

QUICK REFERENCE GUIDE

Processing a Returned Item for a Direct Journal (MMB Notification)

February 5, 2015

Process a Returned Item for a Direct Journal – MMB Notification

This guide covers how to process a Returned Item for a Direct Journal deposit when you receive notice from MMB.

Steps to complete:

- Step 1: Create a Zero Dollar Deposit with a Minimum of Two Payment Lines (one to debit the original revenue account and one to credit the Clearing Account)
- Step 2: Create Accounting Entries to Reverse the original Entries for the Returned Item
- Step 3: Create Accounting Entries to Credit the Clearing Account

Step 1: Create a Zero Dollar Deposit

The first step is to create a zero dollar deposit with a minimum of two payment lines; one reversing (debiting) the original payment and one for crediting the Clearing Account.

Begin by navigating to the *Regular Deposit* search page.

1. **Navigation Links:** Accounts Receivable, Online Payments, Regular Deposit.
2. On the *Regular Deposit* page, click on the **Add a New Value** tab.
3. Accept the default of "NEXT" for the *Deposit ID* field and SWIFT will automatically assign the next number available after you save the deposit. You can also enter your own. This is a required field.
4. Click the **Add** button.
5. Complete the **Totals** tab as you would normally, making sure to use the same *Bank Code*, *Bank Account*, and *Midas Location* as the original deposit. (Refer to the [AR/BI3 Accounts Receivable Advanced User Guide](#), Creating a Direct Journal Deposit (Non-AR) topic for detailed entry instructions).

The following is also required for the Returned Item zero dollar deposit:

Field Name	Field Description
*Deposit Type	Select "N" for NSF.
*Control Total Amount	Enter "0" (zero) in the <i>Control Total Amount</i> .
*Count	Enter "2" in the Count field. You must debit the original revenue account and credit the Clearing Account.
*Received	Enter the Returned Deposited Items date.

Favorites | Main Menu > Accounts Receivable > Payments > Online Payments > Regular Deposit

Totals | **Payments**

Unit: G1001 Deposit ID: NEXT None Applied [Delete Deposit](#)

*Accounting Date: 12/02/2014 Control Currency: USD
 *Bank Code: US002 INTERSTATE Format Currency: USD
 *Bank Account: RH Rate Type: CRRNT
 *Deposit Type: N NSF Exchange Rate: 1.00000000
 MIDAS Location: G10000RH STPAUL-FINANCE DEPT

Control Totals		Control Data	
Control Total Amount:	0.00	*Count:	2
Entered Total Amount:	0.00	Count:	1
Difference Amount:	0.00	Count:	-1
Posted Total Amount:	0.00	Count:	0
Journalled Total Amount:	0.00	Count:	0

*Received: 12/02/2014
 *Entered: 12/02/2014
 Posted:
 Assigned: TEST_TRN
 User: TEST_TRN

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

Totals | [Payments](#)

- Click on the **Payments** tab. Complete as you would normally, making sure to do the following:
- On the first payment row, enter the following:

1st Row Entry (Seq 1)	Field Description
Payment ID	Use a descriptive <i>Payment ID</i> so you can trace it, such as the returned check number or the MMB Deposit ID.
Amount	Enter a negative payment amount.
Journal Directly	Select the <i>Journal Directly</i> checkbox.

- Click on the **Add a New Row (+)** button at row 1 and enter the following for the second payment:

2nd Row Entry (Seq 2)	Field Description
Payment ID	Enter the MMB Deposit ID number so MMB can trace it.
Amount	Enter the Positive payment amount.
Journal Directly	Select the <i>Journal Directly</i> checkbox.

Favorites | Main Menu > Accounts Receivable > Payments > Online Payments > Regular Deposit

Totals | Payments

Unit: G1001 Deposit ID: NEXT Date: 12/02/2014 Balance: Balanced

Payment Information Find | View | First 1-2 of 2 Last

Payment Seq: 1 *Payment ID: NSF CK #1819 *Accounting Date: 12/02/2014

Amount: -250.00 Currency: USD

Rate Type: CRRNT Exchange Rate: 1.00000000

Payment Predictor Journal Directly Range of References

Payment Method: Check Attachments (0)

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
1		

Payment Seq: 2 *Payment ID: NSF CK #1819 *Accounting Date: 12/02/2014

Amount: 250.00 Currency: USD

Rate Type: CRRNT Exchange Rate: 1.00000000

Payment Predictor Journal Directly Range of References

9. Click the **Save** button. If you accepted the default *Deposit ID* of "NEXT", a *Deposit ID* is assigned. The deposit amount and the payment amount should be balanced at zero.

Step 2: Create Accounting Entries to Reverse the Original Entries for the Returned Item

Next, you will create accounting lines that will reverse (debit) the revenue account.

1. **Navigation Links:** Accounts Receivable, Payments, Direct Journal Payments, Create Accounting Entries.
2. When you navigate directly from the *Regular Deposit* page to the *Create Accounting Entries* page, the *Business Unit* and *Deposit ID* automatically populate on the search page. Click the **Search** button. The *Search Results* list displays the two payment lines entered on the zero dollar deposit.

