

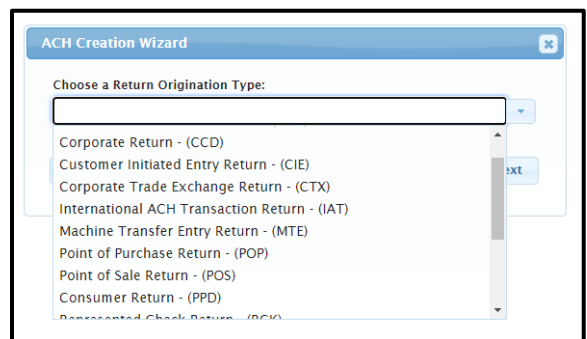
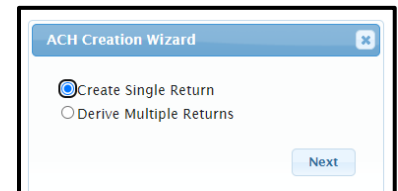
This document provides instruction on creating a manual return or notification of change (NOC) through the Aptys Contingency System. There may be situations that require a manual entry because the derived function may not be available. For example, returning an older item that is not in the system, or if your credit union has an information file sent to Alloya. During ACH contingency processing, information files will not be available in the system.

Topics in this article include:

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

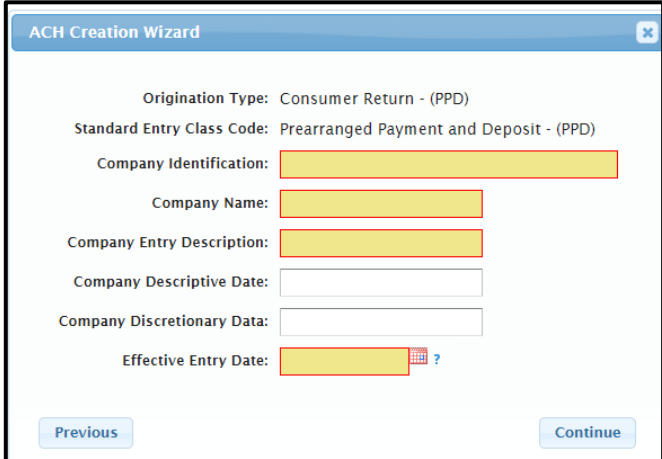
### Create a Return/NOC

- Select **ACH**.
- Select **Create ACH Return** tab.
- Create **Single Return**.
- Select the **SEC code** from the drop-down list.
- Click the **Next** button.
- Select the **Return Type** from the drop-down list.



## Aptys Contingency System Manual Returns & Notifications of Change (NOC)

- Complete the required fields (shaded yellow).
- Select the **Effective Entry Date**.
- Click the **Continue** button.



ACH Creation Wizard

Origination Type: Consumer Return - (PPD)  
 Standard Entry Class Code: Prearranged Payment and Deposit - (PPD)

Company Identification:

Company Name:

Company Entry Description:

Company Descriptive Date:

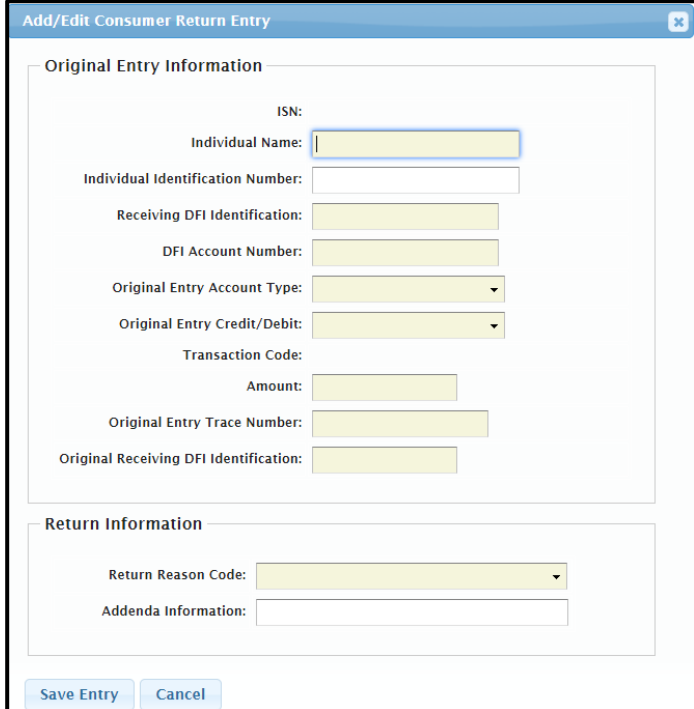
Company Discretionary Data:

Effective Entry Date:  ?

