

How To Export Positive Pay

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

Export Setting	Description		34	
Park National Bank	Park National Bank Postive Pay Export			
	2			

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

Export Path			Nnexpaxsage\Sage\Postive Pay\		
Include Checks A	Iready Export	ed			
Reconcile Checks	s After Export	ing			
Batch Number			Q		
Runtime Date Opt	ion		E.H.S.		
Runtime Option 1					
Runtime Option 2					
Select Field	Operand		Value		
Bank Code	Equal to		A		
Check Number	All	•			
	All	•			
Check Date	All				
Check Date Dollar Amount	01				



- 6. Select Print
- 7. Select a location to save the Export Log in pdf format

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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)

DATA (E:)	Sage > Postive Pay
Name	^
09252	4A.csv
09262	4A.csy
	Type: Microsoft Excel Comm Size: 6.79 KB

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

o export unreconciled cl	hecks, highlight the Export Setting from the list below, t	hen click Proce	ed.	
Export Setting	Description			Top .
Park National Bank	Park National Bank Postive Pay Export			



- 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

Export Path			\\nexpaxsage\Sage\F	E	
Include Checks A	Iready Export	ed			
Reconcile Checks	s After Export	ing			
Batch Number			0		
Runtime Date Opt	tion		R. M. C.		
Runtime Option 1					
Runtime Option 2					
Select Field	Operand	_	Value		
	Equal to	•	A		
Bank Code	All	-			
Bank Code Check Number		-	09/26/2024		
Bank Code Check Number Check Date	Equal to				
Bank Code Check Number Check Date Dollar Amount	Equal to All	•			

- 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)

DATA (E:) > S	Sage 🔸 Postive Pay	
Name	^	
092524A.d	csv	
092624A.c	csv2	
	Type: Microsoft E Size: 6.79 KB	xcel Comn

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