

## Electronic Check Reconciliation Setup

1. Contact your bank to see how they deliver an electronic file of your checks data.
  - a. Download the file so you can see a sample of it and examine its format/layout. Your file will likely contain data you don't need and also not be in the order or length required by Colleague, so we will need to manipulate the data to fit the required parameters.

- b. Our looks like this from US Bank (but yours may be different from another bank):

	A	B	C	D	E	F	G	H	I
1	Amount	CCY	Account Name	Account Number	Credit or Debit	Date	Transaction Description	Transaction Reference	Bank Reference
2	19.23	USD	The College of Idaho	1533	Debit	9012016	Check(s) Paid	124636	K015577003335
3	25	USD	The College of Idaho	1533	Debit	9012016	Check(s) Paid	124717	K015577003335
4	49.5	USD	The College of Idaho	1533	Debit	9012016	Check(s) Paid	123576	K015577003335
5	64.91	USD	The College of Idaho	1533	Debit	9012016	Check(s) Paid	123556	K015577003335
6	68.7	USD	The College of Idaho	1533	Debit	9012016	Check(s) Paid	124553	K015577003335
7	126.65	USD	The College of Idaho	1533	Debit	9012016	Check(s) Paid	124645	K015577003335

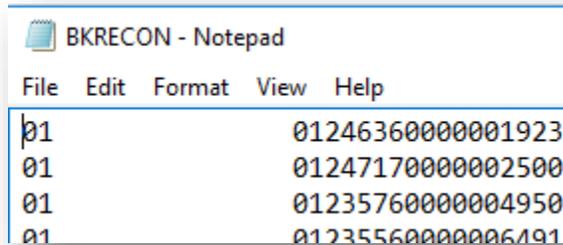
- c. The only fields we need though are:
      - i. **Bank Number** (called "Bank Reference" in the file above; You will over-write this with "01" or whatever the number is on the BKCD form in your Colleague)
      - ii. **Check Number** (called "Transaction Reference" in the file above)
      - iii. **Check Amount** (called "Amount" in the file above; the decimal needs to be removed) in the file we upload into Colleague
- d. The new, finished file is required to be formatted text space delimited in length (as outlined in the process help page information). These lengths are:
  - i. Bank Account – positions 1-17
  - ii. Check Number – positions 18-24
  - iii. Check Amount – positions 25-34

```

01 01246360000001923
01 01247170000002500
01 01235760000004950
01 01235560000006191
    
```

Bank #            Check #    Check Amt       Equals  
 1-17                18-24       25-34            19.23

- e. Your finished file should look something like this in a text program like Notepad:



2. We did not want to reformat the file from US Bank every month (like you did in the last step), so we built a very small program/code in **PHP to format it for us** (and you!).
- NOTE: You may need adjust this code to fit your specific bank file.
  - Take the provided convert.php file and upload it to a secure server.
  - Place your raw text file (checks.txt) from your bank in same file location as the PHP file
    - You will need to FTP the file there
  - Go to the “convert.php” file using your web browser
    - As soon as you go to the page (convert.php) it activates and converts the file
    - The converted file is created and saved in the same file location as the bank file, but is called BKRECON.txt
  - On the “convert.php” page, you will now see a link that says “Right click this link and select Save As”, which is what you will want to do - download/save the file to your computer
3. Setup the **BKCD** form in Colleague
- Select code for your bank you are reconciling. (Yours may be named as the actual Bank like US BANK, but ours was just “General Checking”.)

**BKCD - Bank Code Recon Parameters**

Bank Code : 01 GENERAL CHECKING

Output Device:

Request Subroutine:

Reconciliation Server:

Reconciliation Login:

Reconciliation Password:

Reconciliation Drive:

Reconciliation Path:

Reconciliation Filename:

Reconciliation Subroutine:

Request Tape Block Size:

Request Tape Record Size:

Request Tape Subroutine:

Reconciliation Tape Block Size:

Reconciliation Tape Record Size:

Reconciliation Tape Subroutine:

- On the Output Device field, select File (F)

- ii. On the Request Subroutine, make sure yours is set to S.REQUEST.AP.CHK
  - iii. On the Reconciliation Server field, enter the IP address for your production server
  - iv. On the Reconciliation Login field, enter the username of your production server admin account
  - v. On the Reconciliation Password field, enter the password of your production server admin account
  - vi. Leave the Reconciliation Drive field empty
  - vii. In the Reconciliation Path fields, you will break up your path of folders by separate lines.
    1. This is where you will upload the txt file to for processing (Ours for example is datatel/coll18/production/apphome/\_HOLD\_)
  - viii. In the Reconciliation Filename field, enter the name of the file you are uploading (Ex: ours is called BKRECON.txt)
  - ix. In the Reconciliation Subroutine field, leave it as S.LOAD.AP.CHK
4. Save the excel file from the bank as a tab-delimited text file named **checks.txt**
  5. **Add file/program details here**
  6. Open your reformatting program (<https://my2.collegeofidaho.edu/upload/BusOff/upload.asp>)
    - a. Click **Choose file** and select the checks.txt file under the heading **CHECKS** area.
    - b. Click the Upload button.
    - c. On the right-hand menu, click the link **Check Reconcile** to generate the upload file.
    - d. The upload file will be named **BKRECON.txt**. Download this file by right-clicking the link and selecting “**save link as...**” or “**save target as**” (depending on the browser you use).
  7. Once **BKRECON.txt** is downloaded, click the “delete” button next to the **checks.txt** file and the **BKRECON.txt** file (We don’t need these hanging around on the server).
  8. **All done!**