Parkside Financial

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Treasury Management Online Platform

Create Issued Items & File Upload

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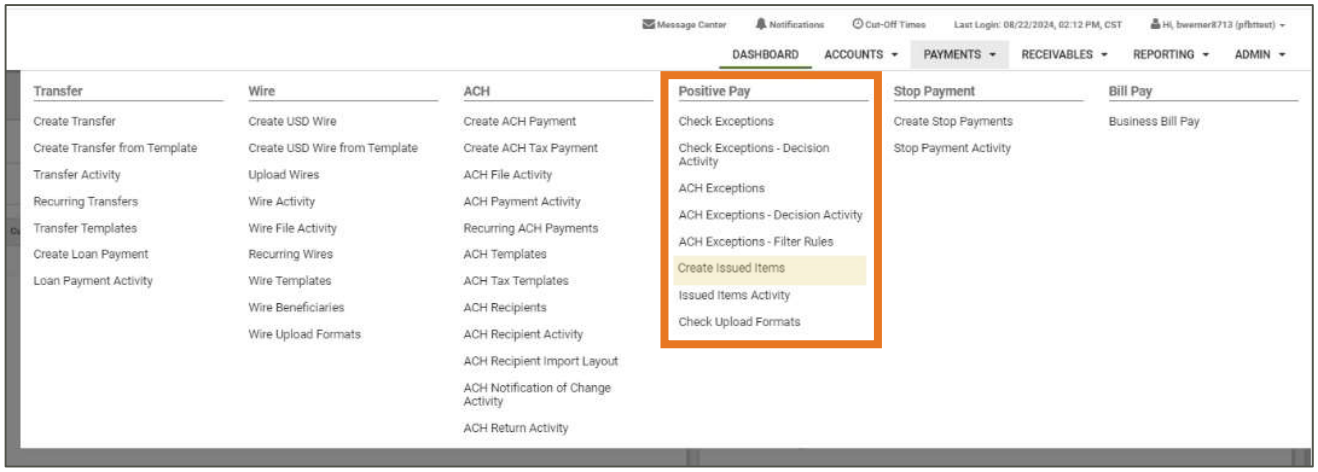
POSITIVE PAY | CREATE ISSUED ITEMS & FILE UPLOAD

SELECT THE PAYMENTS TAB → POSITIVE PAY → CREATE ISSUED ITEMS



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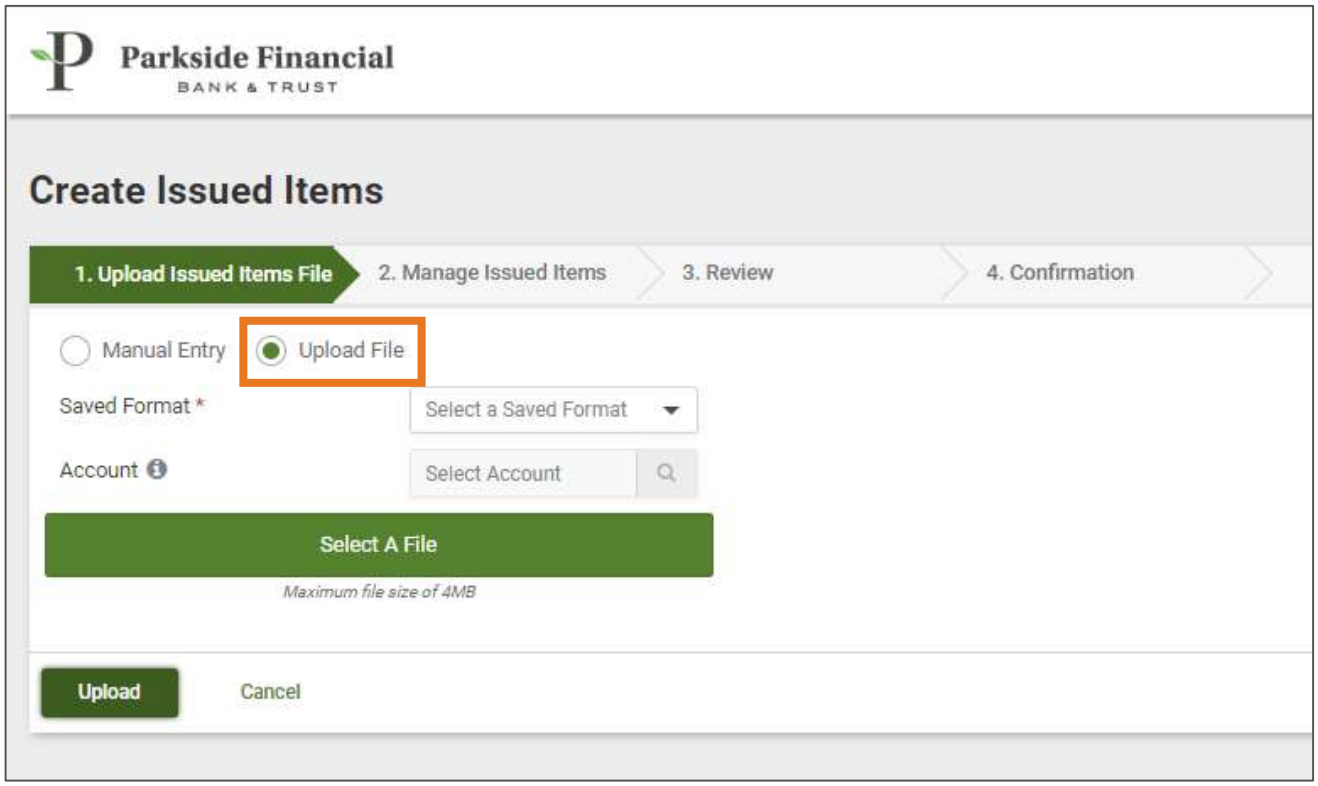
TO UPLOAD A FILE, MAKE SURE THE UPLOAD FILE IS CHOSEN.



