



**Parkside Financial**

BANK & TRUST

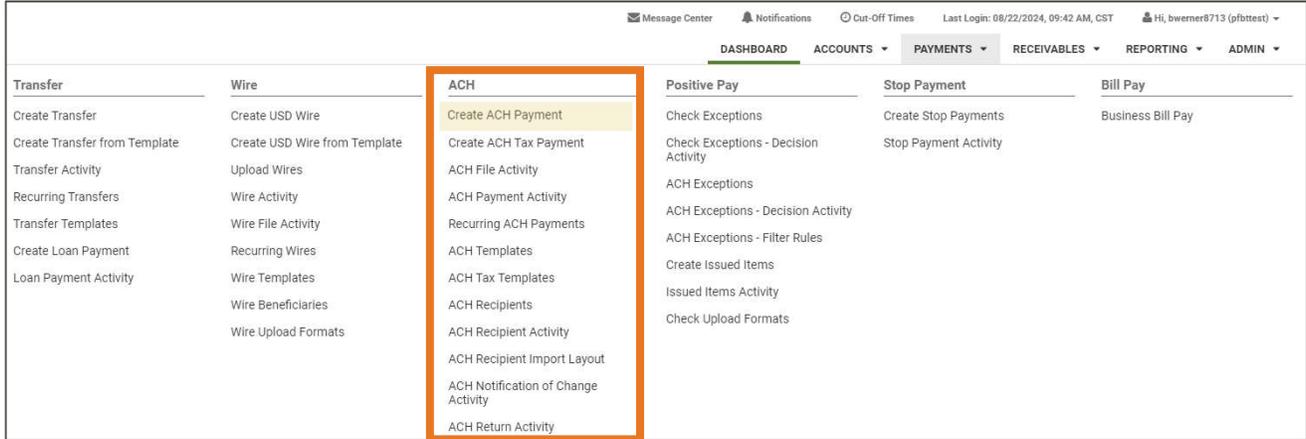


Treasury Management  
Online Platform

*Creating a Manual ACH Payment*

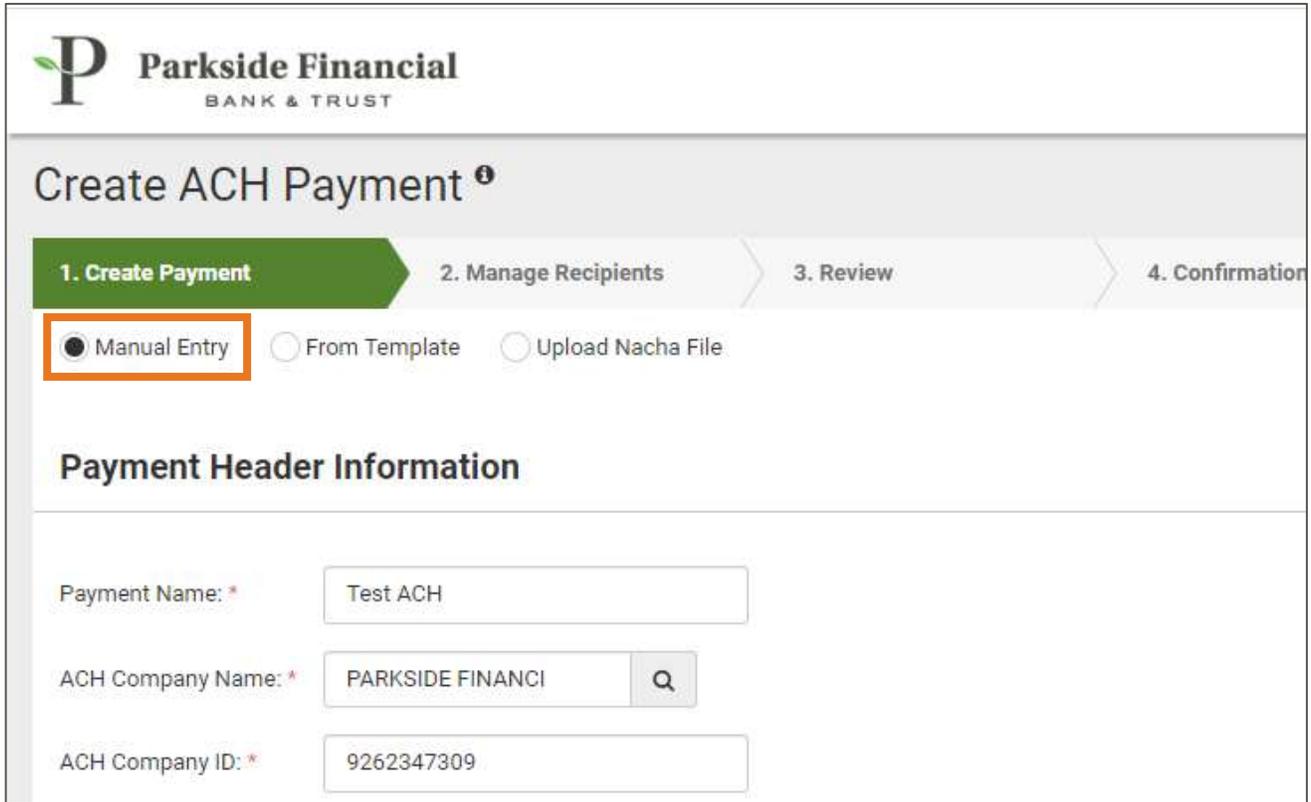
**ACH | CREATING A MANUAL ACH PAYMENT**

**SELECT THE PAYMENTS TAB → ACH → CREATE ACH PAYMENT**



The screenshot shows the Parkside Financial web interface. At the top, there are navigation links for Message Center, Notifications, Cut-Off Times, Last Login (08/22/2024, 09:42 AM, CST), and user information (HI, bwerner8713 (pfbttest)). Below this is a main navigation bar with tabs: DASHBOARD, ACCOUNTS, PAYMENTS, RECEIVABLES, REPORTING, and ADMIN. The 'PAYMENTS' tab is selected. Underneath, there are several sub-tabs: Transfer, Wire, ACH, Positive Pay, Stop Payment, and Bill Pay. The 'ACH' sub-tab is highlighted with an orange border. Within the 'ACH' sub-tab, the 'Create ACH Payment' option is highlighted in yellow. Other options in the 'ACH' sub-tab include Create ACH Tax Payment, ACH File Activity, ACH Payment Activity, Recurring ACH Payments, ACH Templates, ACH Tax Templates, ACH Recipients, ACH Recipient Activity, ACH Recipient Import Layout, ACH Notification of Change Activity, and ACH Return Activity. Other sub-tabs like 'Positive Pay' and 'Stop Payment' also have their respective options listed.

MAKE SURE MANUAL ENTRY IS CHOSEN AT THE TOP.



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## Create ACH Payment <sup>1</sup>

