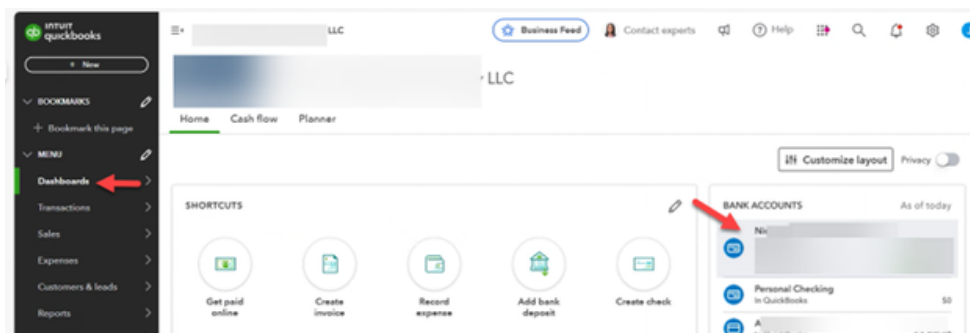
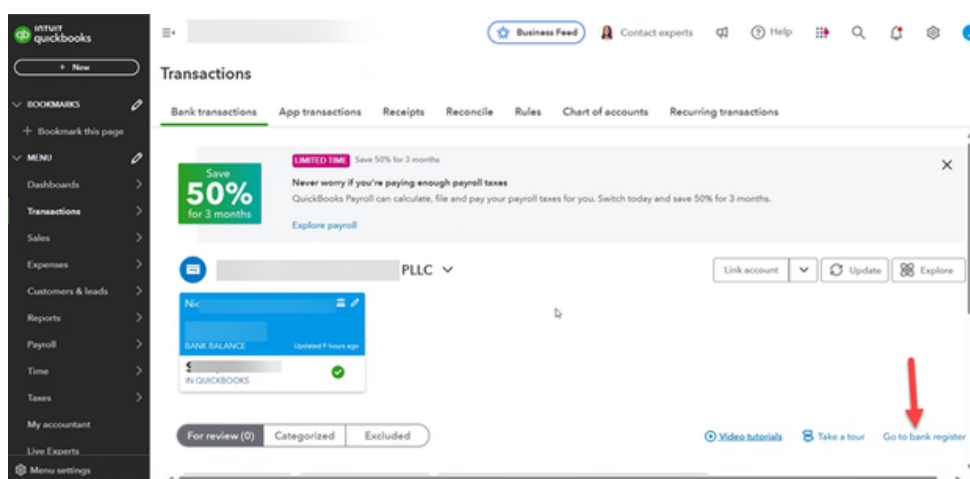


Creating and Exporting a Positive Pay File in QuickBooks® Online

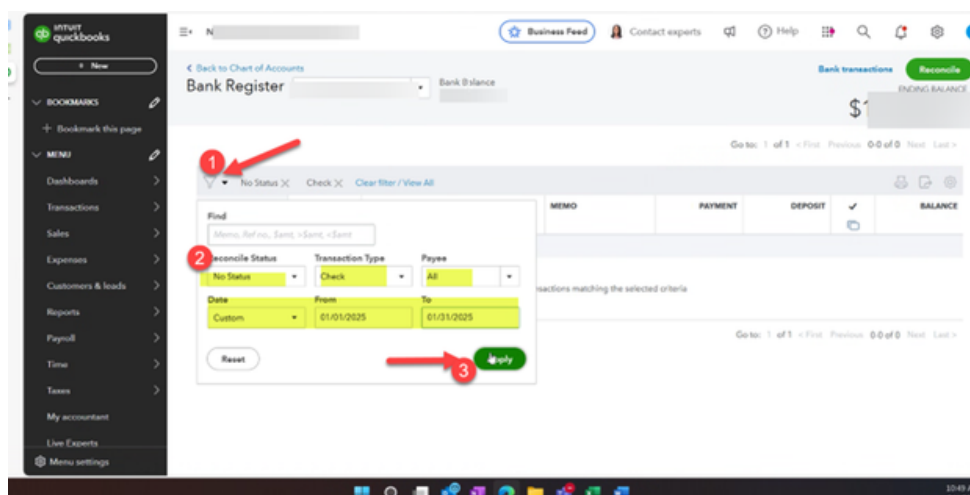
- From the Dashboard click Home → Click on Bank Account



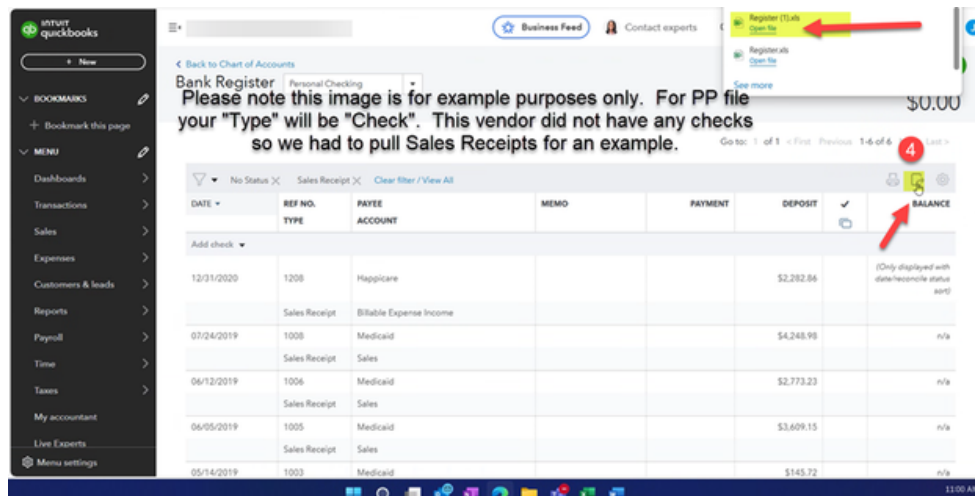
- Go to Bank Register



- On the left, click Funnel to Filter
 - Reconcile Status: No Status
 - Transaction Type: Check
 - Payee: All
 - Date Range: Custom to match the dates on the checks you are needing to upload
- Click Apply



- Once applied you will see the screen below. Select Export to Excel and save the file to your preferred location with a name of your choosing. The file needs to be saved in a .csv format.



- 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.