

# CHECK RECONCILIATION FILE SPECIFICATIONS

The Issued Check and Positive Pay Check files are ASCII comma delimited files. These files can be created in any spread sheet application and saved as a \*.csv file. Each record in the file is 52 characters long and the file does not require a header record. Each field must be right justified and 0 filled. The following fields are required in each record with the exception of the reference which is optional:

Field	Length	Justification	Example
Institution Number	2	Right	00
Client Number	4	Right	0004
Transaction Code	1	NA	I
Check Number	10	Right	0000012345
Transaction Date	6	NA	010103
Check Amount	11	Right	00000056300
Reference	12	Right	000000000123

## Field Definitions

**Institution Number:** This field will always be 00 (zero, zero)

**Client Number:** This number will be assigned to you when you are set up for Check Reconciliation/Positive pay.

**Transaction Code:** This will most likely be an "I" for issued check. See the list at the bottom of page 2 for other transaction codes.

**Check Number:** This is the check serial number.

**Transaction Date:** Date of check in MMDDYY format.

**Check Amount:** Amount of the check. A decimal point should not be used in this field as the system assumes a decimal point.

**Reference:** Any reference for the item, i.e. trace number. This field is optional and can be left blank.

Any check with a "0" dollar amount will be considered a voided check and will be marked as such in our system.

## File Example:

This is an example of a file that will contain 3 items (issued checks) for customer 4. The three items are listed in the table below:

Check Number	Date of Issue	Check Amount	Reference
1234	1/03/2009	23.15	111
1235	1/03/2009	45.00	222
1236	1/04/2009	1000.32	333

When creating the file, all of the required fields must be included in each record. Recall that this includes *all* fields with the exception of the reference field. Each field must be the correct length, justification and in the correct order.

If you are creating the file in excel, verify that each field is included in its own column and that the required number of digits are included in the field. Using the data above and then adding the additional required data the finished file would appear as follows:

```
00,0004,I,00000001234,010303,00000002315,000000000111  
00,0004,I,00000001235,010303,00000004500,000000000222  
00,0004,I,00000001236,010403,00000100032,000000000333
```

## Transaction Codes

Used by Customers or Venture Bank Employees

Tran Code	Tran Code Name	Description
I	Issued Checks	This will setup an Issued Check on the CRS System
H	Issued Check Reversal	This will reverse the Issued Check entry code that was placed on the CRS System

Used by Venture Bank Employees Only (consult Bank Employee before using)

Tran Code	Tran Code Name	Description
S	Stop Payment	This will generate on a CRS Stop Payment Report but will not Issue Reverse the Check.
R	Reversal of Stop Payment	This will reverse the stop payment entry code that was placed on the CRS System.
P	Paid Check	This will pay the issued check with the issued item when the item posts to the account.
D	Deleted Check	This will delete the issued and paid check regardless of the item.
O	Paid Check Reversal	This will reverse the paid check entry code that was placed on the CRS System.