

# Export Permissions

Last Modified on 07/02/2026 10:09 am EDT

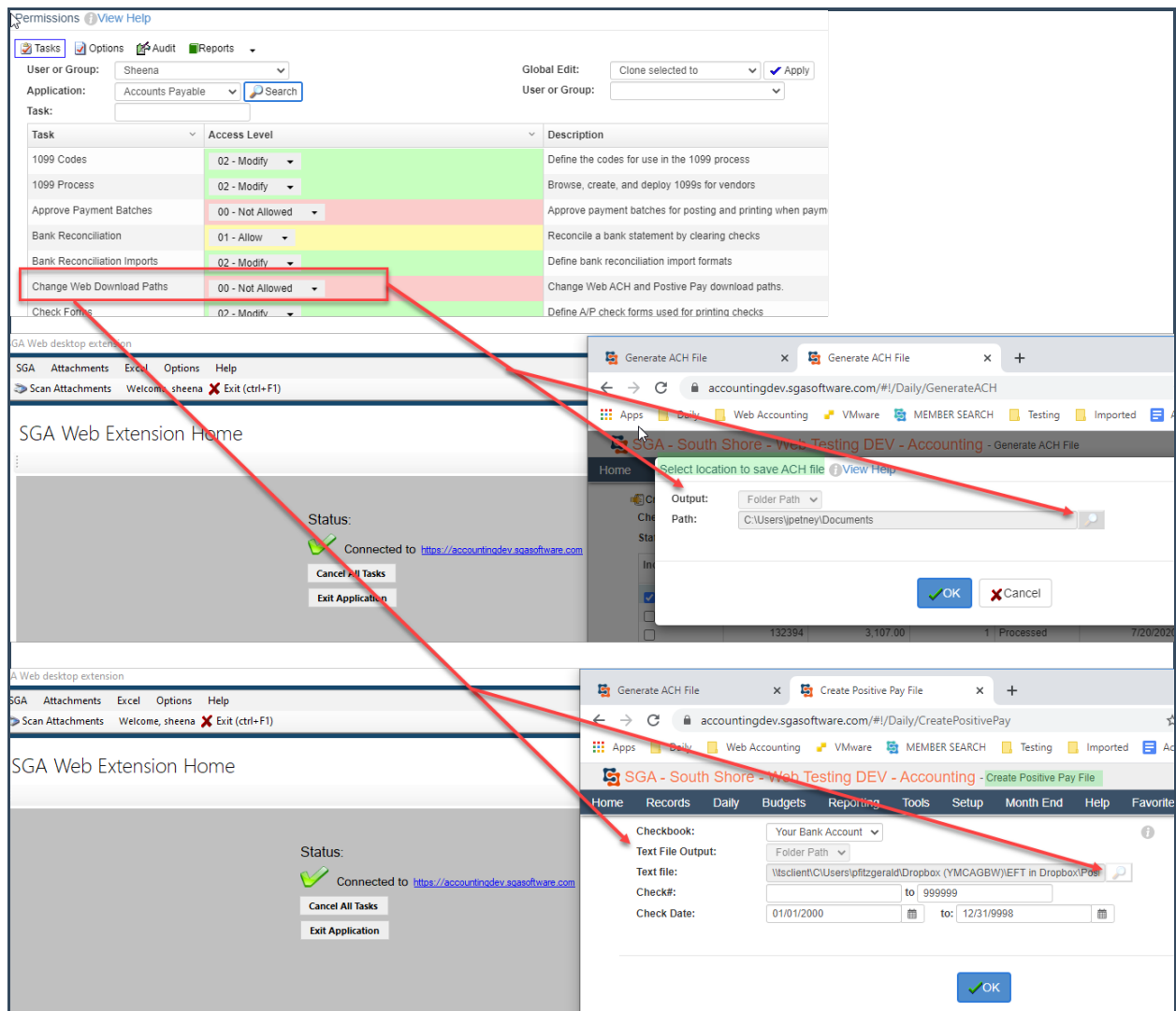
## Export Permissions

**Users > Permissions > Application Accounts Payable**

If Permission **Accounts Payable > Change Web Extension Paths** is set to **00-Not Allow**, the user will not be able to switch the path from the one set up under **Settings > Accounts Payable > EFT File Formats or Positive Pay Formats** setup.

The web extension will only be able to look at that path when exporting and will be retrieved there.

Both the output and a magnifying glass will be grayed out for the user on those export screens.



If **Permission Accounts Payable > Change Web Extension Paths** is set to **01-Allow**, the user will be able to override the path that the web extension will be looking for by clicking the magnifying glass.

Or send it straight to the downloads folder on their computer by choosing the file output

**Download** on both the Positive Pay and ACH export screens.

The image shows a composite screenshot of the SGASoftware interface. At the top, a 'Tasks' configuration window is open, displaying a list of tasks and their access levels. The task 'Change Web Download Paths' is highlighted with a red box. Below this, two browser windows are shown. The first window, 'Generate ACH File', has a dropdown menu open for 'Folder Path' with 'Download' selected. The second window, 'Create Positive Pay File', also has a dropdown menu open for 'Folder Path' with 'Download' selected. Red arrows point from the 'Change Web Download Paths' task in the top window to the 'Download' options in both browser windows.

Task	Access Level	Description
1099 Codes	02 - Modify	Define the codes for use in the 1099 process
1099 Process	30 - Maintain views for any user or group	Browse, create, and deploy 1099s for vendors
Approve Payment Batches	01 - Allow	Approve payment batches for posting and printing when payment batch approval
Bank Reconciliation	02 - Modify	Reconcile a bank statement by clearing checks
Bank Reconciliation Imports	02 - Modify	Define bank reconciliation import formats
Change Web Download Paths	01 - Allow	Change Web ACH and Positive Pay download paths.
Check Forms	02 - Modify	Define A/P check forms used for printing checks
Check Print	10 - Reprint after no start	Print checks.

**Generate ACH File**  
Path: Folder Path  
Download

**Create Positive Pay File**  
Text File Output: Folder Path  
Download