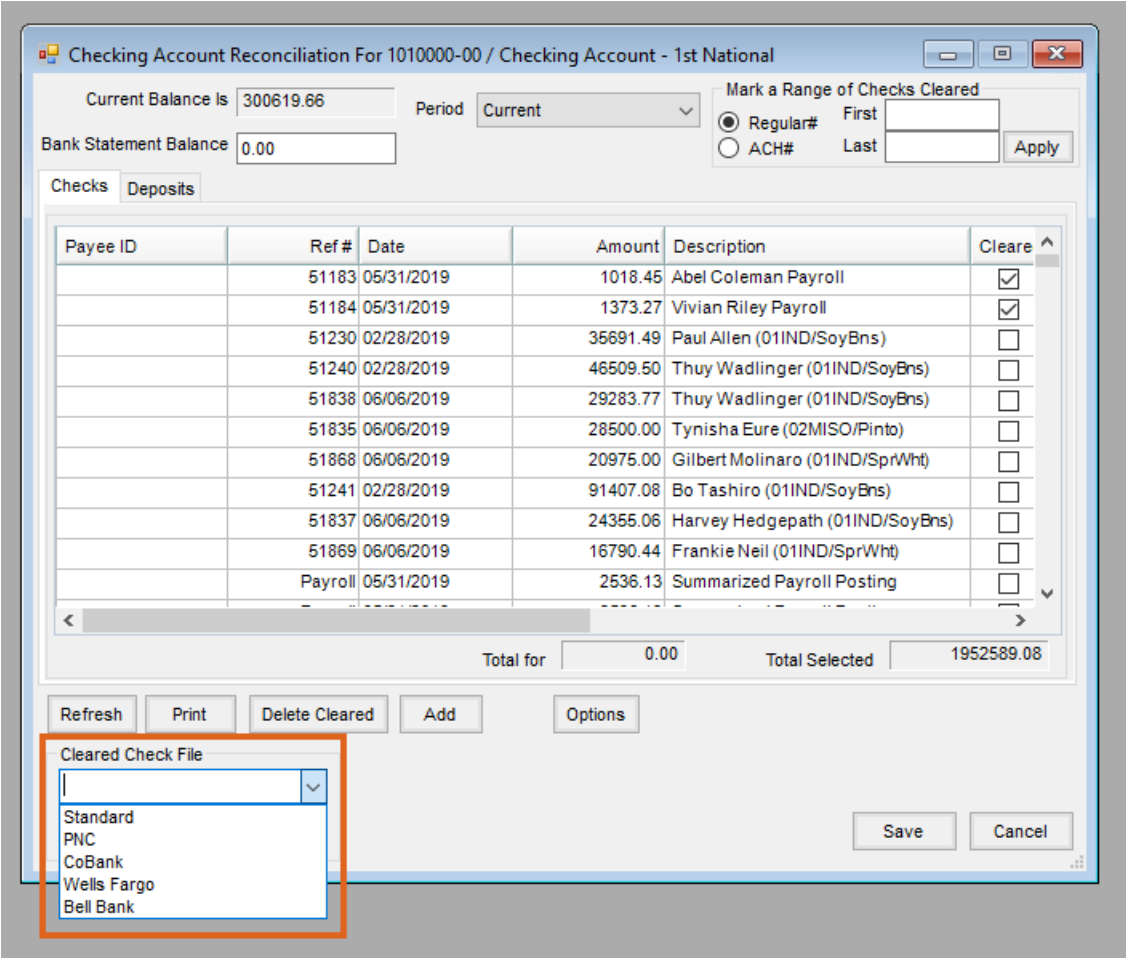


Cleared Check File Import

Last Modified on 05/09/2024 3:48 pm CDT

The *Cleared Check File* function is an automated way to import checking account information provided by the bank. It is designed to alleviate the need for manual cross-referencing cleared checks and deposits from a bank statement to the Agvance system.

This function is found in the lower left corner of the *Checking Account Reconciliation* window.



Cleared Check File Location

There is no required location for placement of the cleared check file. As long as there is access to the location from the Windows session running Agvance, the file can be imported. After the **Load File** button is clicked, a file import window displays to browse through available network locations to find the file.

Pending File

The pending file contains exceptions to the import rules, as detailed above. It is recommended to monitor this file after every import to ensure certain items included in the file do not need to be manually reconciled in Agvance. Once created, the pending file is automatically stored in the Agvance data directory; the naming system is

SSIReconAccountID.txt (Ex: SSIRecon1010.txt). The **Edit Pending File** button allows pending file entries to be viewed and deleted.

Standard

Layout of Agvance Cleared Check File Import

There are no Header and Trailer records.

The following table describes the Detail records.

