



Positive Pay Export - HRS7930

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Payroll > Utilities > Positive Pay Export

This utility 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. |
| PNC Bank Format | Select to generate the file in a layout that meets the PNC Bank format guidelines. |

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.

- The file name is set to positive_mmddyyyy.txt where mmddyyyy indicates the current date. Save the file on your computer or network.
- If **PNC Bank Format** is selected, the file name is set to PNCpositive_mmddyyyy.txt where mmddyyyy indicates the current date.



When importing the file on PNC Bank's website, be sure to select the *IssueVoidFW* option from the PNC Import File menu.

Click **Print** to display the Positive Pay Check Export List report. [Review the report.](#)