or your Agency has a lot deposits, you should schedule the query.

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	Ex I	XML	Schede	Lookup References	-
NMS_BANK_TRANS_SEARCH_BY_AMT	Bank Trans Search by Amount	Public		HTML	•	XML	Scher le	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	-

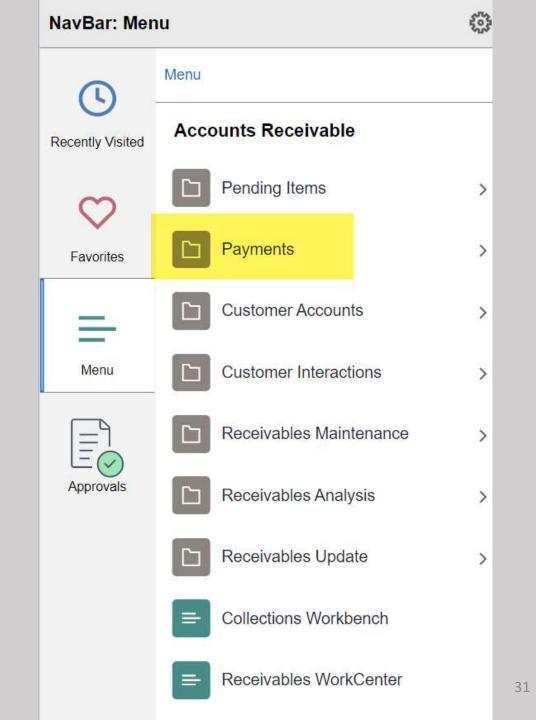
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Click on Accounts Receivable



Click on Payments



Click on Online Payments

Payments	
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And finally... Click on Regular Deposit

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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.

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Regular Deposit

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

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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.

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

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Assigned Op	erator ID begins w	ith 🗸	Q					
Case Sens	itive							
Search Search Result View All		arch 📓 Save Search	n Criteria			/	1-5 of 5 💊	
Deposit Unit	Deposit ID	User ID	Assigned Operator ID	Bank Code	Bank Account			
34100	941608080599311	DOMINICL.CHAVEZ		WFB10	0002	Yes	11/08/2022	(blank)
34100	941608080599315	DOMINICL.CHAVEZ	DOMINICL.CHAVEZ	WFB10	0052	Yes	11/14/2022	(blank)
34100	941608080599317	DOMINICI, CHAVEZ	DOMINICL.CHAVEZ	WFB10	0052	Yes	11/16/2022	(blank)
01100	0110000000000011	DOMINIOE.ONAVE2						
34100		DOMINICL.CHAVEZ	DOMINICL.CHAVEZ	WFB10	0002	Yes	11/16/2022	(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.

	age								Regular De
Regular De	-	I click Search. Leave fi	elds blank for a list of all	values.					
Find an	Existing Value	Keyword Search	Add a New Value						
Search Cri	iteria								
*Dep	osit Unit 😑 🗸	34100	Q						
De	eposit ID begins w	ith 🗸							
	User ID begins w		٩.						
Assigned Ope	erator ID begins w	ith 🗸 🛛	Q						
Case Sensi	Clear Basic Se	arch 🖾 Save Search	h Criteria				1-6 of 6		1
Case Sensi Search Search Results View All	Clear Basic Se	arch 🖾 Save Search		Bank Code	Bank Account	Deposit Balance	1-6 of 6 V		
Case Sensi Search Search Results View All Deposit Unit	Clear Basic Se	User ID	Assigned Operator ID DOMINICL.CHAVEZ	Bank Code WFB10	Bank Account		1-6 of 6 V Entered Date 11/16/2022		
Case Sensi Search Search Results View All Deposit Unit 34100	Clear Basic Se	User ID DOMINICL.CHAVEZ	Assigned Operator ID			Deposit Balance	Entered Date	Posted Date	
Case Sensi Search Search Results View All Deposit Unit 34100	Clear Basic Se Basic Se Deposit ID 94160808059931 94160808059 911	User ID DOMINICL.CHAVEZ	Assigned Operator ID DOMINICL.CHAVEZ DOMINICL.CHAVEZ	WFB10	0002	Deposit Balance Yes	Entered Date 11/16/2022	Posted Date (blank)	
Case Sensi Search Search Results View All Deposit Unit 34100 34100	Clear Basic Se Basic Se Deposit ID 94160808059931 94160808059 911	User ID DOMINICL.CHAVEZ DOMINICL.CHAVEZ DOMINICL.CHAVEZ	Assigned Operator ID DOMINICL.CHAVEZ DOMINICL.CHAVEZ	WFB10 WFB10	0002	Deposit Balance Yes Yes	Entered Date 11/16/2022 11/08/2022	Posted Date (blank) (blank)	
Case Sensi Search Search Results View All	Clear Basic Se Deposit ID 941608080599310 941608080599319 941608080599320	User ID DOMINICL.CHAVEZ DOMINICL.CHAVEZ DOMINICL.CHAVEZ	Assigned Operator ID DOMINICL.CHAVEZ DOMINICL.CHAVEZ DOMINICL.CHAVEZ HEATHER.KENT	WFB10 WFB10 WFB10	0002 0002 0052	Deposit Balance Yes Yes Yes	Entered Date 11/16/2022 11/08/2022 11/17/2022	Posted Date (blank) (blank) (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			Reg	ular Deposit		
Totals Payments						New Wi
Unit	34100 View Audit Logs	Depos	it ID 9416080	080599356	Delete Deposit	
*Accounting Date	11/16/2022			Control Currency	USD	
*Bank Code	WFB10 Q	WFB_2010		Format Currency	USD	
*Bank Account	0052 Q	00XXXXXXXXXX0046		Rate Type	CRRNT	
*Deposit Type	c q	Check		Exchange Rate	1.0000000	
ontrol Totals				Control Data		
Control Total Amount	282,90	04.12 *Count	8	*Received	11/16/2022	
Entered Total Amount	282,	904.12 Count	8	*Entered	01/04/2023	
Difference Amount		0.00 Count	0	Posted		
Posted Total Amount		0.00 Count	0	Assigned	HEATHER.KENT	9
Journalled Total Amount		0.00 Count	0	User	HEATHER.KENT	
Save Notify Refresh					Add	ate/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				Reg	jular Deposit			
Totals Payments							ļ	New Window
Uni	t 34100 View Audit Logs		Deposit	D 941608	080599356	Delete Dep	osit]
*Accounting Date	11/16/2022				Control Currency	USD		
*Bank Code	WFB10 Q	WFB_2010			Format Currency	USD		
*Bank Account	0052 Q	00XXXXXXXX	XX0046		Rate Type	CRRNT		
*Deposit Type	c q	Check			Exchange Rate	1	.00000000	
Control Totals					Control Data			
Control Total Amount	282,9	904.12	*Coun <mark>t</mark>	8	*Received	11/16/2022		
Entered Total Amount	282	2,904.12	Count	8	*Entered	01/04/2023		
Difference Amount		0.00	Count	0	Posted			
Posted Total Amount		0.00	Count	0	Assigned	HEATHER.KENT	(۹
Journalled Total Amount		0.00	Count	0	User	HEATHER.KENT		
Save Notify Refresh						Add	Updat	e/Display
	J							Security Corports

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

ly Homepage			Regular Deposit		
Totals Payments				l.	Nev
Unit	34100 View Audit Logs	Deposit ID	941608080599356	Delete Deposit]
*Accounting Date	11/16/2022		Control Currency	USD	
*Bank Code	WFB10 Q WFB_2010		Format Currency	USD	
*Bank Account	0052 Q 00XXXXXX	XXXX0046	Rate Type	CRRNT	
*Deposit Type	C Q Check		Exchange Rate	1.0000000	
ntrol Totals			Control Data		
Control Total Amount	282,904.12	*Count	8 *Received	11/16/2022	
Entered Total Amount	282,904.12	Count 8	*Entered	01/04/2023	
Difference Amount	0.00	Count 0	Posted		
Posted Total Amount	0.00	Count	Assigned	HEATHER.KENT	۹
Journalled Total Amount	0.00	Count	User	HEATHER.KENT	
ave Notify Refresh				Add	e/Dis

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

Unit	34100 Deposit	ID 941608080599356	Date 01/04/2023	Balance Balanced
Payment Information				Q 1 of 8 🗸 🕨
Payment Seq	1	*Payment	ID 0IA036150472668	*Accounting Date 11/16/2022
Amount	42,500.00	Curren	cy USD	
Rate Type	CRRNT	Exchange R		
	Payment Predictor		Journal Directly	□ Range of References
Payment Method	Check 🗸		Attachments (0)	Apply Payment
			View Audit Logs	
Customer Information				Q I III II III III III III
Customer ID	Q	Business Unit	Q	+ -
Remit From		Remit SetID		
Name				
Corporate		Corporate SetID		
SubCust1		SubCust2		
MICR ID	Q		Link MICR	
	Detail References			
Reference Information				
_ ■ Q				14 4 1-1 of 1 🗸 🕨 🗏 J Y
Qual Code	Reference		To Reference	
11				

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 Dep	posit ID 941608080599356 Da	te 01/04/2023	Balance Balanced
Payment Information				Q I I I I I I I View All
Payment Seq	1	*Payment ID	0IA036150472668	*Accounting Date 11/16/2022 🗰 🗕
Amount	42,500.00	Currency	USD	
Rate Type	CRRNT	Exchange Rate	1.0000000	
	Payment Predictor		Journal Directly	□ Range of References
Payment Method	Check 🗸		Attachments (0)	Apply Payment
			View Audit Logs	
Customer Information				Q I I 1 of 1 V I I
Customer ID	Q	Business Unit	Q	+ -
Remit From		Remit SetID		
Name				
Corporate		Corporate SetID		
SubCust1		SubCust2		
MICR ID	Q		Link MICR	
	Detail References			
Reference Information				
□ III Q				1-1 of 1 View All
Qual Code	Reference		To Reference	
1 1				
Save Return to Sear	ch Previous in List	Next in List Notify Refrest	1	Add Update/Display
Totals Payments				41

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).

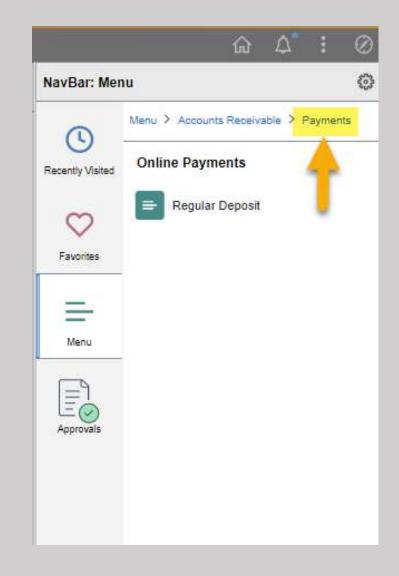
Use the View All option, which will list all of the Payment IDs on the screen or use the Next feature to move thru each Payment ID individually.

	it 34100 Deposit ID	941608080599356 Da	te 01/04/2023	Balance Balanced
yment Information				Q K < 1 of 8 🗸 🕨 🕨
Payment Sec	1	*Payment ID	0IA036150472668	*Accounting Date 11/16/2022
Amoun	42,500.00	Currency	USD	
Rate Type	CRRNT	Exchange Rate	1.00000000	
	Payment Predictor		Journal Directly	Range of References
Payment Method	Check 🗸		Attachments (0) View Audit Logs	Apply Payment
customer Information			view Audit Logs	
		ente a la destatua e		
Customer ID	Q	Business Unit	Q	+ -
Remit From		Remit SetID		
Name Corporate	£	Corporate SetID		
SubCust1		SubCust2		
MICR ID	٩		.ink MICR	
	Detail References			
ference Information				4 4 1-1 of 1 🗸 🕨 🕨 View
Qual Code	Reference		To Reference	
11				

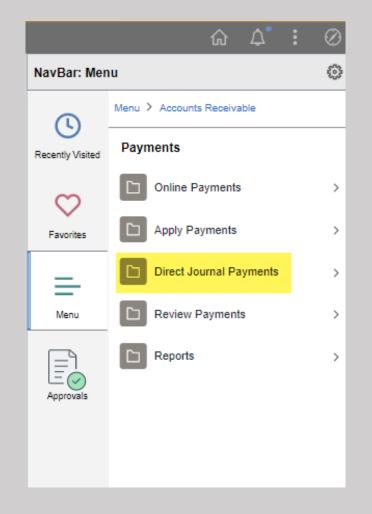
After you have clicked the Save button for the final time, you will need to click on the Navigator Icon again.

🗙 Му Нотераде				Regula	ar Deposit
Iotals Payments					
Unit 3	34100 Deposit IE	94 <mark>1608080599356 Dat</mark>	01/04/2023	Balance Balanced	
					_
Payment Information				Q 1 H H 1018 V	H I VIew All
Payment Seq 1		*Payment ID	01A036150472665	*Accounting Date 11/16/2022	+ -
Amount 42	2.500.00	Currency	dimension and the second se		
Rate Type CF	REINT	Exchange Rate	1.00000000		
	Payment Predictor		Journal Directly Attachments (0)	C Range of References	
Payment Method C	heck 🗸		Attachments (0) View Audit Logs	Apply Payment	
Customer Information				Q 1 H C TOFT V P H	
Customer ID	٩	Business Unit	Q	+ -	1
Remit From		Remit SettD			
Name					
Corporate SubCust1		Corporate SetID SubCust2			
MICR ID	٩	L	Init MIGEL		
Det	tail References				
Reference Information					
= Q				i i i i i i i i i i i i i i i i i i i	View All
Qual Code	Reference		To Reference		
11					
Save Return to Search	Provious in List No	t in List Nably Refresh		bbA	Updato/Display
Totals Payments					

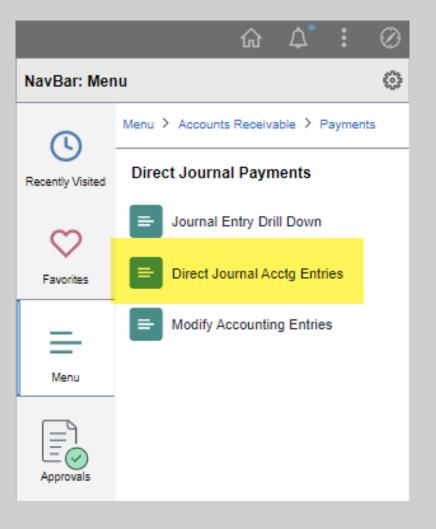
Click on the Payments hyperlink



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.

🗸 My Homepage

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 Cri	iteria						
*Dep	oosit Unit 😑 🗸	34100	Q				
De	eposit ID begins w	ith 🗸	Q				
Payment S	equence =	✓					
Pay	yment ID begins w	ith 🗸					
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Assigned Ope	erator ID begins w	ith 🗸					
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Case Sensi Search Search Results View All	Clear Basic Set	earch 🖾 Save Search		liese ID	Assistend Occurrence ID	I ■ ■ 1-8 of 8	
Search Search Results View All Deposit Unit	Clear Basic Seasons	Payment Sequence	Payment ID	User ID		Non Customer Dist Balanced	Entered Date
Search Search Results View All Deposit Unit 34100	Clear Basic Set s Deposit ID 941608080599356	Payment Sequence	Payment ID 0IA036150472668	HEATHER.KENT	HEATHER.KENT	Non Customer Dist Balanced	Entered Date 01/04/2023
Search Search Results View All Deposit Unit	Clear Basic Seasons	Payment Sequence 1 2	Payment ID	HEATHER.KENT	HEATHER.KENT HEATHER.KENT	Non Customer Dist Balanced	Entered Date
Search Search Results View All Deposit Unit 34100 34100	Clear Basic Set s Deposit ID 941608080599356 941608080599356	Payment Sequence 1 2 3	Payment ID 0IA036150472668 0IA202120526334	HEATHER.KENT HEATHER.KENT HEATHER.KENT	HEATHER.KENT HEATHER.KENT	Non Customer Dist Balanced No Dist No Dist	Entered Date 01/04/2023 01/04/2023
Search Search Results View All Deposit Unit 34100 34100	Clear Basic Set s Deposit ID 941608080599356 941608080599356	Payment Sequence 1 2 3 4	Payment ID 0IA036150472668 0IA202120526334 0IA009959975719	HEATHER.KENT HEATHER.KENT HEATHER.KENT HEATHER.KENT	HEATHER.KENT HEATHER.KENT HEATHER.KENT	Non Customer Dist Balanced No Dist No Dist No Dist	Entered Date 01/04/2023 01/04/2023 01/04/2023
Search Search Results View All Deposit Unit 34100 34100 34100	Clear Basic Set s Basic Set beposit ID 941608080599356 941608080599356 941608080599356 941608080599356 941608080599356	Payment Sequence 1 2 3 4 5	Payment ID 0IA036150472668 0IA202120526334 0IA009959975719 3410003143	HEATHER.KENT HEATHER.KENT HEATHER.KENT HEATHER.KENT HEATHER.KENT	HEATHER.KENT HEATHER.KENT HEATHER.KENT HEATHER.KENT HEATHER.KENT	Non Customer Dist Balanced No Dist No Dist No Dist	Entered Date 01/04/2023 01/04/2023 01/04/2023 01/04/2023
Search Search Results View All Deposit Unit 34100 34100 34100 34100	Clear Basic Set s Basic Set beposit ID 941608080599356 941608080599356 941608080599356 941608080599356 941608080599356 941608080599356 941608080599356	Payment Sequence 1 2 3 4 5 6	Payment ID 0IA036150472668 0IA202120526334 0IA009959975719 3410003143	HEATHER.KENT HEATHER.KENT HEATHER.KENT HEATHER.KENT HEATHER.KENT	HEATHER.KENT HEATHER.KENT HEATHER.KENT HEATHER.KENT HEATHER.KENT	Non Customer Dist Balanced No Dist No Dist No Dist No Dist	Entered Date 01/04/2023 01/04/2023 01/04/2023 01/04/2023 01/04/2023

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

🗸 Му Нотераде			Direct .	Journal Acctg Entries	
Accounting Entries Deposit Control					
Unit 34100 Dep	oosit ID 941608080599356	Payment 0IA0361	50472668	Seq 1	
Currency Details					
Amount 42,500.00 USD	(?) B				
	try Event Q				
Budget Status					
Distribution Lines					
野 Q			14 4	1-1 of 1 🗸 🕨 🕨	View All
ChartFields Currency Details Budget Jou	Irnal Reference Information	n / Update Details]▶			
Distribution *GL Unit Speed	Type Line Amount Currency	Fund Dept	*Account Si	ub Acct Rpt Cat	PC Bus Un
1 1 34100 Q Speed	d Type USD	Q Q	Q	۵ ۵	
		•			•
Total					
Lines 0 Total Debits 0.000	Currency Total Credits	0.000 Currency Net	0.000		
	xt in List Notify Refresh				
Accounting Entries Deposit Control					

Remember that all revenue and expense codes need to have a Fund, Department, Bud Ref and Class code, at a minimum. Your Agency my 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								Dire	ect Journal Ac	ctg Entries	
Accounting Entries	Deposit Control										
Unit 34100		Deposit ID	941608080599356			Payment	0IA03615	0472668		Seq 1	
Currency Details									_		
Amount	42,500.00 USD		<u>(8)</u> 🗷								
Com	plete	Entry Event	Q]					1		
Budget Status											
istribution Lines											
<u>■</u> [Q]								14	1-1 of 1	\checkmark	View All
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Save Return to Sea	arch Previous in Lis	st Next in List	Notify	fresh							
counting Entries Depos	it Control										

You can enter the account information as the screen shows or you can click the expand

button and see most of the fields.

Unit 34	100		Deposit ID 9	41608080599356			Payment 01A03619	0472668		Seq 1	
mency Details											
Amount	42,500.00	USD		(Ø) =							
O C	Complete		Entry Event	C	k.						
tribution Lines											
ц Q								36	4 1-1 of 1	V 5 5	View At
ChartFields	Currency Details	<u>B</u> udget	Journal Refere	nce information	Distribution C	reation / Update Det	alls II+				
Distribution Sequence	*GL Unit		Speed Type	Line Amount	Currency	Fund	Dept	*Account	Sub Acct	Rpt Cat	PC Bus Un
	1 34100	٩	Speed Type		USD	Q	Q	Q	Q	۹	-
	Nr.										•

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	Accounting Entries	Deposit Control														New Windo	w Help	Personaliz	e Page
	Unit 34100		Deposit ID	94160808059935	6	Pay	ment 0IA03615047	72668	Seq 1										
С	urrency Details																		
	Amount	42,500.00 USD			<i>∲</i> ∎														
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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).

