

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

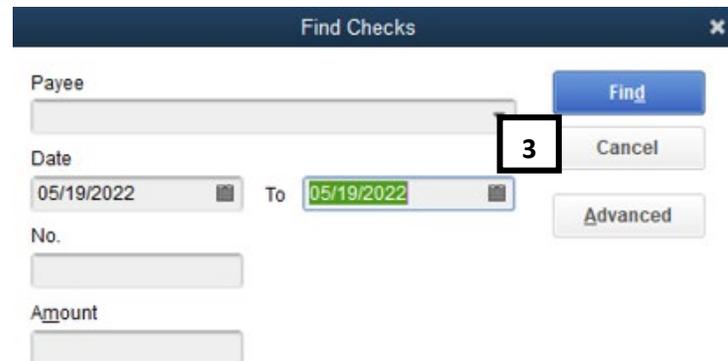
1. Select **Write Checks** under the Banking section of the Home Page.



2. Select **Find** at the top left of the screen.



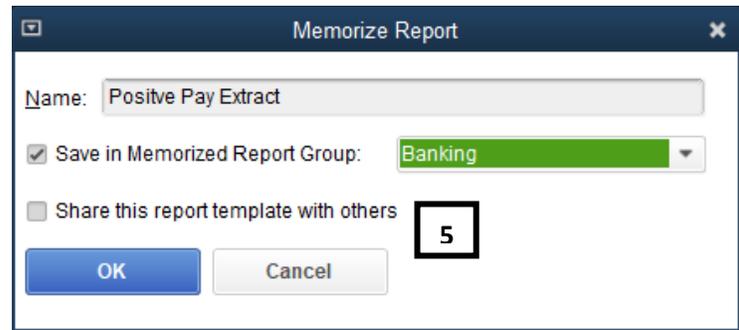
3. Key in the specific date range then select **Find**.



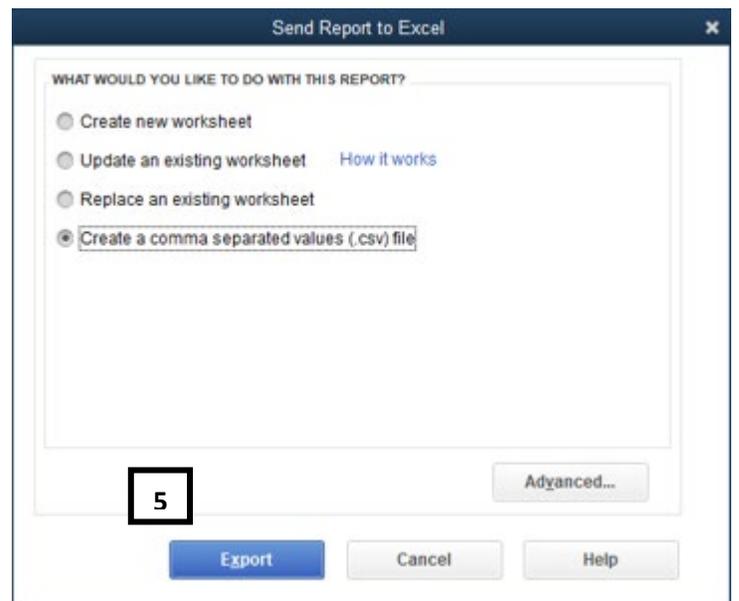
4. The report will appear containing all checks issued for the specified date range you selected. Select **Export** to the right side of the page.



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



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



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