



# 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 MM-DD-YYYY format.
<b>To Date</b>	Type the ending date of the range of dates for which you wish to retrieve check numbers. Use the MM-DD-YYYY 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.
<b>PNC Bank Format</b>	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.](#)



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