

# **Parkside Financial**

BANK & TRUST



## Treasury Management Online Platform

Uploading a NACHA File



### ACH | UPLOADING A NACHA FILE

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

		2	Message Center A Notifications O Cut DASHBOARD ACCOUNTS	-Off Times Last Login: 08/22/2024, 01:13	PM, CST ≧ Hi, bwerner8713 (pfbttest) → S → REPORTING → ADMIN →
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	Positive Pay Check Exceptions Check 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
		ACH Return Activity			

#### CHOOSE UPLOAD NACHA FILE AT THE TOP.

Parkside Financial			S Messa	ge Center D
Create ACH Payment <sup>©</sup>				
1. Upload File     2. File Summary     Manual Entry     From Template     Upload Nacha File Upload Nacha Formatted File	3. Review	4. Confirmation		
Select File Maximum of 10,000 payments Upload Cancel				

P



#### SELECT THE NACHA FILE YOU WANT TO UPLOAD.

CLICK UPLOAD.

reate ACH Pa	yment <sup>©</sup>			
1. Upload File	2. File Summary	3. Review	4. Confirmation	
Manual Entry OFro	m Template 💿 Upload Nacha	File		
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Select File				
NACHA TEST UPL	.0AD.txt	×		



#### CHOOSE THE FREQUENCY AND THE EFFECTIVE DATE.

DOUBLE CHECK THAT THE INFORMATION IS UPLOADED CORRECTLY.

Parkside	Financial								Message C
eate Paym	ent								
Upload File ayment Detai	2. Рауте	ent Details 3. Rev	iew	4. Confirmation					
PARKSIDE FIN	ANCI 00000	testricted   3 Recipients							^
Status:	Ready		Debit: \$4.00 Frequency			Frequency: *	iquency: * One Time		
ACH Company Nam ACH Company ID: SEC Code: Entry Description: Discretionary Data:	2 PARKSIDE FINANC 9262347309 CCD ACH PARKSIDE FINANC	IAL	Audit:		l	Please validate the Effective Date: * 08/	23/2024	acy	
	Q Preno	ite Only (0) Hold Only (0)							
ACULA Test 1	ID Number ‡	Account Number ©	Account Type #	Routing Number \$	Credit/Debit \$	Amount ©	Prenote ‡	Hold ©	Addenda
ACHA Test 2		0126000	Checking	081019405	CR	01.50 02.50	No	NO	Addende
alanced File		8126500	Checking	081019405	DR	\$4.00	No	No	Addenda
iewing 1 - 3 of 3 Re	cipients		and recording to	001012-000	UN	34.00	110	110	25 ~
Review Can	el								



#### CLICK REVIEW.

P Parkside	Financial								Message Center
reate Paym	ent								
1. Upload File Payment Detail	2. Payme	nt Details 3. Rev	iew	4. Confirmation					
PARKSIDE FIN	ANCI 00000	estricted 3 Recipients							^
Status: Ready			Debit: \$4.00 Frequency:* One Time					*	
ACH Company ID: SEC Code: Entry Description: Discretionary Data:	PARKSIDE FINANCI 9262347309 CCD ACH PARKSIDE FINANCI	AL	Audit			Please validate the Effe Effective Date: * 08/23/	2024	acy	
	Q Prenot	te Only (0) Hold Only (0)							
Recipient Name ‡	ID Number \$	Account Number \$	Account Type #	Routing Number \$	Credit/Debit ‡	Amount 0	Prenote \$	Hold 0	Addenda
NACHA Test 1		8126880	Checking	081019405	CR	\$1.50	No	No	Addenda
NACHA Test 2		8126880	Checking	081019405	CR	\$2.50	No	No	Addenda
Balanced File		8126500	Checking	081019405	DR	\$4.00	No	No	Addenda
Viewing 1 - 3 of 3 Rec	ipients								25 🗸
Review	el								



#### CLICK CONFIRM.

Parkside I	inancial								Message Center
Create Payme	ent								J
1. Upload File	2. Payment Det	ails 3. Revie	sw	4. Confirmation					
Payment Detail									
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Status: ACH Company Name: ACH Company ID: SEC Code: Entry Description: Discretionary Data:	Ready PARKSIDE FINANCI 9262347309 CCD ACH PARKSIDE FINANCIAL Q Prenote Only	r (0) Hold Only (0)	Debit: \$4.00 Credit: \$4.00 Audit:			Please validate the Eff Effective Date: 08/23/20	ective Date for accur	acy	
Recipient Name \$	ID Number ‡	Account Number \$	Account Type \$	Routing Number ‡	Credit/Debit ‡	Amount #	Prenote \$	Hold \$	Addenda
NACHA Test 1		8126880	Checking	081019405	CR	\$1.50	No	No	Addenda
NACHA Test 2		8126880	Checking	081019405	CR	\$2.50	No	No	Addenda
Balanced File		8126500	Checking	081019405	DR	\$4.00	No	No	Addenda
Viewing 1 - 3 of 3 Reci	pients								25 🗸
Confirm Back	Cancel								



#### THE FILE HAS BEEN INITIATED AND IS PROCESSING.

eate Payme	nt								
. Upload File	2. Payment	Details	3. Review			4. Confirmation			
ayment Detail	- A00000732754	47							
ACH Payment is	s processing. Please revi	ew the ACH Pa	yment Activity.						
PARKSIDE FINANO	CI 0000001 3 Recipients								
Status:	Initiated			Debit:	\$4.00				
ACH Company Name: PARKSIDE FINANCI				Credit:	\$4.00				
ACH Company ID:	CH Company ID: 9262347309			Audit:	8/22/2024 2:21:17 PM : BRANDI				
SEC Code:	CCD				WERNER : Payment Initiated 8/22/2024 2:21:15 PM : BRANDI				
Entry Description:	ACH				WERNER : Created				
Discretionary Data:	PARKSIDE FINANCIAL								
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Recipient Name 🕆	ID Number ‡	Account I	Number \$	Account 1	Гуре ‡	Routing Number \$	Credit/De		
NACHA Test 1		812688	0	Checkin	g 🧧	081019405	CR		
NACHA Test 2		812688	0	Checkin	g 🧧	081019405	CR		
Balanced File		812650	0	Checkin	g	081019405	DR		
Viewing 1 - 3 of 3 Recip	pients								