ChartFields Currency Details Budget Journal Reference Information Distribution Creation / Update Details III Distribution Sequence *GL Unit Speed Type Line Amount Currency Fund Dept *Account Sub Acct Rpt Cat		ag Entries	ct Journal Acct	Direc												otals
urrency Details 101800/Line when it is inferred Amount 42,500.00 USD Complete Entry Event Budget Status tribution Lines ChartFields Currency Details Budget Journal Reference Information Distribution Creation / Update Details III Distribution *GL Unit Speed Type Line Amount Currency Fund Dept *Account Sub Acct Rpt Cat *Account Sub Acct Rpt Cat *Account *Account Sub Acct Rpt Cat *Account *A													ntrol	Deposit Co	ntries	Accounting En
Amount 42,500.00 USD FILTY Event Q udget Status ribution Lines 3 Q Lourit Speed Type Line Amount Currency Fund Dept Account Sub Acct Rpt Cat 1 34100 Q Speed Type 42,000.00 USD 72400 Q Q 142900 Q Q Q Q		Seq 1	5		50472668	0IA03615	Payment				on the	he amount	will be t	s amount	And in case of	
udget Status ribution Lines ChartFields Currency Details Budget Journal Reference Information Distribution Creation / Update Details II Distribution *GL Unit Speed Type Line Amount Currency Fund Dept *Account Sub Acct Rpt Cat I 34100 Speed Type -42,000.00 USD 72400 Q I42900 Q I42900 Q I													_			
ribution Lines]	C	Entry Event		plete	Con	
ChartFields Currency Details Budget Journal Reference Information Distribution Creation / Update Details III Distribution *GL Unit Speed Type Line Amount Currency Fund Dept *Account Sub Acct Rpt Cat 1 34100 Q Speed Type -42,000.00 USD 72400 Q Q 142900 Q Q Q															s	
Distribution Sequence *GL Unit Speed Type Line Amount Currency Fund Dept *Account Sub Acct Rpt Cat 1 34100 Q Speed Type -42,000.00 USD 72400 Q 142900 Q <	View Al	→ ▶ 1	1-1 of 1 🗸	14												Q
Sequence GL Unit Speed Type Line Amount Currency Fund Dept Account Sub Acct Rpt Cat 1 34100 Q Speed Type -42,000.00 USD 72400 Q 142900 Q <							11>	date Details	reation / U	Distribution C	nce Information	Journal Refere	<u>B</u> udget	rency Details	Cun	ChartFields
tal	PC Bus	Rpt Cat f	Sub Acct F		*Account		Dept		Fun	Currency	Line Amount	Speed Type		*GL Unit		
tal	ب	٩	٩	Q,	142900	٩	[0 Q,	724	USD	-42,000.00	Speed Type	٩	34100	1	
	1										<u></u>			6		
Lines 0 Total Debits 0.00 Currency USD Total Credits 42,000.00 Currency USD Net -42,000.00			1													al
				00	-42,000.0	D Net	rency US	.00 Cur	42,00	Total Credits	USD	0.00 Currency		Total Debits		Lines 0
Save Return to Search Previous in List Next in List Notify Refresh										fresh	Notify	Next in List	ous in List	arch Previ	rn to Se	we Return

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.

🗸 My Homepage								Dire	ect Journal A	cctg Entries		K My Homepa	ge										Direct Journa	al Acctg Entri	es
Accounting E	ntries Deposit Co	ntrol										Account	ng Entries	Deposit Co	ntrol										
Unit	34100		Deposit ID	941608080599356			Payment 01A036	50472668		Seq 1			Jnit 34100	in an		Deposit ID	941608080599356	1			Payment 01A036	50472668		Seq 1	
Currency Detail	3											Currency D	etails												
Amount	42,500.00	USD		\$ B								Атои	nt	42,500.00	USD		§ 3								
Budget Status	Complete		Entry Event	٩								Budget Sta	🗆 Con	npletc		Entry Event	c	a							
Distribution Line	3											Distribution													
■ Q								14	1-1 of 1	\checkmark \rightarrow \rightarrow	View All	III Q	CITING.										4 4 24	of 1 v	► I View All
ChartFields	Currency Details	<u>B</u> udget	Journal Refere	ence Information	Distribution Crea	ation / Update De	ails II▶					ChartField	ts Cun	rency Details	Budget	Journal Refer	ence Information	Distribu	ution Creation	i / Update Detail	s)•				1. 1. Not CH
Distribution Sequence	*GL Unit		Speed Type	Line Amount	Currency	Fund	Dept	*Account	Sub Acct	Rpt Cat	PC Bus U	Distribut Sequence	ion e	*GL Unit		Speed Type	Line Amount	Currency	v	Fund Affil	Oper Unit Affil	Status	Туре		
1	1 34100	٩	Speed Type	-42,000.00	USD	72400 Q	٩	142900 Q	٩	٩		1	1	34100	٩	Speed Type	-42.000.00	USD	Ē		a) [Not Edited			+ -
Total Lines 0 Save Retu	Total Debits	ious in List	0.00 Currenc		Total Credits	42,000.00 (Currency USD Net	-42,000.00				Total Lines Save		Total Debits arch Previ		0.00 Currenc	· · · · · · · · · · · · · · · · · · · ·	Total Credi Refresh	its 4	2.000.00 Cur	rency USD Net	-42,000.0	0		
ccounting Entries	Deposit Control											Accounting Entr	ies Depos	sit Control											

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

🗸 My Homepage							Direct Journal /	Acctg Entrie	es
Accounting Entries Deposit Control									
Unit 34100	Deposit ID 941608080599356			Payment	0IA036150)472668		Seq 1	
Currency Details									
Amount 42,500.00 USD	<i>^後</i> 國								
Complete	Entry Event Q								
Budget Status									
Distribution Lines									
III Q							I ■ ■ ■ 1-1 of	1 🗸 🕨	▶ View All
ChartFields Currency Details Budget	Journal Reference Information	Distribution Cre	ation / Update Detail:	s ∥≽					
Distribution Sequence *GL Unit	Speed Type Line Amount	Currency	Fund	Dept		*Account	Sub Acct	Rpt Cat	PC Bus Un
1 1 34100 Q	Speed Type -42,000.00	USD	72400 Q		٩	142900	۵ ۵		۹
		<u> </u>							•
Total									
Lines 0 Total Debits	0.00 Currency USD	Total Credits	42,000.00 Cur	rency US	D Net	-42,000.00)		
Course Deturn to Course Derusions in Lint	Neutin Link Notify D	freeh							
Save Return to Search Previous in List	Next in List Notify Re	efresh							F 2
Accounting Entries Deposit Control									53

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.

🗸 My Homepage								Dii	ect Journal A	cctg Entries	
Accounting Entries	Deposit Control										
Unit 3410	0	Deposit ID	941608080599356			Payment	0IA036150	0472668		Seq 1	
Currency Details											
Amount	42,500.00 USD		¢ e								
OCo	mplete	Entry Event	Q	1							
Budget Status											
istribution Lines											
III Q									4 1-1 of 1	✓ F F	View All
ChartFields Cu	mency Details Budget	Journal Refere	nce Information	Distribution Cre	eation / Update Deta	ils >					
Distribution Sequence	*GL Unit	Speed Type	Line Amount	Currency	Fund	Dept		*Account	Sub Acct	Rpt Cat	PC Bus Un
1 1	34100 Q	Speed Type	-42,000.00	USD	72400 Q		0	142900 0	0	0	
			n		•		Credits do	not equal the payn	nent amount. (6040),712)	
							The revenu	ie lines must offset	the payment amo	unt before you car	create the cash line.
Total									63 93		
Lines 0	Total Debits	0.00 Currency	/ USD	Total Credits	42,000.00 Ci	irrency US			OK	uli j	
							2				
Save Return to So	earch Previous in List	Next in List	Notify	fresh							
counting Entries Dep	sit Control										54

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									D	irect Jou	imal Acct	g Entries								ሴ ረ	∿ : ⊘
Accounting Entri	ies D	eposit Control																N	lew Window	Help P	ersonalize Page
Unit 341	100		Deposit ID 94	1608080599356		Pa	ayment 01A0	36150472668		Seq	1										
Currency Details																					
Amount	2	2,500.00 USD		ş	B																
□ C Budget Status	Complete		Entry Event	٩																	
Distribution Lines																					
■ Q																					
Distribution Sequ	uence	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	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	Tota	l Debits	85,000.00 Curre	ency USD	Total Credits	85,000.00	Currency	USD Net	0.00												
Save Return to	o Search	Previous in L	ist Next in Lis	t Notify	Refresh															55	

Accounting Entries | Deposit Control

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.

< м	y Homepage								Dire	ect Journal	Acctg Entrie	es
	Accounting Entries	Deposit Control										
	Unit 3410	0	Deposit ID	9416080805993	56		Paymer	nt 0IA036150472	668		Seq 1	
Cu	rency Details									_		
	Amount	42,500.00 USE)	萨	×							
	Co	mplete	Entry Even	nt	Q							
В	udget Status											
Dist	ibution Lines											
E,	Q									1-4	of 4 🗸 🕨	View 2
	ChartFields C <u>u</u>	rrency Details	udget Journal Ref	ference Information	<u>D</u> istribution	Creation / Upd	ate 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	4		101800				•
						1						
Tot	al											
	Lines 4	Total Debits	85,000.00 Curre	ncy USD	Total Credits	85,000.0	00 Currency	USD Net	0.00			
_												
Sa	Return to Se	Previous ir	n List Next in List	Notify	Refresh							

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

< My Homepage										D	irect Jourr	nal Acctg Entri	es
Accounting En	tries Deposit C	ontrol											
Unit	34100		Deposit (C	D 9416080805993	356			Payment	0IA03615047	72668		Seq 1	
Currency Details													
Amount	42,500.0	0 USD		ş	8								
	Complete		Entry Eve	ent	Q								
Budget Status			citity cvt		~								
Distribution Lines	;												
Q	Curran Dalaita	During		- frances 1. frances 1.		in the Carolina II	Unders Dates				14 A 📋	1-4 of 4 🗸 🕨	View 2
ChartFields Distribution Sequence	Currency Details	Budget	eed Type	eference Information		ribution Creation /	Dept	5 11#	Account	Sub Ace	t Det Cat	PC Bus Unit	Drojant
						runo	Dept		Account	SUD ACC	т крісат	PC Bus Onit	Project
1	1 34100			-42,500.00	USD	Warning Th	e accounting	lines contain	an invalid Cha	utField combin	ation Cannot	mark complete. (6	040 801)
2	2 39401			42,500.00	USD							lodify the Chartfield	
3	3 34100			42,500.00	USD	*************					OK	Cancel	
4	4 39401			-42,500.00	USD	1							
						A. 1							,
Total													
Lines 4	Total Debits	85.0	00.00 Curr	rency USD	Total Cr	redits 85,0	000.00 Cu	rrency US	D Net	0.00			
Save	n to Search Pre		Next in Lis	st Notify	Refresh	1							
Accounting Entries (Deposit Control												

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.

Accounting Entries							Di	rect Journal Acctg Entrie
Accounting Entrie	<u>D</u> eposit Control							
Unit 34100		Deposit ID 94160	8080599356		Payment	0IA036150472668	Sec	q 1
Currency Details								
Amount	42,500.00 USE	0	ş	×				
□ Cor Budget Status	nplete	Entry Event	Q					
Distribution Lines							4 4 4 4	
							4 4 1-4 of 4 🗸	View 2
C <u>h</u> artFields C	urrency Details <u>B</u> u	dget Journal Refe	erence Information	ChartField Co	mb Error D	istribution 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 ACC AFFILIATE_INTRA1 in gro	OUNT/AFFILIATE/ up_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	4			•
								r
Total								
Lines 4	Total Debits	85,000.00 Curre	ncy USD	Total Credits	85,000.00	Currency USD	Net 0.00	
Save Return to	Search Previous in	n List Next in List	Notify	Refresh				

Accounting Entries | Deposit Contro

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

< ^	ccounting Entries									Direct Journal Acc	tg Entrie
	Accounting Entr	ries	Deposit Control								
	Unit 341	100		Deposit ID	941608080599356		Payment	0IA036150472668		Seq 1	
Cu	rrency Details										
	Amount		42,500.00 US	D	纾	×					
	□ C Iget Status ribution Lines	Comp	lete	Entry Event	٩						
E	Q								1-4 of 4	V I View	2
	C <u>h</u> artFields	Curr	ency Details B	udget Jour	nal Reference Information	ChartField Co	omb Error	Distribution Creation	/ Update Details	▶	
	Distribution Sequence		GL Unit	Speed Typ	pe Line Amount	Currency	Message Set	Message Nbr	Message Text		
1		1	34100	Speed Ty	-42,500.00	USD	9600	31	Combo error for fiel AFFILIATE_INTRA	Ids ACCOUNT/ AFFILIATE/ 1 in group AFFILIATE.	
2		2	39401	Speed Ty	pe 42,500.00	USD					
3		3	34100	Speed Ty	pe 42,500.00	USD					
4		4	39401	Speed Ty	-42,500.00	USD	4				•
Tot	t <mark>al</mark> Lines 4		Total Debits	85,000.00	Currency USD	Total Credits	85,000.00	Currency USD	Net	0.00	
s	ave Return	to Se	arch Previous	in List Nex	kt in List Notify	Refresh					

Accounting Entries | Deposit Control

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 J	ournal Acctg E	Entrie
	Accounting Entries	Deposit Control									
	Unit 34100		Deposit ID 94160	8080599356		Payment	0IA036150472668		Seq 1		
Сι	irrency Details										
	Amount	42,500.00 USD		ş	E						
	□ Comp dget Status	lete	Entry Event	٩							
Dis	tribution Lines							 ✓ 1-4 of 4 	× •	View 2	
	ChartFields Curr	rency Details Bud	iget Journal Refe	erence Information	ChartField Co	omb Error	istribution 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 field AFFILIATE_INTRA1			
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	4				•	
То	tal										
	Lines 4	Total Debits	85,000.00 Curre	ncy USD	Total Credits	85,000.00	Currency USD	Net 0	0.00		
s	Save Return to Se	Previous in	List Next in List	Notify	Refresh						

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.

Y Payment Mass Maintenance							Direct Journal A	cctg Entries	
Accounting Entries Deposit Control									
Unit 34100	Deposit ID 941608080599356			Payment	0IA0361	50472668		Seq 1	
Currency Details									
Amount 42,500.00 USD	\$ B								
Complete	Entry Event Q								
Budget Status	·	_							
Distribution Lines									
IIII Q							1-1 of	1 🗸 🕨 🕨	View 2
ChartFields Currency Details Budge	et Journal Reference Information	Distribution Creat	ion / Update Detai	ils ▶					
Distribution Sequence *GL Unit	Speed Type Line Amount	Currency	rogram	Affiliate		Fund Affil	Oper Unit Affil	Status	Туре
1 1 34100 Q	Speed Type -42,500.00	USD	Q	34101	۹	85300 Q	٩	Errors	User
			•						•
Total									
Lines 1 Total Debits	0.00 Currency USD	Total Credits	42,500.00 Cu	urrency USE	D Net	-42,500.00			
Save Return to Search Previous in Lis	t Next in List Notify Re	fresh							
Accounting Entries Deposit Control									

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 Main	itenan	œ								Direc	t Journal Acctg E	Entries
Accounting Entr	ies	Deposit Contro	1									
Unit 3	34100			Deposit ID	9416080805993	56		Payment 0	IA036150472	668	Seq	1
urrency Details												
Amount		42,500.00 US	SD		Ş	z						
	Com	plete		Entry Eve	nt	Q						
Budget Status					L							
tribution Lines												
\$ Q											1-4 of 4 🗸	▶ ▶ View 2
ChartFields	Cum	ency Details	<u>B</u> udget	Journal Re	ference Information	Distribution C	reation / Update	Details +				
Distribution Sequence		GL Unit	Spe	ed Type	Line Amount	Currency	rogram	Affiliate	Fund Affil	Oper Unit Affil	Status	Туре
	1	34100	Spe	eed Type	-42,500.00	USD		34101	85300		Errors	User
	2	39401	Spe	eed Type	42,500.00	USD		39401			Not Edited	Cash
5	3	34100	Spe	eed Type	42,500.00	USD		39401			Errors	InterUnit
1	4	39401	Spe	eed Type	-42,500.00	USD		34100	72400		Not Edited	InterUnit
							•					•
otal												
Lines 4		Total Debits	85,000	0.00 Curre	ency USD	Total Credits	85,000.00	Currency USD	Net	0.00		
Return	to Sea	Previous	in List	Next in Lis	Notify	Refresh						

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.

A Payment Mass Mass A	aintena	nce									Direc	ct Journal Acctg E	Intries
Accounting Er	ntries	Deposit Cor	ntrol										
Unit	3410	0		Deposit ID	9416080805993	56		F	ayment	0IA036150472	668	Seq	1
Currency Details													
Amount		42,500.00	USD		纾	R.							
	Coi 🗹	mplete		Entry Even	nt	Q,							
Budget Status													
Distribution Lines	;								_		∢		▶ ▶ View 2
ChartFields	Cu	rrency Details	<u>B</u> udget	Journal Ref	ference Information	<u>D</u> istrit	bution Creation / Upo	date Details	⊪				
Distribution Sequence		GL Unit	Spe	ed Type	Line Amount	Currency	rogram	Affiliate	•	Fund Affil	Oper Unit Affil	Status	Туре
1	1	34100	Sp	eed Type	-42,500.00	USD		34101		85300			User
2	2	39401	Sp	eed Type	42,500.00	USD		39401				Not Edited	Cash
3	3	34100	Sp	eed Type	42,500.00	USD		39401					InterUnit
4	4	39401	Sp	eed Type	-42,500.00	USD	•	34100		72400		Not Edited	InterUnit
Total		Total Debits	85.00	0.00 Curre	ncy USD	Total Cre	edits 85.000	.00 Curre	ncy USD	Net	0.00		
					-				-				
Save	n to Se	Previo	ous in List	Next in List	Notify	Refresh							
Accounting Entries	Depo	sit Control											

63

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 Ma	intenai	1CE									Direc	ct Journal Acctg F	Entries
	Accounting En	tries	Deposit Co	ontrol										
	Unit	34100)		Deposit ID	9416080805993	56		Pa	ayment	0IA036150472	668	Seq	1
С	urrency Details													
	Amount		42,500.00	USD		ş	- E							
		🗹 Cor	nplete		Entry Even	ıt	Q							
	Budget Status													
	tribution Lines													
	φ Q											€	1-4 of 4 🗸	View 2
	ChartFields	Cu	rency Details	<u>B</u> udget	Journal Ref	erence Information	<u>D</u> istribu	tion Creation / Updat	te Details	▶				
	Distribution Sequence		GL Unit	Spe	eed Type	Line Amount	Currency	rogram	Affiliate		Fund Affil	Oper Unit Affil	Status	Туре
	1	1	34100	Sp	eed Type	-42,500.00	USD		34101		85300			User
2	2	2	39401	Sp	eed Type	42,500.00	USD		39401				Not Edited	Cash
	3	3	34100	Sp	eed Type	42,500.00	USD		39401					InterUnit
4	4	4	39401	Sp	eed Type	-42,500.00	USD	4	34100		72400		Not Edited	InterUnit
								•						•
Т	otal													
	Lines 4		Total Debits	85,00	00.00 Curre	ncy USD	Total Credi	ts 85,000.0	0 Curren	cy USD	Net	0.00		
	Save Return	n to Se	arch Prev	ious in List	Next in List	Notify	Refresh							
Acc	ounting Entries	Depo	sit Control											

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.

< 1	Payment Mass Maintena	nce							[Direct Journal A	cctg Entries
	Accounting Entries	Deposit Control									
	Unit 3410	0	Deposit	ID 9416080805993	56		Payme	ent 0IA03615	50472668		Seq 1
Cu	irrency Details										
	Amount	42,500.00 USD									
	Co	mplete	Entry E	vent	Q						
	Budget Status Valid										
	₽ Q									● ● 1-4 of 4	✓
	ChartFields Cu	rrency Details	dget <u>J</u> ournal	Reference Information	n <u>D</u> istr	ribution Creation /	Update Details	,			
	Distribution Sequence	GL Unit	Line Amount	Currency	lass	Program	Affiliate	Fund Affil	Oper Unit Affil	Status	Туре
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	4		34100	72400		Not Edited	InterUnit
											P
То	tal										
	Lines 4	Total Debits	85,000.00 Cu	irrency USD	Total Cr	redits 85,0	000.00 Currency	USD Net	0.00		
s	ave Return to S	earch Previous in	List Next in	List Notify	Refresh						
Acco	unting Entries Dep	sit Control				,					

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.

