



Note-In order to Upload an Issued Check File, you must first complete File Mapping located in the “Advanced Options” of our Positive Pay platform.

1. Select the “Business Banking” menu and then select “Positive Pay”.

The screenshot shows the Red River Bank Business Banking dashboard. At the top, there is a navigation bar with links for Home, Transfers & Payments, Business Banking (highlighted), Services, Settings, Messages (with a notification badge), 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.

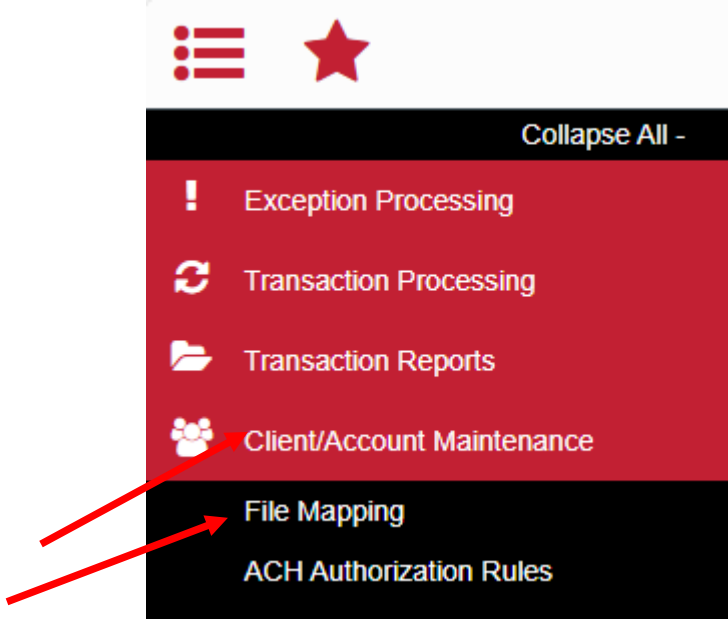
2. Select “Launch Advanced Options”.

The screenshot shows the "Positive Pay" "Add Check" form. At the top, there is a navigation bar with links for Home, Transfers & Payments, Business Banking, Services, Settings, Messages (with a notification badge), Card Controls, and Log Off. Below the navigation bar, the page title is "Positive Pay". Underneath, there are tabs for Exceptions, Add Check (highlighted), and Submit Issued Check File. The form contains several input fields: Amount (with a dropdown for currency 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 form area.

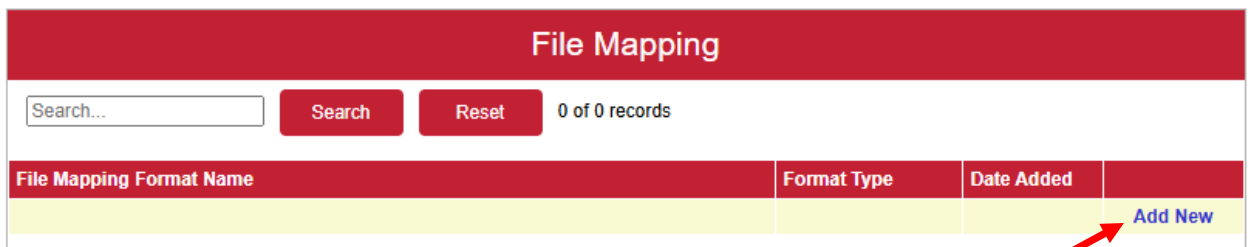




3. This will launch Red River Banks full Positive Pay site. Select the “Client/Account Maintenance” menu then select “File Mapping”.



4. Select “Add New” to create a new file mapping format from scratch.





Red River Bank-Treasury Management Positive Pay-Issued Check File Mapping

5. Enter a desired "Profile Name" for the new file map. Select a "File Format" from the dropdown menu. If delimited text, select the corresponding delimiter. Select "Choose File" to select the file from your computer or network drive that will be used for mapping. Select "Next" to continue.

The screenshot shows a web form titled "File Mapping" with a red header. The form contains the following fields and controls:

- Name:** An empty text input field.
- File Format:** A dropdown menu currently showing "Delimited Text". A red arrow points to this dropdown.
- Delimiter:** A sub-menu is open, showing three options: "Delimited Text" (highlighted), "Fixed Length File", and "Microsoft Excel". Below these are three radio button options: "Space", "Semicolon", and "Other". A red arrow points to the "Delimited Text" option in the sub-menu.
- Text Qualifier:** A text input field containing "Double Quote" and a dropdown arrow.
- Select File:** A "Choose File" button followed by the text "No file chosen". A red arrow points to the "Choose File" button.
- Next >** A red button with the text "Next >" located at the bottom right. A red arrow points to this button.



