



1. 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 links for Home, Transfers & Payments, Business Banking, Services, Settings, Messages (with a notification badge), and Log Off. Below the navigation bar, the "Business Banking" section is displayed. Under the heading "PAYMENTS & TRANSFERS", there are six tiles: "Positive Pay" (highlighted with a red arrow), "Payments", "Recipients", "ACH Reporting", "Tax Payments", and "Remote Deposit Capture". Below this section is the "BUSINESS MANAGEMENT" heading.

2. Select "Launch Advanced Options".

The screenshot shows the "Positive Pay" form in the Red River Bank system. The form includes fields for Amount (set to \$ 0.00), Payee (optional), Account (dropdown menu), Issue Date (set to 02/04/2025), and Check Number. There is an "Auto Increment" checkbox. A red arrow points to the "Launch Advanced Options" button in the top right corner of the form. Below the form, there is a section titled "CHECKS ADDED" which displays a check icon and the message "No checks to display. No checks have been uploaded this session." A red "Add Check" button is located at the bottom right of the form area.

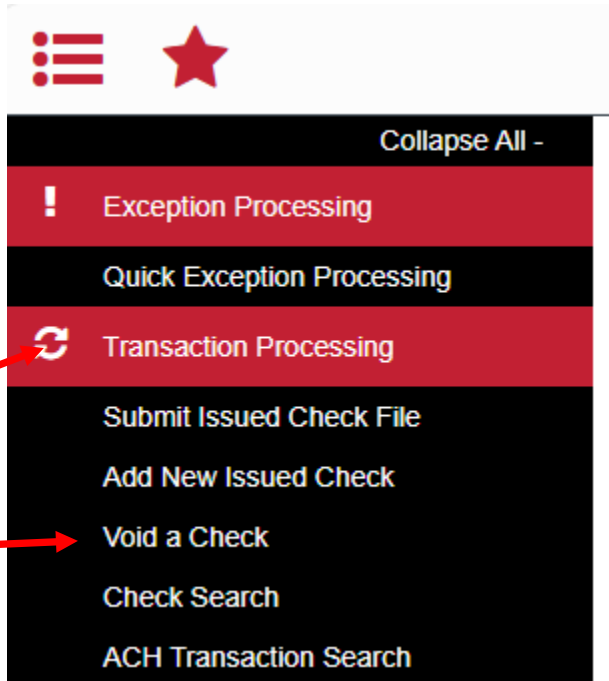




Red River Bank-Treasury Management

Positive Pay-Voiding an Issued Check

3. This will launch Red River Banks full Positive Pay site. Select the "Transaction Processing" menu then select "Void a Check".



4. Select the desired "Account", enter "Check Number", "Check Amount", "Issued Date", and then select "Find Matching Check".



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- 5. If there is a matching issued check it will display in “Step 3”, verify the check is the check you wish to “Void” and then select “Void Check”.

Void a Check

Step 1. Enter check information.

Account Nickname:

Check Number:

Check Amount:

Issued Date:

Step 2. Click the "Find Matching Check" button to find the check.

Step 3. Verify the check that will be voided.

Account Nickname	Check #	Check Amount	Issued Date
Payroll - 8112	2202	3,548.00	01/09/2025

Step 4. Click the "Void Check" button to complete the void process.

Note: Void history is retained within the system for 90 days after an item has been voided.

- 6. At the top of the screen a message will appear “The check has been successfully voided”.

✔ ** The check has been successfully voided **

Void a Check

