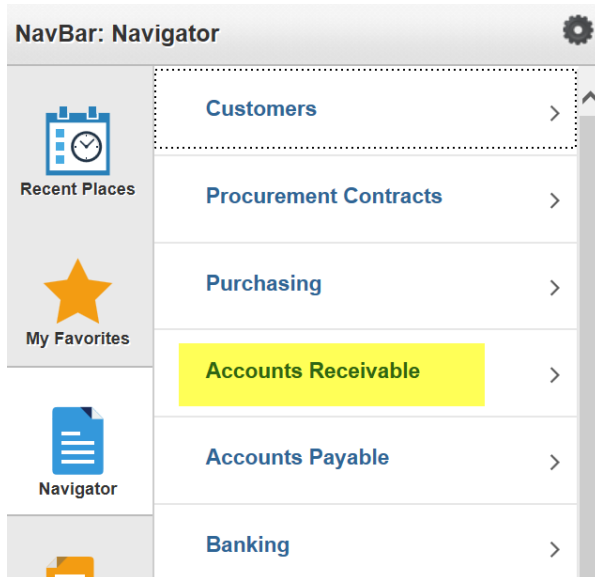## Complete and Budget Check Deposits in SHARE 9.2
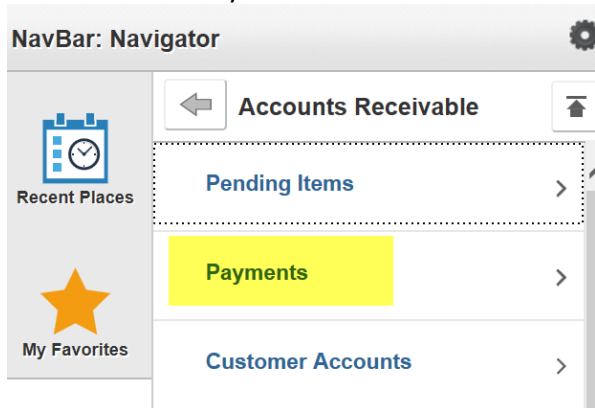
In SHARE, use the Nav Bar to find the Accounts Receivable Module.
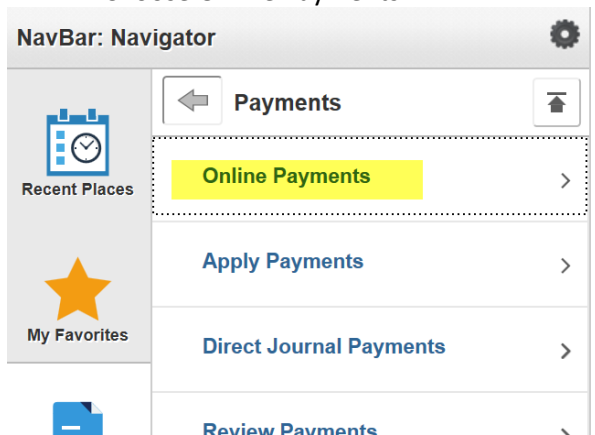
> ➢ Click Accounts Receivable:

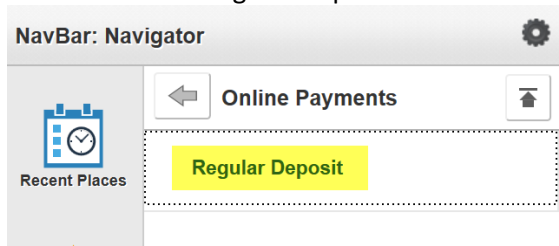
> ➢ Choose Payments:

> ➢ Choose Online Payments:

➢ Click on Regular Deposit:

NavBar: Navigator ⚙

Recent Places | ← **Online Payments** ⬆
| **Regular Deposit**

➢ Click the Search button for a list of your outstanding deposits. (Your business unit should default. If it doesn't, please enter your 5-digit business unit).

➢ Click on the deposit that needs to be worked or type in the deposit number.

‹ **My Homepage**   **Regular Deposit**

Regular Deposit

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

| Find an Existing Value | Add a New Value |

▼ **Search Criteria**

Deposit Unit [= ▾] [51600] 🔍
Deposit ID [begins with ▾] [ ]
User ID [begins with ▾] [ ] 🔍
Assigned Operator ID [begins with ▾] [ ] 🔍

☐ Case Sensitive

[Search]   [Clear]   Basic Search 📇 Save Search Criteria

Search Results

View All							First ◄ 1-40 of 40 ► Last
Deposit Unit	Deposit ID	User ID	Assigned Operator ID	Bank Code	Bank Account	Deposit Balance	Entered Date	Posted Date
51600	941612310609272	DOMINICL.CHAVEZ	DOMINICL.CHAVEZ	WFB10	0090	Yes	01/26/2018	(blank)

➢ Click on the Deposit that you need to work. The Regular Deposit screen will open. On the Totals Tab, please verify the Accounting Date and the Received Date – **DO NOT change these dates, just double check them**. Also note the Control Total Amount and the *Count. You'll need to work each piece of the deposit. Key in your SHARE User ID in the Assigned box.

