

This document provides instruction on creating a return or notification of change (NOC) through the Aptys Contingency System.

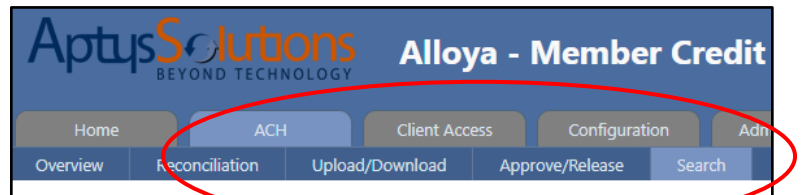
Topics in this article include:

- [Create Derived Return/NOC](#)
- [Approve Return/NOC](#)
- [Unrelease Selected Batches](#)
- [Reconciliation](#)

### Create a Derived Return/NOC

To create a derived return, you must first search for the transaction you want to return. You can process derived returns for any items received after April 1, 2020.

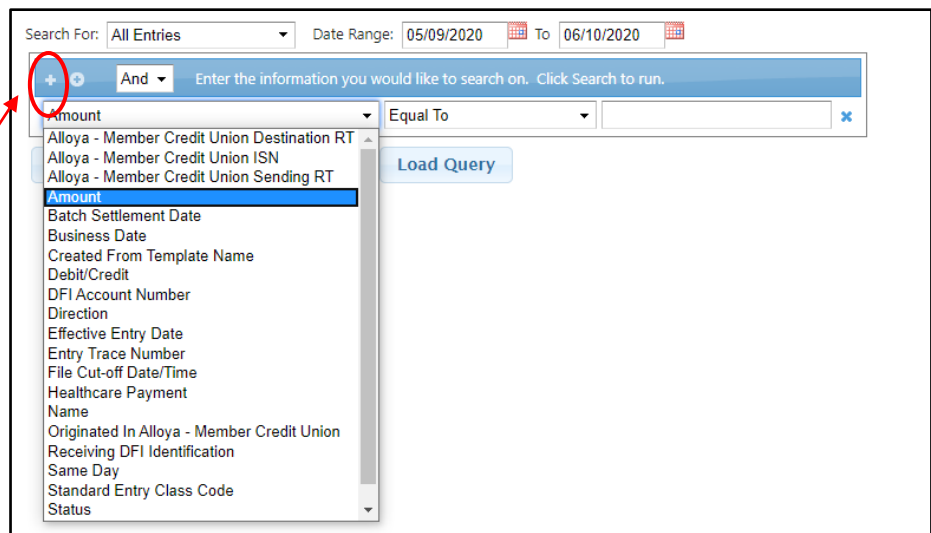
- Select the **ACH** tab.
- Select the **Search** tab.



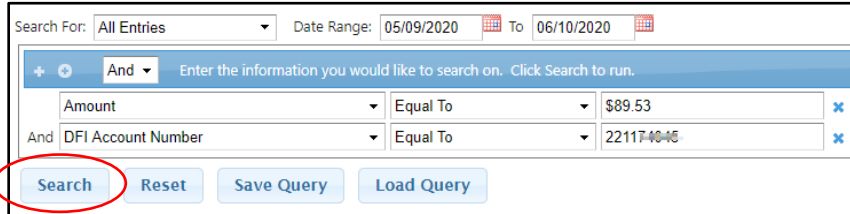
There are several options to select criteria to find the transaction to return.

You must select at least one field to search. The drop down provides a list of searchable fields.

If necessary, you can add additional search criteria by clicking on the + sign.



- Once you have input the criteria, select the **Search** button.



