## Upload File of Cleared Checks

ADMINS has a process for importing a bank file of cleared checks. To use this process, contact support@admins.com and ask for the upload to be setup. This will require coordination with your bank representative to provide a file layout and test files for the **ADMINS** representative to use for setup and test.

Receive Live File from the Bank	Save the file to the AUC server	Upload the File	Review the Edit List of Checks to be Uploaded	Click OK to commit the clear dates

Once the acceptance testing is complete, use the process to upload files each month to aid in bank statement reconciliation. To begin, obtain a file of cleared checks from the bank. Save it in a location that is accessible from the AUC server. Select **Human Resources ▶ Bank Reconciliation ▶ Upload File of Checks** to be cleared.

The system will display the upload dialog. All entries are required. The bank and the upload file may both be selected using the lookup button. Click on **[OK]**.
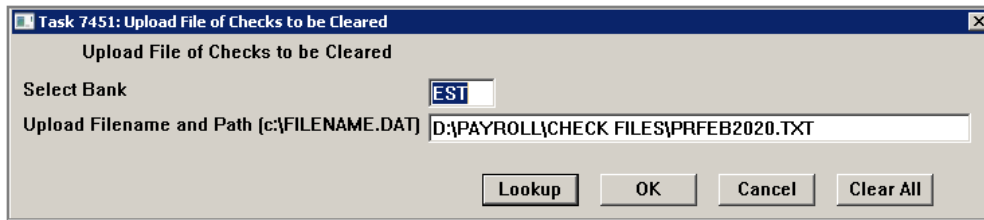
The edit list will be produced; review it noting any errors requiring investigation. Click on OK to upload the cleared dates.

Note: The upload may be attempted multiple times; the upload matches the check number and the amount and sets the cleared date based on the file provided by the bank. Go to the **Bank Reconciliation ▶ Bank Account Management** screen to view the results.