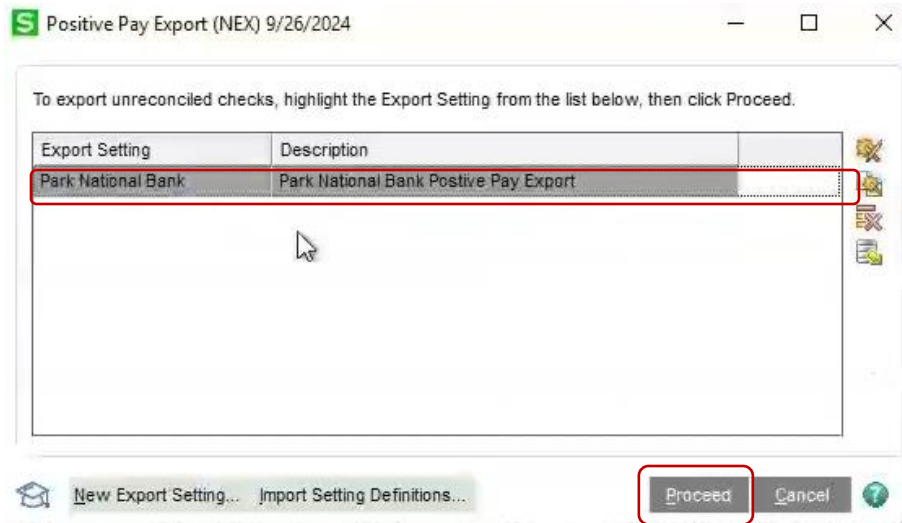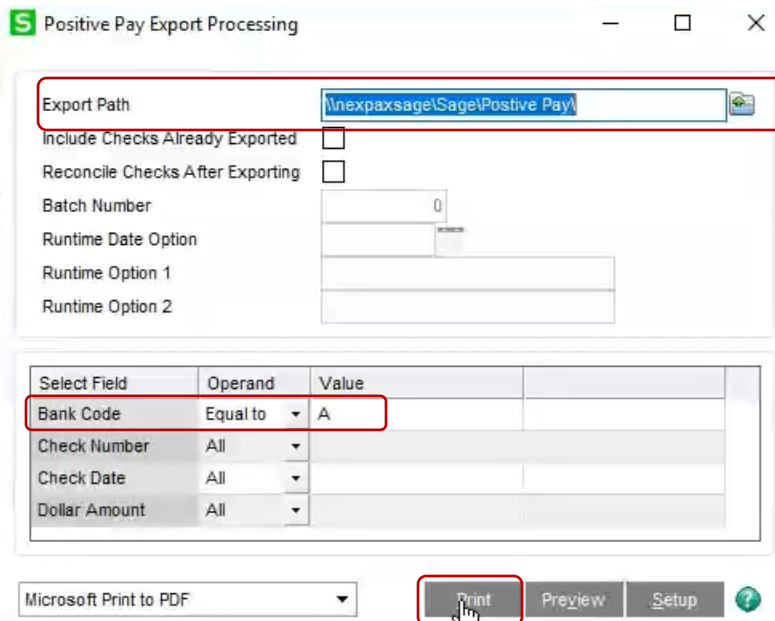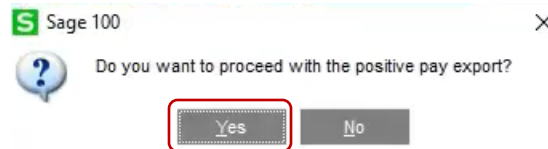# How To Export Positive Pay

1. Bank Reconciliation > Main > Positive Pay Export
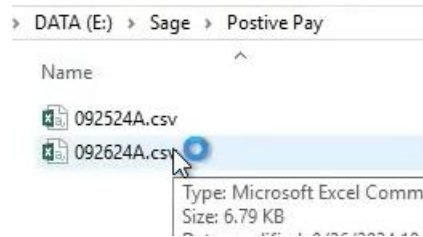2. Select the Export Settings
3. Click Proceed

