SusserBank

Reconcile

4-14

Check

BANKING

1

Record Deposits

B

Write Checks

Print Checks 1

Below, you will find instructions on how to obtain a **.CSV** Extract File for Positive Pay upload.

1. Select Write Checks under the Banking section of the Home Page.

- 2. Select Find at the top left of the screen.
- 3. Key in the specific date range then select **Find**.



Main

Find

2

4. The report will appear containing all checks issued for the specified date range you selected. Select **Export** to the right side of the page.





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QUICKBOOKS POSITVE PAY FILE EXTRACTION

5. This report may be saved for future utilization by selecting the **Save in Memorized Report Group** and hitting **OK**.

| | Memorize Report | × |
|---------------|---------------------------------------|---|
| <u>N</u> ame: | Positve Pay Extract | |
| Save | e in Memorized Report Group: Banking | • |
| Sha | re this report template with others 5 | |
| | OK Cancel | |

6. Select the option to Create a comma separated value (.CSV) file then select Export.

| Send Report to Ex | xcel |
|---|----------|
| WHAT WOULD YOU LIKE TO DO WITH THIS REPORT? | |
| Create new worksheet | |
| Update an existing worksheet How it wo | rks |
| Replace an existing worksheet | |
| Create a comma separated values (.csv) file | |
| | |
| | |
| | |
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| | |
| | |
| | Advanced |
| 5 | Advanced |

7. If you have not already, please email this file to Susser Bank for mapping at tmsupport@susserbank.com