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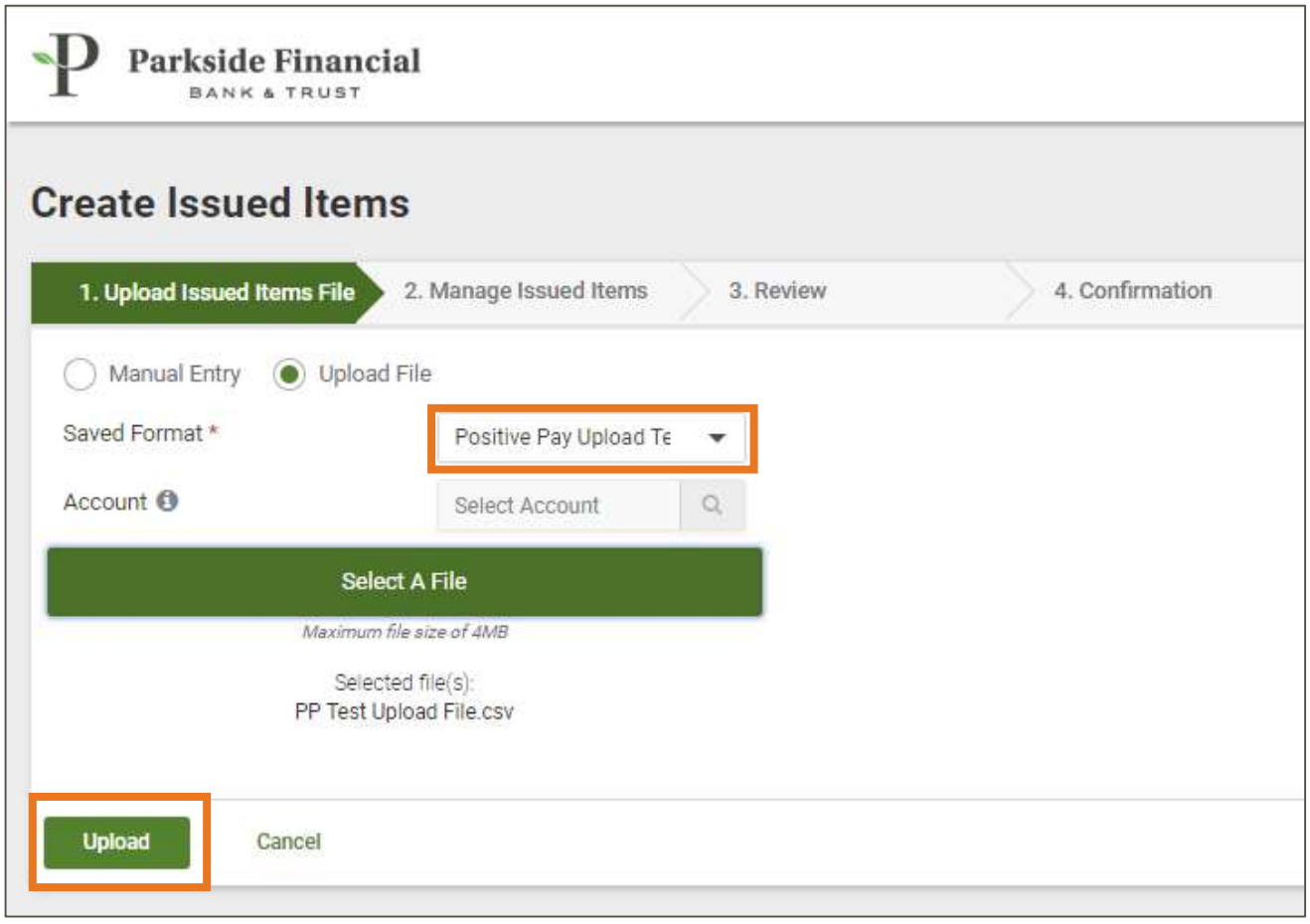
CHOOSE YOUR SAVED FORMAT AND SELECT YOUR .CSV FILE.