Search For: All Entries    Date Range: 05/09/2020 To 06/10/2020

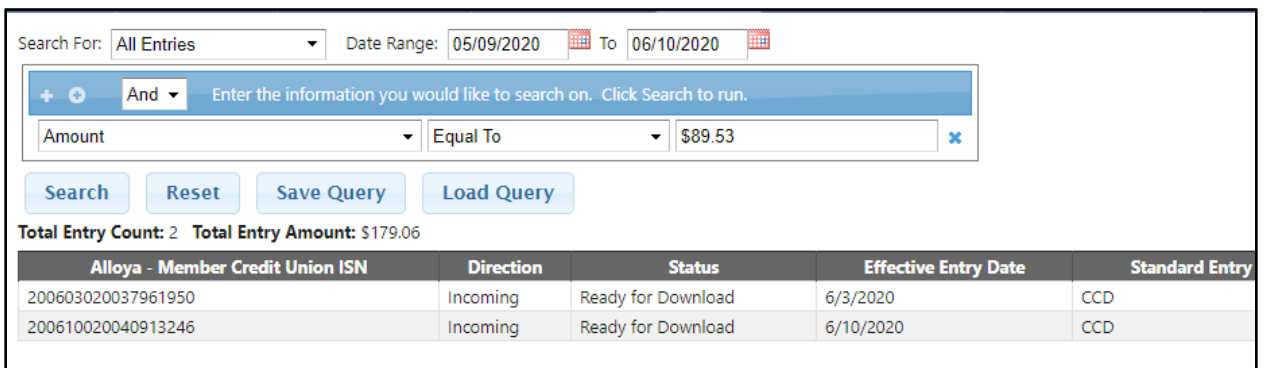
And    Enter the information you would like to search on. Click Search to run.

Amount    Equal To    \$89.53    x

And    DFI Account Number    Equal To    221174046    x

**Search**    Reset    Save Query    Load Query

- The results of the search will appear below.



Search For: All Entries    Date Range: 05/09/2020 To 06/10/2020

And    Enter the information you would like to search on. Click Search to run.

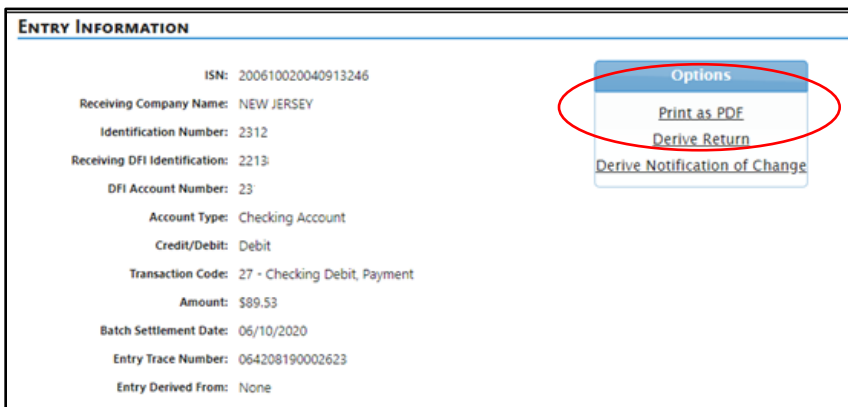
Amount    Equal To    \$89.53    x

**Search**    Reset    Save Query    Load Query

**Total Entry Count: 2    Total Entry Amount: \$179.06**

Alloya - Member Credit Union ISN	Direction	Status	Effective Entry Date	Standard Entry
200603020037961950	Incoming	Ready for Download	6/3/2020	CCD
200610020040913246	Incoming	Ready for Download	6/10/2020	CCD

Click on the item you want to return. Information about the item will be displayed and you will have the option to derive a return or derive an NOC.



**ENTRY INFORMATION**

ISN: 200610020040913246

Receiving Company Name: NEW JERSEY

Identification Number: 2312

Receiving DFI Identification: 2213

DFI Account Number: 23

Account Type: Checking Account

Credit/Debit: Debit

Transaction Code: 27 - Checking Debit, Payment

Amount: \$89.53

Batch Settlement Date: 06/10/2020

Entry Trace Number: 064208190002623

Entry Derived From: None

**Options**

Print as PDF

Derive Return

Derive Notification of Change

Once the **Derive Return** or **Derive Notification of Change** option is selected, the system wizard will guide you through the process.

- Select the **Effective Entry Date**. The system will default to the original Effective Entry Date. You can leave the original date or change the date to the current business date.
- Select the **Continue** button.
- Select the **Return Reason Code** from the drop-down.
- Click the **Save Entry** button.