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Red River Bank-Treasury Management Positive Pay-Issued Check File Mapping

- You will see an image display on the screen with items from your file. Select the options on the screen in accordance with the file being imported. Options listed on the screen may vary depending on the type of file. For the "File Totals Options" most customers will choose "DO NOT REQUIRE FILE TOTALS". Select "Next".

Note-This is an optional step:

If there is a field value in your file which designates how many items and or total dollar amount in the file, enter the field number associated with each value.

File Mapping

	Column 1	Column 2	Column 3	Column 4	Column 5
1					
2	Account	Check Number	Amount	Issue Date	Payee
3	3218112	48421	79	1/23/2025 12:00:00 AM	john Smith
4	3218112	48422	3548	1/23/2025 12:00:00 AM	Jane Smith
5	3218112	48423	23151	1/23/2025 12:00:00 AM	Lee Construction
6	3218112	48424	55.6	1/23/2025 12:00:00 AM	Hank's Groceries

File Does Not Contain Issued Date

First Row Contains Column Names

Skip Rows at Beginning

Skip Rows at Ending

File Totals Options: Require File Totals

Require File Totals

Obtain Totals From File

Do Not Require File Totals

Items in File:

Dollar Amount in File:

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Red River Bank-Treasury Management Positive Pay-Issued Check File Mapping

- Select the drop-down menu beside "Check Number", "Amount" and "Issued Date" to indicate the corresponding column number in the file for each. If dates in the file do not include separators, select the "check Box" and select a "Special Date Type" from the drop-down menu. Please note that is your file does not contain an issue date the system will use today's date. Select the drop-down menu to complete any of the optional fields that your file contains. **PLEASE NOTE that "Issued Payee" does appear as an optional field. It is a REQUIRED FIELD, if "Issued Payee" is not loaded all check items will be presented as exception items for Payee match.** Select "Next" to continue.

File Mapping

	Column 1	Column 2	Column 3	Column 4	Column 5
1					
2	Account	Check Number	Amount	Issue Date	Payee
3	3218112	48421	79	1/23/2025 12:00:00 AM	john Smith
4	3218112	48422	3548	1/23/2025 12:00:00 AM	Jane Smith
5	3218112	48423	23151	1/23/2025 12:00:00 AM	Lee Construction
6	3218112	48424	55.6	1/23/2025 12:00:00 AM	Hank's Groceries

Check Number:

Amount: Insert Decimal Point

Issued Date: Dates in file do not include separators (Ex: '/' or '-')

* Special Date Type:

* Note: Special Date Type is only required for dates that do not contain separators (typically dashes or slashes) between the month, day and year digits.

Optional Fields

Account Number:

Account Nickname:

Notes:

Issued Payee:

Map another issued payee field

Issued Payee Address:

Record Type: Convert Negative Amounts to Voids

Issued Item Code:

Void Item Code:

Stop Pay Item Code:

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- 8. Review the information on the screen and select "Save". You are now ready to upload your Issued Check File.

File Mapping

	Column 1	Column 2	Column 3	Column 4	Column 5
1					
2	Account	Check Number	Amount	Issue Date	Payee
3	3218112	48421	79	1/23/2025 12:00:00 AM	john Smith
4	3218112	48422	3548	1/23/2025 12:00:00 AM	Jane Smith
5	3218112	48423	23151	1/23/2025 12:00:00 AM	Lee Construction
6	3218112	48424	55.6	1/23/2025 12:00:00 AM	Hank's Groceries

Name: Transfer Daily PP Check Files

File Type: Microsoft Excel

Header: No File Headers

Check Number: Column 2

Amount: Column 3

Add Decimal: No

Issued Date: Column 4

Account Number: Column 1

Account Nickname: Not Defined

Notes: Not Defined

Issued Payee: Column 5

Issued Payee Address: Not Defined

Record Type: Not Defined

Negative Amounts to Voids: No

Issued Item Code: Not Defined

Void Item Code: Not Defined

Stop Pay Item Code: Not Defined

Skip Rows at Beginning: 2

Skip Rows at Ending: 0

File Total Option: Do Not Require File Totals

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Save

