



Parkside Financial

BANK & TRUST

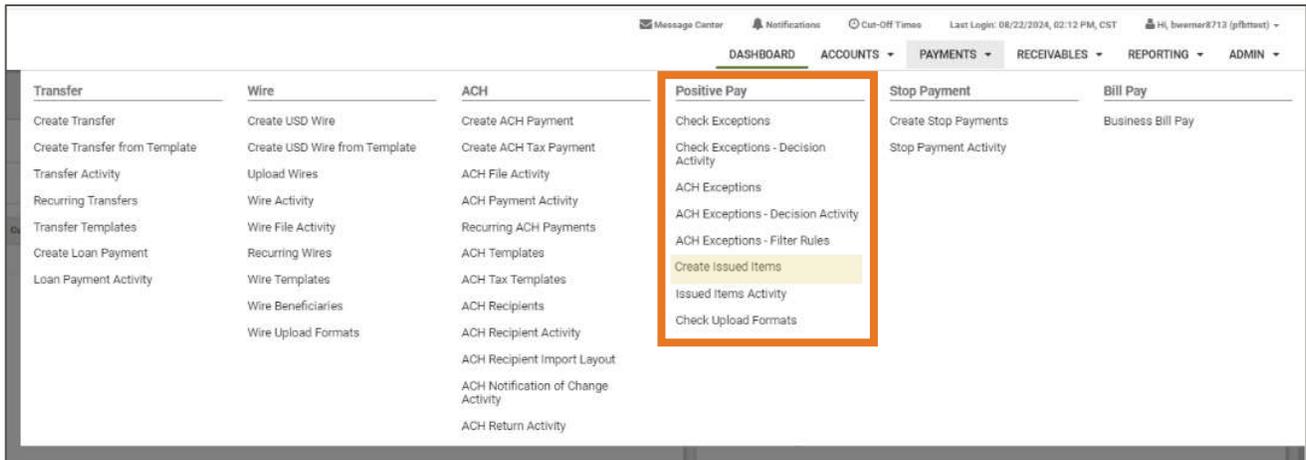


Treasury Management
Online Platform

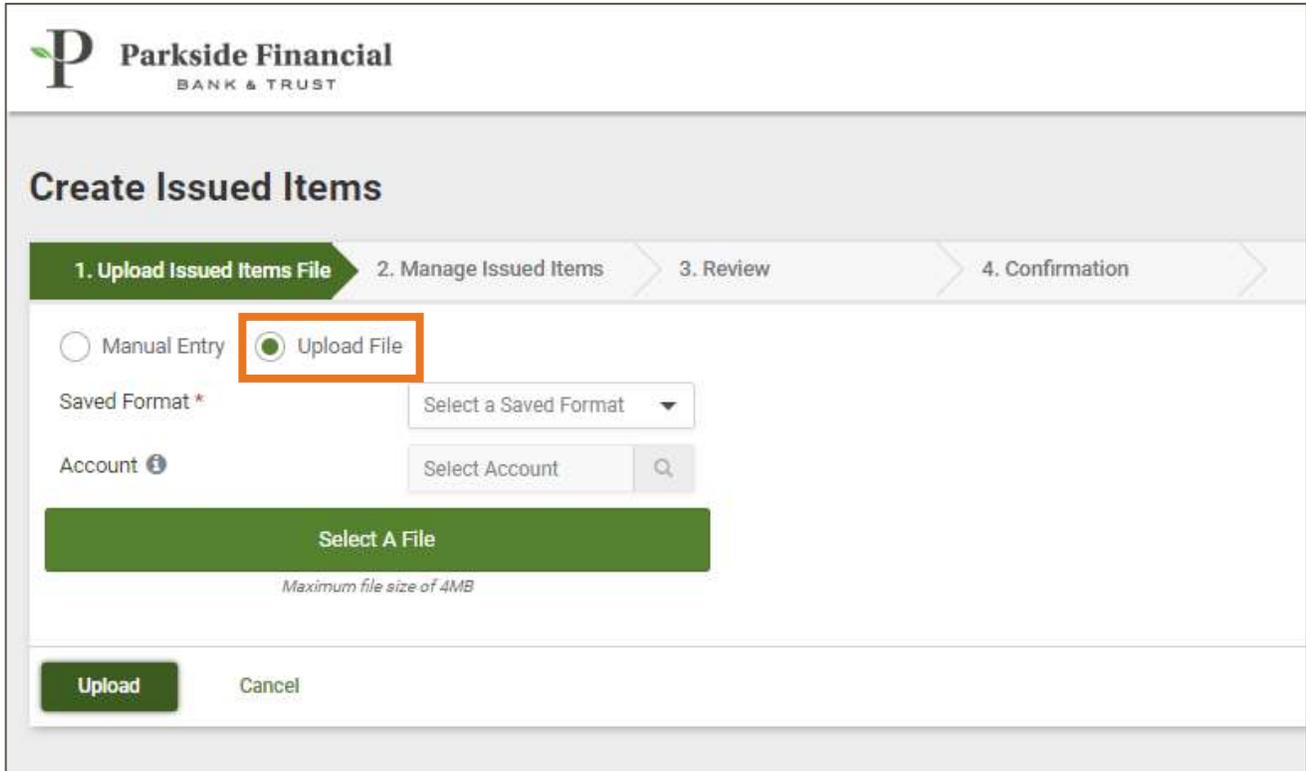
Create Issued Items & File Upload

POSITIVE PAY | CREATE ISSUED ITEMS & FILE UPLOAD

SELECT THE PAYMENTS TAB → POSITIVE PAY → CREATE ISSUED ITEMS



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



Parkside Financial
