



# Positive Pay Export - HRS7930



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## Payroll > Utilities > Positive Pay Export

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
<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.

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.](#)



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