

Positive Pay Export - HRS7930

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This tab is used to retrieve check numbers from a specified bank account group and date range. You may print a report or export the list.

Positive Pay File Layout

Retrieve check numbers

Field	Description
Frequency	type the payroll frequency, or click ⋮ to search by payroll frequency. If left blank, the system processes all payroll frequencies.
From Date	type the beginning date of the range of dates for which you wish to retrieve check numbers. Use the MMDDYYYY format.
To Date	Type the ending date of the range of dates for which you wish to retrieve check numbers. Use the MMDDYYYY format.
Include Payee Name in File	Select to include the payee name in the export file, or leave blank to not include the payee name in the export file.

Click **Retrieve**. The system displays all check numbers for the selected bank account group and date range.

Click **Create File** to export a list of the check numbers.

Click **Open** to view the file, or click Save to save the file. Otherwise, click **Cancel** to cancel the creation of the file and return to the Positive Pay Export tab.

If you click **Save**, a Save As dialog box is displayed.

- In the **Save in** field, click ⌄ to navigate to the appropriate folder.
- In the **File name** field, the file name is set to positive_mmddyyyy.txt where mmddyyyy indicates 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.
- When the export is completed, a message is displayed indicating that the export was successful. Click **OK**.

Click **Print** to display the Positive Pay Check Export List report.

Review the report.