
Posting and Settling Prior Date ACH Transactions

Using the ACH Early Post Canned Query

INTRODUCTION

Use these directions to assist you in creating a canned 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 settle in your General Ledger the next business day or two.

In these directions, you first post your ACH Settlements. Then 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.

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PRINTING YOUR FED ACH TRANSMISSION SUMMARY

All ACH Debit Settlements will debit the ACH Clearing GL and credit the Corporate Account GL. ACH Credit Settlements will credit the ACH Clearing GL and debit the Corporate Account GL.

To balance your ACH Clearing GL, post your ACH debit and credit settlement that you have received on your corporate account, Fed advice summary reports or by using the report generated from **Tool #643 Print Fed ACH Transmission Summary**.

Use **Tool #643 Print Fed ACH Transmission Summary** to print a report of the ACH information received by CU*Answers.

Print Fed ACH Transmission Summary (Tool #643)

Enter the date range of the previous date and use Enter to print the report.

Report Sample

```

11:42:19                                ACH SUMMARY TRANSMISSION INFORMATION REPORT
-----
Effective   Transmission   Settlement
Date        Date           Date Total
-----
11/16/20    11/12/20        .00
11/16/20    11/13/20       22,281.88
11/16/20    11/16/20       154,201.94
Totals for effective date 11/16/20    176,483.82    46,257.57
** Final Totals **
Settlement Amount Carry-Over
  
```

BALANCING YOUR JOURNAL ENTRIES

USING THE CANNED QUERY

Once your journal entries have been completed, follow the directions below to balance the ACH Clearing GL.

1. Access **Tool #1925 ACH Deposits Posted Early (ACHDTL)**.
2. Fill in the screen as shown below.

Update the following fields to the date you are trying to balance, for example the previous business day: ADEFFDTE & ADPSTDTE.

For example: If you are balancing for 11/15/2020, the date entered in both fields will be 11/15/2020 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.) |
| | ADEFFDTE | Not Equal To | adpstdte |
| AND | ADPSTDTE | Less Than or Equal To | '2020-11-15' |
| AND | ADEFFDTE | Greater Than | '2020-11-15' |

3. Use Enter.

The example below shows that these deposits were posted on 11/12/2020, 11/13/2020 & 11/14/2020, however do not settle until 11/16/2020. These transactions will need to be used when balancing your 11/15/2020 ACH Clearing general ledger end of day.

| Account Type | Amount | Effective Date | Post Date | Company ID | Company Name | Depositer ID | Transac Code |
|--------------|----------|----------------|------------|------------|-------------------|--------------|--------------|
| 0 | 1,313.21 | 2020-11-16 | 2020-11-12 | 1382520774 | CAN COUNCIL GREAR | 21677000 | 32 |
| 110 | 1,619.00 | 2020-11-18 | 2020-11-13 | 9031736013 | SSA TREAS 310 | 30715110 | 22 |
| 0 | 679.02 | 2020-11-16 | 2020-11-12 | 1364350779 | D.E.B AFC INC | 55815 | 32 |
| 110 | 601.26 | 2020-11-18 | 2020-11-12 | 3074036039 | DFAS-IN IND, IN | 60117 | 22 |
| 110 | 1,098.25 | 2020-11-16 | 2020-11-13 | 1824364274 | ACTIVE ANGELS 1 | 71868110 | 22 |
| 0 | 1,950.00 | 2020-11-16 | 2020-11-13 | 9101036669 | SSA TREAS 310 | 82209 | 32 |
| 110 | 1,588.75 | 2020-11-16 | 2020-11-13 | 9101036009 | AGRI TREAS 310 | 94103 | 22 |
| 110 | 1,013.86 | 2020-11-16 | 2020-11-14 | 1383462447 | WOOD CARE VIII, | 94751110 | 22 |
| FINAL TOTALS | | | | | | | |
| TOTAL | 9,863.35 | | | | | | |

When reviewing the Query, the final totals will provide the number of deposits posted early and should match your EOD balance in your ACH clearing GL after your postings are complete.