1. Create Payment   2. Manage Recipients   3. Review   4. Confirmation

Manual Entry    From Template    Upload Nacha File

### Payment Header Information

Payment Name: \*  

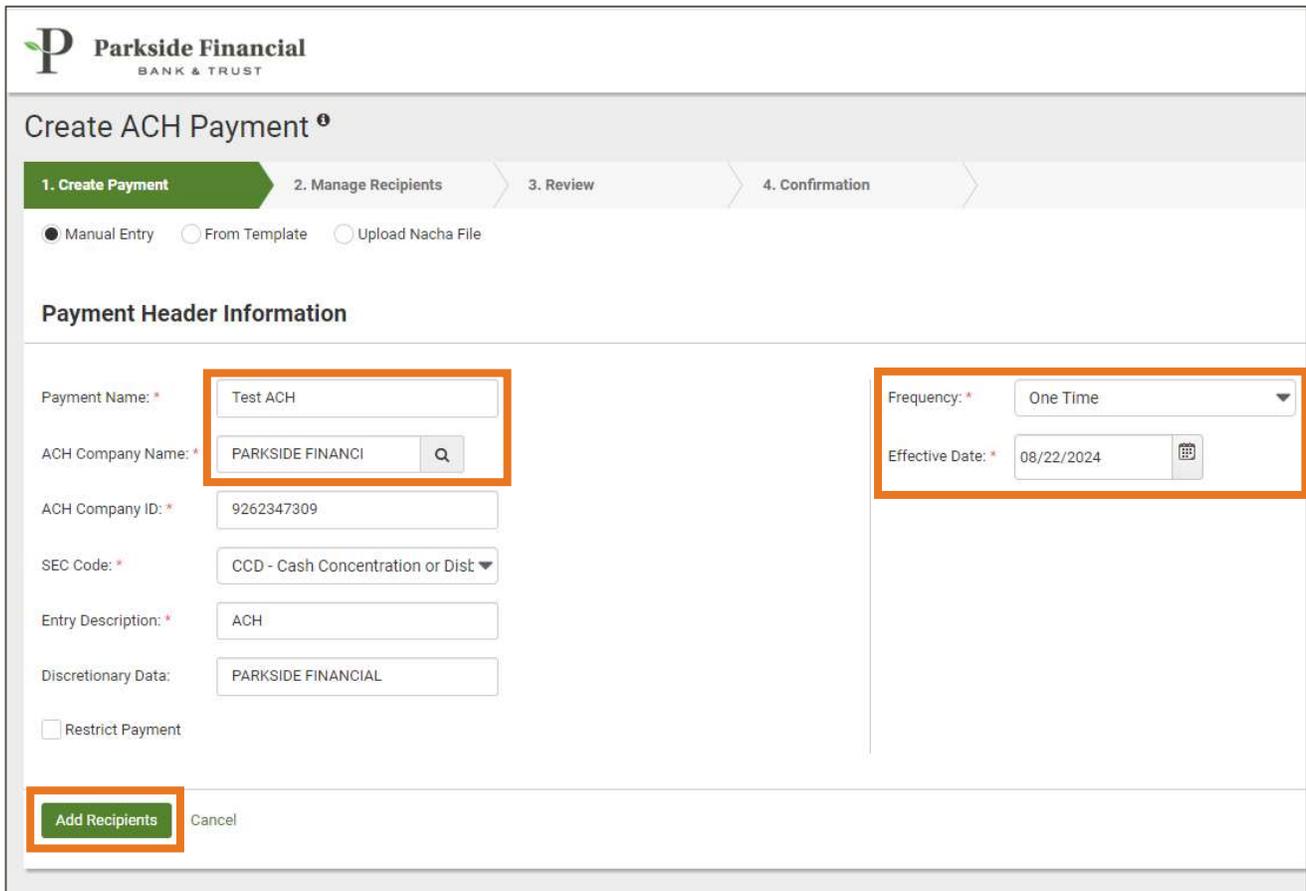
ACH Company Name: \*  

ACH Company ID: \*

**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 RECIPIENTS'.**



**1. Create Payment** 2. Manage Recipients 3. Review 4. Confirmation

Manual Entry  From Template  Upload Nacha File

**Payment Header Information**

Payment Name: \* Test ACH

ACH Company Name: \* PARKSIDE FINANCI

ACH Company ID: \* 9262347309

SEC Code: \* CCD - Cash Concentration or Dist

Entry Description: \* ACH

Discretionary Data: PARKSIDE FINANCIAL

Restrict Payment

