

# How to Look Up and Enter a Return Item (469)

- For the purpose of this exercise, only the Return Items that have a Bank Statement Code of 469 should be manually entered. All other Return Items will be automatically uploaded.
- When we upgraded from 8.8 to 9.2, we discovered that the deposit upload process could not tell the difference between a depository account and a disbursement account and you either entered all of the transactions for a Bank Statement Code or none of them.
- Bank Statement Code 469 is the code used for ACH disbursements, so if we were to upload these transactions it would upload them for the disbursement accounts as well. This would cause a problem, because the ACH disbursements are booked through the Accounts Payables module.
- Since uploading the 469 transactions in SHARE would negatively impact the disbursement account more than the depository accounts, it was decided that they would not be uploaded. This means agencies will need to monitor their bank accounts and enter any Return Item with a Bank Statement Code of 469 manually.
- STO will be working with Wells Fargo Bank to see if they can change the Bank Statement Codes on the depository accounts to something else. I am not sure if that is possible or how long it will take.

**Step 1:** Retrieve the Return Item query to see if you have any deposits. This must be done at least once a month.

➤ Go to > Reporting Tools > Query > Query Viewer

The screenshot shows the 'Query Viewer' interface. At the top, there is a search bar with the text '\*Search By' and a dropdown menu set to 'Query Name'. Below the search bar is a 'Search' button and a link to 'Advanced Search'. The main area contains a table titled 'My Favorite Queries' with columns for 'Query Name', 'Description', 'Owner', 'Folder', 'Personalize', 'Find', 'Run to HTML', 'Run to Excel', 'Run to XML', 'Schedule', 'Definitional References', and 'Remove'. The table lists various queries such as 'HK\_GL\_JOURNAL\_LINE\_ACCT', 'HRK\_PAYMENT\_LOAD\_WARRANTS', and 'NMS\_AR\_DEPOSIT\_CONTROL'. On the right side, there is a 'NavBar: Navigator' panel with icons for 'Recent Places', 'My Favorites', 'Navigator', and 'Approvals'. The 'Query Viewer' link in the 'My Favorites' section is highlighted with a red arrow.

Query Name	Description	Owner	Folder	Personalize	Find	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Remove
HK_GL_JOURNAL_LINE_ACCT	Journal Line Details by Acct	Private				HTML	Excel	XML	Schedule	Lookup References	-
HK_UNPOSTED_GL_JOURNALS_FY18	Outstanding GL Transactions	Private				HTML	Excel	XML	Schedule	Lookup References	-
HRK_PAYMENT_LOAD_WARRANTS	Outstanding Payment Load Pymts	Private				HTML	Excel	XML	Schedule	Lookup References	-
NMS_DJ_MODULE_NOT_JGEN	AR DJ Entries for Distribution	Private				HTML	Excel	XML	Schedule	Lookup References	-
NMS_GL_JRNL_LINE_BY_SOURCE_HDR	Journal Listing by Source	Private				HTML	Excel	XML	Schedule	Lookup References	-
NMS_JRNL_LN_PENDING_APPR	PEnding Journal Approval_LN	Private				HTML	Excel	XML	Schedule	Lookup References	-
NMS_VCHR_BY_VNDR_BY_PAYDATE_3		Private				HTML	Excel	XML	Schedule	Lookup References	-
VENDOR_PAYMENT_ACH_DEFAULT		Private				HTML	Excel	XML	Schedule	Lookup References	-
VENDOR_PAYMENT_ALL_VENDORS		Private				HTML	Excel	XML	Schedule	Lookup References	-
ACCOUNTS_LISTING	List of Accounts	Public				HTML	Excel	XML	Schedule	Lookup References	-
AP_WARRANTS_AFTER_ESCHEAT	List of Escheated Warrants	Public				HTML	Excel	XML	Schedule	Lookup References	-
AP_WARRANTS_BEFORE_ESCHEAT	List of Outstanding Warrants	Public				HTML	Excel	XML	Schedule	Lookup References	-
CATHY_JRNL_LINE_DETAIL_1	Journal Line Details	Public				HTML	Excel	XML	Schedule	Lookup References	-
NMS_AP_JRNL_DETAIL_DEPT_RANGE	AP Detail-Dept, Fund & Account	Public				HTML	Excel	XML	Schedule	Lookup References	-
NMS_AP_JRNL_DETAIL_FUND	AP Detail by Fund	Public				HTML	Excel	XML	Schedule	Lookup References	-
NMS_AP_JRNL_DETAIL_JOURNAL	AP Detail by Journal ID	Public				HTML	Excel	XML	Schedule	Lookup References	-
NMS_AP_PAYMENT_STATUS	AP Payment Status by Bnk Acct	Public				HTML	Excel	XML	Schedule	Lookup References	-
NMS_AP_PAYMENT_STATUS_CANCEL	Payments cancelled/stopped	Public				HTML	Excel	XML	Schedule	Lookup References	-
NMS_AR_DEPOSIT_CONTROL	Validate status of AR deposits	Public				HTML	Excel	XML	Schedule	Lookup References	-
NMS_AR_DEPOSIT_WKSHT_DET	Doc ID on AR pymnt wrksheet	Public				HTML	Excel	XML	Schedule	Lookup References	-
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	-