		11	1								
	Unit 34100)	Deposit	ID 9416080805993	356		Payme	ent 0IA0361	50472668		Seq 1
Cui	Amount	42,500.00 USE)								
	🖾 Con	nplete	Entry Ev	vent	Q						
	udget Status Valid										
str III;	ribution Lines									 < 1-4 c 	of 4 🗸 🕨 🕨 🛛 Vien
_		rrency Details Bi	udget Journal	Reference Informatio	n Dist	ribution Creation /	Update Details			1-+0	
	- Distribution	GL Unit	Line Amount		lass		Affiliate	Fund Affil	Oper Unit Affil	Status	Туре
	Sequence	GLUNIL	Line Amount	Currency	1388	Program	Annate	Fund Alli	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
					•						
ot											
	Lines 4	Total Debits	85,000.00 Cu	irrency USD	Total Ci	redits 85,	000.00 Currency	USD Net	0.00)	

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.

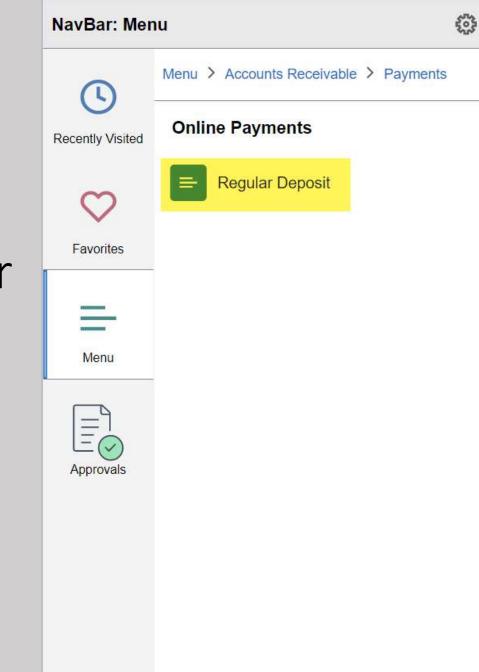
When entering deposits manually, they should be entered as individual deposits and not entered as one deposit with multiple Payment IDs.

<u> </u>				Deposit	t		Statement		Reconciliation		IN
Bank Name	Account #	Account 🕞 scription 🔻	GL Number 🔻			Amount	Code		Reference ID	▼ Bank Addenda ▼	Reconciliation Status
										OTHER REFERENCE: IA036150472668, HUD TREAS 310 MISC PAY 020613	
										XXXXX0103 RMT*VV*009405523997*******HUD CPD's, IDIS System	
		Department of Finance &						Miscellaneous ACH		FR,0000034100 34100 DEPARTMENT OF FINANCE & ADMIN SUB ACCT	
WELLS FARGO	00XXXXXXXXXXX0046	Admin	120053	34100	11/16/2022	42,500.00	169	Credit	0IA036150472668	000004945436970	Not Found In System
		Department of Finance &						Miscellaneous ACH		OTHER REFERENCE: IA202120526334OTERO COUNTY MAN Otero Cnty	
WELLS FARGO	00XXXXXXXXXXX0046	Admin	120053	34100	11/16/2022	223,377.07	169	Credit	0IA202120526334	state treasurer Monthly Property Tax Distribution	Not Found In System
										OTHER REFERENCE: IA00995997571903/02BANKCARD DEPOSIT -	
		Department of Finance &						Miscellaneous ACH		0224133215 FR 0000042000 42000 REGULATION & LICENSING DEPT SUB	
WELLS FARGO	00XXXXXXXXXX0046	Admin	120053	34100	11/16/2022	13,210.00	169	Credit	0IA009959975719	ACCT000004945437192	Not Found In System
										OTHER REFERENCE: IA000283674675, DESKTOP CHECK DEPOSIT FR	
		Department of Finance &								0000034100 34100 DEPARTMENT OF FINANCE & ADMIN	
WELLS FARGO	00XXXXXXXXXX0046	Admin	120053	34100	11/16/2022	728.59	301	Commercial Deposit	3410003143	SUB,ACCT,000004945436970	Not Found In System
			ſ				ľ			OTHER REFERENCE: IA004781698276POST VERIFY DEPOSIT FR	
		Department of Finance &								0000034100 34100 DEPARTMENT OF FINANCE & ADMIN SUB	
WELLS FARGO	00XXXXXXXXXXX0046	Admin	120053	34100	11/16/2022	3,633.98	301	Commercial Deposit	3410008608	ACCT000004945436970	Not Found In System
				ſ							
										OTHER REFERENCE: IA000018945892ACH RETURNS - STATE OF NEW ME	ĸ
		Department of Finance &								- FILE 1931145706 COID J856000565 FR 0000034100 34100 DEPARTMENT	
WELLS FARGO	00XXXXXXXXXXX0046	Admin	120053	34100	11/16/2022	(197.00) 469	Miscellaneous ACH Debit	0IA000018945892	OF FINANCE & ADMIN SUB ACCT000004945436970	Not Found In System
		Department of Finance &						D		OTHER REFERENCE: IA200980927039E551 AFFORDA REVERSAL 221007	
WELLS FARGO	00XXXXXXXXXXX0046		120053	34100	11/16/2022	(100.00		Posting Error Correction Debit	000000000000000000000000000000000000000	3410 DED*CS*000258018*221007*10223*585874042*Y*RAELKE	Net Cound In Custom
WELLS FARGO	00xxxxxxxxx0046	Admin	120053	34100	11/10/2022	(100.00	554	Debit	000000000000000		Not Found In System
		Department of Finance &								OTHER REFERENCE: IA009941831846,RETURN ITEM CHARGE - PAPER AZ 131011 0000034100 FR 0000034100 34100 DEPARTME,NT OF FINANCE	
WELLS FARGO	00XXXXXXXXXXX0046	1	120053	34100	11/16/2022	(345.52	566	Return Item	0IA009941831846	&,ADMIN SUB ACCT 000004945436970	Not Found In System
WELLS FARGO	007777777777777777777777777777777777777	Autiff	120035	54100	11/10/2022	(543.52	500	Netumitem	VIAUU3341031040	CTHER REFERENCE: IA009949439291Deposit \$24645.00 on 08/04/20	Not Pound in System
		Department of Finance &								Image Quality - REF #A-0080505540AZ FR 0000034100 50800DFA SUB	
WELLS FARGO	00XXXXXXXXXXX0046		120053	34100	11/16/2022	(100.00	695	Deposit Correction Debit	2/100/6185	ACCT 000004945437317	Duplicate Transaction
WELLSTANGO	007777777777770040	Admin	120033	J4100	11/10/2022	(100.00	1055	Deposit correction Debit	5410040105	OTHER REFERENCE: IA009949444101Deposit \$24645.00 on 08/04/20	Dupricate fransaction
		Department of Finance &								Image Quality - REF #A-0080505539AZ FR 0000034100 50800DFA SUB	
WELLS FARGO	00XXXXXXXXXXX0046	and the second	120053	34100	11/16/2022	(100.00	695	Deposit Correction Debit	2410046185	ACCT 000004945437317	Duplicate Transaction
WELLS FANGO	007777777777777777777777777777777777777	Admin	120035	34100	11/10/2022	(100.00	000	Deposit Correction Debit		ACCI 0000494949731/	Duplicate transaction

68

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

Click on the "Add a New Value" Tab.



Process List			
Regular Deposit			
Enter any information you have an	d click Search. Leave f	fields blank for a list of a	ll values.
Find an Existing Value	Keyword Search	Add a New Value	
▼ Search Criteria			
*Deposit Unit 🛛 = 🗸	34100	Q	
Deposit ID begins v	with 🗸		
User ID begins v	with 🗸	Q	
Assigned Operator ID begins	with 🗸	Q	
Case Sensitive			
Search Clear Basic S	earch 📓 Save Searc	ch Criteria	
Find an Existing Value Keyword	d Search Add a Ne	w 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	_	_			K My Homepage	2			
	Regular Deposit					Regular Dep	osit			
						Eind an Exist	ting Value	Keyword Search Add a New Va	lue	
	Find an Existing Value	yword Search Add a	New Value							
		-		_		*Deposit Unit 3	4100 Q			
	*Deposit Unit 34100 Q					*Deposit ID	NEXT	Q		
	*Deposit ID IA000018945892	Q								
	No matching values were f					Add				
	No matching values were r	ound.				Add				
	Add									
	Aud					Find an Existing V	/alue Key	word Search Add a New Value		
	A	C	L		U				IX	IVI
				Deposit			Stateme		Reconciliation	
Bank Name	Account #	Account Description -	GL Number	Unit -	Bank Date 🝸	Amount 🝸	Code	Statement Code Desc -	Reference ID	Bank Addenda
							ſ			OTHER REFERENCE: IA000018945892AC
										NEW MEX - FILE 1931145706 COID J856
		Department of Finance	120052	24100	11/10/2022	(107.00)	460	Miscellaneous ACH	014000018045800	34100 DEPARTMENT OF FINANCE & ADI
WELLS FARGO	000000000000000000000000000000000000000	& Admin	120053	34100	11/16/2022	(197.00)	469	Debit	0IA000018945892	ACCT000004945436970 OTHER REFERENCE: IA009949439291De
		Department of Finance								08/04/20 Image Quality - REF #A-00805
WELLS FARGO	000000000000000000000000000000000000000		120053	34100	11/16/2022	(100.00)	605	Deposit Correction Debit	2410046185	50800DFA SUB ACCT 00000494543731
VVLLL3 FANOL	50777770040	& Aumin	120033	54100	11/10/2022	(100.00)	V	Deposit correction Debit	5410040103	OTHER REFERENCE: IA009949444101
		Department of Finance								08/04/20 Image Quality - REF #A-00805
WELLS FARGO										

Click the Add button

<u>F</u> ind an E	xisting Value	Keyword Search	Add a New Value	
eposit Unit	34100 Q			
*Deposit ID	IA00001894589	92 Q		
	No matching values	s were found.		
Add				
Add	6			

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

	t 34100	Deposit	ID IA000018	945892	Delete Deposit
*Accounting Date	01/04/2023			Control Currency	
*Bank Code	٩			Format Currency	USD Q
*Bank Account	٩			Rate Type	
*Deposit Type	٩			Exchange Rate	
ol Totals					
				Control Data	
Control Total Amount	0.00	*Count	0		01/04/2023
	0.00		0		01/04/2023
Control Total Amount Entered Total Amount Difference Amount	0.00) Count) Count	1	*Received	01/04/2023
Control Total Amount Entered Total Amount	0.00) Count) Count) Count	1	*Received *Entered	

The *Accounting Date on the Deposit MUST MATCH the Bank Date on the

Bank Name

WELLS FARGO

NMS_BANK_TRANS_W_RECON_STATUS query. This is important because this is part of the Automatic Reconciliation Criteria.

Process List									Re	egular Deposit	
Totals Payments											
	Unit	34100		Depo	sit ID IA000018	3945892		Delete Deposit			
*Account	ing Date	11/16/2022				Contro	I Currency				
*Ba	nk Code	(2			Format	t Currency	USD Q			
*Bank	Account	(2				Rate Type				
*Depo	sit Type	(2			Exch	ange Rate				
Control Totals						Control Dat	а				
Control Total	Amount		0.00	*Count	0		*Received	01/04/2023			
Entered Total	Amount		0.00	Count	1		*Entered	01/04/2023			
Difference			0.00	Count	-1		Posted				
Posted Total			0.00	Count	0		Assigned	HEATHER.KENT	Q		
Journalled Total	Amount		0.00	Count	0		User	HEATHER.KENT			
Save Notify F	Refresh							Add U	pdate/Display		
Totals Payments											
Account # Acc	ount Des	cription 👻	GL Number	Deposit Unit v	Bank Date 🔻	Amount 🔻	Statemen Code	t T Statement Code Desc	Reconciliation Reference ID	Bank Addend	da
										OTHER REFER	RENCE: IA0000189458
Don	artmont	of Finance						Miscellaneous ACH			ILE 1931145706 COIE RTMENT OE, EINANCE
00XXXXXXXXXX0046 & A			120053	34100	11/16/2022	(197.00)	469	Debit	0IA00001894589		/ ->

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

contract.

Unit	34100	Deposit ID IA000018945892	Delete Deposit
*Accounting Date	11/16/2022	Control Curr	rency
*Bank Code	WFB10 Q WFB_2010	Format Curr	ency USD Q
*Bank Account	٩	Rate	Туре
*Deposit Type	٩	Exchange	Rate
ontrol Totals		Control Data	
Control Total Amount	0.00	*Count 0 *Rece	eived 01/04/2023
Entered Total Amount	0.00	Count 1 *Ent	tered 01/04/2023
Difference Amount	0.00	Count -1 Po	osted
Posted Total Amount	0.00	Count 0 Assi	
Journalled Total Amount	0.00	Count 0	User HEATHER.KENT

				Deposit			Statement		Reconciliation	
Bank Name	Account #	Account Description	GL Number 🔻	Unit 🔻	Bank Date 💌	Amount 💌	Code 🖓	Statement Code Desc 👻	Reference ID	Bank Addenda
										OTHER REFERENCE: IA000018945892AC
										NEW MEX - FILE 1931145706 COID J856
		Department of Finance						Miscellaneous ACH		34100 DEPARTMENT OF FINANCE & ADN
WELLS FARGO	00XXXXXXXXXX0046	& Admin	120053	34100	11/16/2022	(197.00)	469	Debit	0IA000018945892	ACCT0000049454369704

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.

										Regular Deposit	
			_						L	ook Up Bank Account	×
Totals Payments Unit	34100		Depo	osit ID IA0	000018945892		Delete	Depos	Deposit Unit Bank Code Bank Account	34100 WFB10	Help
*Accounting Date	11/16/2022				Co	ntrol Currency			Bank Account # L	egins with 🗸	
*Bank Code	WFB10 Q	VFB_2010			Fo	rmat Currency	USD Q				
*Bank Account	Q					Rate Type		_	Search Clea	r Cancel Basic Lookup	
*Deposit Type	Q					Exchange Rate			Search Results		
						Exchange Nate			View 100	1-221 of 221 🗸 🕨	
Control Totals					Control	Data			Bank Account	Bank Account #	
Control Total Amount		0.00	*Count	0		*Received	01/04/2023		0002	00XXXXXXXX0954	
Entered Total Amount		0.00	Count	1		*Entered	01/04/2023		0003	00XXXXXXXXX0078	
Difference Amount		0.00	Count	-1		Posted			0004	00XXXXXXXXX0086	
Posted Total Amount Journalled Total Amount		0.00	Count Count	0		Assigned	HEATHER.KEN	Т	0005	00XXXXXXXXXXXXXXX	
Sournaliou Fotal Amount		0.00	oount			User	HEATHER.KEN	Т	0006	00XXXXXXXXXXX0102	
									0007	00XXXXXXXXXXXX0110	
Save Notify Refresh								Add	0008	00XXXXXXXXXX0128	
tals Payments									0009	00XXXXXXXXXX9997	
									0010	00XXXXXXXXX0001	
									0011	00XXXXXXXX0019	
									0012	00XXXXXXXX0027	
									0013	00XXXXXXXXX0035	
									0014	00XXXXXXXX0050	
									0015	00XXXXXXXXX0068	
									0016	00XXXXXXXX0076	
									0017	00XXXXXXXX0084	
									0018	00XXXXXXXXX0092	

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.

Process List			_	_		Regular D Look Up Bank		×	
Totals Payments Uni	t 34100	Deposit ID IA000018	945892	Delete Dep	Deposit Unit Bank Code Bank Account		34100 WFB10	Help	
*Accounting Date	11/16/2022		Control Currer	су	Bank Account #	begins with 🗸	00XXXXXXXXXX0046		
*Bank Code *Bank Account	WFB_2010		Format Currer Rate Ty		Search C	lear Cancel	Basic Lookup		
*Deposit Type	Q		Exchange R		Search Results	1-221 of 221			
Control Totals			Control Data		Bank Account	Bank Account #			
Control Total Amount	0.00	*Count 0	*Receiv	ed 01/04/2023	0002	00XXXXXXXXX			
Entered Total Amount	0.00	Count 1	*Enter	ed 01/04/2023	0003	00XXXXXXXX	X0078		
Difference Amount Posted Total Amount		Count -1 Count 0	Post		0004	00XXXXXXX	X0086		
Journalled Total Amount		Count 0 Count 0	Assign	er HEATHER.KENT	0005	00XXXXXXXX	X0094		
			0.	GI HEATHER.RENT	0006	00XXXXXXXXX	X0102		
					0007	00XXXXXXXX	X0110		
Save Notify Refresh				Ad	0008	00XXXXXXXX	X0128		
Totals Payments me	✓ Account Description	GL Number ▼ Unit ▼		Statement nt ▼ Code JT St	0009 atement Code Desc ▼	Reconciliation	×9997 ▼ Bank Addenda		
	Department of Finance			Mi	scellaneous ACH bit	01A000018945892	OTHER REFEREN NEW MEX - FILE 34100 DEPARTN ACCT000004945	19311457(/IENT OF F7/1	06

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.

Proces	ess List							-	Renular Denosit		
								L	ook Up Bank Accou	int ×	
Tota		34100	Deposit I	D IA00001894	15892		Delete Depo	F	34100 WFB10	Help	
	*Accounting Date	11/16/2022			Control C	urrency		Bank Account			
	*Bank Code	WFB_2010				urrency U	SD Q	Search Cle	ar Cancel Basic Lo	ookup	
	*Bank Account	Q			R	ate Type					
	*Deposit Type	Q			Exchai	ige Rate		Search Results	1-1 of 1 🗸 🕨 🕨		
Control	l Totals				Control Data			Bank Account	Bank Account #	-	
	Control Total Amount	0.00	*Count	0	*5	teceived 01	/04/2023	0052	00XXXXXXXXXX0046		
	Entered Total Amount	0.00	Count	1	1	Entered 01	/04/2023				
	Difference Amount	0.00	Count	-1		Posted		•			
	Posted Total Amount	0.00	Count	0	А	ssigned H	EATHER.KENT				
	Journalled Total Amount	0.00	Count	0		User H	EATHER KENT	· ·	•		
Save	Notify						Add	1			
Totais	Payments							1			
ne	Account #	Account Description	GL Number	Deposit ▼ Unit ▼ B	ank Date 🔻	Amount	Statement Code J	tatement Code Desc	Reconciliation Reference ID	✓ Bank Addenda	
		Department of Finance & Admin	120053	34100	11/16/2022	(197.00		Niscellaneous ACH Debit		OTHER REFERENCE: IA00 NEW MEX - FILE 1931145 34100 DEPARTMENT OF ACCT000004945436970	5706 CO

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

Process List								Process List							
Totals	Payments							Totals	<u>P</u> ayments						
	Unit	34100	Depos	it ID IA000018	8945892	Delete Depo	isit		Un	it 34100	Depo	osit ID IA00001	8945892	Delete Depo	osit
	*Accounting Date	11/16/2022			Control Currency	USD			*Accounting Date	e 11/16/2022 🛗			Control Currency	USD	
	*Bank Code V	WFB_2010			Format Currency				*Bank Code	WFB_	2010		Format Currency	USD	
	*Deposit Type	c q	XXXX0046		Rate Type Exchange Rate		0000000 🖦		*Bank Accoun *Deposit Type	00XX	XXXXXXXXX0046		Rate Type		
		Check			-	1.	0000000		Depote Type	RTN			Exchange Rate	1.	0000000 🖺
Control Tota	ls				Control Data			Control Tota	ls				Control Data		
	Control Total Amount	0.00	*Count	0		01/04/2023			Control Total Amoun	t 0.00	Count	0	*Received	01/04/2023	
E		0.00	Count Count	1	*Entered	01/04/2023		E	ntered Total Amount	t 0.	00 Count	1	*Entered	01/04/2023	
	Difference Amount Posted Total Amount	0.00	Count	-1 0	Posted	[Difference Amoun	t 0.	0 Count	-1	Posted		
	Irnalled Total Amount	0.00	Count	0		HEATHER.KENT	Q		Posted Total Amoun	t 0.	00 Count	0	Assigned	HEATHER.KENT	Q
					User	HEATHER.KENT		Jou	rnalled Total Amoun	t 0.	00 Count	0	_	HEATHER.KENT	
Save	Notify Refresh					Add	Update/Display			_					
Totals Payme	ents							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.

