



1. To search your issued check items in Check Positive Pay. Select the “Business Banking” menu and then select “Positive Pay”.

The screenshot shows the Red River Bank website interface. At the top, there is a navigation bar with the following items: Home, Transfers & Payments, Business Banking (highlighted), Services, Settings, Messages (53), and Log Off. Below the navigation bar, the page title is "Business Banking". Underneath, there is a section titled "PAYMENTS & TRANSFERS" containing six cards: "Positive Pay" (highlighted with a red arrow), "Payments", "Recipients", "ACH Reporting", "Tax Payments", and "Remote Deposit Capture". Below this section is a "BUSINESS MANAGEMENT" section which is currently empty.

2. Select “Launch Advanced Options”.

The screenshot shows the "Positive Pay" interface on the Red River Bank website. The navigation bar includes: Home, Transfers & Payments, Business Banking, Services, Settings, Messages (53), Card Controls, and Log Off. The page title is "Positive Pay". Below the title, there are three tabs: "Exceptions", "Add Check" (selected), and "Submit Issued Check File". The main form area contains several input fields: "Amount" (with a dropdown for "\$" and a value of "0.00"), "Payee (optional)", "Account" (with a dropdown arrow), "Issue Date" (with a calendar icon and a value of "02/04/2025"), "Check Number", and an "Auto Increment" checkbox. A red "Add Check" button is located at the bottom right of the form. Below the form, there is a section titled "CHECKS ADDED" which contains a check icon and the text "No checks to display" and "No checks have been uploaded this session." A red arrow points to the "Launch Advanced Options" button in the top right corner of the page.



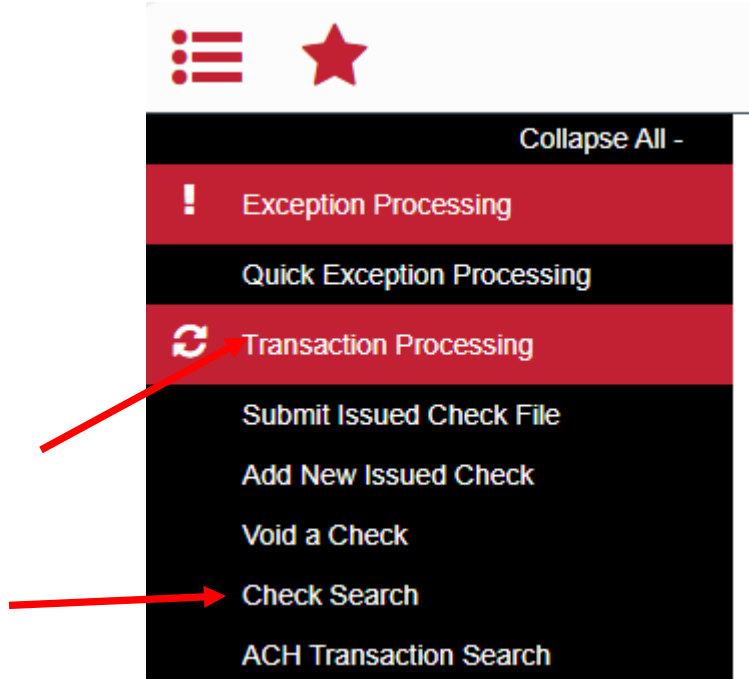


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Positive Pay-Check Search

3. This will launch Red River Banks full Positive Pay site. Select the “Transaction Processing” menu then select “Check Search”.

Note-Checks can be searched by specifying various criteria listed on the screen according to need.



4. Select the desired “Account Nickname” from the drop-down menu. This specifies which account or accounts should be included in the search.



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Positive Pay-Check Search

5. The following fields are optional and may be used to narrow down the corresponding search.
 - a. Select “Checks Status” to specify the status of the check or the checks being searched. All statuses will be selected by default.
 - b. Indicate a “Check Number” range if desired.
 - c. Select an item in the “Date” drop-down menu to specify a category. This corresponds to the type of date you would like to run the Check Search report for.
 - d. Specify the “Date Range” of the check if this information is available to further narrow the search.
 - e. Select the Carrot (^) next to the “Show additional options” to uncover additional search options.

Check Search

Account Nickname
Payroll - 8112 x

Check Status
All

Check Number From Check Number To

Date
Issued

Date From Date To

Show additional options

Note: Transaction history is retained within the system for 90 days after an item has paid.



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Positive Pay-Check Search

- For the purposes of this Training Document, we will be searching for “Issued but still Outstanding Check Items”. This is a common search done by Check Positive Pay Customers. Once you have completed all of your Search Requirements, Select “Search”.

Check Search

Account Nickname
Payroll - 8112 ✕

Check Status
Issued / Outstanding

Outstanding As Of
02/06/2025

Check Number From

Check Number To

Date
Issued

Date From
01/01/2025

Date To

Show additional options

Note: Transaction history is retained within the system for 90 days after an item has paid.

Search

- The resulting checks will appear on the screen.

Check Search

Back to Search Parameters

Account Nickname	Check Number	Amount	Original Issued Amount	Issued Payee	Issued Date	Paid Date	Current Status
Payroll - 8112	2201	\$79.00	\$79.00	John Smith	01/09/2025		Issued
Payroll - 8112	2202	\$3,548.00	\$3,548.00	Jane Smith	01/09/2025		Issued

- Select the “Search Filter” (spyglass icon) to filter and search results, or specify a specific column to search within.

Check Search

Back to Search Parameters

Account Nickname	Check Number	Amount	Original Issued Amount	Issued Payee	Issued Date	Paid Date	Current Status
Payroll - 8112	2201	\$79.00	\$79.00	John Smith	01/09/2025		Issued
Payroll - 8112	2202	\$3,548.00	\$3,548.00	Jane Smith	01/09/2025		Issued



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Positive Pay-Check Search

9. Select the “Columns” icon to select or remove columns from the report.

< Back to Search Parameters Check Search

Account Nickname	↑ Check Number	Amount	Original Issued Amount	Issued Payee	Issued Date	Paid Date	Current Status	⌵
Payroll - 8112	2201	\$79.00	\$79.00	John Smith	01/09/2025		Issued	⋮
Payroll - 8112	2202	\$3,548.00	\$3,548.00	Jane Smith	01/09/2025		Issued	⋮

Note: A red arrow points to the 'Columns' icon (⌵) in the top right corner of the table header.

10. Select the “Export” icon to export the results to Microsoft Excel or PDF file.

< Back to Search Parameters Check Search

Account Nickname	↑ Check Number	Amount	Original Issued Amount	Issued Payee	Issued Date	Paid Date	Current Status	⌵	📄
Payroll - 8112	2201	\$79.00	\$79.00	John Smith	01/09/2025		Issued	⋮	
Payroll - 8112	2202	\$3,548.00	\$3,548.00	Jane Smith	01/09/2025		Issued	⋮	

Note: A red arrow points to the 'Export' icon (📄) in the top right corner of the table header.



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