BANK & TRUST

Create Issued Items

1. Upload Issued Items File | 2. Manage Issued Items | 3. Review | 4. Confirmation

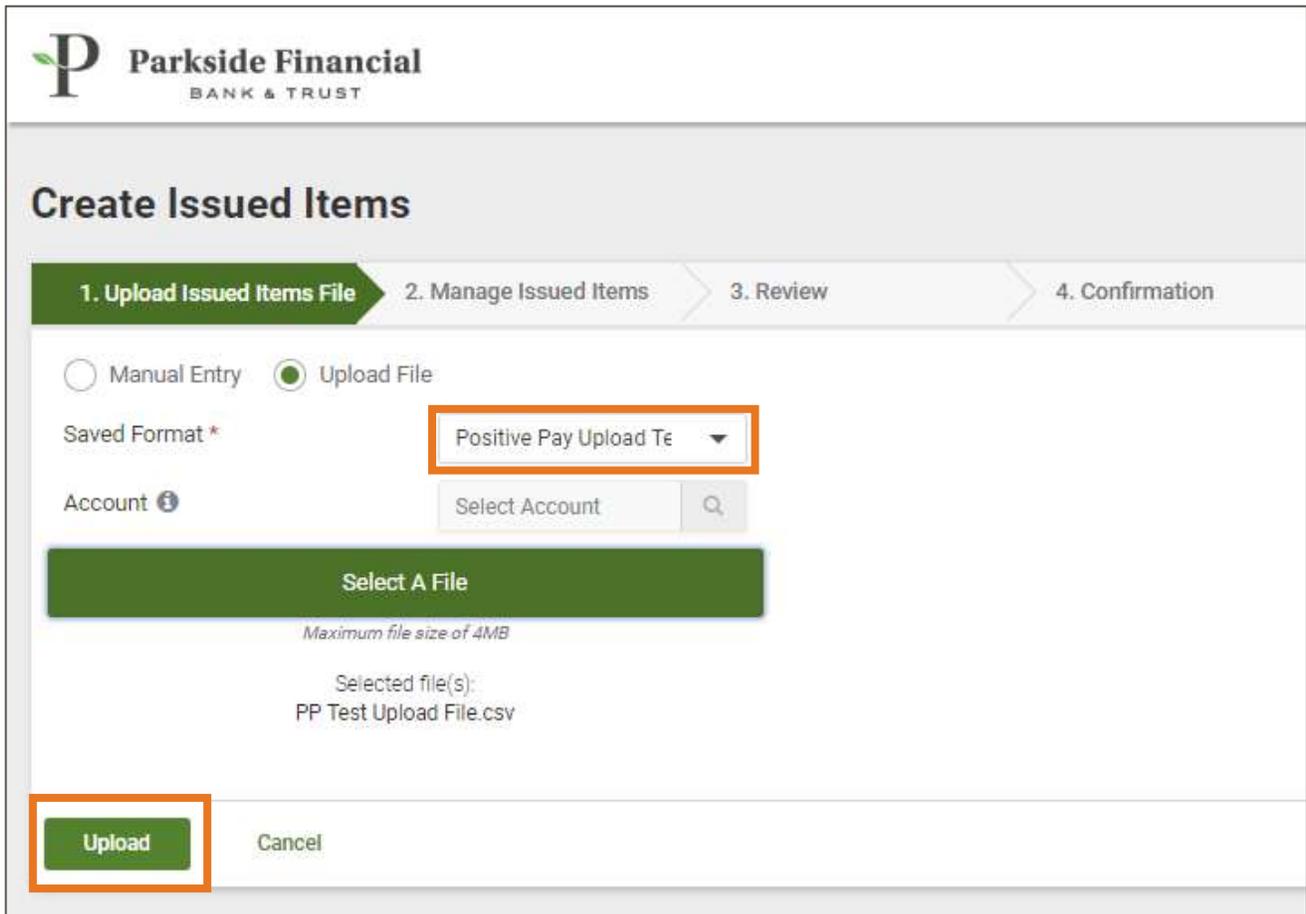
Manual Entry Upload File

Saved Format *

Account ⓘ

Maximum file size of 4MB

CHOOSE YOUR SAVED FORMAT AND SELECT YOUR .CSV FILE.
CLICK UPLOAD.



Parkside Financial
BANK & TRUST

Create Issued Items