Proce	ss List						
Tot	als <u>P</u> ayments						
		Jnit 34100	Deposit ID	IA000018945892	Delete Deposit		
	*Accounting D			Control Curr	usD		
	*Bank Co	de WFB10 Q WFB	2010	Format Curr	usD		
	*Bank Acco	Int 0052 Q 00XX	XXXXXXXXX0046	Rate	Type CRRNT		
	*Deposit Ty	pe R Q RTN		Exchange	Rate 1.0000000		
Contro	l Totals			Control Data			
	Control Total Amo	ınt -197.0	0 *Count	1 *Rece	ived 01/04/2023 💼		
	Entered Total Amou	nt 0.	.00 Count	1 *Ent	ered 01/04/2023		
	Difference Amo		.00 Count -	1 Po	sted		
	Posted Total Amo			0 Assi	ned HEATHER.KENT	۹	
	Journalled Total Amo	int 0.	.00 Count	0	Jser HEATHER.KENT		
Save	Notify	h			Add Upd	late/Display	
ne	✓ Account #	 Account Description 	GL Number ▼ Unit		Statement Code 🛛 🕶 Statement Code Desc	Reconciliation Reference ID	✓ Bank Addenda
RGO	00XXXXXXXXXXX	Department of Finance	120053 34100	11/16/2022 (197.00)	Miscellaneous ACH 169 Debit	01A000018945	OTHER REFERENCE: IA000018945892AC NEW MEX - FILE 1931145706 COID J856 34100 DEPARTMENT OF FINANCE & ADN ACCT000004945436970

Click the "Payments" Tab

Process List				
Totals Payments				
Unit	34100	Deposit ID	IA000018945892	Delete Deposit
*Accounting Date	11/16/2022		Control Currency	USD
*Bank Code	WFB10 Q WFB_2010		Format Currency	USD
*Bank Account	0052 Q 00XXXXXX	XXXX0046	Rate Type	CRRNT
*Deposit Type	R Q RTN		Exchange Rate	1.0000000
Control Totals			Control Data	
Control Total Amount	-197.00	*Count 1	*Received	01/04/2023
Entered Total Amount	0.00	Count 1	*Entered	01/04/2023
Difference Amount	0.00	Count -1	Posted	
Posted Total Amount	0.00	Count 0	Assigned	HEATHER.KENT Q
Journalled Total Amount	0.00	Count 0	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.

		Regula	r Deposit	
34100 Deposit ID IA000018945892 Dat	e 01/04/2023	Balance Not Balanced		
		Q 4 4 1 of 1 V	▶ View All	
*Payment ID	0IA000018945892	*Accounting Date 11/16/2022	+ -	
0.00 Currency	USD			
CRRNT Exchange Rate	1.0000000			
		□ Range of References		
Check 🗸	Attachments (0)			
		Q 4 4 1 of 1 V > >		
Q Business Unit	Q	+ -		
Remit SetID				
ų į	INK MICR			
Detail References				
		id d those h h	Manu All	
Reference	To Reference			
Q	Q	[t —	
fresh		Add	Update/Display	
Deposit			Reconciliation	
n 🔻 GL Number 🔻 Unit 👻 Bank Date	✓ Amount ✓ C	ode 🖵 Statement Code Desc 👻	Reference ID	Bank Addend
				OTHER REFER
nce		Miscellaneous ACH		NEW MEX - FI
	Payment ID 0.00 Currency CRRNT Exchange Rate Payment Predictor Check Q Business Unit Remit SetID Corporate SetID SubCust2 Q Detail References	*Payment ID 0/400001894589; 0.00 Currency CRRNT Exchange Rate 1.0000000 Payment Predictor Journal Directly Check Image: Corporate SetID Corporate SetID SubCust2 Corporate SetID SubCust2 Corporate SetID SubCust2 Corporate SetID SubCust2	34100 Deposit ID IA000018945552 Date 0.1/04/2023 Balance Not Balanced Q i i off i i off i 0.00 Currency USD *Accounting Date 1/16/2022 iii) 0.00 Currency USD *Accounting Date 1/16/2022 iii) 0.00 Currency USD Currency USD CRINT Exchange Rate 1.0000000 Range of References Check Image: Image: Image: Image: Q Business Unit Q Image: Image: Remit SetID SubCust2 Image: Image: Image: Corporate SetID SubCust2 Image: Image: Image: Meterences To Reference Image: Image: Image: Image: Image: Image: Image:	Payment D 0.0 Currency 0.0

										OTHER REFERENCE: IA000018945892AC
										NEW MEX - FILE 1931145706 COID J856
		Department of Finance						Miscellaneous ACH		34100 DEPARTMENT OF FINANCE & ADN
WELLS FARGO	00XXXXXXXXXX0046	& Admin	120053	34100	11/16/2022	(197.00)	469	Debit	0IA000018945892	ACCT000004945436970

Accoun

Bank Name

Ensure that the *Accounting Date matches the Bank Date from the BANK TRANS_W_RECON_STATUS query. <u>This is the most important date</u>. 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 Depos	it
Totals Payments					
Unit	34100	Deposit ID IA000018945892 Da	te 01/04/2023	Balance Not Balanced	
Payment Information				Q 4 4 1 of 1 🗸 🕨 1	View A
Payment Seq		*Payment ID	0IA000018945892	*Accounting Date 11/16/2022 1	
Amount	0.00	Currency	USD		
Rate Type	CRRNT	Exchange Rate	1.0000000		
	Payment Predictor		Journal Directly	□ Range of References	
Payment Method	Check 🗸		Attachments (0)		
Customer Information				Q 1 of 1 🗸 🕨	
Customer ID		Q Business Unit	Q	+ -	
Remit From		Remit SetID			
Name					
Corporate		Corporate SetID			
SubCust1		SubCust2			
MICR ID		Q	Link MICR		
	Detail References				
Reference Information					
■ Q				I ≤ 1-1 of 1 ∨ I ≤ I	All
Qual Code	Reference		To Refere	nce	
1	٩		٩	+	-
Save Notify R	efresh			Add Update/Di	isplay

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

Process List								Regular Deposit	
<u>T</u> otals Paymer	nts								
U	Init 34100	Deposit ID IA000018	945892	Date 01/04/2	023		Balance Not Balanced		_
Payment Information							Q I of 1	V View All	
Payment S	eq 1		*Paym	ent ID 0IA000018	945892	*Accour	nting Date 11/16/2022 🛗	+ -	
Amou	nt -197.00		Cu	TTENCY USD					
Rate Ty	pe CRRNT		Exchange	e Rate 1.00	000000				
	Payment Predictor			🗆 Journal I	Directly		□ Range of Referer	ices	
Payment Metho	od Check 🗸			Attachment	s (0)				
Customer Information	on					٥	I I I I I I I I I I I I I I I I I I I		
Customer II	D	۹	Business Uni	it	Q			+ -	
Remit From	n		Remit Setl)					
Nan									
Corporat		C	Corporate SetII						
SubCust	1		SubCust	2					
MICR II	D	۹		Link MICR					
	Detail References								
Reference Informatio	n						1-1 of 1 🗸	View All	
Qual Code	Reference				To Reference	•			
1	٩			Q				+	
•				~				+	
			Deposit			Statement		Reconciliation	
count # 🔍 🗸	Account Description	GL Number	Unit	Bank Date 💌	Amount 💌	Code 🖵	Statement Code Desc 🔻	Reference ID	Bank Addenda OTHER REFERENCE: IA000018945892
									NEW MEX - FILE 1931145706 COID J8
C	Department of Finance	e					Miscellaneous ACH		34100 DEPARTMENT OF FINANCE & A
XXXXXXXXXX0046 8		120053	34100	11/16/2022	(197.00)	469	Debit	0IA000018945892	ACCT000004945436970

Bank Name

WELLS FARGO

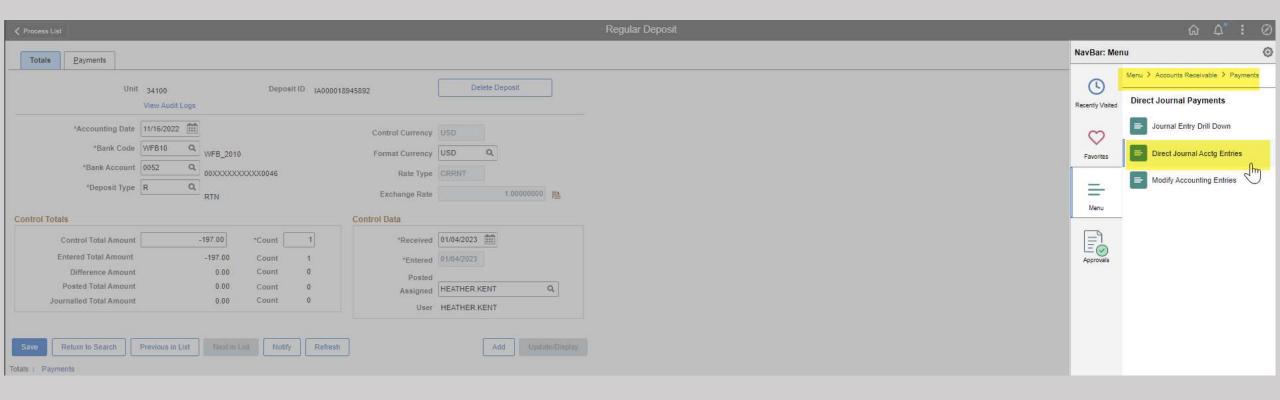
Click the Journal Directly box. Click Save.

Process List					Regular Deposit
Totals Payments					
Unit	t 34100 D	Deposit ID IA000018945892 Dat	te 01/04/2023	Balance Balanced	
Payment Information				Q 4 4 1 of 1	V 🕨 🕅 I View All
Payment Seq	1	*Payment ID	0IA000018945892	*Accounting Date 11/16/2022	+ -
Amount	-197.00	Currency	USD		
Rate Type	CRRNT	Exchange Rate	1.0000000		
Payment Method	Payment Predictor Check		View Audit Logs	Range of Referent Apply Payment	nces
Customer Information				Q 1 of 1 🗸	► ►I
Customer ID	۵	Business Unit	Q		+ -
Remit From		Remit SetID			
Name Corporate		Corporate SetID			
SubCust1		SubCust2			
MICR ID	a	L L	Link MICR		
	Detail References				
Reference Information				4 4 1-1 of 1 🗸	View All
Qual Code	Reference		To Reference		
1					
Notify F	Refresh			(Add Update/Display

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.

Proce	ess List													Regular Deposit
Tot	als <u>P</u> ayme	nts												
		Unit	34100 View Audit L	_ogs		De	posit ID	IA000	01894	15892	Delete De	posit]	
	*Ассон	unting Date	11/16/2022							Control Currency	USD			
	*	Bank Code	WFB10	Q	WFB_201	0				Format Currency	USD			
	*Bai	nk Account	0052	٩	00XXXXX	XXXXX0046	;			Rate Type	CRRNT			
	*De	eposit Type	R	Q	RTN					Exchange Rate		1.00000000		
Contro	l Totals									Control Data				
	Control To	atal Amount		-	197.00	*Count	t 📃	1		*Received	01/04/2023			
	Entered Tot	tal Amount			-197.00	Count	t 1	1		*Entered	01/04/2023			
	Differen	nce Amount			0.00	Count	t ()		Posted				
	Posted To	tal Amount			0.00	Count	t (0		Assigned	HEATHER.KENT	(Q	
	Journalled To	tal Amount			0.00	Count	t (0			HEATHER.KENT			
Save	Notify	Refresh								0001	Ado	d Updat	e/Display	8

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



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

🕻 Totals		Create Accounting Entries
Create Accountin	g Entries	
Enter any information yo	u 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 🖌 IA000018945892 🔍	
Payment Sequence	- ~	
Payment ID	begins with 🗸	
User ID	begins with 🗸	
As gned Operator ID	begins with 🗸	
Sensitive		
Search Clear	Basic Search 🖉 Save Search Criteria	87

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.

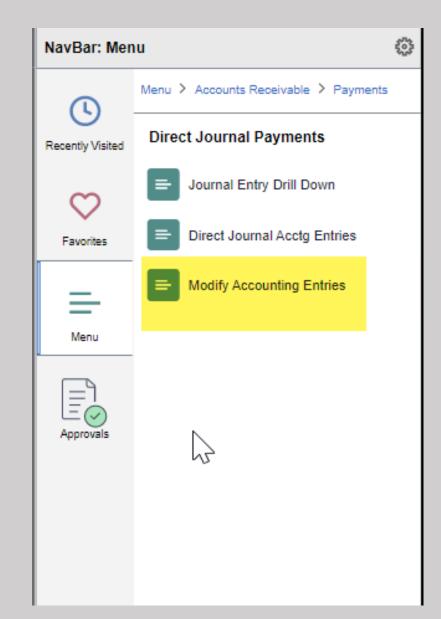
🗸 Pay	yment Mass Maintena	ance							Direc	t Journal Acctg E	Entries
A	ccounting Entries	Deposit Control									
	Unit 3410	0	Deposit ID	9416080805993	56		Payment 0	IA036150472	668	Seq	1
Curr	ency Details										
	Amount	42,500.00 US	D	ş	E.						
	🗹 Co	mplete	Entry Even	it	Q						
Bu	dget Status										
Distril	bution Lines										
=;	Q								14	4 1-4 of 4 🗸	View 2
СІ	hartFields C <u>i</u>	rrency Details	udget Journal Ref	erence Information	<u>D</u> istribution C	Creation / Update	e Details III)				
		GL Unit	Speed Type	Line Amount	Currency	rogram	Affiliate	Fund Affil	Oper Unit Affil	Status	Туре
1	Accounting Entries Deposit D 941600000599356 Payment 0/4036150472668 Seq 1 Unit 34100 Deposit D 941600000599356 Payment 0/4036150472668 Seq 1 Amount 42,500.00 USD Image: Complete interpretein interpreteintint inter										
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	4	34100	72400		Not Edited	1
						•					
Total											
	Lines 4	Total Debits	85,000.00 Curre	ncy USD	Total Credits	85,000.00	Currency USD	Net	0.00		
Sav	e Return to S	earch Previous	in List Next in List	Notify	Refresh						
Accoun	tina Entries Dep	osit 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 Mai	intena	nce									Direc	t Journal Acctg E	Entries
	Accounting Ent	tries	Deposit Co	ntrol										
	Unit	3410()			Deposit ID	9416080805993	56		Payment	0IA036150472	668	Seq	1
C	urrency Details													
	Amount		42,500.00	USE)		ş	₽						
	Budget Status	Cor	nplete			Entry Even	it	Q						
	tribution Lines													
	I Q											I€	1-4 of 4 🗸	▶ ▶ View 2
	ChartFields	Cu	rrency Details	<u>Β</u> ι	udget	Journal Ref	erence Information	<u>D</u> istribution 0	Creation / Update	Details ∥►				
	Distribution Sequence		GL Unit		Spe	ed Type	Line Amount	Currency	rogram	Affiliate	Fund Affil	Oper Unit Affil	Status	Туре
		1	34100		Sp	eed Type	-42,500.00	USD		34101	85300			User
1	2	2	39401		Sp	eed Type	42,500.00	USD		39401			Not Edited	Cash
3	3	3	34100		Sp	eed Type	42,500.00	USD		39401				InterUnit
4	1	4	39401		Sp	eed Type	-42,500.00	USD		34100	72400		Not Edited	InterUnit
									•					•
Т	otal													
	Lines 4		Total Debits		85,00	0.00 Curre	ncy USD	Total Credits	85,000.00	Currency U	SD Net	0.00		
	Save Return			ious ir	n List	Next in List	Notify	Refresh						

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 bank the first 300 deposits.

< My Homer	page						Modi	ify Accounting Entries
Modify Ac	counting Entri	es						
-	-		elds blank for a list of a	all values.				
Find an	n Existing Value							
• Search Cr	riteria							
		0.4400	0					
^Dep	oosit Unit 😑 🗸	34100	۹					
D	eposit ID begins w	ith 🗸	Q					
Payment S	Sequence =	✓						
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	User ID begins w							
ssigned Op	erator ID begins w	ith 🗸						
Case Sens	sitive							
View All	300 results can be dis	played.				4 1-100 of 300	✓ ▶ ▶	
	t Deposit ID	Payment Sequence	Payment ID	User ID	Assigned Operator ID	Non Customer Dist Balanced		
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	
4100	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		\sim	\times
Drag fields between areas below:		[<∞> ▼
▼ Filters		III Columns	
Account #	~	Account	~
Rows		Σ Values	
GL Unit	× 🔺	Sum of Amount	~
Acctg Date	~		
Deposit ID	~		
Payment ID	~		
Journal ID	~		
Chartfield Combo Edit Status	~		
Budget Checking Header Status	~ T		
Defer Lavout Update			pdate
Defer Layout Update			puate
			- 100% <u>9</u> 4

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.

~	U	C C	U	L	I.	U		1	J	IX	L
Account #	00XXXXXXXXXX0046 🕶										
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	■ 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
■ 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	■ 0IA000010150592	■ 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.

Account #	00XXXXXXXXXX0046 🕶									
Sum of Amou	nt						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									Dire	ct Journal Ac	ctg Entries	
Accounting E	ntries	Deposit Control										
Unit	34100		Deposit ID	A0099599757190			Payment	0IA009959	975719		Seq 1	
urrency Details	s											
Amount		13,120.00 USD		§ 2								
	Com	olete	Entry Event	C	L							
Budget Status	s											
III Q									14	1-1 of 1	✓ ► ►	View All
ChartFields	Curre	ency Details <u>B</u> udg	et Journal Refere	nce Information	Distribution Creati	on / Update Detai	ls ▶					
Distribution Sequence	*	GL Unit	Speed Type	Line Amount	Currency	Fund	Dept		*Account	Sub Acct	Rpt Cat	PC Bus Un
1	1	34100 Q	Speed Type		USD	Q		Q	٩	٩	Q	
	L					•						•
<mark>otal</mark> Lines 0		Total Debits	0.000 Currency	1	Total Credits	0.000 Cu	irrency	Net	0.000			
	rn to Sea				efresh		-					

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.

Account #		00XXXXXXXXXX0046 🖛									
Sum of Amo	unt							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	■94160808059932	e 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										Dire	ect Journal Ac	ctg Entries	
Accounting E	ntries	Deposit Control							Ľ				
Unit	34100		Deposit ID	IA000018945892			Payment	0IA00001	8945892			Seq 1	
Currency Details	5												
Amount		-197.00 USD		<i>†</i> 2									
	Comple	te	Entry Event	0	L.								
Budget Status													
Distribution Line	\$												
							_			14	1-1 of 1	\checkmark	View All
ChartFields	Current	cy Details <u>B</u> udg	jet <u>J</u> ournal Refe	rence Information	Distribution Creat	ion / Update Detai	is ∥≯						
Distribution Sequence	*GI	L Unit	Speed Type	Line Amount	Currency	Fund	Dept		*Account		Sub Acct	Rpt Cat	PC Bus U
1	1 34	100 Q	Speed Type	197.00	USD	52900 Q		٩	290900	٩	٩		a] [
1	1 34	100 Q	Speed Type	197.00	050	1 52900 Q		Q I	290900	ų		1	••••
Total													
Lines 1	1	otal Debits	197.00 Curren	cy USD	Total Credits	0.00 Cu	irrency US	D Net	197.0	00			
Save Retu	rn to Searcl	Previous in Li	ist Next in List	Notify	efresh								
ccounting Entries	Deposit C	Control											

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

								eate Accounting
Create Acc	counting Entri	es						
Enter any inform	mation you have and	I click Search. Leave t	fields blank for a list o	of all values.				
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• Search Cri	teria							
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De			~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~					
Payment Se	equence =	~						
Pay	ment ID begins v	vith 🗸						
	User ID begins v	vith 🗸						
Assigned Ope	erator ID begins v	ith >d						
		arch 🖉 Save Sear	h Criteria					
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Search	Clear Basic Se	earch 📓 Save Searc	ch Criteria			I € 1-10 of 10	✓ ► ►	
Search	Clear Basic Se	earch 🛱 Save Search		User ID	Assigned Operator ID	Non Customer Dist Balanced		
Search Search Results View All Deposit Unit	Clear Basic Se	Payment Sequence			Assigned Operator ID DOMINICL CHAVEZ			
Search Search Results View All	Clear Basic Se	Payment Sequence	Payment ID	DOMINICL.CHAVEZ		Non Customer Dist Balanced	Entered Date	
Search Search Results View All Deposit Unit 34100	Clear Basic Se	Payment Sequence 3 23	Payment ID 3410008711	DOMINICL.CHAVEZ	DOMINICL.CHAVEZ	Non Customer Dist Balanced Balanced	Entered Date 12/16/2022	
Search Results View All Deposit Unit 34100 34100	Clear Basic St Deposit ID 941608080599345 941608080599350 941608080599350	Payment Sequence 3 23 22	 Payment ID 3410008711 3410008740 	DOMINICL.CHAVEZ DOMINICL.CHAVEZ DOMINICL.CHAVEZ	DOMINICL.CHAVEZ	Non Customer Dist Balanced Balanced Balanced	Entered Date 12/16/2022 12/27/2022	
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Search Results View All Deposit Unit 34100 34100 34100 34100	Clear Basic Se Deposit ID 941608080599345 941608080599350 941608080599350 941608080599350 941608080599350	Payment Sequence 3 23 22 28 20	 Payment ID 3410008711 3410008740 3410008732 3410008749 	DOMINICL.CHAVEZ DOMINICL.CHAVEZ DOMINICL.CHAVEZ DOMINICL.CHAVEZ DOMINICL.CHAVEZ	DOMINICL CHAVEZ DOMINICL CHAVEZ DOMINICL CHAVEZ DOMINICL CHAVEZ	Non Customer Dist Balanced Balanced Balanced Balanced Balanced	Entered Date 12/16/2022 12/27/2022 12/27/2022 12/27/2022	
Search Results View All Deposit Unit 34100 34100 34100 34100 34100 34100	Clear Basic Se Deposit ID 941608080599350 941608080599350 941608080599350 941608080599350 941608080599350	Payment Sequence 3 23 22 28 20 21	 Payment ID 3410008711 3410008740 3410008732 3410008749 0341008742 	DOMINICL.CHAVEZ DOMINICL.CHAVEZ DOMINICL.CHAVEZ DOMINICL.CHAVEZ DOMINICL.CHAVEZ	DOMINICL CHAVEZ DOMINICL CHAVEZ DOMINICL CHAVEZ DOMINICL CHAVEZ DOMINICL CHAVEZ	Non Customer Dist Balanced Balanced Balanced Balanced Balanced Balanced	Entered Date 12/16/2022 12/27/2022 12/27/2022 12/27/2022 12/27/2022	
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Search Clear Search Results View All Deposit Unit 34100 34100	Clear Basic Se Deposit ID 941608080599345 941608080599350 941608080599350 941608080599350 941608080599350 941608080599350 941608080599350 941608080599350 941608080599350	Payment Sequence 3 23 22 28 20 21 7 6	Payment ID 3410008711 3410008740 3410008742 3410008749 0341008742 3410008731 3410008764	DOMINICL.CHAVEZ DOMINICL.CHAVEZ DOMINICL.CHAVEZ DOMINICL.CHAVEZ DOMINICL.CHAVEZ DOMINICL.CHAVEZ DOMINICL.CHAVEZ	DOMINICL CHAVEZ DOMINICL CHAVEZ DOMINICL CHAVEZ DOMINICL CHAVEZ DOMINICL CHAVEZ DOMINICL CHAVEZ	Non Customer Dist Balanced Balanced Balanced Balanced Balanced Balanced Balanced	Entered Date 12/16/2022 12/27/2022 12/27/2022 12/27/2022 12/27/2022 12/27/2022	

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).