➢ On the Payments Tab, note the Deposit ID and *Payment ID, just in case you have to search in SHARE later. Use the View All or Next feature to move thru each piece of your deposit. Click the Journal Directly box for each piece of the deposit that you intend to work. Once you have Journal Directly each part, click Save.

➢ *Once you click save for each deposit piece that was Journal Directly, it is moved to the next step.*

➢ Return to the NavBar to navigate to Direct Journal Payments:
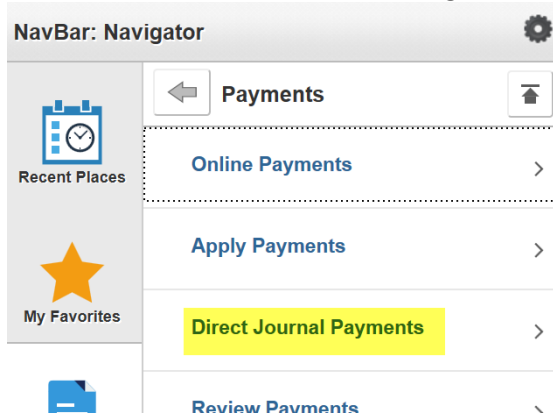
➢ Next choose Create Accounting Entries:
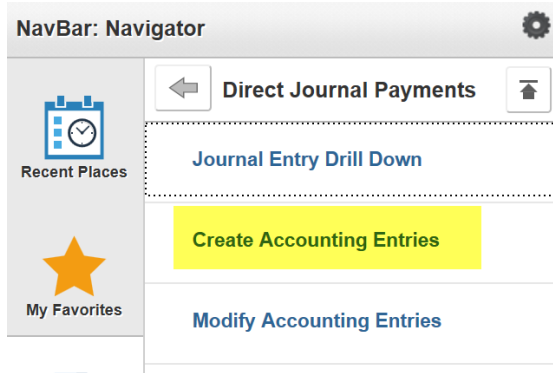
➢ Once the search screen opens, enter the Business Unit and search for the deposit you just Journal Directly'ed. You can also add the Deposit ID or Payment ID to your search:

➢ Once you find the correct deposit, click on it and the item will open in the Accounting Entries Screen.

- 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 enter the Amount, Fund, Dept, etc. Each accounting string is different for each Agency. If you need to expand the Distribution Lines, click on the expand icon. You can also add or subtract lines from your entry by clicking the + or – symbols on the far right of the screen. Once you are satisfied that your accounting string is correct, click the "Lightning Bolt" so that SHARE can generate the system lines. Last step on this screen is to click the complete box and save.

- **NOTE**: If you notice that there is an error in the data entered, unclick the Complete box, Save and then click the icon with the Red X in the Black Box near the "Lightning Bolt". This will undo the system generated lines and let you correct the data. Once this is done, then click the "Lightning Bolt", Complete and Save:

- Once you have clicked Complete and Save, the Budget Icon will appear.

- **NOTE**: You can Budget Check on this screen, **but please be mindful**. **You can correct any error before the Budget Check icon is clicked. Once you click the Budget Check icon you may only correct by creating a journal entry.**

- If you navigate away from the Accounting Entries tab or someone else is responsible for Budget Check, you'll need to navigate to Modify Accounting Entries to find the Complete and Saved deposit:

➤ Enter the Business Unit and the Deposit ID or Payment ID to search for the deposit:

➤ Click on the deposit you need to Budget Check. Item will open in the Accounting Entries screen:

Accounting Entries

Directly Journalled Payments | Deposit Control

Unit 34100   Deposit ID 941608080597854   Payment 03410005414   Seq 3

Currency Details

Amount	169,859.09	Currency USD	
Base	169,859.09	Currency USD	

☑ Complete   Budget Status

Distribution Lines   Personalize | Find | 🗗 | 🔢   First ◀ 1-4 of 4 ▶ Last

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

Distribution Sequence	GL Unit	Debit Amount	Credit Amount	Line Amount	Foreign Currency	Fund	Dept	Account	Sub
1	34100		169,859.09	-169,859.09 USD		80000	Z4000	291900	TOR
2	39401	169,859.09		169,859.09 USD				120053	
3	34100	169,859.09		169,859.09 USD		80000		101800	
4	39401		169,859.09	-169,859.09 USD				101800	