1. Upload Issued Items File 2. Manage Issued Items 3. Review 4. Confirmation

Manual Entry Upload File

Saved Format * Positive Pay Upload Te

Account ⓘ Select Account 🔍

Select A File

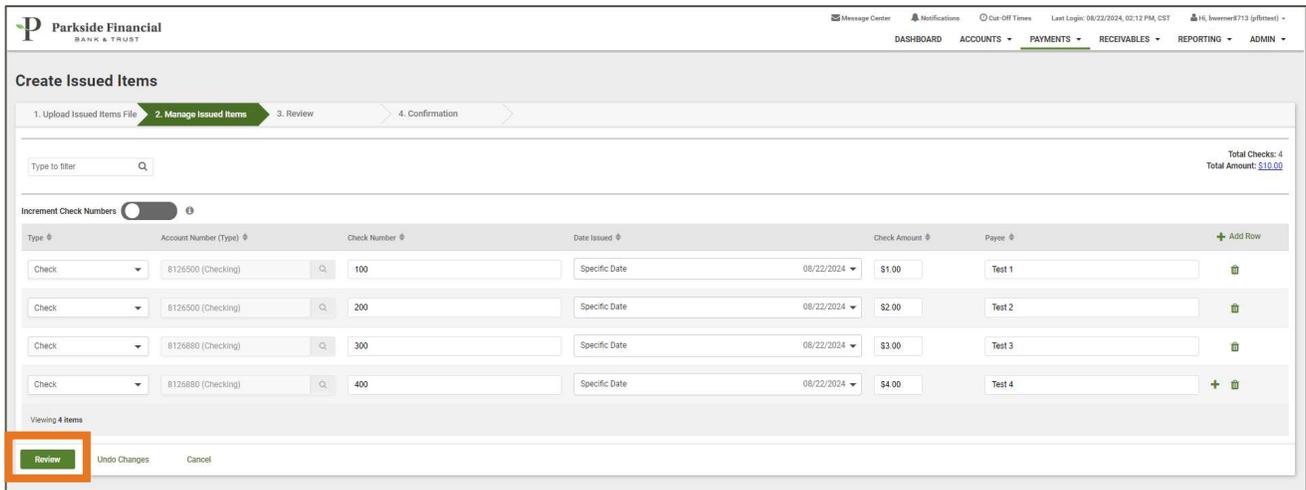
Maximum file size of 4MB

Selected file(s):
PP Test Upload File.csv

Upload Cancel

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

CLICK REVIEW.