Account #	00XXXXXXXXXX0046 🖛									
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
1										

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

Totals							
Croate Ac	counting Entrie						
	-	≠> I click Search. Leave fi	elds blank for a list o	of all values.			
-	-						
Find an	Existing Value						
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*Dep	osit Unit 😑 🗸	34100	Q				
De	eposit ID begins w	ith 🗸	Q				
Payment Se	equence =	✓					
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Case Sensi	itive Clear Basic Set		h Criteria			∢	✓ ▶ ▶
Case Sensi	itive Clear Basic Sea			User ID	Assigned Operator ID	I 1-10 of 10 Non Customer Dist Balanced	
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Case Sensi Search Search Results View All Deposit Unit 34100	Clear Basic Set	arch 🛱 Save Search Payment Sequence	Payment ID	DOMINICL.CHAVEZ		Non Customer Dist Balanced	Entered Date
Case Sensi Search Search Search Results View All Deposit Unit 34100	itive Clear Basic Set s Deposit ID 941608080599345	Payment Sequence 3 23	Payment ID 3410008711	DOMINICL.CHAVEZ	DOMINICL.CHAVEZ	Non Customer Dist Balanced Balanced	Entered Date 12/16/2022
Case Sensi Search (Search Results View All Deposit Unit 34100 34100	itive Clear Basic Set s Deposit ID 941608080599350	Payment Sequence 3 23 22	Payment ID 3410008711 3410008740	DOMINICL.CHAVEZ DOMINICL.CHAVEZ DOMINICL.CHAVEZ	DOMINICL.CHAVEZ	Non Customer Dist Balanced Balanced Balanced	Entered Date 12/16/2022 12/27/2022
Case Sensi Search (Search Results View All Deposit Unit 34100 34100 34100	itive Clear Basic Set s Deposit ID 941608080599345 941608080599350	Payment Sequence 3 23 22 28	Payment ID 3410008711 3410008740 3410008732	DOMINICL.CHAVEZ DOMINICL.CHAVEZ DOMINICL.CHAVEZ DOMINICL.CHAVEZ	DOMINICL.CHAVEZ DOMINICL.CHAVEZ DOMINICL.CHAVEZ	Non Customer Dist Balanced Balanced Balanced Balanced	Entered Date 12/16/2022 12/27/2022 12/27/2022
Case Sensi Search (Search Results View All Deposit Unit 34100 34100 34100 34100	itive Clear Basic Sei S Deposit ID 941608080599350 941608080599350 941608080599350	Payment Sequence 3 23 22 28 20	Payment ID 3410008711 3410008740 3410008732 3410008749	DOMINICL.CHAVEZ DOMINICL.CHAVEZ DOMINICL.CHAVEZ DOMINICL.CHAVEZ DOMINICL.CHAVEZ	DOMINICL.CHAVEZ DOMINICL.CHAVEZ DOMINICL.CHAVEZ DOMINICL.CHAVEZ	Non Customer Dist Balanced Balanced Balanced Balanced Balanced	Entered Date 12/16/2022 12/27/2022 12/27/2022 12/27/2022
Case Sensi Search (Search Results View All Deposit Unit 34100 34100 34100 34100 34100	itive Clear Basic Set s Deposit ID 941608080599350 941608080599350 941608080599350	Payment Sequence 3 23 22 28 20 21	Payment ID 3410008711 3410008740 3410008732 3410008732 3410008749 0341008742	DOMINICL.CHAVEZ DOMINICL.CHAVEZ DOMINICL.CHAVEZ DOMINICL.CHAVEZ DOMINICL.CHAVEZ	DOMINICL.CHAVEZ DOMINICL.CHAVEZ DOMINICL.CHAVEZ DOMINICL.CHAVEZ	Non Customer Dist Balanced Balanced Balanced Balanced Balanced	Entered Date 12/16/2022 12/27/2022 12/27/2022 12/27/2022 12/27/2022
Search Results	itive Clear Basic Set s Deposit ID 941608080599345 941608080599350 941608080599350 941608080599350 941608080599350	Payment Sequence 3 23 22 28 20 21 7	Payment ID 3410008711 3410008740 3410008732 3410008732 3410008732 3410008733 3410008731	DOMINICL.CHAVEZ DOMINICL.CHAVEZ DOMINICL.CHAVEZ DOMINICL.CHAVEZ DOMINICL.CHAVEZ DOMINICL.CHAVEZ	DOMINICL CHAVEZ DOMINICL CHAVEZ DOMINICL CHAVEZ DOMINICL CHAVEZ DOMINICL CHAVEZ	Non Customer Dist Balanced Balanced Balanced Balanced Balanced Balanced Balanced	Entered Date 12/16/2022 12/27/2022 12/27/2022 12/27/2022 12/27/2022
Case Sensi Search (Search Results View All Deposit Unit 34100 34100 34100 34100 34100 34100 34100	itive Clear Basic Set S Deposit ID 941608080599350 941608080599350 941608080599350 941608080599350 941608080599350 941608080599350	Payment Sequence 3 23 22 28 20 21 7 6	Payment ID 3410008711 3410008740 3410008732 3410008749 0341008742 3410008731 3410008764	DOMINICL.CHAVEZ DOMINICL.CHAVEZ DOMINICL.CHAVEZ DOMINICL.CHAVEZ DOMINICL.CHAVEZ DOMINICL.CHAVEZ DOMINICL.CHAVEZ	DOMINICL.CHAVEZ DOMINICL.CHAVEZ DOMINICL.CHAVEZ DOMINICL.CHAVEZ DOMINICL.CHAVEZ DOMINICL.CHAVEZ	Non Customer Dist Balanced Balanced Balanced Balanced Balanced Balanced Balanced Balanced	Entered Date 12/16/2022 12/27/2022 12/27/2022 12/27/2022 12/27/2022 12/27/2022

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

K My Homepage								Create Accounting Entries.		ଇ ଦ° : ⊘
Create Acco	unting Entrie	e.							NavBar: Men	iu ©
		J click Search. Leave fi	elds blank for a list o	f all values.					0	Menu > Accounts Receivable > Payments
_	isting Value								CL Recently Visited	Direct Journal Payments
-	202								-	
 Search Criter 	18								\heartsuit	Journal Entry Drill Down
*Deposi	t Unit 🛛 = 🗸	34100	Q,						Favorites	Direct Journal Acctg Entries
Depo	sit ID begins wi	th 🗸	Q,							Modify Accounting Entries
Payment Sequ	ience =	~							=	
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View All						14 4 1-10 of 10 N	V 1 1			
Deposit Unit De	eposit ID	Payment Sequence	Payment ID	User ID	Assigned Operator ID	Non Customer Dist Balanced	Entered Date			
34100 94	1608080599345	3	3410008711	DOMINICL CHAVEZ	DOMINICL CHAVEZ	Balanced	12/16/2022			
34100 94	1608080599350	20	0341008742	DOMINICL CHAVEZ	DOMINICL CHAVEZ	Balanced	12/27/2022			
34100 94	41608080599350	21	3410008731	DOMINICL CHAVEZ	DOMINICL CHAVEZ	Balanced	12/27/2022			
34100 94	41608080599350	22	3410008732	DOMINICL CHAVEZ	DOMINICL CHAVEZ	Balanced	12/27/2022			
34100 94	11608080599350	23	3410008740	DOMINICL CHAVEZ	DOMINICL CHAVEZ	Balanced	12/27/2022			
34100 94	1608080599350	28	3410008749	DOMINICL CHAVEZ	DOMINICL CHAVEZ	Balanced	12/27/2022			
34100 94	1608080599353	6	3410008763	DOMINICL CHAVEZ	DOMINICL CHAVEZ	Balanced	12/30/2022			
34100 94	41608080599353	7	3410008764	DOMINICL CHAVEZ	DOMINICL CHAVEZ	Balanced	12/30/2022			
34100 IA	000018945892	1	01A000018945892	HEATHER KENT	HEATHER.KENT	008	01/10/2023			
34100 IA	0099599757190	t	0(A009959975719	HEATHER KENT	HEATHER KENT	No Dist	01/10/2023			2
										. D.
										101
										101

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

								•							
Account #	00XX	XXXXXXXX0046	T												
Sum of Amou		_					_			_	_	Account 🔻			
GL Unit	🖅 Acctg	Date	Deposit	t ID	🕶 Payment II	• •	Journal ID	Chartfield Combo	Edit Status 🛛 💌	Budget Checkin	ng Header Status	101800	290900	291900	Grand Total
∃ 34100					2 0IA0000			Not Edited		(blank)			197.00		197.00
34100					1 3410046		🗏 (blank)	Complete		(blank)		(100.00)	100.00		0.00
34100					1 3410046		🗏 (blank)	Complete		Valid		(100.00)	100.00		0.00
34100		≡ 11/29/202	2 ■ 9416	080805993	29 = 0IA0000	10150592	□ DJ0321530	1 = Complete		Valid		76,936.96		(76,936.96)	0.00
34100 Total												76,736.96		(76,936.96)	
Grand Total												76,736.96	397.00	(76,936.96)	197.00
		🗸 My Homepage									Modi	fy Accounting	Entries		
		, ,										, ,	_		
		Modify Accoun	nting Entr	ries											
		Enter any information	n you have ar	nd click Search	n. Leave fields bla	nk for a list o	of all values.								
			-												
		Find an Existi	ing Value												
		 Search Criteria 													
		*Deposit U	nit = 🗸	3	4100	Q									
		Deposit	ID begins	with 🗸 [/	009949439291	۹									
		Payment Sequen	ce =	~											
		Payment	ID begins	with 🗸 🛛	410046185										
		User	ID begins	with 🗸											
		Assigned Operator	ID begins	with 🗸											
		Case Sensitive													
		Search Clea	r Basic S	earch 📓 Sa	ave Search Criteri	a									
														102	

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 I	Entries	
Directly Journa	lled Payment	s Deposit <u>C</u> ontr	ol									
Un	it 34100			Deposit ID IA	009949439291		Payment 3410	046185		Seq	1	
Currency Details												
Amount		-100.00	Currency	/ USD		n an						
Base		-100.00	Currency	/ USD								
	Comple	te		Budget Status								
Distribution Lines										I4 4	1-4 of 4 🗸	
ChartFields	Currence D	taila Budeat	Laura	al Deference lefernation	Distribution Creation	(Undata Dataila	1.				1-4014	
	C <u>u</u> rrency De	etails <u>B</u> udget	Jour	nal Reference Information	Distribution Creation		₽					
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 De	bits 200.0	00 C	Currency USD Tot	al Credits 2	00.00 Currency	USD Net	0.00				
Save Return	to Search	Notify										
Directly Journalled Pay	vments ⊨ De	posit 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.

							•		-			<u> </u>		-					
count #	00XXXXX	XXXXX00	46																
m of Amou	Int														Ad	count 🔻			
Unit	T Acctg Da	te	•	Deposit ID		🕶 Payment ID	 Journal 		Chartfield Coml	bo Edit S	atus 🗖	Budget	Checking He	ader Status			290900	291900	Grand Tota
4100						92 0IA000018			■ Not Edited			(blank)					197.00		197.0
4100		11/16/	2022	■ IA00994	94392	91 341004618	5 ⊜(blan	ık)	Complete			(blank)				(100.00)	100.00		0.0
4100		11/16/	2022	■ IA00994	94441	01 341004618	5 🛛 🗐 (blan	ık)	🗆 Complete			Valid				(100.00)	100.00		0.0
4100		■ 11/29/	2022	■9416080	80599	329 = 0IA000010	150592 🗏 DJ03	215301	🗏 Complete			Valid			7	6,936.96		(76,936.96)	0.0
LOO Total															7	6,736.96	397.00	(76,936.96)	197.0
ind Total	🗸 My Home	page									Modify	Accounting	Entries		7	6,736.96	397.00	(76,936.96)	197.0
	Direct	/ Journalled Pa	symante	Deposit <u>C</u> or	atrol														
	Direct	y sournaneu P	aymenta	Deposit O											-				
		Unit 34	4100			Deposit ID IA	009949444101		Payment 3410	046185		Seq	1						
	Currency	Details																	
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	III Q]											▲ 1-4 of 4 ∨						
	ChartFi	elde Cur	ency Deta	ails <u>B</u> udget	Jour	rnal Reference Information	Distribution Creation	/ Undate De	tails II»										
			,		1 200														
	Distribution Sequence	GLU	Jnit I	Debit Amount		Credit Amount	Line Amount	Foreign Currency	Account≜	Oper Unit	Fund≜	Dept	Program Code	Class					
		4 3940	1		100.00		100.00	USD	101800										
		3 3410	0			100.00	-100.00	USD	101800		01000								
		2 3940				100.00	-100.00	LIED	120053										
		2 5940	1			100.00	-100.00	050	120055										
		1 3410	0		100.00		100.00	USD	290900		01000								
									•					•					
	Total																		
	Lines	4 1	fotal Debi	its 20	0.00	Currency USD Tot	al Credits 2	00.00 Curi	rency USD Net	0.00									
	Save	Return to Se	arch	Notify															
	Save	Return to Se	aruli	rectily															

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.

Account #	00XXXXXXXXX0046 🕶									
Sum of Amou	int						Account 🔻			
GL Unit	T 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		■ 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

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	Sche ule	Lookup References	-
NMS_BANK_TRANS_SEARCH_BY_AMT	Bank Trans Search by Amount	Public		HTML	Excel	XML	Scht ule	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_STA TUS 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.

Find an Existing	alue Add a New Value		
*Ouory Name	_BANK_TRANS_W_RECON_STA		
Query Name	_BANK_TRANS_W_RECON_STA		
Run Control ID			
Run Control ID			
Run Control ID			

Scheduled Query

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

Find an Exis	sting Value	<u>A</u> dd a New Value	
▼ Search Criteria			
Private Query	begins with 🗸	N	
Query Name	begins with 🗸	NMS_BANK_TRA	NS_W_I
Run Control ID	begins with 🗸	NMS_BANK_TRA	NS_W_I
Description	begins with 🗸		
Case Sensitive			
Search Clear Basic Search 🖾 Save Search Criteria			
Search Results			
View All			
Query Name		Run Contro	ol ID
NMS_BANK_TRANS_W_RECON_STATUS NMS_BANK_TRANS_W_RECON_STATUS			

Scheduled Ouerv

If this is your fist 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	
a	Query Name NMS_BANK_T	RANS_W_RECON_STATL		
g		RANS_W_RECON_STATUS		
)	Update Parameters			•
	Prompt Name	Value		
	RECON_BANK_DT	2022-07-01	1	
	RECON_BANK_DT	2023-06-30	11	
	BANK_CD	WFB10	11	
	BANK_ACCT_KEY	333P	11	
	OK Cancel Ap	pply		

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, <u>NOT</u> the last four digits of your Bank Account number.

Click the "OK" button

	K_TRANS_W_RECON_STATU		
Prompt Name	Value		
RECON_BANK_DT	2022-07-01	1	
RECON_BANK_DT	2023-06-30	1	
BANK_CD	WFB10	11	
BANK_ACCT_KEY	333P	11	NMS_BANK_TRANS_W_RECON_STATUS
OK Cancel	Apply		*From Bank Date 10/01/2022 III *To Bank Date 10/31/2022 III *Bank WFB10 Q *Account 0052 Q OK Cancel

Schedule Query

Schedule Query

🕻 Query Viewer

ОК

Cancel

Apply

Run Cont	trol ID NMS_I	BANK_TRANS_W_RECON_STATUS	Report Manager	Process Monitor
Query Name	NMS_BANK_TR/	ANS_W_RECON_STATU		
*Description	NMS_BANK_TR	ANS_W_RECON_STATUS		
Update Parameter	'S			
Prompt Name		Value		
RECON_BANK_	DT	2022-10-01		11
RECON_BANK_DT		2022-10-31		11
BANK_CD		WFB10		11
BANK_ACCT_K	EY	0052		11

Click the "Apply" button

Query Name NMS_BAN	NMS_BANK_TRANS_W_RECON_STATUS	leport Manager Process Monitor						
Prompt Name	Value		1					
RECON_BANK_DT	2022-10-01	11		Process Schedu	uler Reques	st	_	
BANK_CD BANK_ACCT_KEY	WFB10 0052	User ID Server Name	HEATHER.KENT	Run Date	-	D NMS_BANK	TRANS_W_RECOM	I_STATUS
OK	Apply	Recurrence Time Zone	<u>ح</u>	Run Time	2:14:39PM		Reset to Curren	t Date/Time
		Proces List Select Description	PSG		ss Type ation Engine	*Type Web 🗸	+Format	Distribution Distribution

Click the "OK" button

Click the "Report Manager" hyperlink

Run Con	trol ID N	MS_BANK_TRANS_W_RECON_STATUS	Report Manager	Process Monitor
Query Name	NMS_BANK	TRANS_W_RECON_STATI	-	
Description	NMS_BANK	TRANS_W_RECON_STATUS		
odate Paramete	rs			
Prompt Name		Value		
RECON_BANK	_DT	2022-10-01		11
RECON_BANK	_DT	2022-10-31		11
BANK_CD		WFB10		11

"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		(Repor	
	List Explorer Administratio	on Archives							
Vie	w Reports For								
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				Completion	Report	Process			
	Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance			
1	Report AP_WARRANTS_AFTER_ESCHEAT			Completion Date/Time 01/04/23 11:49AM	Report ID 13827179				
				Date/Time 01/04/23	ID	Instance			
2	AP_WARRANTS_AFTER_ESCHEAT	AP_WARRANTS_AFTER_ESCHEAT	General	Date/Time 01/04/23 11:49AM 01/04/23	ID 13827179	Instance 14225850			
2	AP_WARRANTS_AFTER_ESCHEAT Return Items Query	AP_WARRANTS_AFTER_ESCHEAT RETURN ITEMS QUERY COMM. CNTRL. BUDGET	General General	Date/Time 01/04/23 11:49AM 01/04/23 10:24AM 01/04/23	ID 13827179 13827165	Instance 14225850 14225836			
2	AP_WARRANTS_AFTER_ESCHEAT Return Items Query FS_BP FS_STREAMLN	AP_WARRANTS_AFTER_ESCHEAT RETURN ITEMS QUERY COMM. CNTRL. BUDGET PROCESSOR	General General General	Date/Time 01/04/23 11:49AM 01/04/23 10:24AM 01/04/23 9:31AM 01/04/23	ID 13827179 13827165 13827156	Instance 14225850 14225836 14225827			
2 3 4 Go I	AP_WARRANTS_AFTER_ESCHEAT Return Items Query FS_BP	AP_WARRANTS_AFTER_ESCHEAT RETURN ITEMS QUERY COMM. CNTRL. BUDGET PROCESSOR	General General General	Date/Time 01/04/23 11:49AM 01/04/23 10:24AM 01/04/23 9:31AM 01/04/23	ID 13827179 13827165 13827156	Instance 14225850 14225836 14225827			

Click on the hyperlink of the
query you just ran.