Total

Lines	4	Total Debits	339,718.18	Currency USD	Total Credits	339,718.18	Currency USD	Net	0.00

➢ Once you verify the data previously entered and click the Budget Check Icon, SHARE will take a minute to think and then you'll see that Budget Status change to "Valid". **You are not done with the Budget Check step until you see that the Budget Status is Valid**. If Budget Status is "Error" or "Out of Balance" the chartfield is incorrect and needs to be changed:

‹ **Accounting Entries**   **Modify Accounting Entries**

Directly Journalled Payments | Deposit Control

| Unit 66200 | Deposit ID 6620000210 | Payment 06620001518 | Seq 1 |

Currency Details

| Amount | 2,000,000.00 | Currency USD |
| Base | 2,000,000.00 | Currency USD |

☑ Complete   Budget Status Valid

Distribution Lines   Personalize | Find | ⤢ | ▦   First ◁ 1-4 of 4 ▷ Last

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

Distribution Sequence	GL Unit	Debit Amount	Credit Amount	Line Amount	Foreign Currency	Fund	Dept	Account	Sub
1	66200		2,000,000.00	-2,000,000.00	USD	10200	0167000000	132900	
2	39401	2,000,000.00		2,000,000.00	USD			120111	
3	39401		2,000,000.00	-2,000,000.00	USD			101800	
4	66200	2,000,000.00		2,000,000.00	USD	10200		101800	

Total

| Lines 4 | Total Debits 4,000,000.00 | Currency USD | Total Credits 4,000,000.00 | Currency USD | Net 0.00 |

➢ Run the Bank Trans Query to verify that all deposits have been identified and worked.

➢ In SHARE, use the Nav Bar to find Reporting Tools:

NavBar: Navigator

Recent Places	Accounts Receivable >
	Accounts Payable >
My Favorites	Banking >
	Cash Management >
Navigator	Financial Gateway >
	Commitment Control >
Approvals	General Ledger >
	Set Up Financials/Supply Chain >
	Reporting Tools >
	PeopleTools >

➢ Click on Query:

NavBar: Navigator

Recent Places	⬅ **Reporting Tools** ⬆
	Query >
My Favorites	BI Publisher >
	Report Manager

➢ Click Query Viewer:

➢ Seach for the NMS_BANK_TRANS_W_RECON_STATUS query:

➢ Run the Query to Excel:

> - Key data parameters for your query and enter your WFB 4-digit account number:

NMS_BANK_TRANS_W_RECON_STATUS - Bank Trans with Recon Status

From Bank Date 01/01/2018
To Bank Date 01/15/2018
Bank WFB10
Account 0090

View Results

Bank Name	Account #	Account Description	Account Status	GL Number	Deposit Unit	Bank Date	Amount

> - Click View Results – Data will pop up in an Excel spreadsheet:

NMS_BANK_TRANS_W_RECON_STATUS - Bank Trans with Recon Status

From Bank Date 01/01/2018
To Bank Date 01/15/2018
Bank WFB10
Account 0090

View Results

Bank Name	Account #	Account Description	Account Status	GL Number	Deposit Unit	Bank Date	Amount

Do you want to open or save NMS_BANK_TRANS_W_RECON_STATUS_700440105.xlsx (11.0 KB) from **fin.share.state.nm.us**?   Open   Save ▼   Cancel

> - Use Statement Code and Bank Addenda to understand what type of deposit reached the bank. You can search in SHARE's AR module using the Reconciliation Reference ID or the IA code in the Bank Addenda.

> - The 575 ZBA Debit should sweep your depository account to zero at the end of each day. The 575/275 ZBA transactions are booked through another process and you are not responsible for them.