Frequency: \* One Time

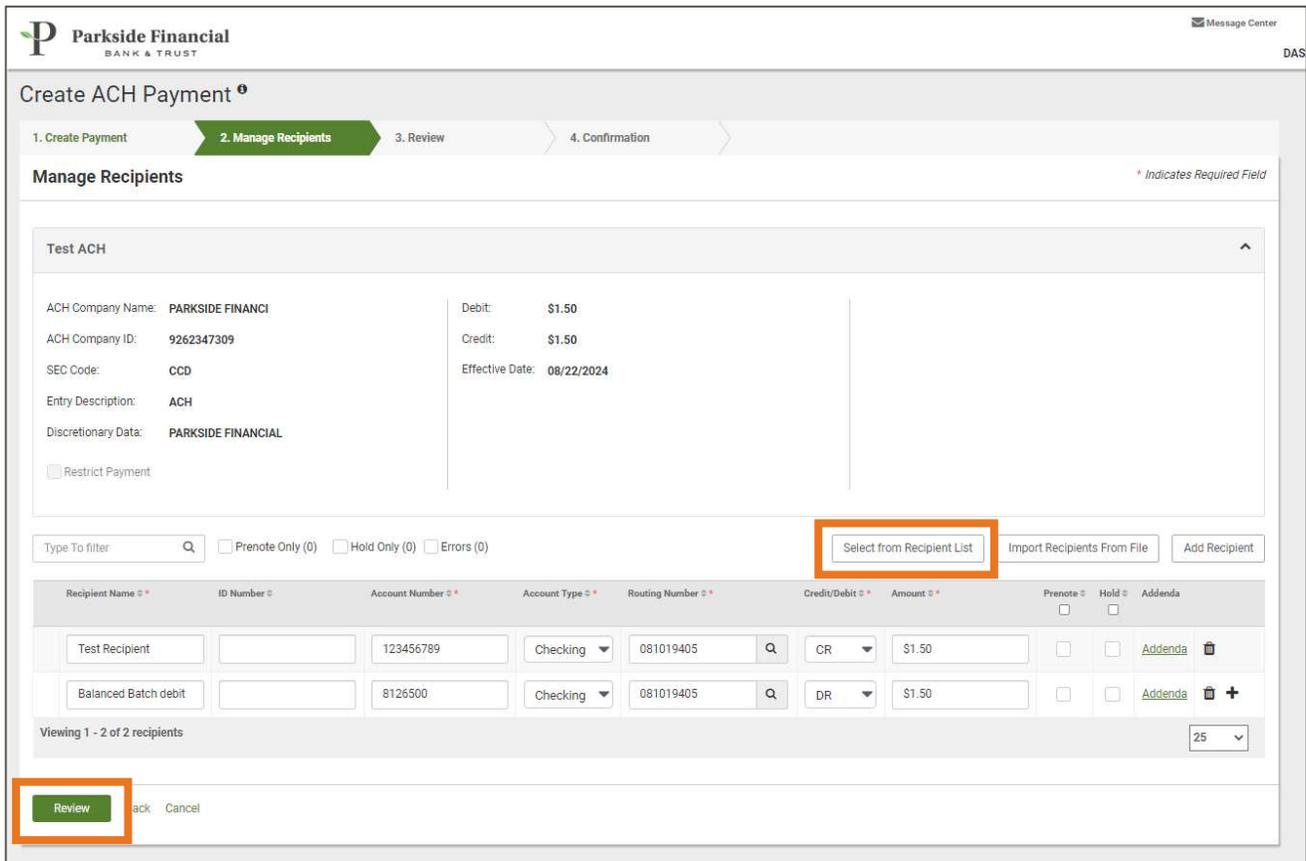
Effective Date: \* 08/22/2024

**Add Recipients** Cancel

**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.**



**Create ACH Payment**

1. Create Payment | **2. Manage Recipients** | 3. Review | 4. Confirmation

**Manage Recipients** \* Indicates Required Field

**Test ACH**

ACH Company Name: PARKSIDE FINANCI      Debit: \$1.50  
 ACH Company ID: 9262347309              Credit: \$1.50  
 SEC Code: CCD                                  Effective Date: 08/22/2024  
 Entry Description: ACH  
 Discretionary Data: PARKSIDE FINANCIAL

Restrict Payment

Type To filter   Prenote Only (0)  Hold Only (0)  Errors (0) Select from Recipient List

