

Positive Pay Export - HRS7930

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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.