

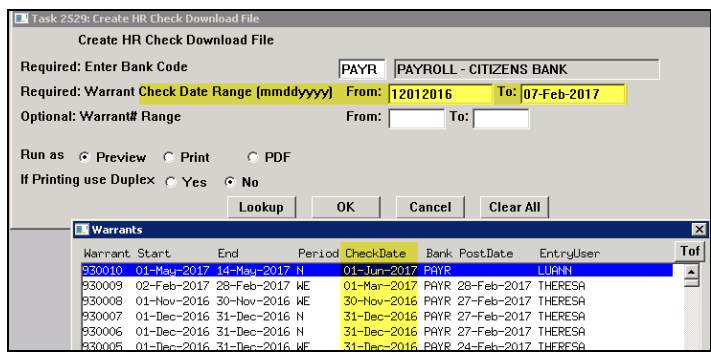
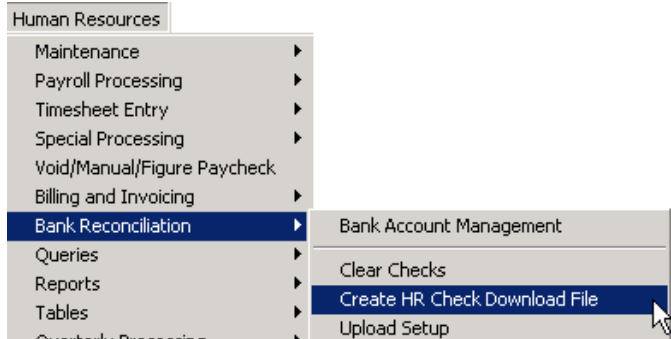


HUMAN RESOURCES

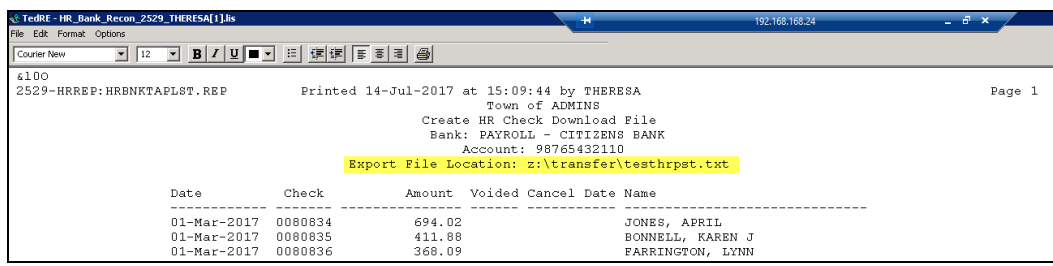
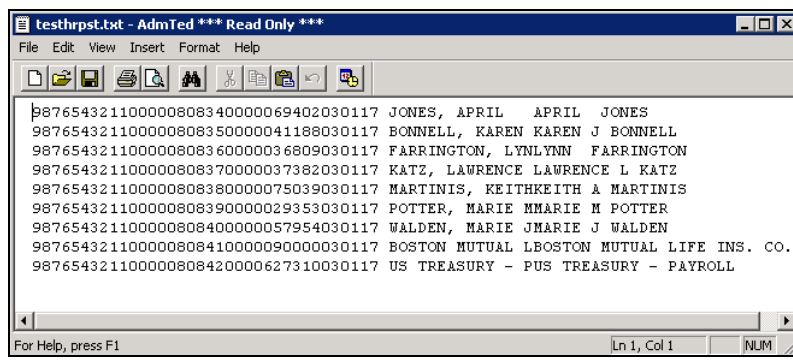
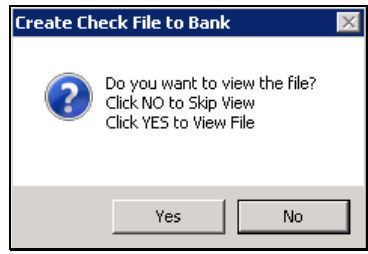
Reconciliation File “Positive Pay”

1. CREATING A POSITIVE PAY FILE AFTER COMPLETING THE WARRANT

Select **Human Resources** ▶ **Bank Reconciliation** ▶ **Create HR Check Download File**.



- Enter the required Check Date range (it may be the same for both the “From” and “To” date if only a single warrant is needed).
- The warrant range is optional. A lookup is available on the Warrant # range to allow the selection of warrants or to help ensure that the correct check date is used.
- If selecting **[Yes]** to view the file, you must exit the file for the process to finish.



A report of the checks contained in the file is produced, along with a note on the Export File Location.