



Positive Pay Export - FIN8930

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Finance > 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
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.
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 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.

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.](#)

Review the report using the following buttons:


Click  to go to the first page of the report.


Click  to go back one page.

Click  to go forward one page.

Click  to go to the last page of the report.

The report can be viewed and saved in various file formats.

Click  to save and print the report in PDF format.

Click  to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included.

Click **X** to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead.