

Reverse Positive Pay- Transaction Extract- Paid Checks Only

The Reverse Positive Pay/Transaction Extract screen provides the client with an electronic file of paid checks to process (update) within another system. The format of the file is defined at the client level. Once complete, the file and report are automatically displayed at the bottom of the screen. To save an extract file to a local workstation or network drive, click on the *File / Save* menu option while viewing the file, or, right click on the View File link and select *Save Target As*.

Note: An item may only be extracted once.

Single Account

1. In the navigation menu, click or tap **Advanced Payments > Positive Pay Advanced**. The Positive Pay Advanced features page appears.
2. Click or tap **Transaction Processing>Transactions Extract**.
3. Select Appropriate Account from Account Nickname drop down
4. (Optional) Input Extract from date
 1. By default, the system will extract all items that have not been previously extracted
5. Input Extract through date
6. Click Create File and Report
7. Click View File to view the file in XLS format; or Click View Report

Multiple Accounts

1. In the navigation menu, click or tap **Advanced Payments > Positive Pay Advanced**. The Positive Pay Advanced features page appears.
2. Click or tap **Transaction Processing>Transactions Extract- Multiple Accounts**.
3. Click Appropriate Accounts from Account Nickname column or Click on Add All
4. Input Extract from date
5. Input Extract through date
6. Click Create File
7. File will appear as download at the bottom of the browser.