

Parkside Financial

BANK & TRUST



Treasury Management Online Platform

Create Issued Items & File Upload



POSITIVE PAY | CREATE ISSUED ITEMS & FILE UPLOAD

SELECT THE PAYMENTS TAB \rightarrow POSITIVE PAY \rightarrow CREATE ISSUED ITEMS

		1	Meesage Center & Netifications O Cu DASHBOARD ACCOUNT	n-Off Times Last Login: 08/22/2024, 02:12 i S • PAYMENTS • RECEIVABLE	PM, CST Hi, bweener8713 (pfbttaut) + S • REPORTING • ADMIN •
Transfer Create Transfer Create Transfer from Template Transfer Activity Recurring Transfers Transfer Templates Create Loan Payment Loan Payment Activity	Wire Create USD Wire from Template Upload Wires Wire Activity Wire File Activity Recurring Wires Wire Templates Wire Beneficiaries Wire Upload Formats	ACH Create ACH Payment Create ACH Tax Payment ACH File Activity ACH Payment Activity Recurring ACH Payments ACH Templates ACH Templates ACH Tax Templates ACH Recipients ACH Recipient Activity ACH Recipient Import Layout ACH Notification of Change Activity ACH Return Activity	Positive Pay Check Exceptions Check Exceptions - Decision Activity ACH Exceptions - Decision Activity ACH Exceptions - Decision Activity ACH Exceptions - Filter Rules Create Issued Items Issued Items Activity Check Upload Formats	Stop Payment Create Stop Payments Stop Payment Activity	Bill Pay Business Bill Pay





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

Parkside Fina BANK & TRUS	ncial T	
1. Upload Issued Items Fil	e 2. Manage Issued Items 3. Review	4. Confirmation
O Manual Entry 💽 Up	load File	
Saved Format *	Select a Saved Format 🛛 🕶	
Account ()	Select Account Q	
	Select A File	
Maxi	num file size of 4MB	
Upload Cancel		





CHOOSE YOUR SAVED FORMAT AND SELECT YOUR .CSV FILE.

CLICK UPLOAD.

P Parkside Fina BANK & TRU	st	
reate issued it	ems	
1. Upload Issued Items Fi	le 2. Manage Issued Items 3. Review	4. Confirmation
Manual Entry 💽 U Saved Format *	pload File Positive Pay Upload T∈ ▼	
Account	Select Account Q	
i i i	Select A File	
Max	imum file size of 4MB	
PP T	Selected file(s): fest Upload File.csv	
Upload Cancel		



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

CLICK REVIEW.

P Parkside	Financial			Message Center A Notif	ications Ocut-Off Times Last Login: 08/22.	2024, 02:12 PM, CST AHI, bwerner6713 (pfbttest) - ECEIVABLES - REPORTING - ADMIN -
Create Issue	d Items					
1. Upload Issued II	tems File 2. Manage Issued Items	3. Review 4. Confirmation				
Type to filter	Q					Total Checks: 4 Total Amount: <u>\$10.00</u>
Increment Check Numb	bers 🕜 O					
Туре Ф	Account Number (Type)	Check Number Ø	Date Issued Φ	Check Amount Φ	Payee Ø	+ Add Row
Check	▼ 8126500 (Checking)	Q 100	Specific Date	08/22/2024 • \$1.00	Test 1	ŵ
Check	8126500 (Checking)	Q 200	Specific Date	08/22/2024 👻 \$2.00	Test 2	û
Check	* 8126880 (Checking)	Q. 300	Specific Date	08/22/2024 💌 \$3,00	Test 3	ŵ
Check	▼ 8126880 (Checking)	Q 400	Specific Date	08/22/2024 👻 \$4.00	Test 4	+ 0
Viewing 4 items						
Review	Indo Changes Cancel					

CLICK CONFIRM TO COMPLETE UPLOAD.

P Parks	ide Financi	al				Message Center & Notifications O Cu	at-Off Times Last Login: 08/22/2024, 02:12 PM S • PAYMENTS • RECEIVABLES	CST ▲Hi, bwerner8713 (pfbttest) - REPORTING - ADMIN -
Create Iss	ued Item	s						
1. Upload Issu	ued Items File	2. Manage Issued Items 3. Review	4. Confirmation					
Type to filter	Q]						Total Checks: 4 Total Amount: <u>\$10.00</u>
	Туре Ф	Account Number (Type) \$		Check Number @	Date Issued \$	Check Amount @	Payee Φ	
	Check	8126500 (Checking)		100	08/22/2024	\$1.00	Test 1	
	Check	8126500 (Checking)		200	08/22/2024	\$2.00	Test 2	
	Check	8126880 (Checking)		300	08/22/2024	\$3.00	Test 3	
	Check	8126880 (Checking)		400	08/22/2024	\$4.00	Test 4	
Viewing 4 items								
Confirm	Back	Cancel						



ITEMS WERE UPLOADED SUCCESSFULLY.

reate Issu	ed Items			
1. Upload Issued Items File 2. Manage Issued Items 3. Review 4. Confirmation				
Success Successfully p	rocessed 4 Positive Pay items.			
Type to filter	Q			
Type Ф	Account Number (Type) Ф	Check Number		
Check	8126500 (Checking)	100		
Check	8126500 (Checking)	200		
Check	8126880 (Checking)	300		
Check	8126880 (Checking)	400		
Manuface & Income				

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.