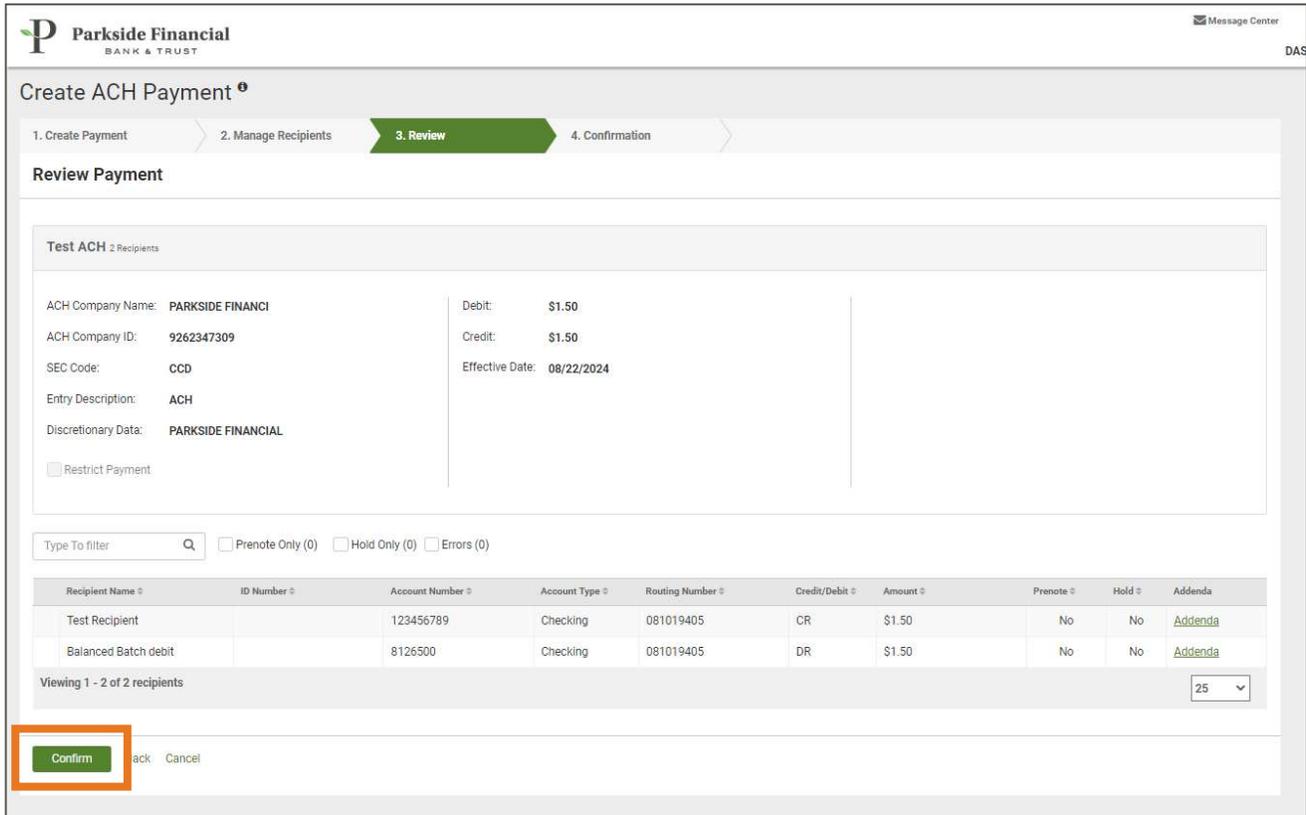
Recipient Name *	ID Number	Account Number *	Account Type *	Routing Number *	Credit/Debit *	Amount *	Prenote	Hold	Addenda
Test Recipient		123456789	Checking	081019405	CR	\$1.50	<input type="checkbox"/>	<input type="checkbox"/>	Addenda
Balanced Batch debit		8126500	Checking	081019405	DR	\$1.50	<input type="checkbox"/>	<input type="checkbox"/>	Addenda  +

Viewing 1 - 2 of 2 recipients 25

Review

**CLICK CONFIRM.**

**THIS WILL INITIATIVE THE PAYMENT.**



**Create ACH Payment**

1. Create Payment | 2. Manage Recipients | **3. Review** | 4. Confirmation

**Review Payment**

**Test ACH** 2 Recipients

ACH Company Name: **PARKSIDE FINANCIAL**      Debit: **\$1.50**  
 ACH Company ID: **9262347309**                      Credit: **\$1.50**  
 SEC Code: **CCD**                                      Effective Date: **08/22/2024**  
 Entry Description: **ACH**  
 Discretionary Data: **PARKSIDE FINANCIAL**

