

Introduction

This article instructs you on creating a report using Report Writer to generate a “Check File” or “Positive Pay File.”

Report Writer

Navigate to **Reporting > Report Writer**. Click on the **Add New** icon and select the following:

- **Report Type:** Check File
- **Report Title:** Discretionary
- **Font Size:** Use default
- **Font Face:** Use default
- **Report Orientation:** Use default
- **Report Group:** Discretionary
- **Add Description:** If applicable
- **CSV Options:** None
- **Record Type Options:** None

Once completed, click on **Save**.

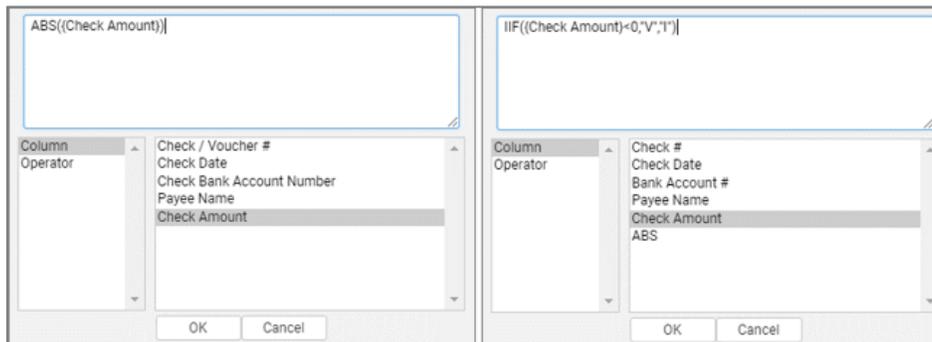
Navigate to the **Add Columns** tab and add the following from the **Field Category** “All Checks:”

- Check Amount
- Check Payee Name
- Check Bank Account #
- Check Date
- Check / Voucher #

Sort the columns by using the up/down arrow key to the right of **Added Columns**. Depending on the bank requirements, other categories can be added from the **Field Category**.

Navigate to the **Edit Columns** tab and add the following:

- **Calculated Column (Numeric)** = ABS({Check Amount})
- **Calculated Column (Text)** = if({Check Amount}<0,"V","I")



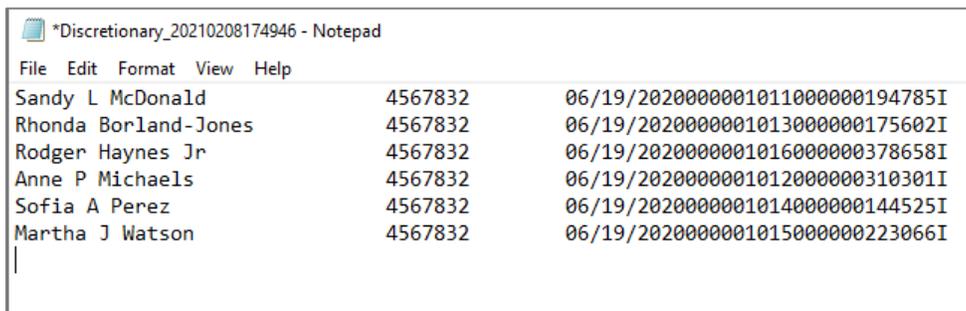
Navigate to **Edit Columns** and access each of the Column Details added. Click on **Edit** for each column and add the following:

- **Fixed Width:** This is a whole number, which contains the width of every property value in the stream generated in order for it to appear on the report.
- **Fixed Pad:** If the property size is less than the field width, than a pad character can be added, so it equals the size of the fixed width.
Example: Width = 10, but property or value is equal to 7 characters. You enter a **Fixed Pad** of “0.” The information would appear as “000XXXXXX.”
- **Fixed Implied Decimal:** This field is used to define the implied decimals for an amount field used in a report.

Click **Save** after each change.

Navigate **Preview by Payroll** and select the **Output** type “Fixed File Format.”

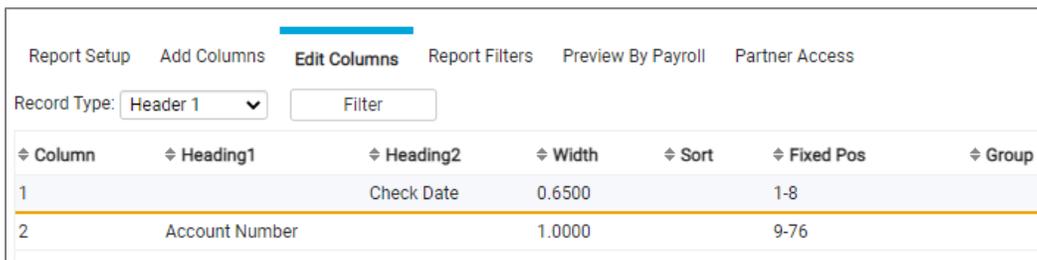
Here is an example of the report:



If you need to add a Header or Footer to your Fixed Width file, navigate to the **Report Setup** tab and click on **Edit**. Add a checkmark to “Header 1” or “Footer 1.” Click on the **Save** icon.

Navigate to **Edit Columns** and select the Record Type. Here is an example:

- Header 1 Record Type:
 - **Check Date:** Width 0.65 and Fixed Width 1-8
 - **Account Number:** Width 1.0 and Fixed Width 9-76
 - Click on the **Save** icon.



Navigate to **Preview by Payroll** and select **Output** type “Fixed File Format.”

Here is an example of the report:

```
*Discretionary_20210208174946 - Notepad
File Edit Format View Help
061920204567832
Sandy L McDonald          4567832      06/19/2020000001011000000194785I
Rhonda Borland-Jones     4567832      06/19/2020000001013000000175602I
Rodger Haynes Jr         4567832      06/19/2020000001016000000378658I
Anne P Michaels          4567832      06/19/2020000001012000000310301I
Sofia A Perez            4567832      06/19/2020000001014000000144525I
Martha J Watson          4567832      06/19/2020000001015000000223066I
```