CLICK UPLOAD.



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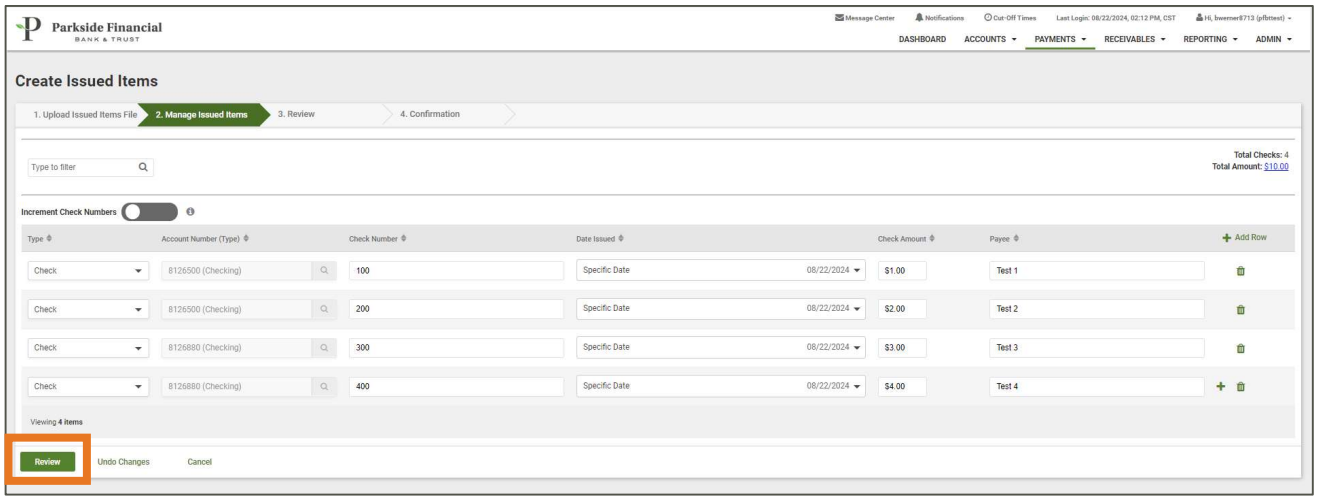
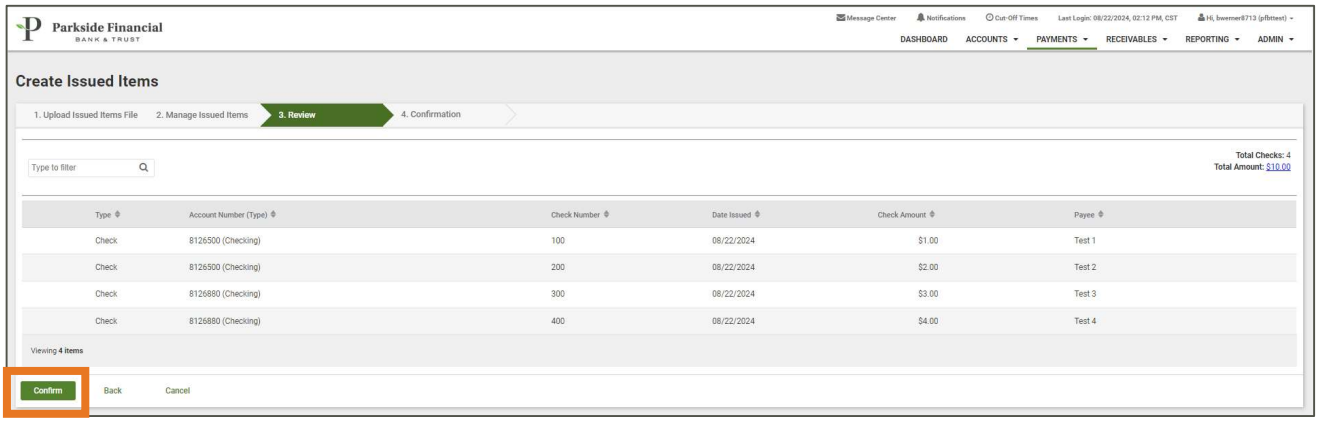
REVIEW ALL ITEMS TO MAKE SURE THEY ARE UPLOADED CORRECTLY.
MAKE CHANGES IF NECESSARY.