Restrict Payment

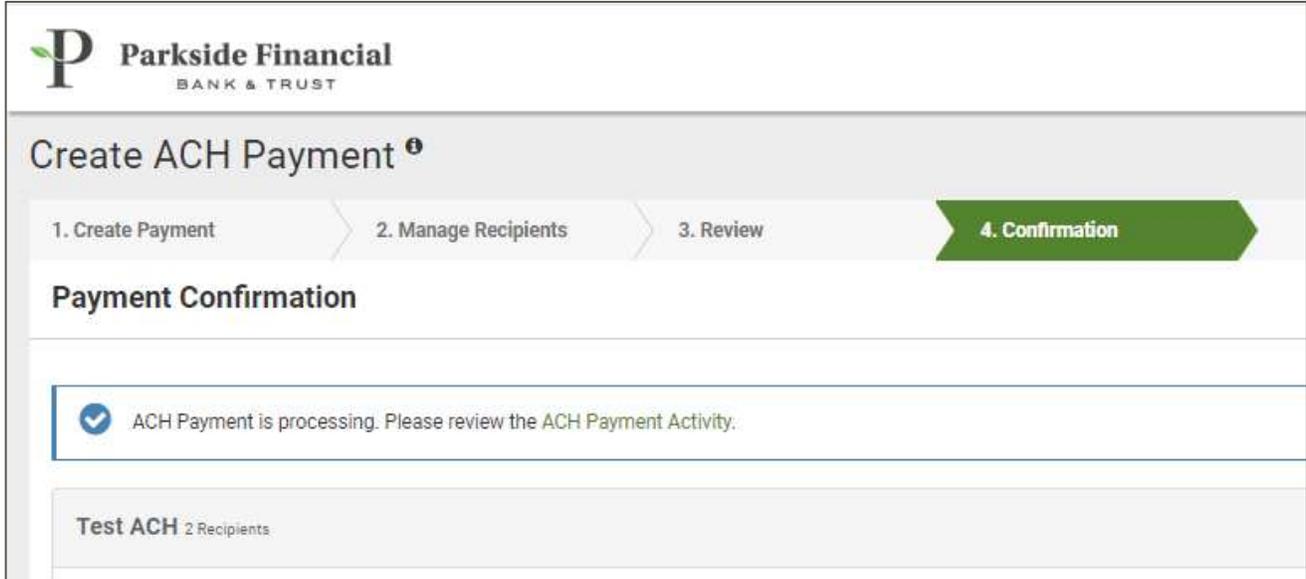
Type To filter   Prenote Only (0)  Hold Only (0)  Errors (0)

Recipient Name	ID Number	Account Number	Account Type	Routing Number	Credit/Debit	Amount	Prenote	Hold	Addenda
Test Recipient		123456789	Checking	081019405	CR	\$1.50	No	No	<a href="#">Addenda</a>
Balanced Batch debit		8126500	Checking	081019405	DR	\$1.50	No	No	<a href="#">Addenda</a>

Viewing 1 - 2 of 2 recipients 25

**Confirm**    Back    Cancel

**ACH HAS BEEN INITIATED AND IS PROCESSING.**



The screenshot shows the 'Create ACH Payment' interface. At the top left is the Parkside Financial logo. The main heading is 'Create ACH Payment' with an information icon. Below this is a progress bar with four steps: '1. Create Payment', '2. Manage Recipients', '3. Review', and '4. Confirmation'. The '4. Confirmation' step is highlighted with a green arrow. Underneath the progress bar is the section 'Payment Confirmation'. A message box with a blue checkmark icon contains the text: 'ACH Payment is processing. Please review the ACH Payment Activity.' Below the message box is a section titled 'Test ACH' with a sub-label '2 Recipients'.