- (1) Type “NMS\_RETURN\_ITEM” in the Search By box and then (2) click search.

Query Viewer

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

\*Search By  begins with

[Advanced Search](#)

- Click the “Excel” hyperlink

Query Viewer

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

\*Search By  begins with

[Advanced Search](#)

**Search Results**

\*Folder View

Query									
Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
NMS_RETURN_ITEM	Return Items Query	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite

- (1) Input the first and last day of the month you are looking for and your business unit. Then (2) click View Results.

**NMS\_RETURN\_ITEM - Return Items Query**

From Bank Date   1

To Bank Date



Unit


Deposit BU	Bank Name	Bank Code	Bank Acct
<input type="text" value=""/>			

2

- The results will be exported into an excel file. Depending on your Internet Browser, the file will appear in different ways. The first example is Explorer and the Second is Chrome. Click to Open.

Do you want to open or save **NMS\_RETURN\_ITEM\_2883.xls** (10.0 KB) from **sharefin.state.nm.us**?



 NMS\_RETURN\_ITE...xlsx

➤ You will need data from the highlighted columns to complete your deposit(s). Please remember that only Return Items with a Bank Statement Code of 469 need to be manually entered. All others will be automatically uploaded.

Return Items Query 5												
Deposit BU	Bank Name	Bank Code	Bank Account	Account #	Bank Acct Descr	Bank Date	Reconciliation Status	Bank Statement Code	Stmt Code Descr	Amount	Reference ID	E
34300	WELLS FARGO	WFB10	3431	XXXXXX5413	RHCA	11/2/2017	Not Found In System	469	Miscellaneous ACH Debit	(2,506.31)	17110304050194	C
34300	WELLS FARGO	WFB10	3431	XXXXXX5413	RHCA	11/3/2017	Not Found In System	469	Miscellaneous ACH Debit	(3,538.13)	17110405520216	C
34300	WELLS FARGO	WFB10	3431	XXXXXX5413	RHCA	11/1/2017	Not Found In System	469	Miscellaneous ACH Debit	(8.98)	17110204060210	C
34300	WELLS FARGO	WFB10	3431	XXXXXX5413	RHCA	11/1/2017	Not Found In System	469	Miscellaneous ACH Debit	(1,216.83)	17110204060211	C
34300	WELLS FARGO	WFB10	3431	XXXXXX5413	RHCA	11/16/2017	Not Found In System	469	Miscellaneous ACH Debit	(89.51)	17111704030198	C