CLICK REVIEW.



CLICK CONFIRM TO COMPLETE UPLOAD.



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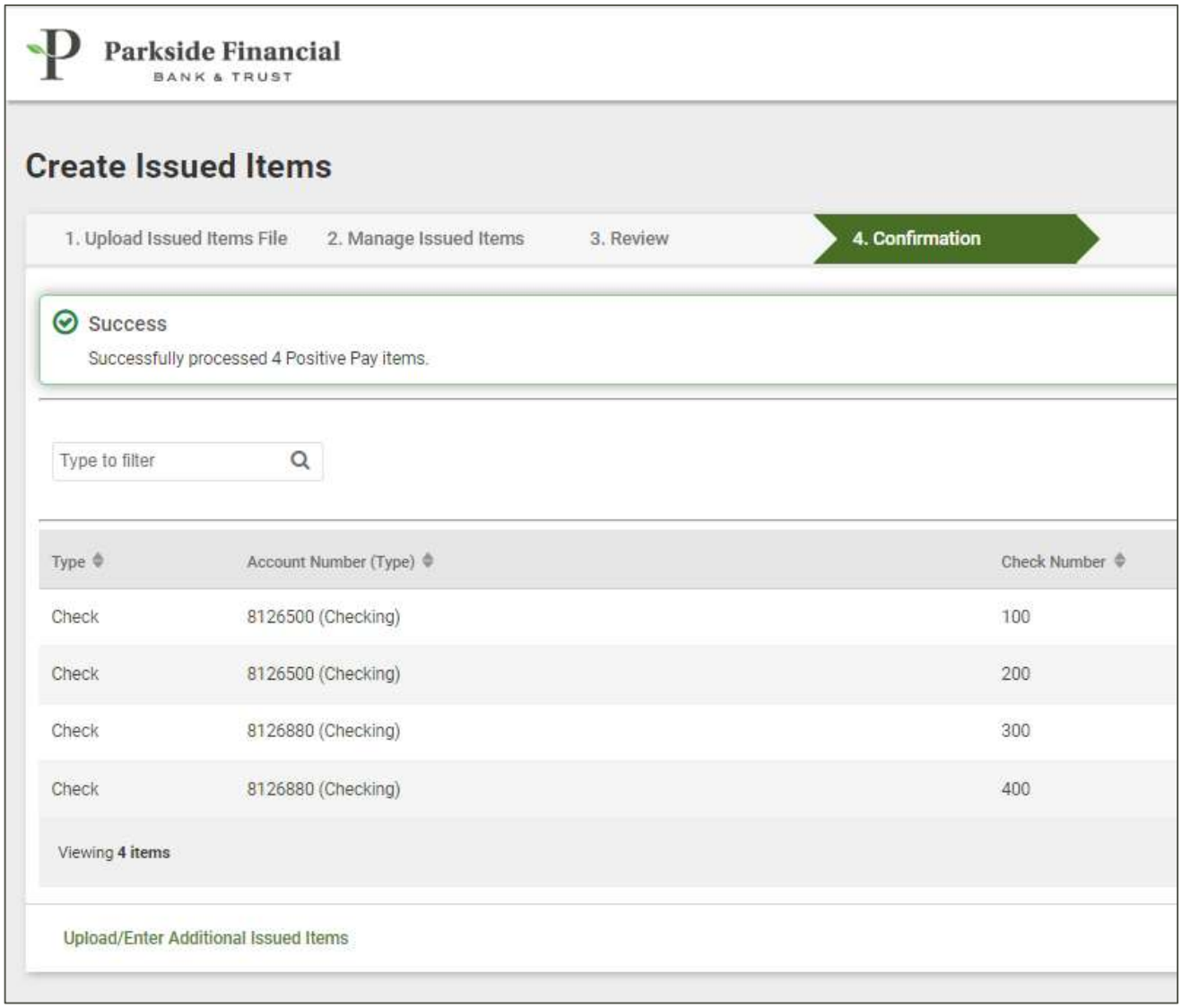
ITEMS WERE UPLOADED SUCCESSFULLY.



TO CONFIRM YOUR UPLOAD, YOU CAN GO BACK TO THE PAYMENTS TAB AND CHOOSE "ISSUED ITEMS ACTIVITY". HERE, YOU CAN SEE THE ITEMS THAT WERE UPLOADED.

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