



## **Positive Pay Export - FIN8930**



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## Finance > 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.

[Positive Pay File Layout](#)

### Retrieve check numbers

Field	Description
<b>Bank Account Group</b>	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.
<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 Vendor Name in File</b>	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. Save the file on your computer or network.

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.](#)



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