SHARE 4 digit  
Bank Account  
Code

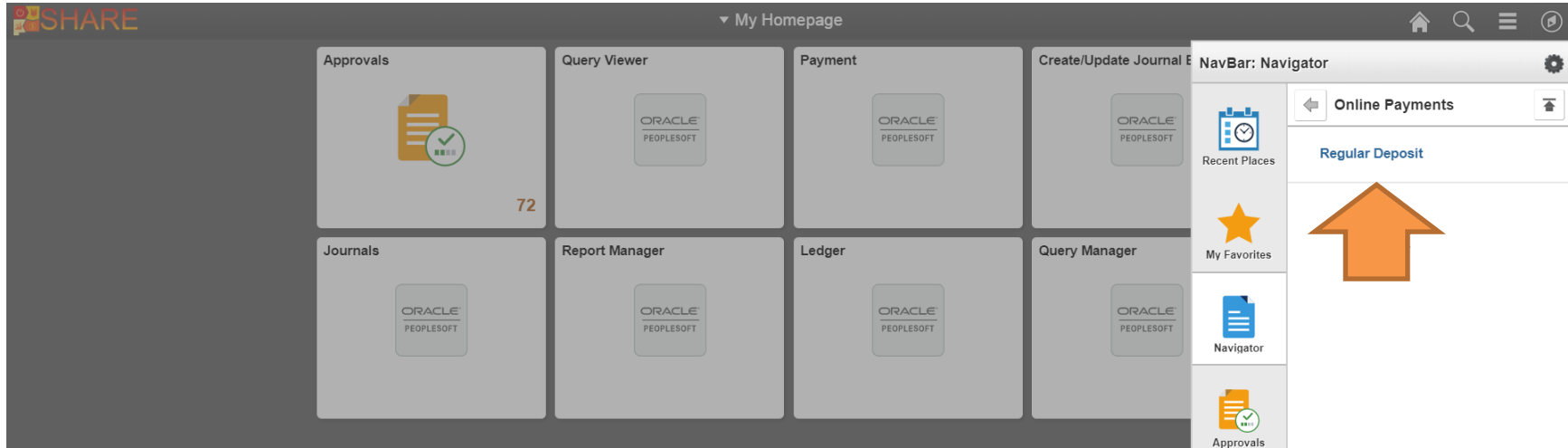
Accounting Date  
when entering in  
SHARE

+

Amount and  
Deposit ID

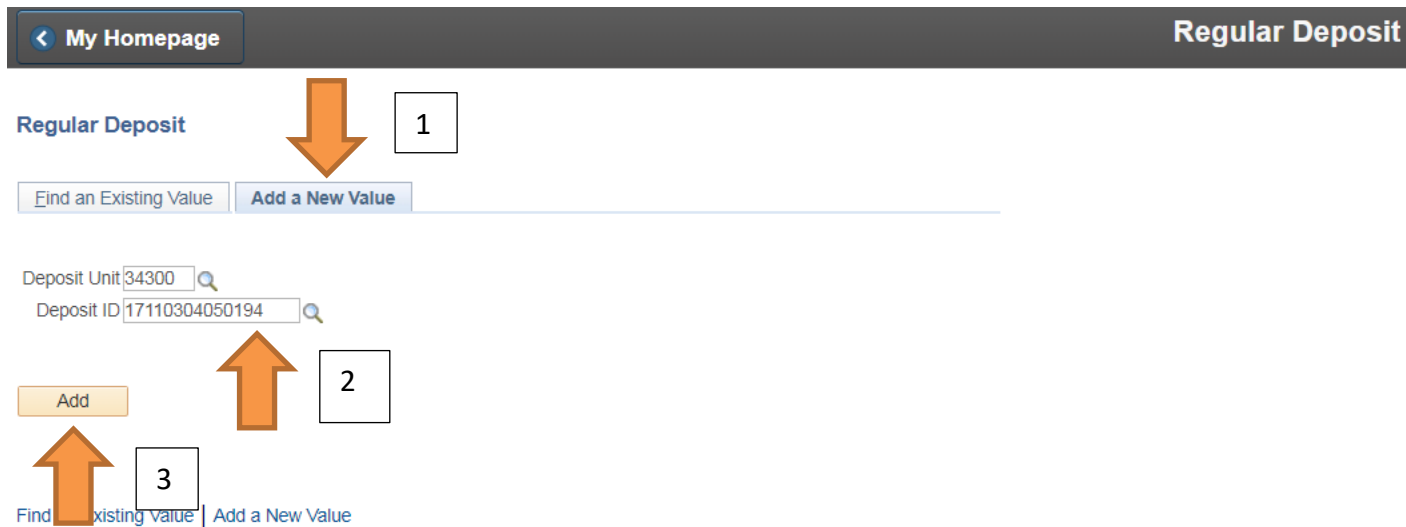
**Step 2: Enter the Return Item(s) into SHARE**