Bank Name	Account #	Account Description	Account Status	GL Number	Deposit Unit	Bank Date	Amount	Statement Code	Statement Code Descr	Reconciliation Reference ID	Bank Ref ID	Bank Addenda
WELLS FARGO	41208	Game and Fish Department	Active	120090	51600	1/2/2018	15.00	169	Miscellaneous ACH Credit	00027250000	00000051600	OTHER REFERENCE: IA00992156155701/02BANKCARD DEPOSIT -0227082725 FR 000005160
WELLS FARGO	41208	Game and Fish Department	Active	120090	51600	1/2/2018	109.00	169	Miscellaneous ACH Credit	18010304120142	00000051600	OTHER REFERENCE: IA305132360210NEW MEXICO DEPAR TELECHECK 180101 44025281 NE
WELLS FARGO	41208	Game and Fish Department	Active	120090	51600	1/2/2018	140.50	169	Miscellaneous ACH Credit	18010304120143	00000051600	OTHER REFERENCE: IA305132750419NEW MEXICO DEPAR TELECHECK 171231 44025281 NE
WELLS FARGO	41208	Game and Fish Department	Active	120090	51600	1/2/2018	283.00	169	Miscellaneous ACH Credit	18010304120144	00000051600	OTHER REFERENCE: IA305133162631NEW MEXICO DEPAR TELECHECK 171230 44025281 NE
WELLS FARGO	41208	Game and Fish Department	Active	120090	51600	1/2/2018	297.00	169	Miscellaneous ACH Credit	18010304120145	00000051600	OTHER REFERENCE: IA305130557935NEW MEXICO DEPAR TELECHECK 171229 44025281 NE
WELLS FARGO	41208	Game and Fish Department	Active	120090	51600	1/2/2018	559.00	169	Miscellaneous ACH Credit	00000051600		OTHER REFERENCE: IA000011586241AMERICAN EXPRESS SETTLEMENT 180102 0000051600
WELLS FARGO	41208	Game and Fish Department	Active	120090	51600	1/2/2018	1,079.00	169	Miscellaneous ACH Credit	00000051600		OTHER REFERENCE: IA000013559270AMERICAN EXPRESS SETTLEMENT 171230 0000051600
WELLS FARGO	41208	Game and Fish Department	Active	120090	51600	1/2/2018	2,264.50	169	Miscellaneous ACH Credit	00000051600		OTHER REFERENCE: IA000011366449AMERICAN EXPRESS SETTLEMENT 180101 0000051600
WELLS FARGO	41208	Game and Fish Department	Active	120090	51600	1/2/2018	9,726.50	169	Miscellaneous ACH Credit	00083920000	00000051600	OTHER REFERENCE: IA00992176994601/02BANKCARD DEPOSIT -0226438392 FR 000005160
WELLS FARGO	41208	Game and Fish Department	Active	120090	51600	1/2/2018	11,673.50	169	Miscellaneous ACH Credit	00083920000	00000051600	OTHER REFERENCE: IA00992171005601/02BANKCARD DEPOSIT -0226438392 FR 000005160
WELLS FARGO	41208	Game and Fish Department	Active	120090	51600	1/2/2018	12,614.50	169	Miscellaneous ACH Credit	00083920000	00000051600	OTHER REFERENCE: IA00992164346501/02BANKCARD DEPOSIT -0226438392 FR 000005160
WELLS FARGO	41208	Game and Fish Department	Active	120090	51600	1/2/2018	19,654.00	169	Miscellaneous ACH Credit	00083920000	00000051600	OTHER REFERENCE: IA00992156155601/02BANKCARD DEPOSIT -0226438392 FR 000005160
WELLS FARGO	41208	Game and Fish Department	Active	120090	51600	1/2/2018	39.00	301	Commercial Deposit	05164501063	00000051600	OTHER REFERENCE: IA001887241627POST VERIFY DEPOSIT FR 0000051600 51600 GAME AN
WELLS FARGO	41208	Game and Fish Department	Active	120090	51600	1/2/2018	79.00	301	Commercial Deposit	05166001874	00000051600	OTHER REFERENCE: IA001885331279POST VERIFY DEPOSIT FR 0000051600 51600 GAME AN
WELLS FARGO	41208	Game and Fish Department	Active	120090	51600	1/2/2018	124.00	301	Commercial Deposit	05161502200	00000051600	OTHER REFERENCE: IA001886384737POST VERIFY DEPOSIT FR 0000051600 51600 GAME AN
WELLS FARGO	41208	Game and Fish Department	Active	120090	51600	1/2/2018	128.00	301	Commercial Deposit	05163002179	00000051600	OTHER REFERENCE: IA001887727693POST VERIFY DEPOSIT FR 0000051600 51600 GAME AN
WELLS FARGO	41208	Game and Fish Department	Active	120090	51600	1/2/2018	(58,785.50)	575	ZBA Debit	18010304120146		OTHER REFERENCE: IA010200000109ZERO BALANCE ACCOUNT TRANSFER TO 4120100060
WELLS FARGO	41208	Game and Fish Department	Active	120090	51600	1/3/2018	10.00	169	Miscellaneous ACH Credit	00027220000	00000051600	OTHER REFERENCE: IA00992183929401/03BANKCARD DEPOSIT -0227082722 FR 000005160
WELLS FARGO	41208	Game and Fish Department	Active	120090	51600	1/3/2018	338.00	169	Miscellaneous ACH Credit	18010404030155	00000051600	OTHER REFERENCE: IA305134420203NEW MEXICO DEPAR TELECHECK 180102 44025281 NE
WELLS FARGO	41208	Game and Fish Department	Active	120090	51600	1/3/2018	886.50	169	Miscellaneous ACH Credit	00000051600		OTHER REFERENCE: IA000013432524AMERICAN EXPRESS SETTLEMENT 180103 000005160