Positive Pay Export - FIN8930

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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.
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Retrieve check numbers

Field	Description
Bank Account Group	Type the bank account group number. If the bank account group number is not known, click ⠿ to search for bank groups. If left blank, the system processes all bank account groups. The bank account groups are populated from and must first be added to the Bank Reconciliation > Tables > Bank Account Fund Groups > Bank Account Group and Bank Account Group Funds tabs.
From Date	type the beginning date of the range of dates for which you wish to retrieve check numbers. Use the MM-DD-YYYY format.
To Date	Type the ending date of the range of dates for which you wish to retrieve check numbers. Use the MM-DD-YYYY format.
Include Vendor Name in File	Select to include the vendor name in the export file, or leave blank to not include the vendor 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.

A message is displayed indicating that the export was completed successfully. Click **OK**.

Other functions and features:

Print	Click to print the report. Review the report.