➤ Go to Accounts Receivable > Payments > Online Payments > Regular Deposit



➤ (1) Click the “Add a New Value” tab and then (2) type the Reference ID of your Return Item in the Deposit ID Box. (3) Click “Add”.

- Remember, the Return Item Reference ID is located on the excel spreadsheet of the NMS\_RETURN\_ITEM Query. See snippet on page 5.



➤ Enter the deposit information on the “Totals” tab.

- 1: Input the Bank Date from the Return Item query in the \*Accounting Date box.
- 2: Input WFB10 in the \*Bank Code box.
- 3: Input the Bank Account from the Return Item query in the \*Bank Account box. Please use Bank Account specific to your Agency, 3431 is just example.
- 4: Input R in the \*Deposit Type box.
- 5: Enter the Amount from the Return Item query, but make sure it is negative (this is a Return), in the Control Total Amount Box. The \*Count will be 1.

My Homepage
Regular Deposit

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Totals | Payments

Unit 34300      Deposit ID 17110304050194      [Delete Deposit](#)

[View Audit Logs](#)

\*Accounting Date  ← 1

\*Bank Code  WFB\_2010 ← 2

\*Bank Account   ← 3

\*Deposit Type  RTN ← 4

Control Currency USD

Format Currency

Rate Type

Exchange Rate

**Control Totals**

Control Total Amount	<input type="text" value="-2,506.31"/>	*Count	<input type="text" value="1"/>
Entered Total Amount	<input type="text" value="-2,506.31"/>	Count	<input type="text" value="1"/>
Difference Amount	<input type="text" value="0.00"/>	Count	<input type="text" value="0"/>
Posted Total Amount	<input type="text" value=""/>	Count	<input type="text" value="0"/>
Journalled Total Amount	<input type="text" value=""/>	Count	<input type="text" value="5"/>

**Control Data**

\*Received

Entered 11/21/2017

Posted

Assigned

User HEATHER.KENT

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

[Add](#)
[Update/Display](#)

Totals | Payments



- **Note:** If the period is closed, you will need to use the first day of the month that is open and input the bank date into the \*Received date.

[< My Homepage](#)Regular Deposit

Totals | Payments

Unit 34300Deposit ID 17110304050194Delete Deposit

View Audit Logs

\*Accounting Date

\*Bank Code  WFB\_2010

\*Bank Account  ██████████05413

\*Deposit Type  RTN

Control Currency USD

Format Currency

Rate Type

Exchange Rate

**Control Totals**

Control Total Amount	-2,506.31	*Count	1
Entered Total Amount	-2,506.31	Count	1
Difference Amount	0.00	Count	0
Posted Total Amount	0.00	Count	0
Journalled Total Amount	0.00	Count	0

**Control Data**

\*Received

Entered 11/21/2017

Posted

Assigned

User HEATHER.KENT

Save | Return to Search | Notify | Refresh

Add | Update/Display

Totals | Payments

➤ (A) Click on the Payment Tab.

