

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.

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1	Paste Options:	
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1	<u>I</u> nsert	
1	<u>D</u> elete	Column Width ? X
1	Clear Co <u>n</u> tents	
1 =	<u>F</u> ormat Cells	Column width: 5
	Column Width	OK Cancel
1	<u>H</u> ide	Calicer

Check Information	Date Information	Account Information
Begin Check Number * 1	Begin Issue Date 16	Begin Account Number 32
Check Number Length * 5	Issue Date Length 8	Account Number Length * 10 -
Zero-Fill Check Number *	Date Format * MMDDYYYY	Account Number * 0106190745
Begin Check Amount * 6	Begin Clear Date 24	
Check Amount Length * 10	Clear Date Length 8	
Implied Decimal in Amount *	Julian Date	



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

File name	: testformatted
Save as type	Excel Workbook
Authors	Excel Workbook Excel Macro-Enabled Workbook
	Excel Binary Workbook
	XML Data
	Single File Web Page
ide Folders	Web Page
	Excel Template
	Excel 97-2003 Template
ions	Text (Tab delimited)
	Unicode Text
	XML Spreadsheet 2003
	Microsoft Excel 5.0/95 Workbook
	CSV (Comma delimited)
	Formatted Text (Space delimited)
	Text (Macintosh)

5. Click Yes to continue.

Microsof	Microsoft Excel					
1	Some features in your workbook might be lost if you save it as Formatted Text (Space delimite Do you want to keep using that format? Yes No Help	d).				

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

<u> </u>	testformattedspa	cedelimited -	Notepad
File	Edit Format	View Help	
	New	Ctrl+N	2282018
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File name:	testformattedspacedelimited
Save as type:	Text Documents (*.txt) ~ ~
∧ Hide Folders	Encoding: ANSI V Save Cancel

eFinancePLUS

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

 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.

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							Information
							This option will copy a file from the workstation and upload it to the selected directory location on the serve Please note that potentially harmful file types such as .exe, .bat, .com, .dll, .vbs and others are blocked.
							This option will copy a file from the workstation and upload it to the selected directory location on the serve Please note that potentially harmful file types such as .exe, .bat, .com, .dll, .vbs and others are blocked.
							This option will copy a file from the workstation and upload it to the selected directory location on the serve 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\UcanAm\Desktop\efp check rec\Feb AP Test 3.txt Browse
							This option will copy a file from the workstation and upload it to the selected directory location on the serve 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\UcanAm\Desktoplefp check rec\Feb AP Test 3.txt Browse Directory * D:/spi/spifps/log *

- 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				
<u>⑧ 舀 ☆ ☆ ◇ ℡ ★ </u>	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.