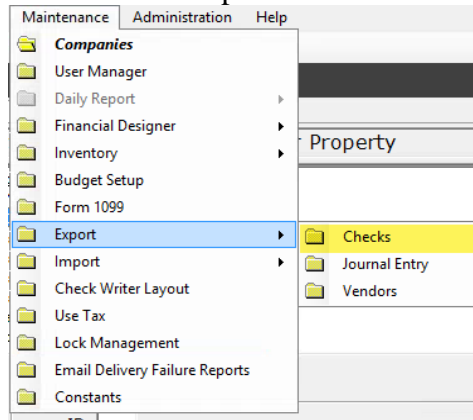


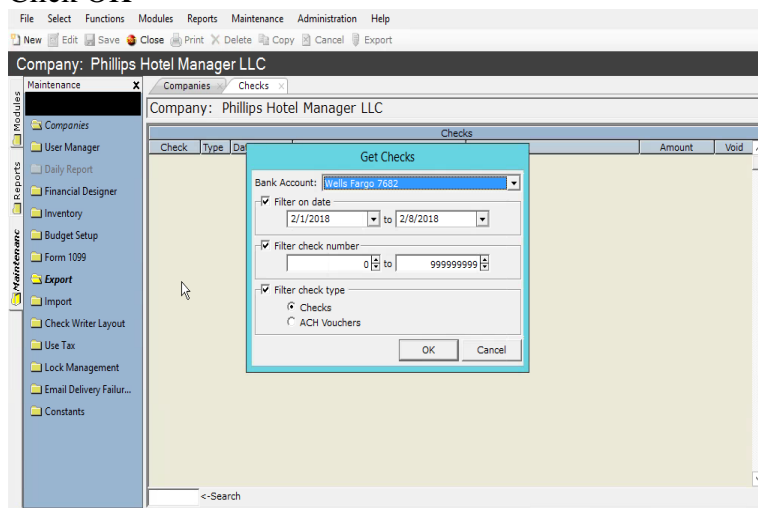
## Positive Pay Walkthrough

Follow these steps to complete a Positive Pay transaction

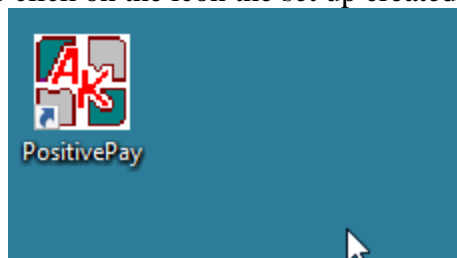
1. Export Checks from Accounting Core
  - a. Select company/property you printed the checks from.
  - b. Go to Maintenance->Export->Checks.

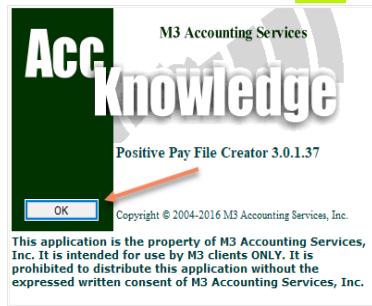


- c. Click new in the upper left
  - i. In the drop down select your bank account
  - ii. Select the date range/check numbers
  - iii. Select the radio button for checks
  - iv. Click OK

