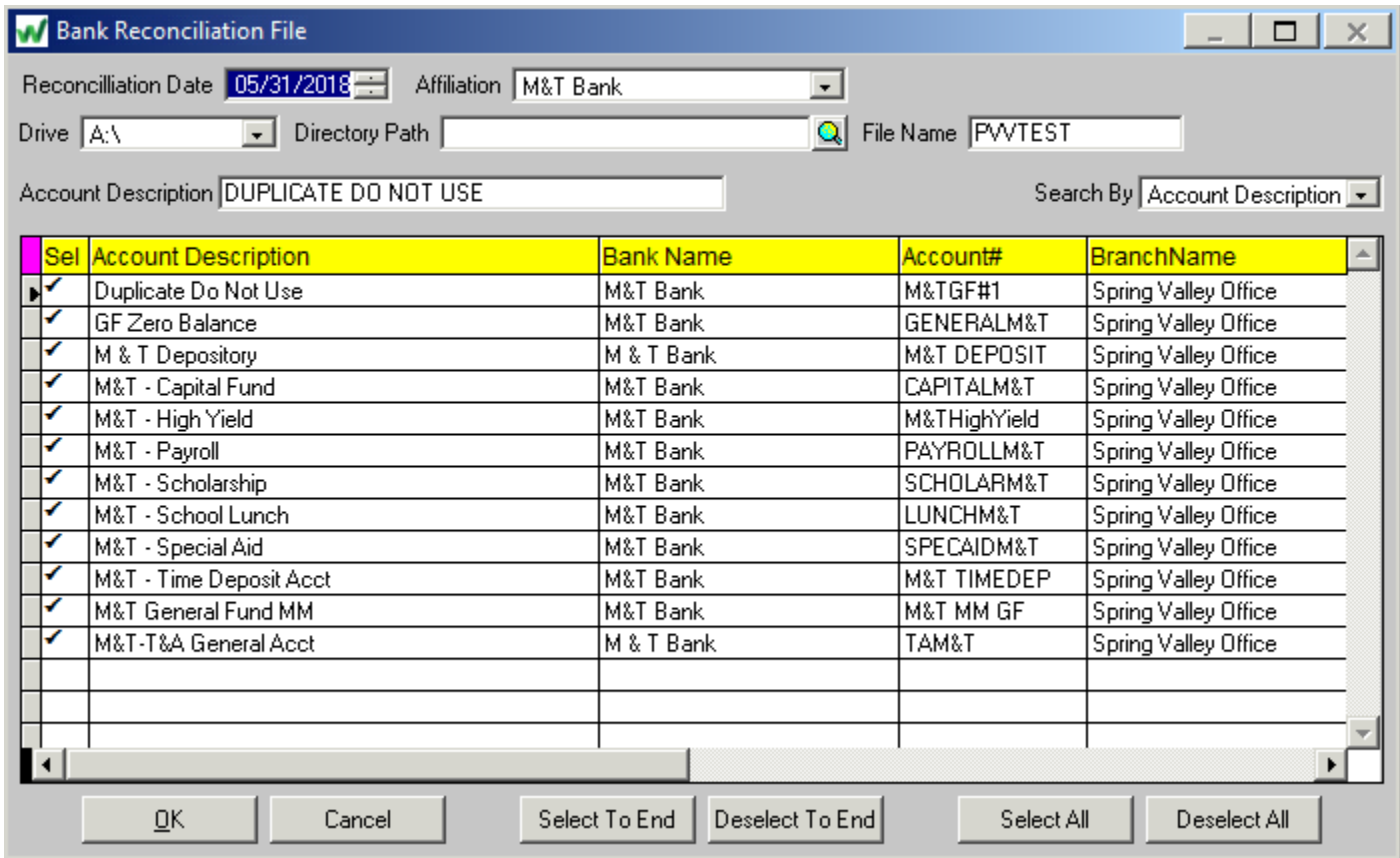


PAYROLL POSITIVE PAY

1. Click File/Administration/Export Files/Bank Reconciliation File
2. Reconciliation Date – Enter up to what day you want to reconcile.
3. Affiliation – What Bank you want to work with
4. Drive and Directory Path to save on your computer
5. File Name – create a file name
6. Search By – you can select account description or account #
7. Select the accounts you want to be part of the file
8. Click OK



