ACH Pending Deposits Balancing

Creating an ACH Early Post Query

INTRODUCTION

Use these directions to assist you in creating a Query to find all ACH items posted with an effective date of today's date and greater that will settle for a future business date. This can be used to create a list of payments that posted early that should settled in your General Ledger the next business day or two.

In these directions, you will find transactions where the post date is less than or equal to the current date, the effective date is greater than or equal to the current date, and the post date and effective date are not the same.

Then you will total by amount, preview the report and save the Query for later use. When using this Query in the future, you will simply need to enter the current date.

DIRECTIONS

1. Access **Tool #100** *Build a Report*.

2. Select **Create**.

3. Use Enter.

4. Enter a 1 in *Choose Files (Where is data coming from?)* unless a 1 is already entered.

5. Use Enter.

6. Enter the following information:

   File Name: ACHDTL
   Location: FILEXX (Enter CU 2-digit ID)

7. Use Enter.

8. Use Enter (second time) to move to the *Report Builder - Main Menu* screen.

9. Enter a 1 in the *Choose Records (What data do you want?)* box.

10. Use Enter to move to the *Select Records* screen.

11. Fill in the screen as shown below.

    Use the following fields: ADEFFDTE & ADPSTDTE.

    When entering selected records, ADPSTDTE is less than or equal to date entered, ADEFFDTE is greater than the date entered and ADPSTDTE not equal to ADEFFDTE.

    For example: If you are balancing for 04/15/2020, the date entered in both fields will be 04/15/2020 as shown below.

Select Records — Report Builder

Enter criteria to choose which data should appear on the report.

Combine (And/Or)	Field Name	Comparison	Criteria (Field, #, 'Text', etc.)
	ADPSTDTE	Less Than or Equal To	'2020-04-15'
AND	ADEFFDTE	Greater Than	'2020-04-15'
AND	ADPSTDTE	Not Equal To	ADEFFDTE

12. Use Enter.

13. Next, calculate the totals. Enter a 1 next to *Create Totals and Sub Totals*.

Report Builder - Main Menu — Report Builder

Name   ACHPEND100
Location   QUERYFR

Selection Options

> Choose Files (Where is data coming from?)	Choose Fields (What columns do you want?)
Create Custom Fields	> Choose Records (What data do you want?)

Formatting Options

Choose How Data Should be Sorted	1 > Create Totals and Sub-Totals
Create Special Sorting Rules	> Create Breaks (Should data be grouped?)
Format Columns (Headings, number formats)	

Output Options

Choose Output (Print, display, or file)	Choose Other Special Features

14. Use Enter.

15. Enter "Total." *In this example, we chose to only see the total amount.*

Select Report Summary Functions — Report Builder

Options					Field Name	Length	Decimals
					ADACCTBS Account Base	9	0
					ADACTTYP Account Type	3	0
Total					ADAMT Amount	11	2
					ADEFFDTE Effective Date	10	L

16. Use Enter.

17. Select *Preview Report* (F5) to see the results of the Query.

This will provide you all ACH items posted with an effective date of today's date and greater that will settle for the next business date.

The example below shows that these deposits were posted on 04/14/2020 & 04/15/2020, however do not settle until 04/16/2020. These transactions will need to be used when balancing your 04/15/2020 ACH Clearing general ledger end of day.

Account Type	Amount	Effective Date	Post Date	Company ID	Company Name
110	1,926.11	2020-04-16	2020-04-14	015-PAYROL	STATEOFMICHIGAN
TOTAL	1,926.11				
110	441.12	2020-04-16	2020-04-15	382828656A	QUALITY TEMP 826
0	184.70	2020-04-16	2020-04-15	9111111101	SAGINAW
TOTAL	625.82				
FINAL TOTALS					
TOTAL	2,551.93				

SAVE THE QUERY

18. Once the data has been inputted, use Backup (F3) and save the query.

Session 0 - Exit this Query

☑ Save query definition
Run Interactively ⌄
Query   ACHPEND100   (Name)
Library   QUERYXX 🔍 (Name)
Text   Early ACH Pending
Authority ⊙ *ALL ○ *CHANGE ○ *EXCLUDE ○ *LIBCRTAUT ○ *USE

Preview Report
Layout
Define the Query
Exit Without Saving

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