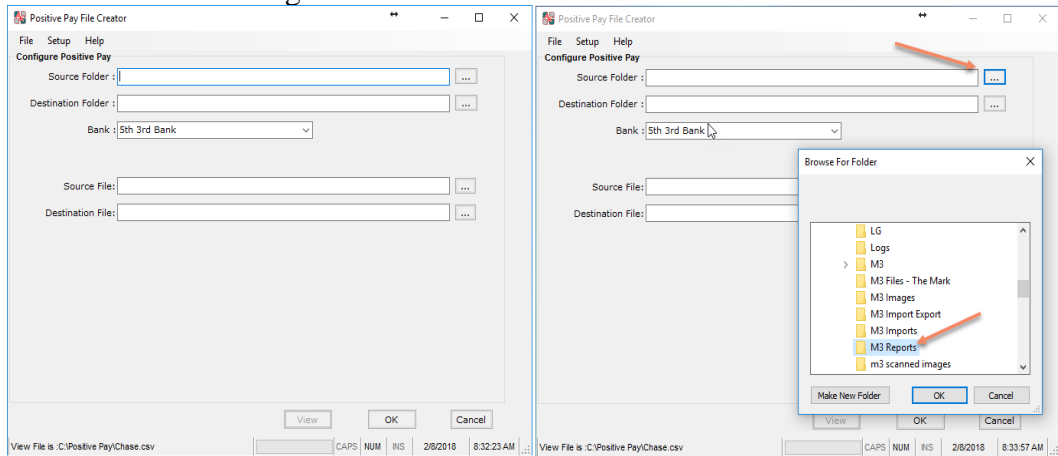


- d. The export will go to your export folder for Accounting Core as a .txt file
2. Install Positive Pay. The program can be downloaded [here](#).
  - a. Double click on the icon the set up created on your desktop and click OK to open.

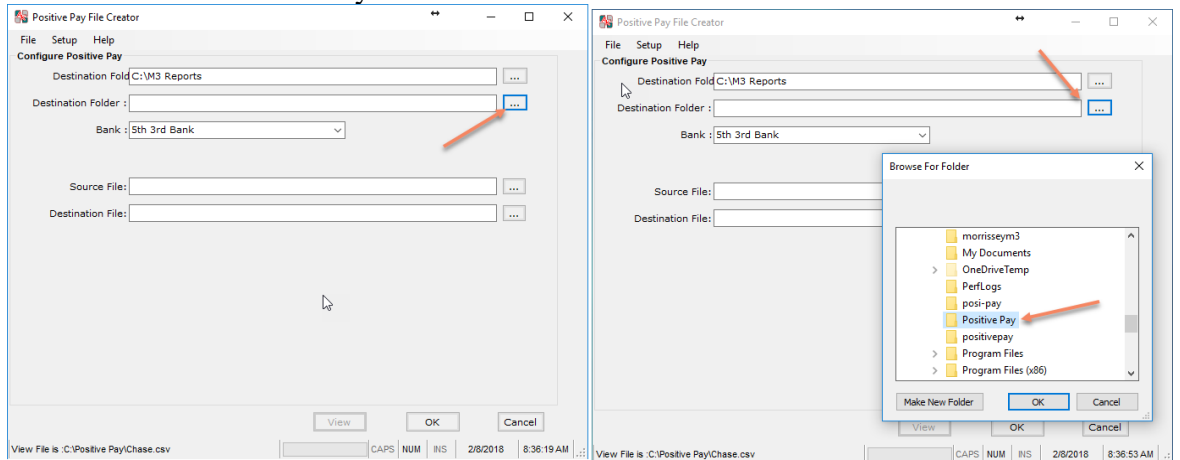




- b. Select your bank \*\*See notes at the end of this document for bank info
- c. Click on the ... button to select the first Destination folder. This is where you will find the exported file from Accounting Core



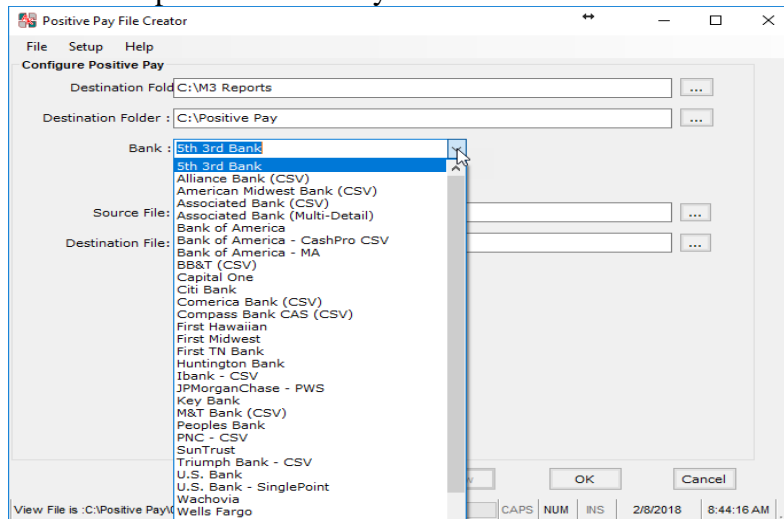
- d. Click ok
- e. Do the same for the 2<sup>nd</sup> Destination folder. This can be the export folder or in this example I created a folder named Positive Pay.