- 1: Enter the Payment ID (same as the Deposit ID unless you have a different system)
- 2: Enter the \*Accounting Date (the bank date unless the period is closed)
- 3: Enter the Amount (**make sure this is negative**)

The screenshot shows a 'Regular Deposit' form with the following fields and annotations:

- Payment Information:**
  - Payment Seq: 1
  - Amount: -2,506.31 (Annotation 3)
  - Rate Type: CRRM (Annotation 3)
  - Payment Method: Electronic Fund T
  - \*Payment ID: 17110304050194 (Annotation 1)
  - Currency: USD (Annotation 1)
  - Exchange Rate: 1.0000 (Annotation 1)
  - \*Accounting Date: 11/02/2017 (Annotation 2)
  - Journal Directly:
  - Range of References:
  - Attachments (0)
  - View Audit Logs
  - Apply Payment
- Customer Information:**
  - Customer ID, Business Unit, Remit From Name, Corporate SubCust1, MICR ID, Remit SetID, Corporate SetID, SubCust2, Link MICR
- Detail References:**
  - Reference Information table with columns: Qual Code, Reference, To Reference
  - Table content: 1 | | |

Buttons at the bottom: Save, Return to Search, Notify, Refresh, Add, Update/Display.

- (1) Click the Journal Directly box and then (2) click save.

**Regular Deposit**

My Homepage

Totals Payments

Unit 34300    Deposit ID 17110304050194    Date 11/21/2017    Balance Balanced

Payment Information Find | View All First 1 of 1 Last

Payment Seq 1    \*Payment ID 17110304050194    \*Accounting Date 11/02/2017

Amount -2,506.31    Currency USD

Rate Type CRRNT    Exchange Rate 1.00000000

Payment Predictor     Journal Directly     Range of References

Payment Method Electronic Fund T    Attachments (0)    Apply Payment

1 ↑

Customer Information Find First 1 of 1 Last

Customer ID    Business Unit

Remit From    Remit SetID

Name

Corporate    Corporate SetID

SubCust1    SubCust2

MICR ID    Link MICR

Detail References

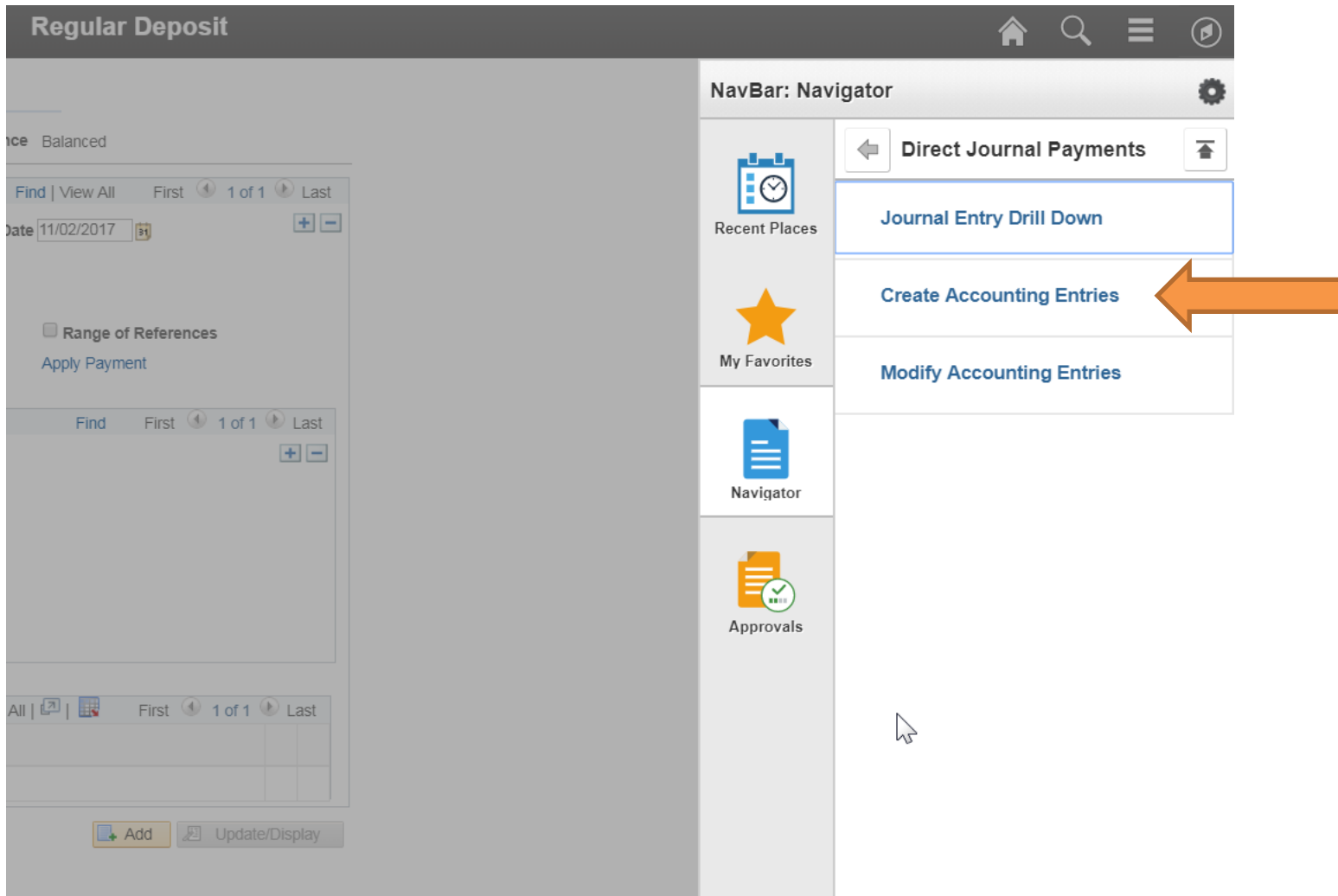
Reference Information Personalize | Find | View All First 1 of 1 Last

