Create Positive Pay

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)