



# Extract Deduction Codes - HRS7920



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## Payroll > Utilities > Extract Deduction Codes

This utility is used to create an Insurance Deduction report of all employees for use by a third-party insurance administrator. The report displays the employee number, name, deduction codes, cafeteria flag, refund flag, and deduction amounts by pay date.

### Extract deduction codes:

Field	Description
<b>Frequency</b>	This field is display only and reflects the payroll frequency to which the user is logged on (e.g., 6-Monthly CYR).
<b>From date</b>	Type the beginning date of the deduction code extract, or click  to select a date from the list.
<b>To date</b>	Type the ending date of the deduction code extract, or click  to select a date from the list.

Click **Execute**. A preview of the P.C.A. File Edit report is displayed. [Review the report.](#)

Click **Process** to complete the extraction process. A dialog box is displayed. Save the file on your computer or network.

- In the **File name** field, the file name is set to dbccddd\_mmddyyyy.txt, where cccddd is the county-district number and mmddyyyy is the current date. You can type a different name for the file.
- Click **Save**. Otherwise, click **Cancel** to close the Save As dialog box without saving the file.
- A message is displayed indicating that the Extract Deduction Codes process completed successfully. Click **OK**.

Click **Cancel** to return to the Extract Deduction Codes page without extracting the data.