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	stance to	Refresh			
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Report NMS_BANK_TRANS_W_RECON_STAT		Folder Co Name Da General 01/ 2:1	mpletion Report ite/Time ID /04/23 1382721	Process Instance 4 14225887	
Report NMS_BANK_TRANS_W_RECON_STATI AP_WARRANTS_AFTER_ESCHEAT	JS NMS_BANK_TRANS_W_RECON_STATUS	Folder Name Co Da General 01/ 2:1 General 01/ 11: General 01/ 01/	Impletion te/Time Report ID /04/23 1382721 /04/23 1382721	Process Instance 4 14225887 9 14225850	
Report	IS NMS_BANK_TRANS_W_RECON_STATUS	Folder NameCo DaGeneral01/ 2:1General01/ 11:General01/ 10:General01/ 10:Operation01/ 10:	Impletion te/Time Report ID 104/23 1382721 17PM 1382711 104/23 1382717 104/23 1382717 104/23 1382748	Process Instance 4 14225887 9 14225850 5 14225836	

Go back to Scheduled Query

Save

List | Explorer | Administration | Archives

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

🗸 List					
Report					
Report ID 13	3827214	Process Instance	14225887	Message Log	
Name PS	SQUERY	Process Type	Application Engir	e	
Run Status Su	uccess				
NMS_BANK_TRANS	S_W_RECON_STATUS				
Distribution Deta	ails				
Distribution No	ode RPT_UNIX	Expiration I	01/19/2023		
Name		File Siz	e (bytes) Da	tetime Created	
AE_PSQUERY_142	225887.log	166	01/	04/2023 2:17:04.35218	4PM MST
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14225887.csv			01/	04/2023 2:17:04.35218	4PM MST
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14225887.csv Distribute To			01/	04/2023 2:17:04.35218	4PM MST

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.

Report 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 FIE Lst Name 9.923 01/04/2023 2:17.04 352184PM MST N4S_BANK_TRANS_W_RECON_STATUS- 69.523 01/04/2023 2:17.04 352184PM MST N4S_BANK_TRANS_W_RECON_STATUS- 69.523 01/04/2023 2:17.04 352184PM MST N4S_BANK_TRANS_W_RECON_STATUS- 69.523 01/04/2023 2:17.04 352184PM MST Distribution ID Type •Distribution ID 10 User HEATHER.KENT VERUM
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 Distribution ID Type ·Distribution ID User HEATHER.KENT
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Distribution ID Type Distribution ID User HEATHER.KENT
User HEATHER.KENT

Report Index

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	Schelle	Lookup References	-
NMS_AR_ENTRIES	AR Customer Deposit Entries	Public		HTML	Excel	XML	Sche ule	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	-

Scheduled Query

Query Viewer

If you've never scheduled the NMS AR DJ ENTRIES CASH RE MED 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.

Scheduled Query	
Find an Existing Value Add a New Value	
*Run Control ID	
Add	
Find an Existing Va Scheduled Query	
Enter any information you have and click Search. Leave fields blank for a list of all val	
Find an Existing Value Add a New Value	
▼ Search Criteria	
Private Query begins with 🗸 N	
Query Name begins with V NMS_AR_DJ_ENTRIES_(
Run Control ID begins with V NMS_AR_DJ_ENTRIES_(
Description begins with 🗸	
Case Sensitive	
Search Clear Basic Search 🖾 Save Search Criteria	
Search Results	
View All	
Query Name Run Control ID	119
NMS_AR_DJ_ENTRIES_CASH_REMED_NMS_AR_DJ_ENTRIES_CASH_REMED	113

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

hedule Qu	-		Report Manager	Process Monitor
Run Con	ITTOTID NMS_AR_I	DJ_ENTRIES_CASH_REMED	report manager	1 TOCC33 MONITOR
Query Name	NMS_AR_DJ_ENTRI	ES_CASH_REMED		
*Description	CASH_REMED			
odate Paramete	rs	-		
Prompt Name		Value		
ACCOUNTING_	DT	2022-08-01		11
ACCOUNTING_	DT	2022-12-08		11
BANK ACCOU	NT NUM	00XXXXXXXX8459		1.
4				

Schedule Query

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.

	Query Viewer	_	_	Schedule Query
	Schedule Query Run Control ID NMS AR	DJ_ENTRIES_CASH_REMED Re	port Manager Process Monitor	
be	Query Name NMS_AR_DJ_ENTRI *Description CASH_REMED Update Parameters			
••	Prompt Name	Value		
/ it		2022-08-01		
I	BANK ACCOUNT NUM	00xxxxxxxx8459		н
	OK Cancel Apply			NMS_AR_DJ_ENTRIES_CASH_REMED *From Acctg Date 10/01/2022

Schedule Query

Schedule Query

Query Viewer

Run Cont	trol ID NMS_AR_D	J_ENTRIES_CASH_REMED	Report Manager	Process Monitor
Query Name	NMS_AR_DJ_ENTRIE	S_CASH_REMED		
*Description	CASH_REMED			
Update Parameter	s			
Prompt Name		Value		
ACCOUNTING_	DT	2022-10-01		11
ACCOUNTING_I	DT	2022-10-31		11
BANK ACCOUN		00XXXXXXXXX0046		
ок	Cancel Apply			

Click the "Apply" button

Schedule Query

Run Control ID NMS_AR_DJ_ENTRIES_CAL Query Name NMS_AR_DJ_ENTRIES_CAL *Description CASH_REMED Update Parameters Update Parameters Click the "Report Manger" Prompt Name Value Accounting_DT 2022

Query Viewer

Schedule Query												
Run Control ID NMS_AR_DJ_ENTRIES_CASH_REMED Report Manager Process Monitor												
Query Name NMS_AR_D *Description CASH_REN Update Parameters		1										
Prompt Name		Value										
ACCOUNTING_DT		2022-10-01		11								
ACCOUNTING_DT		2022-10-31		11								
BANK ACCOUNT NUM		00XXXXXXXXX0046										
OK Cancel	Apply											

"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 Insta		Refre	sh		1		
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,	■ Q		I	-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

Click on the hyperlink of the query you just ran.

🗸 Query Viewer						Rep
List Explorer Administration	Archives					
View Reports For						
Folder Insta	nce to	Refre	sh			
Name Created	On 🛄 Last	t 🗸	1	Days 🗸]	
Report	Report Description	Folder Name	-6 of 6 V Completion Date/Time	Report ID	View All Process Instance	
V			01/04/23	13827218	14225891	
1 CASH_REMED	CASH_REMED	General				
1 CASH_REMED 2 NMS_BANK_TRANS_W_RECON_STATUS			3:19PM 01/04/23 2:17PM	13827214	14225887	
-			3:19PM 01/04/23			
2 NMS_BANK_TRANS_W_RECON_STATUS	NMS_BANK_TRANS_W_RECON_STATUS	General	3:19PM 01/04/23 2:17PM 01/04/23	13827214	14225887	
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Save

List | Explorer | Administration | Archives

Click on the hyperlink of the query you just ran.

✓ List		Re
Demont		
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	1/04/2023 3:19:10.653087PM MST	
Distribute To		
Distribution ID Type	Distribution ID	
User	HEATHER.KENT	
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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.

Report		Manager
	Process Instance 14225891	Message Log
Name PSQUERY Run Status Success	Process Type Application	n Engine
Ran Status Cassoos		
CASH_REMED		
Distribution Details		
Distribution Node RPT_UNIX	Expiration Date 01/1	9/2023
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	217,203	01/04/2023 3:19:10.653087PM MST
Distribute To	<u>.</u>	-
	Distribution ID	
Distribution ID Type	-Distribution ID	
Distribution ID Type	HEATHER.KENT	
User		
User		

Report Index

Add a tab to one of the worksheets.

🗴 AutoSave 🔵	off 📙 NMS_A	AR_DJ_ENTRIES_CASH_REM	ED-14230666.csv ∨	✓ Search				Kent	t, Heather, DFA	KH 🎜	— ć	o x
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Account #	Deposit Unit	GL Unit Deposit ID	Payment ID	Acctg Date	Journal Date	Journal ID	GL Distribution Status	Amount	Fund Accou	nt Sub Acct	Dept	Bud
00XXXXXXXXX	046 34100	34100 941608080599	3410007378	3 10/3/2022	10/3/2022	DJ03195366	5 Distributed	40339.19	56000 1018	00		
00XXXXXXXXX	046 34100	34100 941608080599	3410008375	5 10/3/2022	10/3/2022	DJ03195366	5 Distributed	8732.85	80000 1018	00		
00XXXXXXXXX	046 34100	34100 941608080599	3410008377	10/3/2022	10/3/2022	DJ03195366	Distributed	238039.29	56000 1018	00		
00XXXXXXXXX	046 34100	34100 941608080599	3410008376	5 10/3/2022	10/3/2022	DJ03195366	Distributed	6703.6	80000 1018	00		
00XXXXXXXXX	046 34100	34100 941608080599	3410008380	10/3/2022	10/3/2022	DJ03195366	5 Distributed	59018.74	56000 1018	00		
00XXXXXXXXX	046 34100	34100 941608080599	3410008382	2 10/3/2022	10/3/2022	DJ03195366	Distributed	1113	72090 1018	00		
00XXXXXXXXX	046 34100	34100 941608080599	3410008379	10/3/2022	10/3/2022	DJ03195366	5 Distributed	33846.4	56000 1018	00		
00XXXXXXXXX	046 34100	34100 941608080599	3410008381	10/3/2022	10/3/2022	DJ03197366	5 Distributed	34231.05	56000 1018	00		
000000000000000000000000000000000000000	046 34100	34100 941608080599	278 0IA036150354818	10/4/2022	10/4/2022	DJ03195370) Distributed	17813.12	8800 1018	00		
1 00XXXXXXXXXX	046 34100	34100 941608080599	278 0IA036150354810	10/4/2022	10/4/2022	DJ03195370) Distributed	584187.27	8800 1018	00		
2 00XXXXXXXXX	046 34100	34100 941608080599	278 0IA036150354817	10/4/2022	10/4/2022	DJ03195370) Distributed	32953.18	8800 1018	00		
3 00XXXXXXXXXX	046 34100	34100 941608080599	278 0IA036150354816	10/4/2022	10/4/2022	DJ03195370) Distributed	43077.8	8800 1018	00		
4 00XXXXXXXXXX	046 34100	34100 941608080599	278 0IA036150354814	10/4/2022	10/4/2022	DJ03195370) Distributed	100401.13	8800 1018	00		
5 00XXXXXXXXXX	046 34100	34100 941608080599	278 0IA036150354811	10/4/2022	10/4/2022	DJ03195370) Distributed	232552.39	8800 1018	00		
6 00XXXXXXXXXX	046 34100	34100 941608080599	278 0IA036150354812) Distributed	140894.03	8800 1018	00		
7 00XXXXXXXXXX	046 34100	34100 941608080599	278 0IA036150354815) Distributed	73884.9	8800 1018	00		
8 00XXXXXXXXXX	046 34100		278 0IA036150354813			DJ03195370) Distributed	126229.09				
9 00XXXXXXXXXX				10/4/2022	10/4/2022	DJ03195370) Distributed	2624.87	8800 1018	00	<u> </u>	12
	AR_DJ_ENTRIES_O	CASH_REMED-14					: •					

Ready Scroll Lock 😚 Accessibility: Unavailable

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.

×	AutoSave	Off 🗄 NMS_A	R_DJ_ENTRIES_CASH_	REMED-14225891.	csv 🗸 🔎	Search				Kent,	Heather, DFA KH	ß	- 0	>
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		Account #	Account Descript		Account Status					Statement Code	Statement Code I	Descr	Reconciliatio	on Ref
	WELLS FARGO	00XXXXXXXXXX0046				120053		10/3/2022	1113	301	Commercial Depo	osit		34
		00XXXXXXXXXX0046	-			120053		10/3/2022	6703.6		Commercial Depo			3
.	WELLS FARGO	00XXXXXXXXXX0046	Department of Fi	nance & Admin	Active	120053	34100	10/3/2022	8732.85	301	Commercial Depo	osit		3
		00XXXXXXXXXX0046				120053	34100	10/3/2022	33846.4	301	Commercial Depo	osit		3
5	WELLS FARGO	00XXXXXXXXXX0046	Department of Fi	nance & Admin	Active	120053	34100	10/3/2022	34231.05	301	Commercial Depo	osit		3
	WELLS FARGO	00XXXXXXXXXX0046	Department of Fi	nance & Admin	Active	120053	34100	10/3/2022	40339.19	301	Commercial Depo	osit		3
3	WELLS FARGO	00XXXXXXXXXX0046	Department of Fi	nance & Admin	Active	120053	34100	10/3/2022	59018.74	301	Commercial Depo	osit		3
)	WELLS FARGO	00XXXXXXXXXX0046	Department of Fi	nance & Admin	Active	120053	34100	10/3/2022	238039.29	301	Commercial Depo	osit		3
)	WELLS FARGO	00XXXXXXXXXX0046	Department of Fi	nance & Admin	Active	120053	34100	10/3/2022	-422024.12	575	ZBA Debit			2
		00XXXXXXXXXX0046				120053	34100	10/4/2022	2624.87	169	Miscellaneous AC	CH Credit	0IA03615035	5481
2	WELLS FARGO	00XXXXXXXXXX0046	Department of Fi	nance & Admin	Active	120053	34100	10/4/2022	17813.12	169	Miscellaneous AC	CH Credit	0IA03615035	5481
3	WELLS FARGO	00XXXXXXXXXX0046	Department of Fi	nance & Admin	Active	120053	34100	10/4/2022	32953.18	169	Miscellaneous AC	CH Credit	0IA03615035	5481
4	WELLS FARGO	00XXXXXXXXXX0046	Department of Fi	nance & Admin	Active	120053	34100	10/4/2022	43077.8	169	Miscellaneous AC	CH Credit	0IA03615035	5481
5	WELLS FARGO	00XXXXXXXXXX0046	Department of Fi	nance & Admin	Active	120053	34100	10/4/2022	73884.9	169	Miscellaneous AC	H Credit	0IA03615035	5481
6	WELLS FARGO	00XXXXXXXXXX0046	Department of Fi	nance & Admin	Active	120053	34100	10/4/2022	100401.13	169	Miscellaneous AC	H Credit	0IA03615035	5481
7	WELLS FARGO	00XXXXXXXXXX0046	Department of Fi	nance & Admin	Active	120053	34100	10/4/2022	126229.09	169	Miscellaneous AC	CH Credit	0IA03615035	5481
3	WELLS FARGO	00XXXXXXXXXX0046	Department of Fi	nance & Admin	Active	120053	34100	10/4/2022	140894.03	169	Miscellaneous AC	CH Credit	0IA03615035	5481
9	WELLS FARGO	00XXXXXXXXXX0046	Department of Fi	nance & Admin	Active	120053	34100	10/4/2022	232552.39	169	Miscellaneous AC	CH Credit	0IA03615035	5481
0	WELLS FARGO	00XXXXXXXXXX0046	Department of Fi	nance & Admin	Active	120053	34100	10/4/2022	584187.27	169	Miscellaneous AC	CH Credit	0IA03615035	5481
1	WELLS FARGO	00XXXXXXXXXX0046	Department of Fi	nance <mark>&</mark> Admin	Active	120053	34100	10/4/2022	2328012	169	Miscellaneous AC	CH Credit	0IA03615035	5480
2	WELLS FARGO	00XXXXXXXXXX0046	Department of Fi	nance & Admin	Active	120053	34100	10/4/2022	-3682629.78	575	ZBA Debit			2
3	WELLS FARGO	00XXXXXXXXXX0046	Department of Fi	nance & Admin	Active	120053	34100	10/5/2022	57358.49	169	Miscellaneous AC	CH Credit	0IA92608371	1887
-	► NM		ASH_REMED-14	NMS BANK TR	ANS W RECON	STATUS-1	(+)	:	4					

129

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.

	А	В	С	D	Е	F	G	Н	I	J	К
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	00XXXXXXXXXXX0046	Department of Finance & Admin	Active	120053	34100	10/3/2022	6703.6	301	Commercial Deposit	341
4	WELLS FARGO	00XXXXXXXXX0046	Department of Finance & Admin	Active	120053	34100	10/3/2022	8732.85	301	Commercial Deposit	341
5	WELLS FARGO	00XXXXXXXXX0046	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
7	WELLS FARGO	00XXXXXXXXXX0046	Department of Finance & Admin	Active	120053	34100	10/3/2022	40339.19	301	Commercial Deposit	341
8	WELLS FARGO	00XXXXXXXXX0046	Department of Finance & Admin	Active	120053	34100	10/3/2022	59018.74	301	Commercial Deposit	341
9	WELLS FARGO	00XXXXXXXXXX0046	Department of Finance & Admin	Active	120053	34100	10/3/2022	238039.29	301	Commercial Deposit	341
10	WELLS FARGO	00XXXXXXXXX0046	Department of Finance & Admin	Active	120053	34100	10/3/2022	-422024.12	575	ZBA Debit	2.21
11	WELLS FARGO	00XXXXXXXXXX0046	Department of Finance & Admin	Active	120053	34100	10/4/2022	2624.87	169	Miscellaneous ACH Credit	0IA036150354819
12	WELLS FARGO	00XXXXXXXXXX0046	Department of Finance & Admin	Active	120053	34100	10/4/2022	17813.12	169	Miscellaneous ACH Credit	0IA036150354818
13	WELLS FARGO	00XXXXXXXXXX0046	Department of Finance & Admin	Active	120053	34100	10/4/2022	32953.18	169	Miscellaneous ACH Credit	0IA036150354817
14	WELLS FARGO	00XXXXXXXXX0046	Department of Finance & Admin	Active	120053	34100	10/4/2022	43077.8	169	Miscellaneous ACH Credit	0IA036150354816
15	WELLS FARGO	00XXXXXXXXX0046	Department of Finance & Admin	Active	120053	34100	10/4/2022	73884.9	169	Miscellaneous ACH Credit	0IA036150354815
16	WELLS FARGO	00XXXXXXXXXX0046	Department of Finance & Admin	Active	120053	34100	10/4/2022	100401.13	169	Miscellaneous ACH Credit	0IA036150354814
17	WELLS FARGO	00XXXXXXXXX0046	Department of Finance & Admin	Active	120053	34100	10/4/2022	126229.09	169	Miscellaneous ACH Credit	0IA036150354813
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20	WELLS FARGO	00XXXXXXXXX0046	Department of Finance & Admin	Active	120053	34100	10/4/2022	584187.27	169	Miscellaneous ACH Credit	0IA036150354810
21	WELLS FARGO	00XXXXXXXXX0046	Department of Finance & Admin	Active	120053	34100	10/4/2022	2328012	169	Miscellaneous ACH Credit	0IA036150354809
22	WELLS FARGO	00XXXXXXXXX0046	Department of Finance & Admin	Active	120053	34100	10/4/2022	-3682629.78	575	ZBA Debit	2.21
23	WELLS FARGO	00XXXXXXXXXX0046	Department of Finance & Admin	Active	120053	34100	10/5/2022	57358.49	169	Miscellaneous ACH Credit	0IA926083718872

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A box will appear. If you had your curser 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.

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1	Bank Name	Account #	Account Description	Account	Status GL Number	Deposit Unit	Bank Date	Amount	Statement Coo	e Statement Code Descr	Reconciliation Refer
2	WELLSFARGO	00XXXXXXXXXX0046	Department of Finance & Admin	Active	120053	34100	10/3/2022	1113	3	01 Commercial Deposit	341
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11	WELLS FARGO	00XXXXXXXXXX0046	Department of Finance & Admin	Active	<u> </u>	sheet				59 Miscellaneous ACH Credit	0IA036150354819
12	WELLS FARGO	00XXXXXXXXXX0046	Department of Finance & Admin	Active	Location:				<u> 1</u>	59 Miscellaneous ACH Credit	0IA036150354818
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14	WELLS FARGO	00XXXXXXXXXX0046	Department of Finance & Admin	Active						59 Miscellaneous ACH Credit	0IA036150354816
15	WELLS FARGO	00XXXXXXXXXX0046	Department of Finance & Admin	Active	120053	34100	10/4/2022	73884.9	1	59 Miscellaneous ACH Credit	0IA036150354815
16	WELLS FARGO	00XXXXXXXXXX0046	Department of Finance & Admin	Active	120053	34100	10/4/2022	100401.13	1	59 Miscellaneous ACH Credit	0IA036150354814
17	WELLS FARGO	00XXXXXXXXXX0046	Department of Finance & Admin	Active	120053	34100	10/4/2022	126229.09	1	59 Miscellaneous ACH Credit	0IA036150354813
18	WELLS FARGO	00XXXXXXXXXX0046	Department of Finance & Admin	Active	120053	34100	10/4/2022	140894.03	1	59 Miscellaneous ACH Credit	0IA036150354812
19	WELLS FARGO	00XXXXXXXXXX0046	Department of Finance & Admin	Active	120053	34100	10/4/2022	232552.39	1	69 Miscellaneous ACH Credit	0IA036150354811
20	WELLS FARGO	00XXXXXXXXXX0046	Department of Finance & Admin	Active	120053	34100	10/4/2022	584187.27	1	9 Miscellaneous ACH Credit	0IA036150354810
21	WELLS FARGO	00XXXXXXXXXX0046	Department of Finance & Admin	Active	120053	34100	10/4/2022	2328012	1	69 Miscellaneous ACH Credit	0IA036150354809
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13	WELLS FARGO	00XXXXXXXXXX0046	Department of Finance & Admin	Active				ОК	Cancel	169 Miscellaneous ACH Credit	0IA036150354817
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21	WELLS FARGO	00XXXXXXXXX0046	Department of Finance & Admin	Active	1200	53 34100	10/4/2022	2328012		169 Miscellaneous ACH Credit	0IA036150354809
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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.