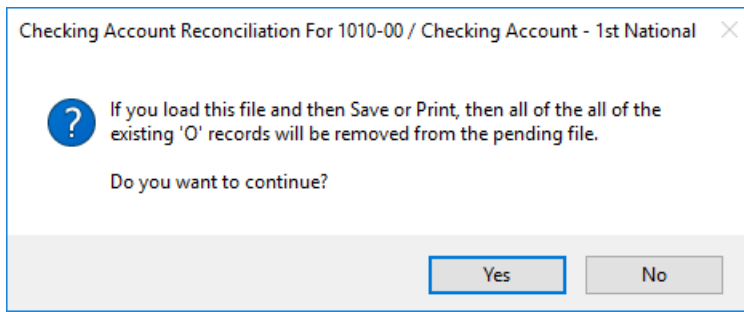
Position	Length	Field Name	Type	Additional Information
01-10	10	Account #	Alpha-numeric	
11-20	10	Serial #	Numeric	Agvance drops leading zeros.
21-30	10	Amount	Numeric	Two decimals are assumed by Agvance.
34-41	8	Paid Date	YYYYMMDD	
50-57	8	Check Date	YYYYMMDD	
82	1	Transaction Type	Alpha-numeric	Three record types are supported. P stands for Processed. D stands for ACH Debits. C stands for Miscellaneous Credits.

Record Types

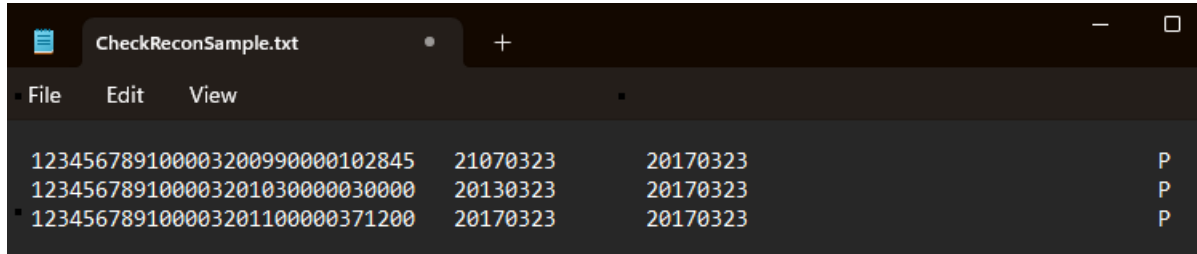
- **P** – The *P* transaction type records are matched against the *Checks* grid using the reference number and the amount.
- **D** – The *D* transaction type records are matched against the *Checks* grid using the amount only.
- **C** – The *C* transaction type records are matched against the *Deposits* grid using the reference number and the amount.

Any other records with a transaction type other than those listed above are not matched against either grid and are written to the pending file.

When a new file is loaded using the **Load File** button, a warning message displays that *O* records may get overwritten in the pending file.



A sample of the cleared check file is below:



PNC

Record	Field	Position
Header	Identified with an <i>H</i> in Position 1	
Header	Bank Account Number	13 - 22
Detail	Identified with a <i>D</i> in Position 1	
Detail	Bank Account Number (matches account number in associated Header record)	5 - 14
Detail	Record Type (P, S, C, D)*	15
Detail	Check Number	24 - 33
Detail	Amount	34 - 45
Trailer	Identified with a <i>T</i> in Position 1	
Trailer	Bank Account Number (matches associated Header and Detail Records)	5 - 14

*Record Types:

- **P** – These records are checks that should be matched on Check Number and Amount. If there is no match, send to pending file.
- **S** – These records should go straight to the pending file.
- **C** – These records are deposits and should be matched on Amount only. If there is no match, send to pending

file.

- **D** – These records are checks and should be matched on Amount only. If there is no match, send to pending file.

CoBank

Record	Field	Bytes	Position
Detail	Account Code	1 Value: "0"	1
Detail	Account NBR *	10	2 - 11*
Detail	Check NBR *	10	12 - 21*
Detail	Check Amt *	10	21 - 31* Assumed Decimal
Trailer	Paid Date (MMDDYYYY)	8	32 - 39
Trailer	Trailer ID	16	1 - 16 Value: "9999999999999998"
Trailer	Total Amount *	15	17 - 31* Assumed Decimal
Trailer	Total Count *	7	32 - 38*

Wells Fargo

Column values for the CSV file are as follows:

- A. Begin Date
- B. End Date
- C. Bank ID
- D. Bank Name
- E. State
- F. Account Number
- G. Account Type
- H. Account Name
- I. Currency
- J. Section/Report Name
- K. Transaction Type
- L. Serial Number/Reference Number
- M. Amount
- N. Issue Date
- O. Posted Date
- P. Stop Date
- Q. Release Date

- R. As Of Date
- S. Reversed Date
- T. Debit/Credit Code
- U. Optional Info/Tran Desc

Bell Bank

Column values for the CSV file are as follows:

- A. Account Number
- B. Check (ChkRef)
- C. Debit
- D. Credit
- E. Balance
- F. Date
- G. Description