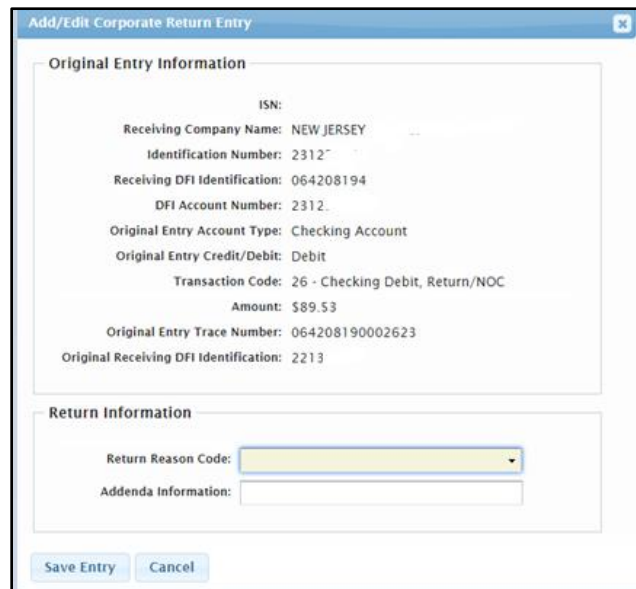
If you select a Return Reason Code or NOC that requires additional information, the system will provide additional fields to complete.



**ACH Creation Wizard**

Origination Type: Corporate Return - (CCD)  
 Standard Entry Class Code: Corporate Credit or Debit - (CCD)  
 Company Identification: 064208194  
 Company Name: CNS SETTLEMENT  
 Company Entry Description: EBT SURCH  
 Company Descriptive Date: 060920  
 Company Discretionary Data: CALL CNS SETTLEMENT  
 Effective Entry Date: 06/11/2020

**Continue**



**Add/Edit Corporate Return Entry**

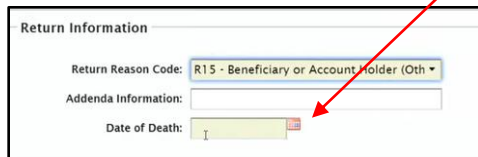
**Original Entry Information**

ISN:  
 Receiving Company Name: NEW JERSEY  
 Identification Number: 2312  
 Receiving DFI Identification: 064208194  
 DFI Account Number: 2312  
 Original Entry Account Type: Checking Account  
 Original Entry Credit/Debit: Debit  
 Transaction Code: 26 - Checking Debit, Return/NOC  
 Amount: \$89.53  
 Original Entry Trace Number: 064208190002623  
 Original Receiving DFI Identification: 2213

**Return Information**

Return Reason Code:   
 Addenda Information:

**Save Entry** **Cancel**

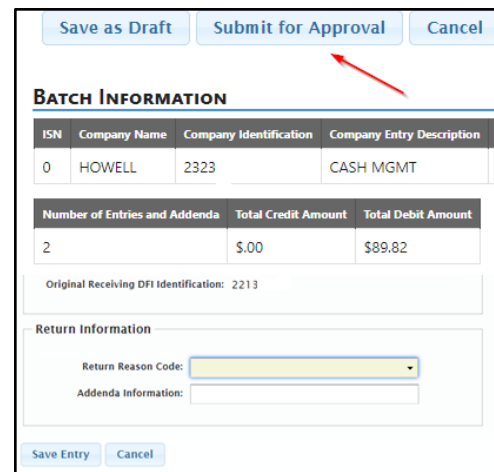


**Return Information**

Return Reason Code: R15 - Beneficiary or Account Holder (Oth)  
 Addenda Information:   
 Date of Death:

The system will respond with an informational page.

- Select **Submit for Approval** or **Cancel** if the item is incorrect.



**Save as Draft** **Submit for Approval** **Cancel**

**BATCH INFORMATION**

ISN	Company Name	Company Identification	Company Entry Description
0	HOWELL	2323	CASH MGMT

Number of Entries and Addenda	Total Credit Amount	Total Debit Amount
2	\$0.00	\$89.82

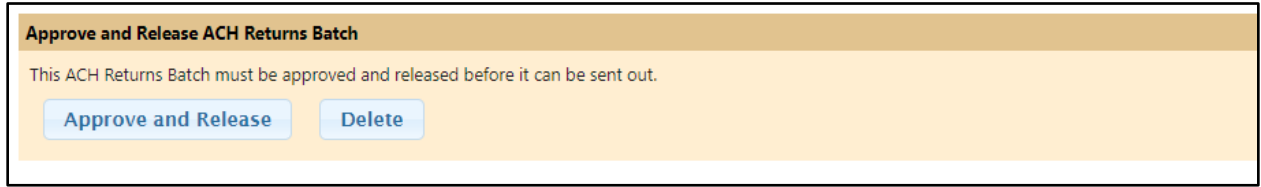
Original Receiving DFI Identification: 2213

**Return Information**

Return Reason Code:   
 Addenda Information:

**Save Entry** **Cancel**

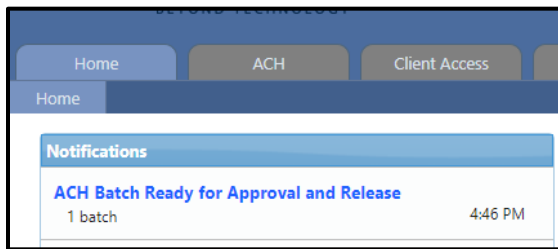
The page will refresh indicating the return/NOC batch is ready to **Approve and Release**.



