


# 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.

File Layout

## Retrieve check numbers

| Field | Description |
|---|---|
| **Frequency** | type the payroll frequency, or click ⋮ to search by payroll frequency.<br><br>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**. A list of all check numbers for the selected bank account group and the date range is displayed.

❑ 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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