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A B C D E F G H I J											-						J	
Bank NameAccount #Account DescriptionAccount StatusGL NumberDeposit UnitBank DateAmountStatement CodeStatement Code DescrRWELLS FARGO00XXXXXXXXXXX0046Department of Finance & AdminActive1200533410010/3/20221113301Commercial DepositActive					•										tatement (cr Réco

ciliation Refer

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

F	ile H	lome Inse	rt Page La	ayout Fo	rmulas	Data Rev	iew Vie	w Autom	ate He	lp ACROI	BAT Pow	er Pivot	PivotTable Analyze	Design	그 Comments 🗋 🖻 S	Share 👻
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1 2 3 4 5 6 7 8 9 10 11 12		B PivotTable uild a report from the Pi Field List	, choose votTable		E	F	G	H			K		M N	 PivotTable Fields Choose fields to add to report Search Bank Name Account # Account Description Account Status GL Number 		× × ⊗ • ∧
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22 23	•	NMS AR	DJ ENTRIES	CASH REN	MFD-14	Sheet2	NMS BA	NK TI (-	P) : 41					Defer Layout Update	137	Update

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.

A A A A A A A A A A A A A A A A A A A		(All) (All)	B •	С	D	E	F	G	Н	I	J	к		×
3 4 Sum of Amour 5		Column La		169 Total	□ 195	195 Total	⊜ 206	206 Total		301 Total	□ 575 53	75 Total	Choose fields to add to report:	<∞ ◄
6 Row Labels		Miscellane	ous ACH Credit		Incoming Money Transfer		Book Transfer Credit		Commercial Deposit		ZBA Debit			0
7 ∃10/3/2022									422024.12	422024.12	-422024.12	-422024.	Search	
8 34100073	378								40339.19	40339.19				
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10 34100083									8732.85	8732.85			Reconciliation Reference ID	
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13 Recond									6703.6	6703.6				
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20 34100083									34231.05	34231.05				_ _
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24 = 22100404	4180104										-422024.12	-422024.	Bank Date 👻 🚔 Sum of Amount	~
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Ready Scrol	oll Lock 🐧	Accessit	oility: Investigate											+ 70%

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 belo	~ × ∞. ≪
T Filters	Columns
Account # ~	Statement Code 🗸
Account Description ~	Statement Code Descr 👻
Rows	Σ 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 know you would have a problem.

A	В	С	D	E	F	G	Н	I	J	K 🔺			
1 Account # (All)		×									PivotTable Fields	\sim	· ×
Search	ر ر)											
; (All)		1									Choose fields to add to report:		{⊘} ▼
		169 Total	⊡ 195	195 Total	□ 206	206 Total	⊡ 301	301 Total	∃575 57	75 Total			
00XXXXXXXXXX0046			Incoming Money Transfer		Book Transfer Credit		Commercial Deposit	:	ZBA Debit		Canada		\cap
							422024.12	422024.12	-422024.12	-422024.	Search		Q
							40339.19	40339.19					
							40339.19	40339.19			Statement Code Desci		
							8732.85	8732.85			Reconciliation Reference ID		
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23 Reconciled		<u></u>					1113 1113	1113 1113					
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27 ∃ 22100504220122 28 Reconciled									-3682629.78	-3682629. 🛡			Undata
▲ → Sheet 2 ↑	MS BANK T	RANS W F	RECON_STATUS-1	(+)				_			Defer Layout Update		Update

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.

1								A				
Account #	00XXXXXXXXX0046	T.)		(
Account Description	Department of Finance & Admin	Ţ										
)			
Sum of Amount	Column Labels	•										
1	Ţ.	∃ 169 <mark>169 Tot</mark>	otal	□ 19 5	5 195 Total	□ 20 €	6 206 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	1 1		40339.19
3410008375								8732.85	8732.85	1 7		8732.85
Reconciled								8732.85	8732.85	1 7		8732.85
3410008376								6703.6	6703.6	1 7		6703.6
Reconciled								6703.6	6703.6	1 7		6703.6
3410008377								238039.29	238039.29	1 7		238039.29
Reconciled								238039.29	238039.29	1 7		238039.29
								33846.4	33846.4	1 7		33846.4
Reconciled								33846.4	33846.4	4 7		33846.4
∃ 3410008380								59018.74	59018.74	1 7		59018.74
Reconciled								59018.74	59018.74	1 7		59018.74
								34231.05	34231.05	1 7		34231.05
Reconciled								34231.05	34231.05	1 7		34231.05
								1113	1113	1 7		1113
Reconciled								1113	1113	1 7		1113
■ 22100404180104										-422024.12	-422024.12	-422024.12
Reconciled								· · · · · · · · · · · · · · · · · · ·		-422024.12	-422024.12	-422024.12
■ 10/4/2022	368267	29.78 36826	2629.78							-3682629.78	-3682629.78	3 2.3374E-10
■ 22100504220122								· · · · · · · · · · · · · · · · · · ·		-3682629.78	-3682629.78	-3682629.78
Reconciled								′		-3682629.78	-36826 <u>2</u> 9. <u>7</u> 8	-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.

							1	11 1 *	· · · · · · · · · · · · · · · · · · ·	,			
Account #	00XXXXXXXXXX0046	- - ,T							۸ اتتتنا <u>۲</u> ۵	00 🛷			
Account Description	Department of Finance & Admin	Τ.					B I	\equiv \checkmark \checkmark	▲ ~ ∰ ~ 58 -				
Sum of Amount	Column Labels	V											
_		∃169 :	169 Total	195	195 Total		Soarch	the menus		01 Total	□ 575 !	575 Total	Grand Total
Row Labels	Miscellaneous ACH Credit			Incoming Money Transfer		Book Ti	Search	the menus			ZBA Debit		
■ 10/3/2022							F -			422024.12	-422024.12	-422024.12	0
3410007378							L <u>C</u> o	ру		40339.19			40339.19
Reconciled										40339.19			40339.19
■ 3410008375							E Fo	rmat Cells		8732.85			8732.85
Reconciled										8732.85			8732.85
■ 3410008376							2 Re	fresh		6703.6			6703.6
Reconciled							Le Re	llesh		6703.6			6703.6
∃ 3410008377										238039.29			238039.29
Reconciled							Piv	otTable <u>O</u> ptic	ons	238039.29			238039.29
■ 3410008379										33846.4			33846.4
Reconciled							🗄 Sh	ow Fiel <u>d</u> List		33846.4			33846.4
∃ 3410008380										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
											-422024.12	-422024.12	-422024.12
Reconciled											-422024.12	-422024.12	-422024.12
i ⊟10/4/2022	36826	29.78	3682629.78								-3682629.78	-3682629.78	2.3374E-10
											-3682629.78	-3682629.78	-3682629.78
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Click on the Display tab.

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Undo Clipboard 🗳 Font	PivotTable Options		? ×			Cells	
🖧 Quick Print 👌 Spelling 📝 Cell Styles 🗸 🤜	PivotTable <u>N</u> ame: PivotTable1]				
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A B C	_		•	J	K	L	Μ
1 Account # 00XXXXXXXX0046	Layout						
2 Account Description Department of Finance & Admin 🖵		Ma tala ata	T				
3	<u>M</u> erge and center cells w						
4 Sum of Amount Column Labels 💌	When in <u>c</u> ompact form inder	nt row labels: 1 🗧 🖨 charac	ter(s)				
5			(-)		75 Total	Grand Total	
6 Row Labels Wiscellaneous ACH Credit Incoming				Debit			
7 = 10/3/2022	<u>D</u> isplay fields in report filter	area: Down, Then Over 🛛 🗸		-422024.12	-422024.12	0	
8						40339.19	
	Report filter <u>f</u> ields per colum	in: 0 🚔				40339.19	
10 3410008375						8732.85	
11 Reconciled	Format					8732.85	
12 3410008376 13 Reconciled						6703.6 6703.6	
14 B 3410008377	For <u>e</u> rror values show:					238039.29	
15 Reconciled	For empty cells show:					238039.29	
16 = 3410008379	I For empty cens show.					33846.4	
17 Reconciled						33846.4	
18 3410008380	Autofit column widths or	n update				59018.74	
19 Reconciled		•				59018.74	
20	✓ <u>P</u> reserve cell formatting	on update				34231.05	
21 Reconciled						34231.05	
22 3410008382						1113	
23 Reconciled						1113	
24 = 22100404180104				-422024.12	-422024.12	-422024.12	
25 Reconciled				-422024.12	-422024.12	-422024.12	
26 = 10/4/2022 3682629.78 3682629.78				3682629.78	-3682629.78	2.3374E-10	
27				3682629.78	-3682629.78	-3682629.78	
28 Reconciled	_			3682629.78	-3682629.78	-3682629.78	
Sheet 2 NMS_BANK_TRANS_W_RECON_STAT		ОК	Cancel			1	142
Ready Scroll Lock 🛠 Accessibility: Investigate				_		4	143

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

Undo Clipboard 🔽 Font	PivotTable Options PivotTable Name:		? ×	E Format ∽ Cells		
🗗 Quick Print 🛛 🕹 Spelling 📝 Cell Styles 👻 🗢						
F4 \checkmark : $\times \checkmark f_x$	Printing	Data	Alt Text			
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A B C	-			J	К	L
1 Account # 00XXXXXXXX0046 T 2 Account Description Descriptions & Admin T	Display					
Account Description Department of Finance & Admin	✓ Show expand/collapse bu	ttons				
4 Sum of Amount Column Labels						
5	Show <u>c</u> ontextual tooltips			= 575 5	75 Total	Grand Total
6 Row Labels 🔹 Miscellaneous ACH Credit Incomir	ng N			Debit		
7 🗉 10/3/2022	Show properties in tooltip	0S		-422024.12	-422024.12	0
B 3410007378						40339.19
Reconciled	Display field captions and	filter drop downs				40339.19
0 3410008375						8732.85
1 Reconciled 2	Classic Pivot lable layout (enables dragging of fields in t	the grid)			8732.85 6703.6
3 Reconciled	Show the <u>V</u> alues row					6703.6
4 B 3410008377						238039.29
5 Reconciled	Show items with no data	on rows				238039.29
5 = 3410008379						33846.4
7 Reconciled	Show items with no data	on columns				33846.4
B 3410008380						59018.74
Reconciled	Display item labels when	no fields are in the values area	1			59018.74
3410008381						34231.05
Reconciled 3410008382	Field List					34231.05 1113
Reconciled	Sort <u>A</u> to Z					1113
4 = 22100404180104				-422024.12	-422024.12	
5 Reconciled	Sort in data source order			-422024.12	-422024.12	
6 ■10/4/2022 3682629.78 3682629.78				3682629.78	-3682629.78	2.3374E-10
7 🖻 22100504220122				3682629.78	-3682629.78	
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Sheet 2 NMS_BANK_TRANS_W_RECON_STA	ATU	ОК	Cancel			
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Note: This is the only proper way to look at pivot tables. Don't let anyone tell you otherwise \bigcirc

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Account #	00XXXXXXXXX0046												
Account Description	Department of Finance & Admin 🛛 🖵	,											
Sum of Amount			Statement Code 🔹	Statement Code Descr	*								
				169 Total	□ 195	195 Total	⊒ 206	206 Total	⊡ 301 3	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	1	ZBA Debit		
■ 10/3/2022		Reconciled							40339.19	40339.19			40339.1
	3410007378 Total								40339.19	40339.19			40339.1
		Reconciled							8732.85	8732.85			8732.8
)	3410008375 Total								8732.85	8732.85			8732.8
1		Reconciled							6703.6	6703.6			6703.
2	3410008376 Total								6703.6	6703.6			6703.
3		Reconciled							238039.29	238039.29			238039.2
1	3410008377 Total								238039.29	238039.29			238039.2
5		Reconciled							33846.4	33846.4			33846.
5	3410008379 Total								33846.4	33846.4			33846.
7		Reconciled							59018.74	59018.74			59018.7
3	3410008380 Total								59018.74	59018.74			59018.7
)		Reconciled							34231.05	34231.05			34231.0
)	3410008381 Total								34231.05	34231.05			34231.0
1		Reconciled							1113	1113			111
2	3410008382 Total								1113	1113			111
3	≡ 22100404180104	Reconciled									-422024.12	-422024.12	-422024.1
1	22100404180104 Total										-422024.12	-422024.12	-422024.1
5 10/3/2022 Total									422024.12	422024.12	-422024.12	-422024.12	
5 = 10/4/2022		Reconciled									-3682629.78	-3682629.78	-3682629.7
7	22100504220122 Total										-3682629.78	-3682629.78	-3682629.7
	■ 0IA036150354809	Reconciled	2328012	23280	12								232801

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.

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Account #	00XXXXXXXXX0046												1
Account Description	Department of Finance & Admin 🏾 🖵												1
Sum of Amount			Statement Code	Statement Code Descr									
			169	169 Total	⊡ 195	195 Total	⊡ 206	206 Total	⊡ 30 1	301 Total	⊟ 575 <mark>5</mark>	75 Total	Grand Total
Bank Date	Reconciliation Reference ID	Reconciliation Status	Miscellaneous ACH Credit		Incoming Money Transfer		Book Transfer Credit		Commercial Deposit		ZBA Debit		
■ 10/3/202	2 3410007378	Reconciled							40339.19	40339.19			40339.1
	3410007378 Total								40339.19	40339.19			40339.1
		Reconciled							8732.85	8732.85			8732.8
)	3410008375 Total								8732.85	8732.85			8732.8
1	□ 3410008376	Reconciled							6703.6	6703.6			6703.
2	3410008376 Total								6703.6	6703.6			6703.
3		Reconciled							238039.29	238039.29			238039.2
1	3410008377 Total								238039.29	238039.29			238039.2
5	3410008379	Reconciled							33846.4	33846.4			33846.
5	3410008379 Total								33846.4	33846.4			33846.
7	□ 3410008380	Reconciled							59018.74	59018.74			59018.7
3	3410008380 Total								59018.74	59018.74			59018.7
3		Reconciled							34231.05	34231.05			34231.0
)	3410008381 Total								34231.05	34231.05			34231.0
1	□ 3410008382	Reconciled							1113	1113			111
2	3410008382 Total								1113	1113			111
3	■ 22100404180104	Reconciled									-422024.12	-422024.12	-422024.1
1	22100404180104 Total										-422024.12	-422024.12	-422024.1
5 10/3/2022 Total									422024.12	422024.12	-422024.12	-422024.12	
5 = 10/4/202	2 = 22100504220122	Reconciled									-3682629.78	-3682629.78	-3682629.7
7	22100504220122 Total										-3682629.78	-3682629.78	-3682629.7
3	■ 0IA036150354809	Reconciled	2328012	2328012									232801

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.

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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.

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2		Reconciled							59018.74	59018.74			59018.7
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To remove all subtotals on a pivot table at one time, click somewhere in the blue area of the pivot table.

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

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				Reconciled				8732.85		8732.85
	Ð	<u>R</u> efresh		Reconciled				6703.6		6703.6
				Reconciled				238039.29		238039.29
		<u>S</u> ort	>	Reconciled				33846.4		33846.4
		—		Reconciled				59018.74		59018.74
		Fil <u>t</u> er	>	Reconciled				34231.05		34231.05
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-				Reconciled					-422024.12	-422024.12
		Su <u>b</u> total "Bank Date"		Reconciled					-3682629.78	-3682629.78
				Reconciled	2328012					2328012
·		<u>E</u> xpand/Collapse		Reconciled	584187.27					584187.27
1				Reconciled	232552.39					232552.39
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				Reconciled	43077.8					43077.8
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	\mathbf{X}	Remo <u>v</u> e "Bank Date"		Reconciled	2624.87					2624.87
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Collapse the Bank Date field. Right Click on "Bank Date"

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Click on Collapse Entire Field

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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.

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Account #	00XXXXXXXXXX0046	T ,						
Account Description	Department of Finance & Admin	. T						
	· ·							
Sum of Amount			Statement Code	Statement Code Descr 💌	1			
Sun of Fundance			□ 169		-	⊟ 301	= 575	Grand Total
Bank Data	Reconciliation Reference ID	Beconciliation Status	 Miscellaneous ACH Credit 					diana rotai
		 Reconciliation status 	 Miscellaneous ACH Credit 	Incoming Money Transfer	Book Transfer Credit		ZBA Debit	
€ 10/3/2022						422,024.12	(422,024.12)	
⊞ 10/4/202 2	2		3,682,629.78				(3,682,629.78)	0.00
⊞ 10/5/202 2	2		57,358.49			68,573.11	(125,931.60)	(0.00)
E 10/6/2022	2		14,911.14				(14,911.14)	0.00
⊞ 10/11/202	2		270,006.18		310,736,807.00	23,972.31	(311,030,785.49)	0.00
E 10/12/2022	2					98,061.44	(98,061.44)	0.00
⊞ 10/13/2022	2					1,006,935.88	(1,006,935.88)	0.00
E 10/14/2022	2		28,675.42		5,489.05		(34,164.47)	0.00
i ≣ 10/17/202 2	2		5,285.27				(5,285.27)	0.00
5 ⊞ 10/18/202 2	2		1,018,794.60			8,803.39	(1,027,597.99)	0.00
⊞ 10/19/2022	2		50,898.00				(50,898.00)	0.00
⊞ 10/20/2022	2		254,754.71				(254,754.71)	0.00
● 10/21/2022	2		5,028.22	3,000.00		65,397.11	(73,425.33)	0.00
B 10/24/2022	2		14,716.19				(14,716.19)	0.00
⊞ 10/27/2022	2					405,123.27	(405,123.27)	0.00
E 10/28/2022	2					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 Qu	iery				
Run Co	ntrol ID	NMS_AR_D	J_ENTRIES_CASH_REMED	Report Manager	Process Monitor
Query Name	NMS_AR	R_DJ_ENTRIE	S_CASH_REMED		
*Description	CASH_R	REMED			
Update Paramete	ers				
Prompt Name			Value		
ACCOUNTING	_DT		2022-10-01		11
ACCOUNTING	_DT		2022-10-31		11
BANK ACCOU	INT NUM		00XXXXXXXX0046		