Create Issued Items

1. Upload Issued Items File | 2. Manage Issued Items | **3. Review** | 4. Confirmation

Type to filter

Total Checks: 4
Total Amount: [\\$10.00](#)

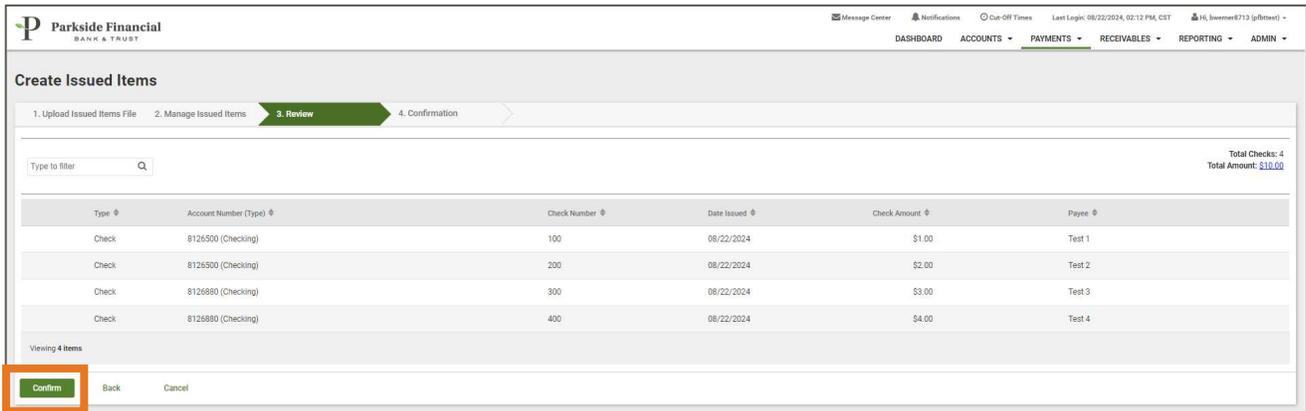
Increment Check Numbers

Type	Account Number (Type)	Check Number	Date Issued	Check Amount	Payee	+ Add Row
Check	8126500 (Checking)	100	Specific Date 08/22/2024	\$1.00	Test 1	<input type="checkbox"/>
Check	8126500 (Checking)	200	Specific Date 08/22/2024	\$2.00	Test 2	<input type="checkbox"/>
Check	8126880 (Checking)	300	Specific Date 08/22/2024	\$3.00	Test 3	<input type="checkbox"/>
Check	8126880 (Checking)	400	Specific Date 08/22/2024	\$4.00	Test 4	<input type="checkbox"/>

Viewing 4 Items

Review Undo Changes Cancel

CLICK CONFIRM TO COMPLETE UPLOAD.