**NOTE:** Another user will have to go to the **Approve/Release** tab to approve and release the file.

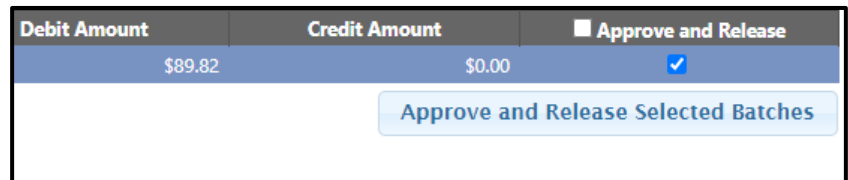
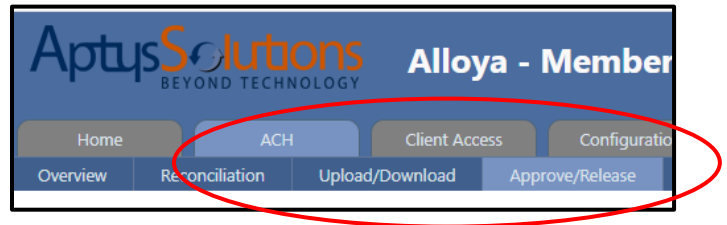
### Approve Returns/NOCs

The **Home** tab will always indicate if there are files waiting to be approved and released.



Another user who did not create the return/NOC must **Approve and Release**.

- User #2 should select the **ACH** tab.
- Select the **Approve/Release** tab.
- Select the transaction.
- Select the **Approve and Release Selected Batches** button.

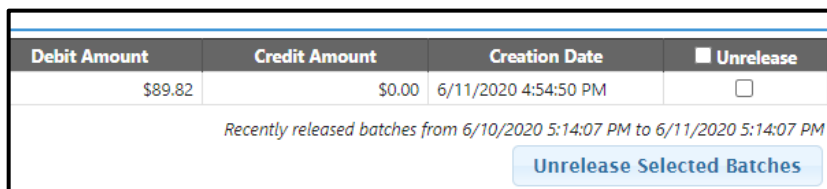


### Unrelease Selected Batches

Once approved, the file will move to the **ACH Originated Batches Recently Released** section.



If the file was approved/released in error, there is an option to **Unrelease Selected Batches**.

**Note:** Files cannot be unreleased if a cutoff time has passed.



### Reconciliation

By selecting the **Reconciliation** tab, you can verify all items, batches and files that were submitted for the current business day. The business day can also be changed to look at previous business days. Click the + sign next to any title to view the details.

Business Date: <input type="text" value="06/11/2020"/> 			
Expand/Collapse All Details: 			
<b>ACH RECONCILIATION</b>			
<b>Outgoing</b>			
	<b>Batch Count</b>	<b>Debit Amount</b>	<b>Credit Amount</b>
+ Total Uploaded	0	\$0.00	\$0.00
+ Total Originated	1	\$89.82	\$0.00
- Total Original Batches Split for Warehouse	0	\$0.00	\$0.00
+ Total System Created Split Batches	0	\$0.00	\$0.00
+ Total Received from Warehouse	0	\$0.00	\$0.00
- Total Batch In Processing	0	\$0.00	\$0.00
- Total File In Processing	0	\$0.00	\$0.00
- Total On-Hold	0	\$0.00	\$0.00
- Total Ready For Cutoff	1	\$89.82	\$0.00
- Total Batches Added to Warehouse	0	\$0.00	\$0.00
- Total Pending Export	0	\$0.00	\$0.00
- Total Exported	0	\$0.00	\$0.00
- Total Rejected	0	\$0.00	\$0.00
<b>Difference</b>	<b>0</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Outgoing Breakdown</b>			
	<b>Batch Count</b>	<b>Debit Amount</b>	<b>Credit Amount</b>
Total Transactions	0	\$0.00	\$0.00
Total Returns	1	\$89.82	\$0.00
Total Notification of Changes	0	\$0.00	\$0.00