OK Cancel Apply

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

Fil	e <mark>Home</mark> Inser	t Page Layo	out Fo	ormulas Data	Review View	Automate	Help	ACRO	DBAT Pow	ver Pivot						Comme	nts	含 Share
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0	0XXXXXXXXXXX0046	34100	34100	9.41608E+14	3410007378	10/3/2022	10/3	2022	DJ03195366	Distributed		40339.19	56000	101800				
0	0XXXXXXXXXX0046	34100	34100	9.41608E+14	3410008375	10/3/2022	10/3	2022	DJ03195366	Distributed		8732.85	80000	101800				
0	0XXXXXXXXXXX0046	34100	34100	9.41608E+14	3410008377	10/3/2022	10/3	2022	DJ03195366	Distributed		238039.29	56000	101800				
0	0XXXXXXXXXXX0046	34100	34100	9.41608E+14	3410008376	10/3/2022	10/3	2022	DJ03195366	Distributed		6703.6	80000	101800				
0	0XXXXXXXXXXX0046	34100	34100	9.41608E+14	3410008380	10/3/2022	10/3	2022	DJ03195366	Distributed		59018.74	56000	101800				
0	0XXXXXXXXXXX0046	34100	34100	9.41608E+14	3410008382	10/3/2022	10/3	2022	DJ03195366	Distributed		1113	72090	101800				
0	0XXXXXXXXXXX0046	34100	34100	9.41608E+14	3410008379	10/3/2022	10/3	2022	DJ03195366	Distributed		33846.4	56000	101800				
0	0XXXXXXXXXXX0046	34100	34100	9.41608E+14	3410008381	10/3/2022	10/3	2022	DJ03197366	Distributed		34231.05	56000	101800				
0	0XXXXXXXXXXX0046	34100	34100	9.41608E+14	0IA036150354817	10/4/2022	10/4	2022	DJ03195370	Distributed		32953.18	8800	101800				
0	0XXXXXXXXXXX0046	34100	34100	9.41608E+14	0IA036150354810	10/4/2022	10/4	2022	DJ03195370	Distributed		584187.27	8800	101800				
2 0	0XXXXXXXXXXX0046	34100	34100	9.41608E+14	0IA036150354813	10/4/2022	10/4	2022	DJ03195370	Distributed		126229.09	8800	101800				
8 0	0XXXXXXXXXXX0046	34100	34100	9.41608E+14	0IA036150354814	10/4/2022	10/4	2022	DJ03195370	Distributed		100401.13	8800	101800				
l 0	0XXXXXXXXXXX0046	34100	34100	9.41608E+14	0IA036150354818	10/4/2022	10/4	2022	DJ03195370	Distributed		17813.12	8800	101800				
5 0	0XXXXXXXXXXX0046	34100	34100	9.41608E+14	0IA036150354816	10/4/2022	10/4	2022	DJ03195370	Distributed		43077.8	8800	101800				
5 0	0XXXXXXXXXXX0046	34100	34100	9.41608E+14	0IA036150354815	10/4/2022	10/4	2022	DJ03195370	Distributed		73884.9	8800	101800				
7 0	0XXXXXXXXXX0046	34100	34100	9.41608E+14	0IA036150354811	10/4/2022	10/4	2022	DJ03195370	Distributed		232552.39	8800	101800				
3 0	0XXXXXXXXXXX0046	34100	34100	9.41608E+14	0IA036150354812	10/4/2022	10/4	2022	DJ03195370	Distributed		140894.03	8800	101800				
9 0	0XXXXXXXXXXX0046	34100	34100	9.41608E+14	0IA036150354819	10/4/2022	10/4	2022	DJ03195370	Distributed		2624.87	8800	101800				
) 0	0XXXXXXXXXXX0046	34100	34100	9.41608E+14	0IA036150354809	10/4/2022	10/4	2022	DJ03195370	Distributed		2328012						
1 0	0XXXXXXXXXX0046	34100	34100	9.41608E+14	3410008404	10/5/2022	10/5	2022	DJ03195367	Distributed		1000	72090	101800				
2 0	0XXXXXXXXXX0046	34100	34100	9.41608E+14	3410008408	10/5/2022	10/5	2022	DJ03195367	Distributed		400.42	72400	101800				
2 0	0XXXXXXXXXX0046	34100	34100	9.41608E+14	3410008398	10/5/2022	10/5	2022	DJ03195367	Distributed		384	72090	Normal				163

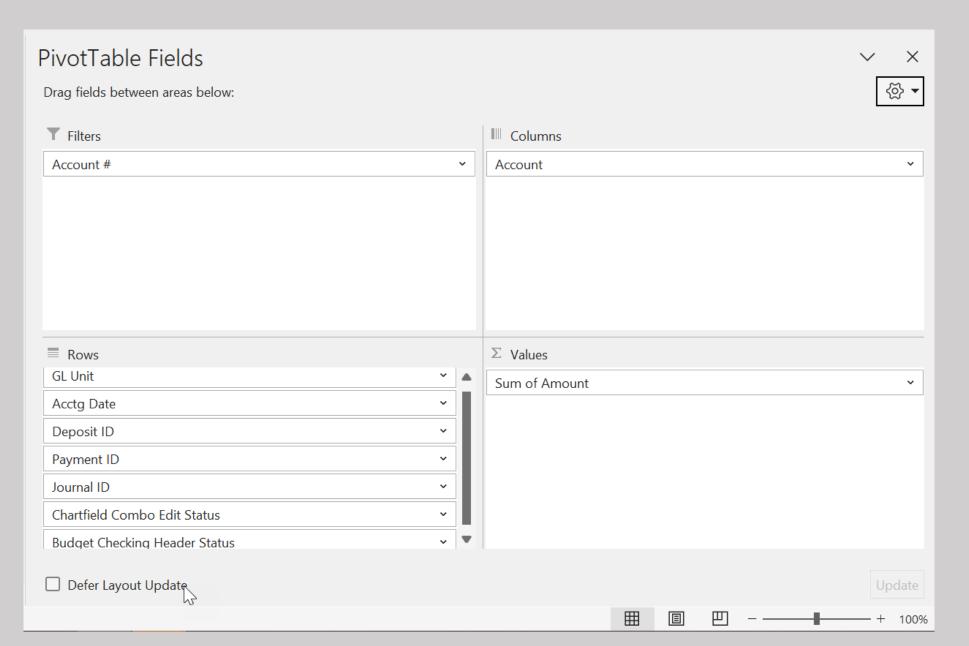
Rename the Sheet and make sure the data is configured so that you can understand it. If you can't read the raw data, you won't be able to read the data on the pivot table.

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1	Account #	۵	Deposit Unit	GL Uni	t Depo	sit ID	Paym	ent ID	Acctg Date	Journal Date	Journal ID	GL Distribution	Status	Amount	Fund	Account	Sub Acct	Dept	в
2	00XXXXXXXXXX	0046	34100	34100	0 94	416080805992	76	3410007378	10/3/2022	10/3/2022	DJ03195366	Distributed		40339.1	9 56000	101800			
3	00XXXXXXXXXX	0046	34100	34100	0 94	416080805992	76	3410008375	10/3/2022	10/3/2022	DJ03195366	Distributed		8732.8	5 80000	101800			
4	OOXXXXXXXXXX	0046	34100	34100	0 94	416080805992	76	3410008377	10/3/2022	10/3/2022	DJ03195366	Distributed		238039.2	9 56000	101800			
5	00XXXXXXXXXX	0046	34100	34100	0 94	416080805992	76	3410008376	10/3/2022	10/3/2022	DJ03195366	Distributed		6703.	6 80000	101800			
6	OOXXXXXXXXXX	0046	34100	34100	0 94	416080805992	76	3410008380	10/3/2022	10/3/2022	DJ03195366	Distributed		59018.74	4 56000	101800			
7	OOXXXXXXXXXX	0046	34100	34100	0 94	416080805992	76	3410008382	10/3/2022	10/3/2022	DJ03195366	Distributed		1113	3 72090	101800			
8	00XXXXXXXXXX	0046	34100	34100	0 94	416080805992	76	3410008379	10/3/2022	10/3/2022	DJ03195366	Distributed		33846.4	4 56000	101800			
9	OOXXXXXXXXXX	0046	34100	34100	0 94	416080805992	76	3410008381	10/3/2022	10/3/2022	DJ03197366	Distributed		34231.0	5 56000	101800			
10	00XXXXXXXXXX	0046	34100	34100	0 94	416080805992	78 0IA03	6150354817			DJ03195370	Distributed		32953.1	8 8800	101800			
11	OOXXXXXXXXXX	0046	34100	34100	0 94	416080805992	78 0IA03	6150354810	10/4/2022	10/4/2022	DJ03195370) Distributed		584187.2	7 8800	101800			
12	00XXXXXXXXXX	0046	34100	34100	0 94	416080805992	78 0IA03	6150354813	10/4/2022	10/4/2022	DJ03195370	Distributed		126229.0	9 8800	101800			
13	00XXXXXXXXXX	0046	34100	34100		416080805992				10/4/2022	DJ03195370	Distributed		100401.13	8800	101800			
14	OOXXXXXXXXXX	0046	34100	34100		416080805992					DJ03195370	Distributed		17813.1		101800			
15	00XXXXXXXXXX	0046	34100	34100	0 94	416080805992	78 0IA03	6150354816			DJ03195370	Distributed		43077.	8 8800	101800			
16	OOXXXXXXXXXX	0046	34100	34100	0 94	416080805992	78 0IA03	6150354815	10/4/2022) Distributed		73884.9	9 8800	101800			
17	OOXXXXXXXXXX	0046	34100	34100	0 94	416080805992	78 0IA03	6150354811	10/4/2022) Distributed		232552.3	9 8800	101800			
18	00XXXXXXXXXX	0046	34100	34100	0 94	416080805992	78 0IA03	6150354812			DJ03195370	Distributed		140894.03		101800			
19	OOXXXXXXXXXX	0046	34100	34100	0 94	416080805992	78 0IA03	6150354819	10/4/2022	10/4/2022	DJ03195370	Distributed		2624.8	7 8800	101800			
20	OOXXXXXXXXXX	0046	34100	34100	0 94	416080805992	78 0IA03	6150354809	10/4/2022	10/4/2022	DJ03195370) Distributed		232801					
21	OOXXXXXXXXXX	0046	34100		0 94	416080805992		3410008404			DJ03195367	Distributed		100	72090	101800			
22	00XXXXXXXXXX	0046	34100	34100	0 94	416080805992		3410008408			DJ03195367	Distributed		400.42	2 72400	101800			
	00XXXXXXXXXX		34100			<mark>416080805992</mark>		3410008398				Distributed		384	4 72090	101800			164 🚽
4	→ … NMS	AR_D.	J_ENTRIES_C	ASH_R	EMED	Pivot Bank T	rans	NMS_BANK_	TRANS_W_R	ECON_STATUS	-1 (+)								Þ

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

F	ile Ho	ome Insert	Page La	yout Fo	rmulas l	Data Revi	iew Vie	w Automa	ite He	p ACROB	AT Powe	er Pivot	PivotTable A	nalyze De	esign 🖓	1 Comments	Share ~
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This is how we suggest you set up the pivot table layout, but you can adjust it to your preferences



166

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.

Account # Sum of Amount	000000000000046	3							Account # Account Description	00XXXXXXXXXXXXXXXXX Department of Finance & Admin	3					
GL Unit	# Acctg Date	Dennik ID	Deserved ID	- Inner Lin	- Chartfield Combo Edit Status	- Budget Checking Header Status	Account 3) Grand Total	Sum of Amount			Statement Code	J Statement Code Descr			
			Payment ID	* Journal ID	 Chartheid Combo Edit Status 	Budget Checking Header Status	422,024.12		Sum of Amount			statement Cobe	169	- 195	-206	01 Grand Total
		3/2022 4/2022					3,682,629.78	422,024.12 3,682,629.78	Bank Date	 Reconciliation Reference ID 	 Reconciliation Status 	Miscellaneous ACH Credit	Incoming Money Transfer	Book Transfer Cre		out Grand Total
		5/2022							# 10/3/20		 Reconcisation status 	Miscellaneous ACH Credit	Incoming Money Transfer	Book Transfer Cre	at Commercial Deposit 422,024	
		6/2022					125,931.60	14,911.14	+ 10/4/20			3 603	629.78		422,024	
							14,911.14									3,682,629.78
		1/2022					311,030,785.49		W 10/5/20				358.49		68,573	
		2/2022					98,061.44	98,051.44	= 10/6/20				911.14			14,911.14
		3/2022					1,006,935.88		€ 10/11/20.			270	006.18	31	0,736,807.00 23,972	31 311,030,785.49
		4/2022					34,164.47		⊨ 10/12/20.						98,061	
		7/2022					5,285.27		±10/13/20						1,006,935	
		8/2022					1,027,597.99		± 10/14/20				675.42		5,489.05	34,164,47
		9/2022					50,898.00		10/17/20				285.27			5,285.27
		0/2022					254,754.71		= 10/18/20				794.60		8,803	
		1/2022					73,425.33		€ 10/19/20				898.00			50,898.00
3		4/2022					14,716.19		+ 10/20/20				754.71			254,754.71
		7/2022					403,736.45	403,736.45	⊫10/21/20				028.22	3,000.00	65,397	
	4100 ± 10/2	8/2022					19,199.46	19,199.46	= 10/24/20			14	716.19			14,716.19
Grand Total							318,265,057.32	318,265,057.32	⊨ 10/27/20						405,123	27 405,123.27
									+ 10/28/20	22					19,199	46 19,199.46
									Grand Total			5,403,	058.00	3,000.00 31	,742,295.05 2,118,090	09 318,266,444.14
1																

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).

1 Internet	J	K	L	IVI	IN	U	Р	Q	К
		Account #	00XXXXXXXXXX0046	τ. 					
		Account Description	Department of Finance & Admin	T					
Grand Total		Sum of Amount			Statement Code	Statement Code Descr			
422,024.12	=15-R7				169	9 🗆 195	⊡ 206	⊡ 301 /	Grand Total
3,682,629.78		Bank Date 💌	Reconciliation Reference ID	 Reconciliation Status 	Miscellaneous ACH Credit	Incoming Money Transfer	Book Transfer Credit	Commercial Deposit	
125,931.60		± 10/3/2022						422,024.12	422,024.12
14,911.14		± 10/4/2022			3,682,629.78				3,682,629.78
311,030,785.49		± 10/5/2022			57,358.49			68,573.11	125,931.60
) 98,061.44		± 10/6/2022			14,911.14				14,911.14
1,006,935.88		± 10/11/2022	•		270,006.18		310,736,807.00	23,972.31	311,030,785.49
34,164.47		± 10/12/2022						98,061.44	98,061.44
5,285.27		± 10/13/2022						1,006,935.88	1,006,935.88
1,027,597.99		± 10/14/2022			28,675.42		5,489.05		34,164.47
50,898.00		± 10/17/2022			5,285.27				5,285.27
j 254,754.71		± 10/18/2022	•		1,018,794.60			8,803.39	1,027,597.99
73,425.33		± 10/19/2022	e		50,898.00				50,898.00
3 14,716.19		± 10/20/2022			254,754.71				254,754.71
) 403,736.45		± 10/21/2022			5,028.22	3,000.00		65,397.11	73,425.33
) 19,199.46		± 10/24/2022			14,716.19				14,716.19
318,265,057.32		± 10/27/2022						405,123.27	405,123.27
2		± 10/28/2022						19,199.46	19,199.46
3		Grand Total			5,403,058.00	3,000.00	310,742,296.05	2,118,090.09	318,266,444.14
1									

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.

			-			-	· · · · · · · · · · · · · · · · · · ·	~	
		Account #	00XXXXXXXXXX0046	<u>Τ</u>					
	⁷	Account Description	Department of Finance & Admin	T					
					· · · · · · · · · · · · · · · · · · ·	,			
Grand Total	· /	Sum of Amount			Statement Code 🧊	Statement Code Descr 🔹			
422,024.12	0.00				= 169	9 🗆 195	5 🗆 206	, 🗆 301 /	Grand Total
3,682,629.78	0.00	Bank Date 🔻	 Reconciliation Reference ID 	 Reconciliation Status 	 Miscellaneous ACH Credit 	Incoming Money Transfer	Book Transfer Credit	Commercial Deposit	
125,931.60	0.00	E 10/3/2022	.2		· · · · · · · · · · · · · · · · · · ·			422,024.12	422,024.12
14,911.14	0.00	E 10/4/2022	2		3,682,629.78	/			3,682,629.78
311,030,785.49	0.00		2		57,358.49			68,573.11	125,931.60
98,061.44	0.00		2		14,911.14				14,911.14
1 1,006,935.88	0.00	E 10/11/2022	2		270,006.18		310,736,807.00	23,972.31	311,030,785.49
2 34,164.47	0.00	E 10/12/2022	2					98,061.44	98,061.44
3 5,285.27	0.00	E 10/13/2022	.2					1,006,935.88	1,006,935.88
4 1,027,597.99	0.00	E 10/14/2022	2		28,675.42		5,489.05		34,164.47
5 50,898.00	0.00	E 10/17/2022	2		5,285.27				5,285.27
5 254,754.71	0.00	E 10/18/2022	2		1,018,794.60			8,803.39	1,027,597.99
7 73,425.33	0.00	E 10/19/2022	2		50,898.00				50,898.00
3 14,716.19	0.00	E 10/20/2022	.2		254,754.71				254,754.71
403,736.45	(1,386.82)	. <mark>)</mark> ⊞ 10/21/2022	2		5,028.22	3,000.00		65,397.11	73,425.33
) 19,199.46	0.00	E 10/24/2022	2		14,716.19				14,716.19
1 318,265,057.32	(1,386.82)	e) 🗄 10/27/2022	2					405,123.27	405,123.27
2	í '	■ 10/28/2022	2		,			19,199.46	19,199.46
3		total			5,403,058.00	3,000.00	310,742,296.05	2,118,090.09	318,266,444.14
4									

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

		Account # Account Description	00XXXXXXXXX0046 T Department of Finance & Admin	<u>г</u>			· · · · · · · · · · · · · · · · · · ·	~	
		necount best name		-					(
Grand Total	('	Sum of Amount			Statement Code 🗸	T Statement Code Descr 🔹			
422,024.12	0.00				□ 169	9 🗆 195			Grand Total
3,682,629.78				 Reconciliation Status 	 Miscellaneous ACH Credit 	Incoming Money Transfer	Book Transfer Credit	Commercial Deposit	
125,931.60								422,024.12	
14,911.14					3,682,629.78				3,682,629.78
311,030,785.49					57,358.49			68,573.11	
98,061.44					14,911.14		· · · · · · · · · · · · · · · · · · ·		14,911.14
1 1,006,935.88					270,006.18	2 /	310,736,807.00		
2 34,164.47								98,061.44	
5,285.27						′		1,006,935.88	
4 1,027,597.99					28,675.42		5,489.05		34,164.47
5 50,898.00					5,285.27				5,285.27
5 254,754.71					1,018,794.60			8,803.39	
7 73,425.33					50,898.00				50,898.00
8 14,716.19					254,754.71				254,754.71
403,736.45					5,028.22			65,397.11	
) 19,199.46					14,716.19	<u>/</u> /			14,716.19
318,265,057.32	(1,386.82)							405,123.27	405,123.27
2	+'	± 10/28/2022	.2					19,199.46	
8		+ I Total			5,403,058.00	3,000.00	310,742,296.05	2,118,090.09	318,266,444.14
4									

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*

1	J	K	L	Μ	Ν	0	Р	Q	R
		10/27/2022	■ 3410008497 F	leconciled				2,064.00	2,064.00
		10/27/2022	∃3410008498 F	leconciled				1,074.20	1,074.20
		10/27/2022	∃3410008499 F	leconciled				4,400.00	4,400.00
		10/27/2022	∃3410008500 F	leconciled				4,149.00	4,149.00
		10/27/2022	∃3410008501 F	leconciled				30,458.93	30,458.93
		10/27/2022	∃3410008502 F	leconciled				78,934.10	78,934.10
		10/27/2022	∃3410008503 F	leconciled				2,832.45	2,832.45
		10/27/2022	∃3410008504 F	leconciled				2,530.00	2,530.00
		10/27/2022	■ 3410008505 F	leconciled				1,755.00	1,755.00
		10/27/2022	= 3410008506 F	leconciled				6,990.00	6,990.00
		10/27/2022	= 3410008507 F	leconciled				2,660.00	2,660.00
		10/27/2022	∃3410008508 F	econciled				93.39	93.39
		10/27/2022	= 3410008509 F	leconciled				118,642.57	118,642.57
		10/27/2022	= 3410008510 F	leconciled				66,598.58	66,598.58
		10/27/2022	∃3410008511 F	leconciled				2,500.00	2,500.00
		10/27/2022	■ 3410008512 F	econciled				5,528.36	5,528.36
		10/27/2022	= 3410008513 F	econciled				597.30	597.30
		10/27/2022	■ 3410008514 F	leconciled				11,750.15	11,750.15
• •		10/27/2022	∃3410008515 F	econciled				4,925.02	4,925.02
		10/27/2022	= 3410008516 F	econciled				3,779.80	3,779.80
		10/27/2022	= 3410008517 F	econciled				4,314.71	4,314.71
		10/27/2022	∃3410008518 F	econciled				2,660.44	2,660.44
		10/27/2022	■ 3410008519 F	econciled				1,800.00	1,800.00
		10/27/2022	= 3410008520 F	econciled				957.00	957.00
		10/27/2022	■ 3410008521 F	econciled				2,004.00	2,004.00
		10/27/2022	■ 3410008522 F	econciled				3,004.90	3,004.90
		10/27/2022	= 3410008523 F	econciled				3,060.00	3,060.00
		10/27/2022	■ 3410008524 F	econciled				3,160.00	3,160.00
		10/27/2022	∃3410008525 F	econciled				975.00	975.00
		10/27/2022	∃3410008526 F	econciled				3,349.00	3,349.00
		10/27/2022	■ 3410008527 F	econciled				968.00	968.00
		10/27/2022	∃3410008528 F					2,128.00	2,128.00
		10/27/2022	■ 3410008529 F	econciled				959.00	959.00
		10/27/2022	■ 3410008530 F					5,247.18	5,247.18
		10/27/2022	■ 3410008531 F	econciled				4,136.37	4,136.37
		10/27/2022	= 3410008532 F					1,158.41	1,158.41
		10/27/2022	= 3410008533 F					228.41	228.41
		± 10/28/2022						19,199.46	19,199.46
	G	rand Total			5,403,058.00	3,000.00	310,742,296.05		318,266,444.14