Creating and Exporting a Positive Pay File in QuickBooks®

1. Open the Transaction Detail by Account:
   a. Select “Reports” and the top then “Accountant & Taxes”
   b. Select the “Transaction Detail by Account
2. Customize the report to include required upload details:
   a. Dates - use the drop down and date range boxes to capture the checks you need to upload
   b. Columns required:
      i. Date
      ii. Number
      iii. Name
      iv. Credit
      v. Amount
   c. Select “Filters” and add:
      i. Account - from the dropdown select the checking account you are uploading for and set Include Split Details to “No”
      ii. Transaction Type - from the dropdown select Multiple Transaction Type and select “Check” and “Bill Payment”
3. Once you have finished, select “Ok” to save your changes and return to the report

You can memorize the report for reuse by clicking “Memorize” at the top of the report, entering a title, and assigning the report to a Memorized Report Group. You can then access the saved report easily from Reports > Memorized Reports.

To export the file, run the report and click Excel. Click “Create New Worksheet” from the dropdown and in the Send Report to Excel window, select “Create a comma separated values (.CSV) file.” Select Export and save your file to the preferred location with a file name of your choosing.

Login to Treasury Management and upload the file through the Positive Pay menu: Create Issued Items.

Note: These are general guidelines and may not apply to the version of QuickBooks that you are using. Contact Inuit/QuickBooks directly should you need assistance or have questions at 1-800-4INTUIT.

Security Federal Bank