

backup_voidchecks

Table of Contents

backup_voidchecks i

A message is displayed suggesting a backup be created before continuing.

Click **Yes**. The export Human Resources payroll tables dialog box is displayed. If the Export Payroll Tables process was previously run, click **No**, and then the system voids the selected checks.

The **Frequency** field is display only and reflects the payroll frequency to which the user is logged on.

In the **Export File Name** field, type the drive and file name of where to export a copy of the tables.

Click **Execute** to start the export function or **Cancel** to close the page without completing the task.

In the application dialog box, verify the path of the export, and then click **Yes** to continue the export or **No** to return to the export Human Resources payroll tables dialog box.

In the archive password dialog box, type a required password for the exported file, and then click **OK**.

An export progress bar dialog box displays the progress of the export process. A message is displayed indicating the export process was completed successfully. Click **OK**.

The export Human Resources payroll tables dialog box is displayed with **Cancel** highlighted. Click **Cancel** to close the export Human Resources payroll tables dialog box.

A message displays indicating that all checks were successfully voided. Click **OK**.