

Parkside Financial

BANK & TRUST



Treasury Management Online Platform

Creating a Manual ACH Payment



ACH | CREATING A MANUAL ACH PAYMENT

SELECT THE PAYMENTS TAB \rightarrow ACH \rightarrow CREATE ACH PAYMENT

		z	Message Center 🌲 Notifications 📀 Cut-	Off Times Last Login: 08/22/2024, 09:42	AM, CST 🏻 🌡 Hi, bwerner8713 (pfbttest)
Transfer Create Transfer Create Transfer from Template Transfer Activity Recurring Transfers Transfer Templates Create Loan Payment Loan Payment Activity	Wire Create USD 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 Tax Templates ACH Tax Templates ACH Recipient Activity ACH Recipient Activity	Message Center A Netification Carter CastBOAR CACCUNTS Check Exceptions Check Exceptions Check Exceptions Activity ACH Exceptions ACH Exceptions ACH Exceptions Create Issued Items Issued Items Assued	Off Times Last Login: 08/22/2024, 09:42 / PAYMENTS PRECEIVABLE Stop Payment Create Stop Payment Activity	MM, CST Lik, bwener8713 (pfbitest) S REPORTING A ADMIN Bill Pay Business Bill Pay
		ACH Recipient Import Layout ACH Notification of Change Activity ACH Return Activity			





MAKE SURE MANUAL ENTRY IS CHOSEN AT THE TOP.

P Parkside F	inancial			
Create ACH Pa	ayment ^o			
1. Create Payment	2. Manage Rec	ipients	3. Review	4. Confirmation
Manual Entry O F	rom Template 🛛 Uploa	id Nacha File		
Payment Header	r Information			
Payment Name: *	Test ACH]	
ACH Company Name: *	PARKSIDE FINANCI	Q		



ENTER THE FOLLOWING INFORMATION:

- > Enter Payment Name (this is for your records-the Payee will not see this information).
- > Choose the ACH Company Name (the payment information should prefill).
- > Choose the Frequency and the Effective Date for the payment.'

THEN, CLICK 'ADD RECPIENTS'.

P Parkside F	inancial ^{RUST}			
Create ACH Pa	ayment ^o			
1. Create Payment	2. Manage Recipients 3. Review	4. Confirmation		
Manual Entry F	rom Template 💦 Upload Nacha File			
Payment Header	r Information			
Payment Name: *	Test ACH		Frequency: *	One Time 🔹
ACH Company Name: *	PARKSIDE FINANCI Q		Effective Date: *	08/22/2024
ACH Company ID: *	9262347309			
SEC Code: *	CCD - Cash Concentration or Dist 🔻			
Entry Description: *	ACH			
Discretionary Data:	PARKSIDE FINANCIAL			
Restrict Payment				
Add Recipients Car	ncel			



ENTER IN THE PAYEE'S BANKING INFORMATION THAT THEY PROVIDED TO YOU.

- > If you have saved them as a "Recipient", you can select their information from the "Select from Recipient List".
- > For a balanced batch, you will also need to enter the debit account information.

CLICK REVIEW.

Parkside Financial			Message Center
Create ACH Payment ^e			
1. Create Payment 2. Manage Recipients 3. Review	4. Confirmation		
Manage Recipients			* Indicates Required Field
Test ACH			•
ACH Company Name:PARKSIDE FINANCIACH Company ID:9262347309SEC Code:CCDEntry Description:ACHDiscretionary Data:PARKSIDE FINANCIALRestrict Payment	Debit: \$1.50 Credit: \$1.50 Effective Date: 08/22/2024		
Type To filter Q Prenote Only (0) Hold Only (0) I	rrors (0)	Select from Recipient List Import Recipie	nts From File Add Recipient
Recipient Name © * ID Number © Account Number	© * Account Type © * Routing Number © * Cr	redit/Debit © * Amount © * Prenote ©	> Hold ≑ Addenda
Test Recipient 123456789	Checking 👻 081019405 Q	CR 👻 \$1.50	Addenda 💼
Balanced Batch debit 8126500	Checking 081019405 Q	DR 👻 \$1.50	Addenda 💼 +
Viewing 1 - 2 of 2 recipients Review ack Cancel			25 🗸



CLICK CONFIRM.

THIS WILL INITIATIVE THE PAYMENT.

Image: Payment 2. Manage: Recipients 3. Review 4. Confirmation Review Payment In Create Payment Review Payment Test ACH 2 Reviews ACH Company Name PARKSIDE FINANCI Defit: \$1.50 Credit: \$1.50 Credit: \$1.50 Credit: \$1.50 SED Code: COD Credit: \$1.50 Ethy Descriptor: ACH Descriptor: Status of the status of	P Parkside Finar	ncial									Message Center
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Confirm ack Cancel	_										
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ACH HAS BEEN INITIATED AND IS PROCESSING.

Parkside Fin BANK & TR Create ACH Pa	nancial			
1. Create Payment Payment Confirm	2. Manage Recipients	3. Review	4. Confirmation	
ACH Payment is p	rocessing. Please review the ACH Pr	ayment Activity.		
ACH Payment is p Test ACH 2 Recipients	rocessing. Please review the ACH Pa	ayment Activity.		