Create Issued Items

1. Upload Issued Items File | 2. Manage Issued Items | **3. Review** | 4. Confirmation

Type to filter

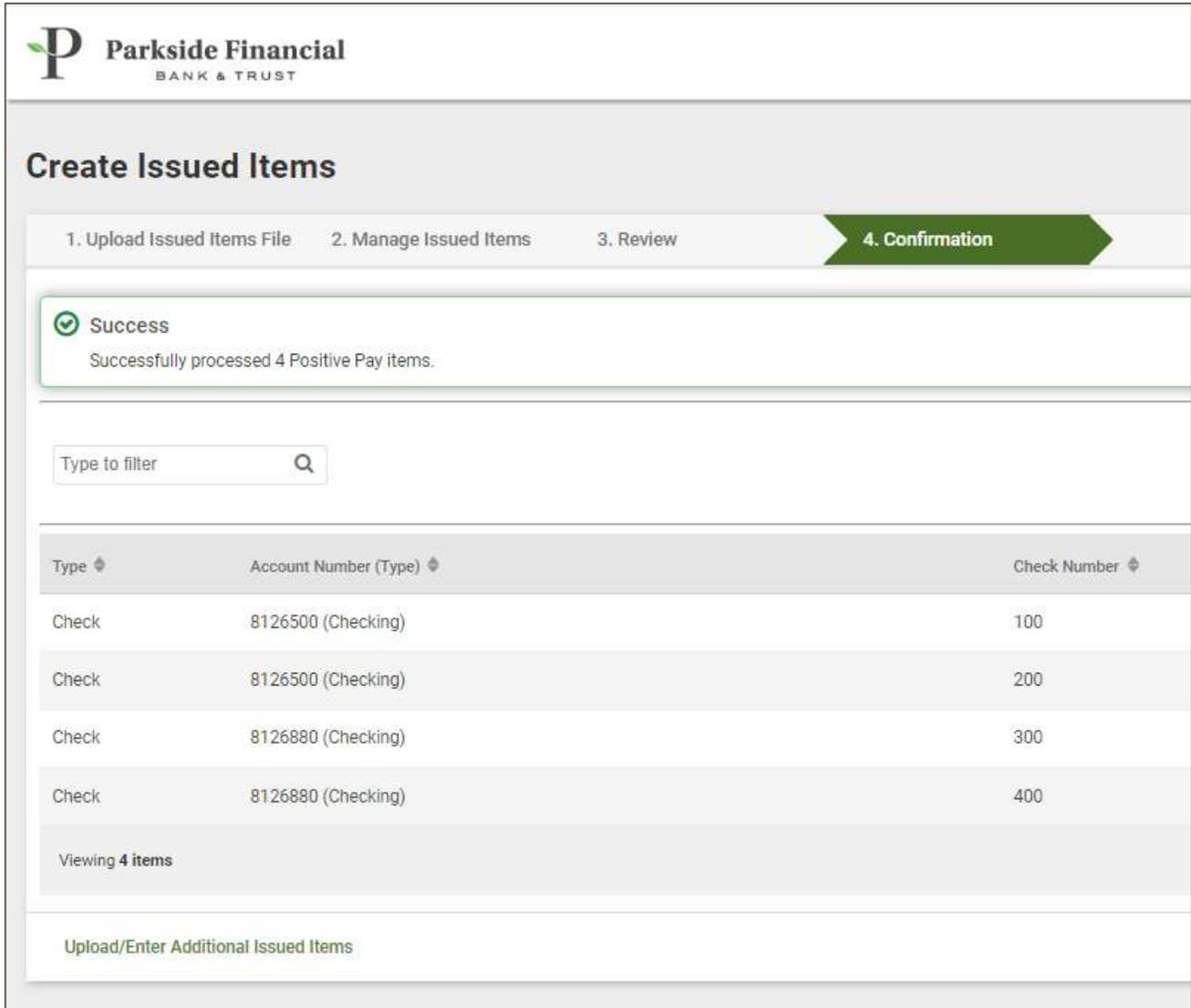
Total Checks: 4
Total Amount: [\\$10.00](#)

Type	Account Number (Type)	Check Number	Date Issued	Check Amount	Payee
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.



Create Issued Items

1. Upload Issued Items File 2. Manage Issued Items 3. Review **4. Confirmation**

Success
Successfully processed 4 Positive Pay items.

Type to filter

Type	Account Number (Type)	Check Number
Check	8126500 (Checking)	100
Check	8126500 (Checking)	200
Check	8126880 (Checking)	300
Check	8126880 (Checking)	400

Viewing 4 items

[Upload/Enter Additional Issued Items](#)

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.