Qual Code	Reference	To Reference
2 ↓		

Save    Return to Search    Notify    Refresh    Add    Update/Display

**Step 3:** Enter the Account Information

➤ Go to Accounts Receivable > Payments > Direct Journal Payments > Create Accounting Entries



- (1) Type in the Deposit ID of the Return Item **or** (2) click search and select it from the list.

### Create Accounting Entries

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

**Find an Existing Value**

**Search Criteria**

Deposit Unit =

Deposit ID begins with   1

Payment Sequence =

Payment ID begins with

User ID begins with

Assigned Operator ID begins with

Case Sensitive

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

**Search Results** 2

View All First 1-7 of 7 Last

Deposit Unit	Deposit ID	Payment Sequence	Payment ID	User ID	Assigned Operator ID	Non Customer Dist	Balanced	Entered Date
34300	0IA009959467333	1	0IA009959467333	HEATHER.KENT	HEATHER.KENT	No Dist		11/21/2017
34300	17101204060247	1	17101204060247	HEATHER.KENT	HEATHER.KENT	No Dist		11/21/2017
34300	17110204060210	1	17110204060210	HEATHER.KENT	HEATHER.KENT	No Dist		11/21/2017
34300	17110204060211	1	17110204060211	HEATHER.KENT	HEATHER.KENT	No Dist		11/21/2017
34300	17110304050194	1	17110304050194	HEATHER.KENT	HEATHER.KENT	No Dist		11/21/2017
34300	17110405520216	1	17110405520216	HEATHER.KENT	HEATHER.KENT	No Dist		11/21/2017
34300	17111704030198	1	17111704030198	HEATHER.KENT	HEATHER.KENT	No Dist		11/21/2017

- (1) Enter the Accounting string for the Return Item.
  - NOTE: You may need to scroll to the right to enter additional fields. See the yellow highlighted scroll bar below.
- (2) Click the Lightning Bolt.

