Last Modified on 04/23/2025 8:35 am EDT

Create Positive Pay
Daily > Create Positive Pay

Video Tutorial

Click the play button below for a video tutorial. This tutorial is about 4 minutes long. Written instructions are below the video.

NOTE: *If viewing from the right-side screen, to open the video on a larger screen, use the "Open in full site" link at the bottom left of the help display. If you are already viewing from the full site, click the play button below to begin the tutorial.*

Your browser does not support HTML5 video.

Step-by-Step Instructions

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 in this file to be processed for payment from the designated checking account. Some banks may require a positive pay file. 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)