Favorites Main Menu > Accounts Receivable > Payments > Direct Journal Payments > Create Accounting Entries

Create Accounting Entries

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

Find an Existing Value

Search Criteria

Deposit Unit: = G1001

Deposit ID: begins with 132950128

Payment Sequence: =

Payment ID: begins with

User ID: begins with

Assigned Operator ID: begins with

Case Sensitive

Search Clear Basic Search Save Search Criteria

Search Results

View All First 1-2 of 2 Last

Deposit Unit	Deposit ID	Payment Sequence	Payment ID	User ID	Assigned Operator ID	Non Customer Dist	Balanced	Entered Date
G1001	132950128	1	NSF CK #1819	TEST_TRN	TEST_TRN	No Dist		12/02/2014
G1001	132950128	2	NSF CK #1819	TEST_TRN	TEST_TRN	No Dist		12/02/2014

- Click on the entry for the first Payment Sequence (the reversing entry). The *Accounting Entries* page for the Payment Sequence 1 displays.
- Enter a **positive** amount on the **Payment Sequence 1 row**, along with the ChartFields for the account where the payment was originally deposited.
Note: For this entry, you're working with the negative payment so you must add that to the Revenue Account to reverse the charge to the account.
- Click on the **Currency Details** tab and enter a Line Description.
- Optionally, click on the **Budget** tab and enter a *Budget Date*. The *Budget Date* defaults to the current date. You would change this date if you are directing this entry to a different budget period than what you are currently in.
- Optionally, click on the Journal Reference Information and enter additional reference information.
- Click the **Save** button.

Favorites Main Menu > Accounts Receivable > Payments > Direct Journal Payments > Create Accounting Entries

Accounting Entries Deposit Control

Unit: G1001 Deposit ID: 132950128 Payment: NSF CK #1819 Seq: 1

Amount: -250.00 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 Sequence	*GL Unit	Speed Type	Line Amount	Currency	*Account	Fund	Fin DeptID	SW Cost	Sub Acct	PC Bus Unit	Project
1	MN001	Speed Type	250.00	USD	514220	5600	G1086206				

Total

Lines: 0 Total Debits: 250.00 Currency: USD Total Credits: 0.00 Currency: USD Net: 250.00

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

Accounting Entries | Deposit Control

9. Click the **Create** icon (**Lightning Bolt**) to create the cash line. The Total Debits should equal the original transaction amount and the entry is now balanced.
10. Click the **Save** button again to save the cash line before marking the deposit complete.
11. Click the **Complete** checkbox.
12. Click the **Budget Check** button. The Budget Status should read "Valid".
13. Click on the **Save** button.

The screenshot shows the 'Accounting Entries' page for 'Deposit Control'. The entry details are as follows:

- Unit: G1001, Deposit ID: 132950128, Payment: NSF CK #1819, Seq: 1
- Amount: -250.00 USD
- Complete, Entry Event: [Search]
- Budget Status: Valid

The 'Distribution Lines' table is shown below:

Distribution Sequence	GL Unit	Line Amount	Currency	Account	Fund	Fin DeptID	SW Cost	Sub Acct	PC Bus Unit	Project	Activity
1	1 MN001	250.00	USD	514220	5600	G1086208					
2	201 MN001	-250.00	USD	100001	5600	G1086208					

A 'Total' summary row shows: Lines: 2, Total Debits: 250.00, Currency: USD, Total Credits: 250.00, Currency: USD, Net: 0.00.

Buttons at the bottom include: Save, Return to Search, Previous in List, Next in List, Notify, Refresh.

Step 3: Create Accounting Entries to Credit the Clearing Account

Next, you will select the second payment and create accounting lines that will credit the Clearing Account.

1. From the *Accounting Entries* page for the Payment Sequence 1 row, click on the **Next in List** button. The *Accounting Entries* page appears for the Payment Sequence 2 of the Deposit.
2. Click on the **Speed Type** button and select the Speed Type provided by MMB "NSFCLRACCT".
3. Enter a **negative** amount on the Payment Sequence 2 row.
4. Click on the **Currency Details** tab and enter a Line Description.
5. Optionally, click on the **Budget** tab and enter a *Budget Date*. The *Budget Date* defaults to the current date. You would change this date if you are directing this entry to a different budget period than what you are currently in.
6. Optionally, click on the Journal Reference Information and enter additional reference information.
7. Click the **Save** button.
8. Click the **Create** icon (**Lightning Bolt**) to create the cash line.

Favorites | Main Menu > Accounts Receivable > Payments > Direct Journal Payments > Create Accounting Entries

Accounting Entries | Deposit Control

Unit: G1001 Deposit ID: 132950128 Payment: NSF CK #1819 Seq: 2

Amount: 250.00 USD

Complete Entry Event:

Budget Status: Valid

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

ChartFields | Currency Details | Budget | Journal Reference Information

Distribution Sequence	GL Unit	Line Amount	Currency	Account	Fund	Fin DeptID	SW Cost	Sub Acct	PC Bus Unit	Project	Activity
1	1 MN001	-250.00	USD	120095	1000						
2	201 MN001	250.00	USD	100001	1000						

Total

Lines: 2 Total Debits: 250.00 Currency: USD Total Credits: 250.00 Currency: USD Net: 0.00

[Accounting Entries](#) | [Deposit Control](#)

9. Click the **Save** button again to save the cash line before marking the deposit complete.
10. Click the **Complete** checkbox.
11. Click the **Budget Check** button. The Budget Status should read "Valid".
12. Click on the **Save** button.