# Electronic Check Reconciliation Procedure

1. **Download** from your bank an electronic **file** of your checks data.

2. **Reformat the file** from the bank into a format that Colleague understands
   a. See the Setup documentation for this formatting
   b. Using FTP, upload your checks.txt file to your secure server
   c. Go to the "convert.php" file using your web browser
   d. On the page, you will see a link that says "Right click this link and select Save As", which is what you will want to do. Download/save the "BKRECON.txt" file to your desktop

3. **Upload** the formatted file/data into Colleague by going to the **FLUL** screen
   a. Enter **_HOLD_** for the Target Directory (where we will put the file on the Colleague server)
   b. Enter the file name for Target File Name as **BKRECON.txt** (or whatever you named your formatted file)
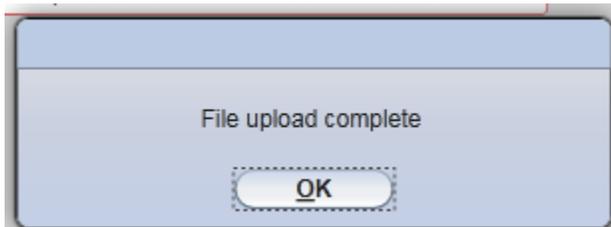   c. Enter "**Y**" for the Execute Upload and hit Tab
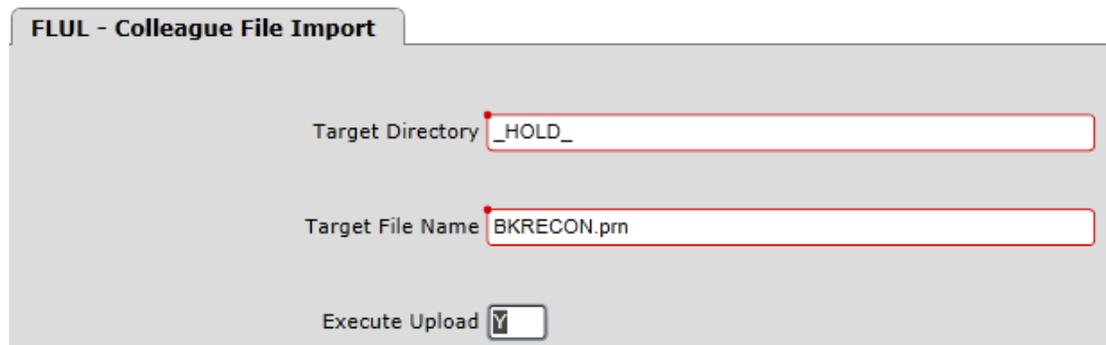
4. A box will pop-up and you will select the **Update** button
5. A box will pop-up and you will click the **Select File** button
6. Select the file BKRECON.csv, and click "**Upload**"
7. A new pop-up box will appear saying "**Overwrite File?**"
   a. Click "**Yes**"
8. A new pop-up box will appear saying "File upload complete", and click "**OK**"

9. Now go to the **LBRT** form
   a. On line one, enter the Bank Code of "**01**" (or whatever your bank account code is on BKCD).

b. Save out of the screen; the file will then be added to the FINACIAL.IMPORTS directory, and writes all the check numbers and check amounts to AP.RECON temporary file

c. No report is printed when the process is completed

10. Now go to the **RCFT** form

a. On the Reconciliation Date field, select today's date (or the date you want the system to show all the checks were reconciled on).

b. RCFT reads the information contained in AP.RECON temporary file and compares it to information in CHECKS file. If it matches, then the check is marked as reconciled.

c. A report is generated at the end of process showing all checks that are reconciled as well as the following errors (when encountered):

    i. "This check is not outstanding"

    ii. "This check does not exist"

    iii. "The check amount does not match the bank check amount"

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Apr 8 2011                              ELECTRONIC CHECK RECONCILIATION REPORT
15:42

Check ID          Reconcile Amount     Reconciled     Error Message
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AD*0000004                  562.00     No             The check amount (562.18) does not match the bank check amount
AD*0000005                3,563.48     No             This check is not outstanding
AD*0000010                1,675.27     Yes
AD*0000012                  891.00     Yes
```

11. You can now review the messages on the report and address them as needed

12. **All done!**