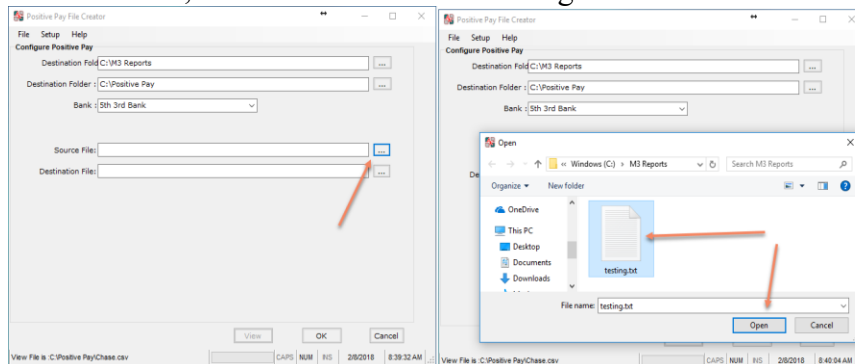
- f. Click ok



Use the drop down to select your bank.

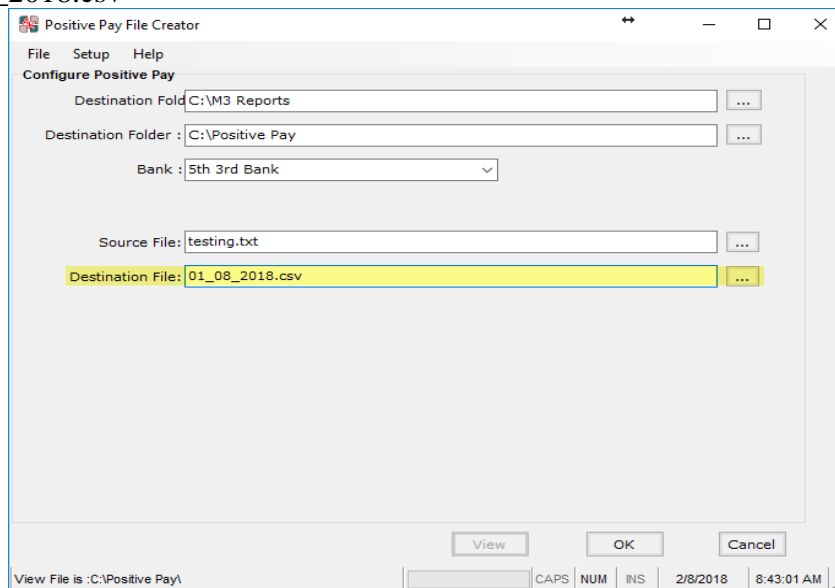


- g. Click the ... button to select the source file. This is the file that you exported from Accounting Core. It will automatically go to the 1<sup>st</sup> destination folder. In this example C:\M3 Reports  
Select the file, in this case it's names testing.txt

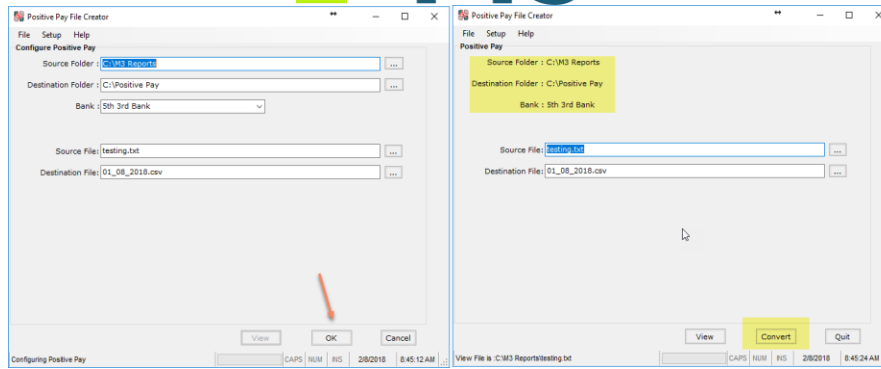


Click Open

- h. Choose a name for the converted file. in this case I names it the current date. If your bank requires a ,csv file then make sure to give it a file extension. In this example I named it 01\_08\_2018.csv