← Totals
Create Accounting Entries

Accounting Entries
Deposit Control

Unit 34300
Deposit ID 17110304050194
2
Payment 17110304050194
Seq 1

**Currency Details**

Amount -2,506.31 USD ⚡ 🇺🇸

Complete    Entry Event

**Budget Status**

**Distribution Lines** Personalize | Find | View All | First 1 of 1 Last

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

Distribution Sequence	*GL Unit	Speed Type	Line Amount	Currency	Fund	Dept	*Account	Sub Acct	Rpt Cat
1	1 34300 <span style="font-size: small;">🔍</span>	Speed Type	<input type="text"/>	USD	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

←

→

**Total**

Lines	0	Total Debits	0.000	Currency	Total Credits	0.000	Currency	Net	0.000
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Save
Return to Search
Previous in List
Next in List
Notify
Refresh

1

➤ (1) Click the Complete Box and then (2) click Save.

Totals
Create Accounting Entries

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Accounting Entries
Deposit Control

Unit 34300
Deposit ID 17110304050194
Payment 17110304050194
Seq 1

**Currency Details**

Amount -2,506.31 USD ⚡ 📄

1
➔
 Complete
Entry Event

**Budget Status**

**Distribution Lines**
Personalize | Find | View 2 | 📄 | 📅 First 1-4 of 4 Last

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

Distribution Sequence	GL Unit	Speed Type	Line Amount	Currency	Fund	Dept	Account	Sub Acct	Rpt Cat	PC Bu
1	1 34300	Speed Type	2,506.31	USD	38000		290900			
2	2 39401	Speed Type	-2,506.31	USD			101966			
3	3 34300	Speed Type	-2,506.31	USD	38000		101800			
4	4 39401	Speed Type	2,506.31	USD			101800			

**Total**

Lines	4	Total Debits	5,012.62	Currency USD	Total Credits	5,012.62	Currency USD	Net	0.00
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Save
Return to Search
Notify
Refresh

Accounting Entries | Deposit Control

➤ Click the Budget Check Icon.

← Totals
Create Accounting Entries

Accounting Entries
Deposit Control

Unit 34300
Deposit ID 17110304050194

Payment 17110304050194
Seq 1

**Currency Details**

Amount -2,506.31 USD

Complete      Entry Event

**Budget Status**

**Distribution Lines** Personalize | Find | View 2 | | First 1-4 of 4 Last

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

Distribution Sequence	GL Unit	Speed Type	Line Amount	Currency	Fund	Dept	Account	Sub Acct	Rpt Cat	PC Bu
1	1 34300	<input type="button" value="Speed Type"/>	2,506.31	USD	38000		290900			
2	2 39401	<input type="button" value="Speed Type"/>	-2,506.31	USD			101966			
3	3 34300	<input type="button" value="Speed Type"/>	-2,506.31	USD	38000		101800			
4	4 39401	<input type="button" value="Speed Type"/>	2,506.31	USD			101800			

**Total**

Lines	4	Total Debits	5,012.62	Currency USD	Total Credits	5,012.62	Currency USD	Net	0.00
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Accounting Entries | Deposit Control



- If the Budget Status is “Valid”, no further action is needed.
- If the Budget Status is “Error”, there is an error in your accounting string and it must be fixed.
- If the Budget Status/Deposit is not “Valid”, it will **NOT** post to your General Ledger.

← Totals
Create Accounting Entries

Accounting Entries

Deposit Control

Unit 34300
Deposit ID 17110304050194
Payment 17110304050194
Seq 1

**Currency Details**

Amount -2,506.31 USD

Complete      Entry Event

Budget Status Valid

**Distribution Lines** Personalize | Find | View 2 | |      First 1-4 of 4 Last

ChartFields

Currency Details

Budget

Journal Reference Information

Distribution Creation / Update Details

Distribution Sequence	GL Unit	Line Amount	Currency	Fund	Dept	Account	Sub Acct	Rpt Cat	PC Bus Unit	Project
1	1 34300	2,506.31	USD	38000		290900				
2	2 39401	-2,506.31	USD			101966				
3	3 34300	-2,506.31	USD	38000		101800				
4	4 39401	2,506.31	USD			101800				

**Total**

Lines	4	Total Debits	5,012.62	Currency USD	Total Credits	5,012.62	Currency USD	Net	0.00
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Save

Return to Search

Notify

Refresh

Accounting Entries | Deposit Control