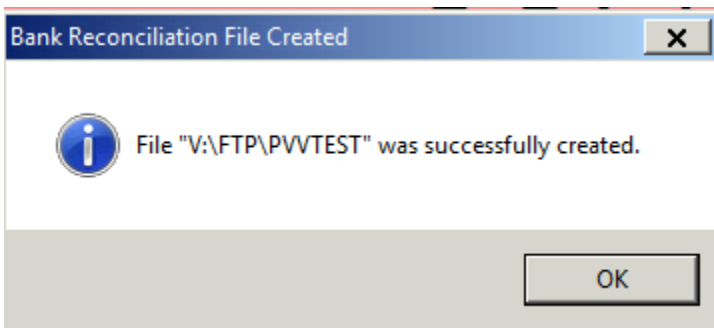
The dialog box 'Bank Reconciliation File' contains the following fields and controls:

- Reconciliation Date: 05/31/2018
- Affiliation: M&T Bank
- Drive: A:\
- Directory Path: (empty)
- File Name: PWVTEST
- Account Description: DUPLICATE DO NOT USE
- Search By: Account Description

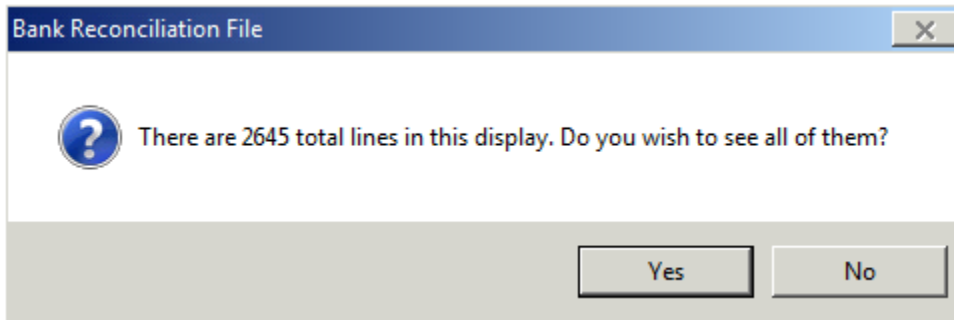
Sel	Account Description	Bank Name	Account#	BranchName
<input checked="" type="checkbox"/>	Duplicate Do Not Use	M&T Bank	M&TGF#1	Spring Valley Office
<input checked="" type="checkbox"/>	GF Zero Balance	M&T Bank	GENERALM&T	Spring Valley Office
<input checked="" type="checkbox"/>	M & T Depository	M & T Bank	M&T DEPOSIT	Spring Valley Office
<input checked="" type="checkbox"/>	M&T - Capital Fund	M&T Bank	CAPITALM&T	Spring Valley Office
<input checked="" type="checkbox"/>	M&T - High Yield	M&T Bank	M&THighYield	Spring Valley Office
<input checked="" type="checkbox"/>	M&T - Payroll	M&T Bank	PAYROLLM&T	Spring Valley Office
<input checked="" type="checkbox"/>	M&T - Scholarship	M&T Bank	SCHOLARM&T	Spring Valley Office
<input checked="" type="checkbox"/>	M&T - School Lunch	M&T Bank	LUNCHM&T	Spring Valley Office
<input checked="" type="checkbox"/>	M&T - Special Aid	M&T Bank	SPECAIDM&T	Spring Valley Office
<input checked="" type="checkbox"/>	M&T - Time Deposit Acct	M&T Bank	M&T TIMEDEP	Spring Valley Office
<input checked="" type="checkbox"/>	M&T General Fund MM	M&T Bank	M&T MM GF	Spring Valley Office
<input checked="" type="checkbox"/>	M&T-T&A General Acct	M & T Bank	TAM&T	Spring Valley Office

Buttons: OK, Cancel, Select To End, Deselect To End, Select All, Deselect All

You will get the below message saying the file was created. Just click OK



You can choose yes to see the entire file on the Wincap Screen or choose No, and just view fewer lines on your screen.



The file will be stored on your computer, which you will send to the bank.