

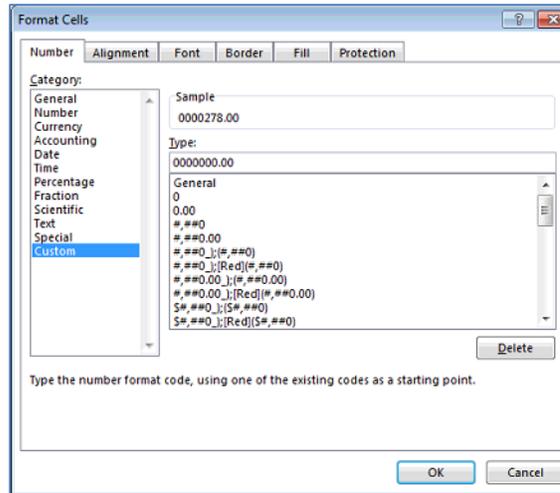
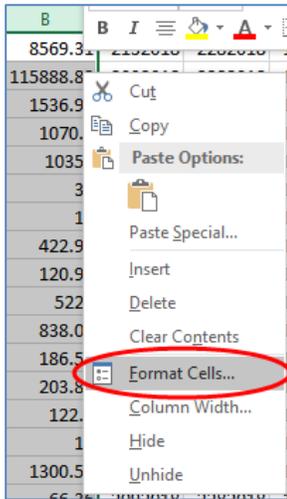


eFinancePLUS Check Reconciliation from File

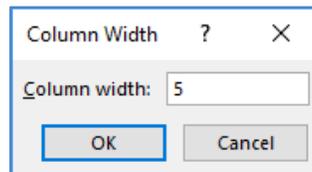
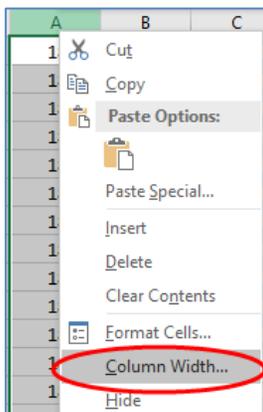
Revised May 2018

Excel File

1. Obtain check reconciliation file from bank.
2. Format cells as needed (i.e. add leading zeros, format cell as text, etc.)

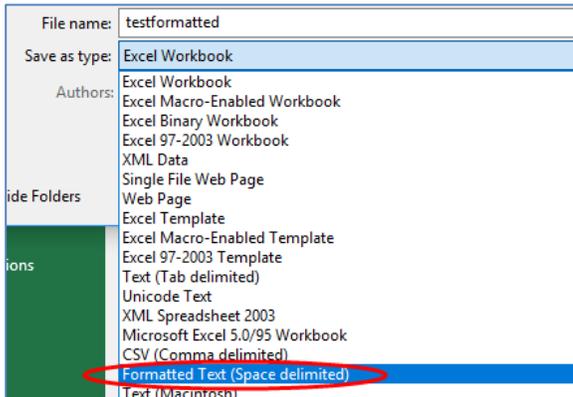


3. Set column width for each column to match the width that is specified at FAM > Reference Tables > Check Reconciliation File Format.

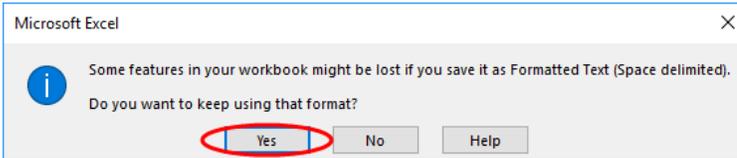


Check Information	Date Information	Account Information
Begin Check Number * <input type="text" value="1"/>	Begin Issue Date <input type="text" value="16"/>	Begin Account Number <input type="text" value="32"/>
Check Number Length * <input type="text" value="5"/>	Issue Date Length <input type="text" value="8"/>	Account Number Length * <input type="text" value="10"/>
Zero-Fill Check Number * <input type="checkbox"/>	Date Format * <input type="text" value="MMDDYYYY"/>	Account Number * <input type="text" value="0106190745"/>
Begin Check Amount * <input type="text" value="6"/>	Begin Clear Date <input type="text" value="24"/>	
Check Amount Length * <input type="text" value="10"/>	Clear Date Length <input type="text" value="8"/>	
Implied Decimal in Amount * <input type="checkbox"/>	Julian Date <input type="checkbox"/>	

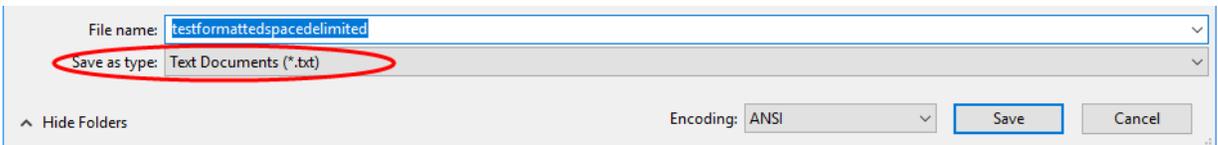
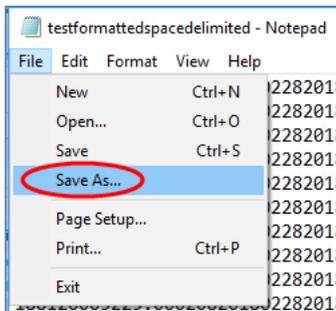
4. Save file as type Formatted Text (Space delimited).



5. Click Yes to continue.



6. File will now be saved as type PRN. Open with Notepad, then click File > Save As... and save as .txt.



eFinancePLUS

1. Go to <https://efp.managementcouncil.org/>
2. Enter your username (firstname.lastname) and password.
3. Click Login
4. Select your Database from the drop down menu
 - a. Live

- b. Test
- c. Training
- 5. Go to eForms & Tools > Tools > Upload files.
 - a. Browse to select the txt file.
 - b. Select the D:/spi/spifps/log directory.
 - c. Enter recon.dat for the Server File Name.
 - d. Click OK.

Upload Files - R(03/13/2018) - Licking Heights

Information

This option will copy a file from the workstation and upload it to the selected directory location on the server. Please note that potentially harmful file types such as .exe, .bat, .com, .dll, .vbs and others are blocked.

Selection Criteria

Copy File Name * C:\Users\UcanAml\Desktop\lefp check rec\Feb AP Test 3.bt

Directory * D:/spi/spifps/log

Server File Name * recon.dat

- 6. Go to Fund Accounting > Entry & Processing > Vendor Checks > Reconcile Checks from file.
 - a. Select the correct Bank Format.
 - b. Select the desired Disbursement Fund.
 - c. Enter D:/spi/spifps/log/recon.dat Data File Name for the Data File Name.
 - d. Click OK

Reconcile Checks - R(03/13/2018) - Licking Heights

Reconcile Information

Bank Format * A - PARKNATIONAL

Disbursement Fund * 0010000 - GENERAL FUND

Data File Name * D:/spi/spifps/log/recon.dat

Exceptions Only

- 7. Click OK.
- 8. Review the report for accuracy/errors.