4. Verify that the Export path is directed to the correct location.
5. Ensure you enter the correct Bank Code

6. Select Print
7. Select a location to save the Export Log in pdf format
8. After reviewing the check information to be exported, click Yes when prompted to proceed with the export and to create the export file.
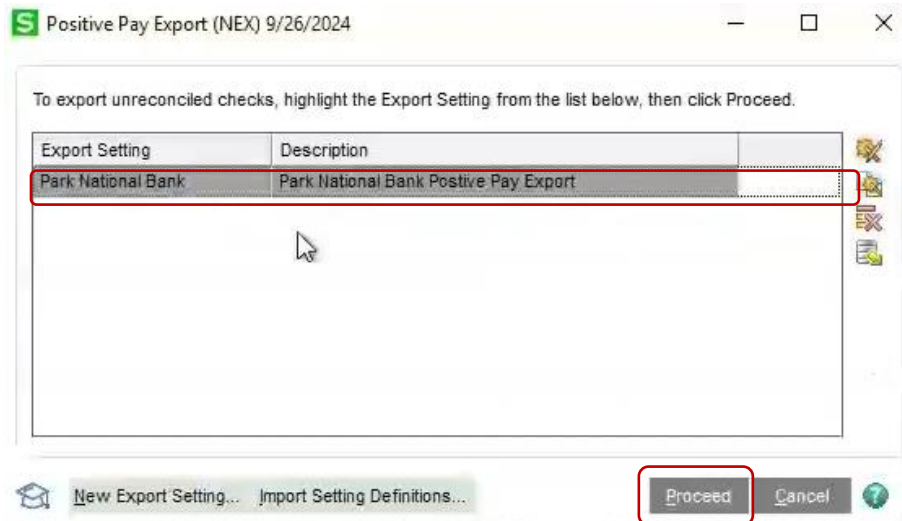

9. Go to File Explorer > Sage > Positive Pay (same path location as the export location)


10. Select the Positive Pay file to review before sending it to the bank.

# Export Positive Pay previously exported

1. Bank Reconciliation > Main > Positive Pay Export
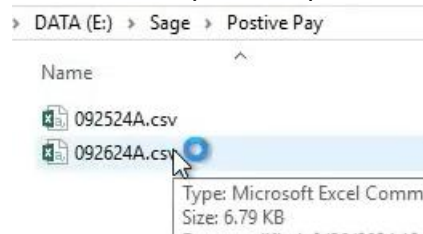2. Select the Export Settings
3. Click Proceed

4. Verify that the Export path is directed to the correct location.
5. Ensure you enter the correct Bank Code
6. Select box "Include Checks already exported"
7. Enter Check Date or range of Check dates
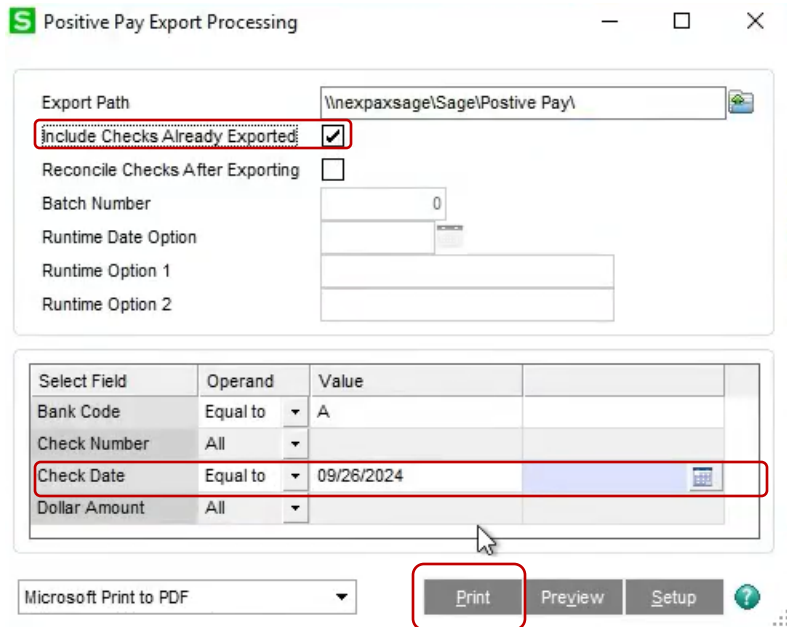
8. Select Print
9. Select a location to save the Export Log in pdf format
10. After reviewing the check information to be exported, click Yes when prompted to proceed with the export and to create the export file.
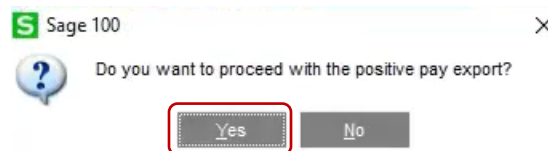
11. Go to File Explorer > Sage > Positive Pay (same path location as the export location)

12. Select the Positive Pay file to review before sending it to the bank.