Previous Continue

The wizard will continue with a page to complete the **Original Entry Information**. All shaded fields are required.

- Save the entry.



Add/Edit Consumer Return Entry

Original Entry Information

ISN:

Individual Name:

Individual Identification Number:

Receiving DFI Identification:

DFI Account Number:

Original Entry Account Type:

Original Entry Credit/Debit:

Transaction Code:

Amount:

Original Entry Trace Number:

Original Receiving DFI Identification:

Return Information

Return Reason Code:

Addenda Information:

Save Entry Cancel

The system will respond with an informational page where you can submit for approval, add additional entries, cancel, or save as draft.

If the item is submitted for approval, the page will refresh indicating the batch is ready to **Approve and Release**.

Save as Draft
Submit for Approval
Cancel
Add Entry

**BATCH INFORMATION**

ISN	Company Name	Company Identification	Company Entry Description	Effective Entry Date	Company Descriptive Date	Company Discretionary Data	Standard Entry Class Code
0	test	612555555	Monthly	07/06/2020			Corporate Credit or Debit - (CO

Number of Entries and Addenda	Total Credit Amount	Total Debit Amount
2	\$10.00	\$0.00

**ENTRIES**

Actions	Receiving Company Name	Identification Number	Receiving DFI Identification	DFI Account Number	Account Type	Credit/Debit	Transaction Code
1 <a href="#">Edit</a> <a href="#">Delete</a>	test		271987635	121212	Checking Account	Credit	21 - Checking Credit, Return

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

**Approve and Release ACH Returns Batch**

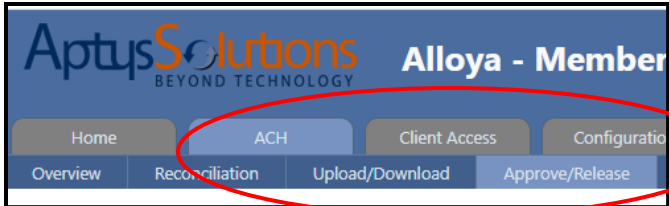
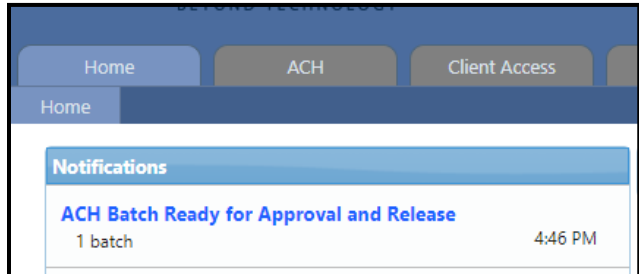
This ACH Returns Batch must be approved and released before it can be sent out.

Approve and Release
Delete

### Approve Return/NOC

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

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

Debit Amount	Credit Amount	Approve and Release
\$89.82	\$0.00	<input checked="" type="checkbox"/>
<span>Approve and Release Selected Batches</span>		

### 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.**

Debit Amount	Credit Amount	Creation Date	<input type="checkbox"/> Unrelease
\$89.82	\$0.00	6/11/2020 4:54:50 PM	<input type="checkbox"/>
<i>Recently released batches from 6/10/2020 5:14:07 PM to 6/11/2020 5:14:07 PM</i>			
<a href="#">Unrelease Selected Batches</a>			

This screenshot shows outgoing once they are approved/released.

Outgoing Breakdown			
	Batch Count	Debit Amount	Credit Amount
Total Transactions	0	\$0.00	\$0.00
Total Returns	1	\$0.00	\$100.00
Total Notification of Changes	1	\$0.00	\$0.00