



## 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](#)

[PNC Bank Positive Pay File Layout](#)

### Retrieve check numbers

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



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