

Create Positive Pay

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Creates a text file based on the [checkbook's](#) selected [positive pay format](#).

This file is transmitted to the bank for verification that the bank will allow only checks included on this file to be processed for payment from the designated checking account. A positive pay file may be required by some banks. A payment batch must be posted before those checks can be included in the Positive Pay transmittal file.

To create the file, menu option is **Daily > Create Positive Pay**. Choose your checkbook, specify the name of the text file to be created, and key either a range of check numbers or check dates. When the file is created, the system will confirm the total amount and where the file was saved.

- For more information please refer to this article: [Export Permissions](#)

Checkbook: The checkbook in which to extract checks from.

Text File Output: The path and file name of the positive pay text file to be created. (Download)