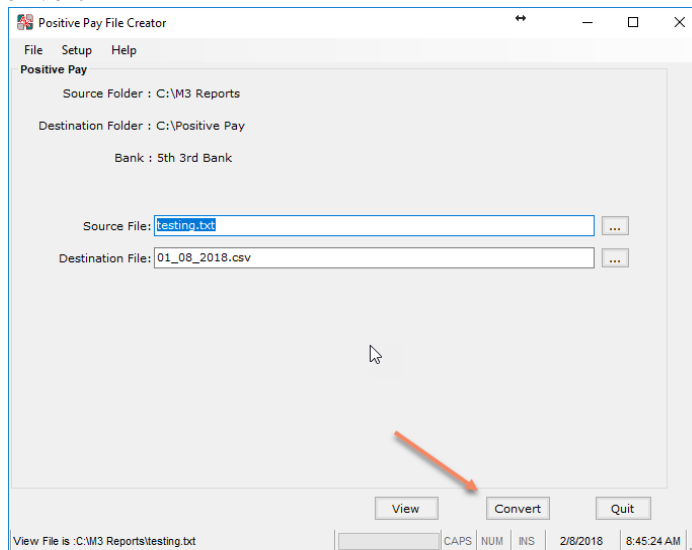


- i. Now click ok

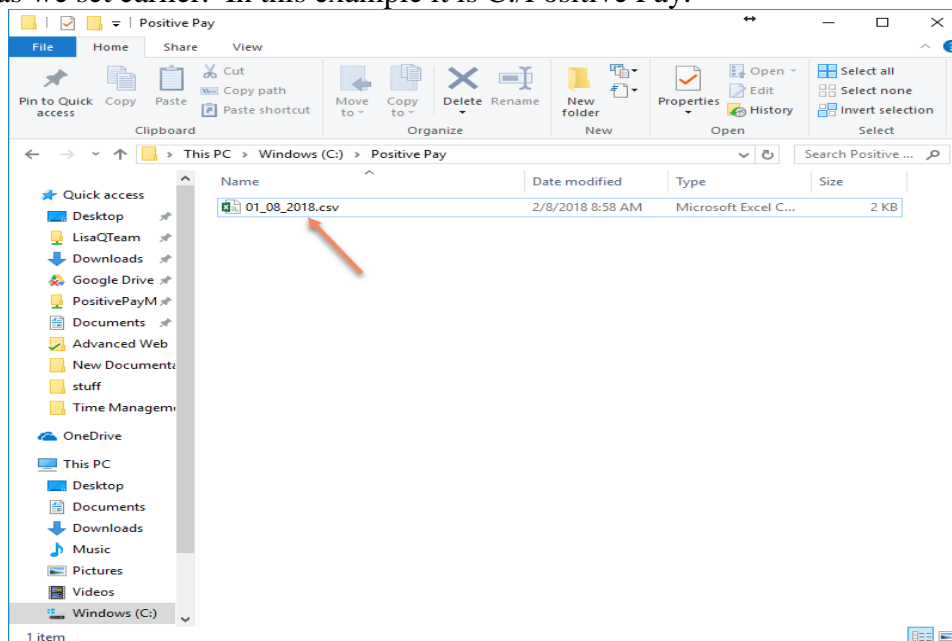


1. Notice that the ok button changed to Convert and the destination folder and bank name locked in place.

j. Click convert



- k. The file is now converted to the way your bank likes it. You will find it in the 2<sup>nd</sup> destination folder as we set earlier. In this example it is C:/Positive Pay.



- l. You can upload this file to you bank!!!