



**Parkside Financial**

BANK & TRUST



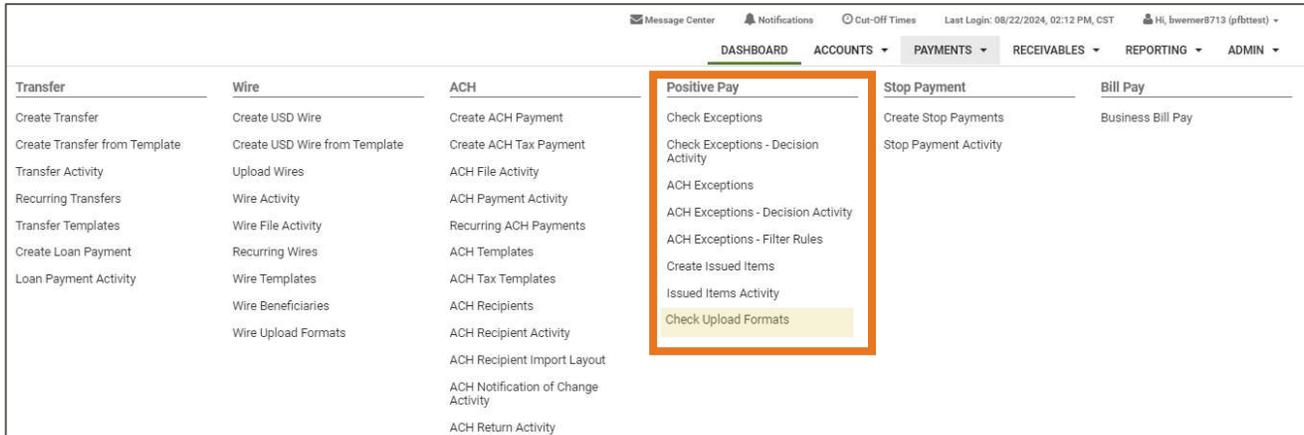
Treasury Management  
Online Platform

*Check Upload Formats*

**POSITIVE PAY | CHECK UPLOAD FORMATS**

*This must be done before you can upload positive pay items!*

**SELECT THE PAYMENTS TAB → POSITIVE PAY → CHECK UPLOAD FORMATS**



The screenshot shows the application's navigation menu with the following items:

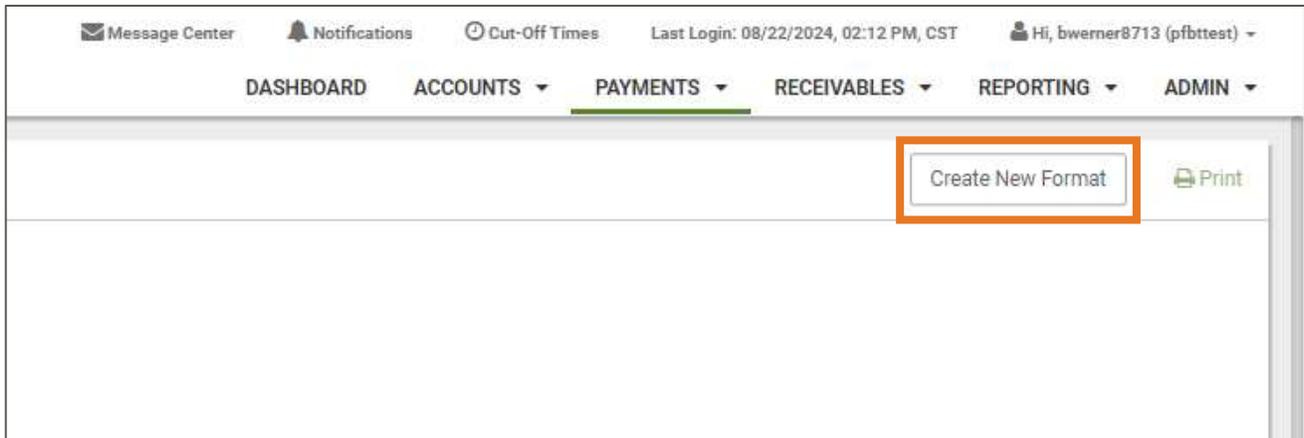
- Message Center
- Notifications
- Cut-Off Times
- Last Login: 08/22/2024, 02:12 PM, CST
- Hi, bwerner8713 (pfbttest)

The main navigation tabs are: DASHBOARD, ACCOUNTS, **PAYMENTS**, RECEIVABLES, REPORTING, ADMIN.

Under the **PAYMENTS** tab, the following sub-menus are visible:

- 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 Recipients
  - ACH Recipient Activity
  - ACH Recipient Import Layout
  - ACH Notification of Change Activity
  - ACH Return Activity
- Positive Pay** (highlighted in orange)
  - Check Exceptions
  - Check Exceptions - Decision Activity
  - ACH Exceptions
  - 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

**CLICK “CREATE NEW FORMAT” (TOP RIGHT)**



The screenshot shows the application's navigation menu with the following items:

- Message Center
- Notifications
- Cut-Off Times
- Last Login: 08/22/2024, 02:12 PM, CST
- Hi, bwerner8713 (pfbttest)

The main navigation tabs are: DASHBOARD, ACCOUNTS, **PAYMENTS**, RECEIVABLES, REPORTING, ADMIN.

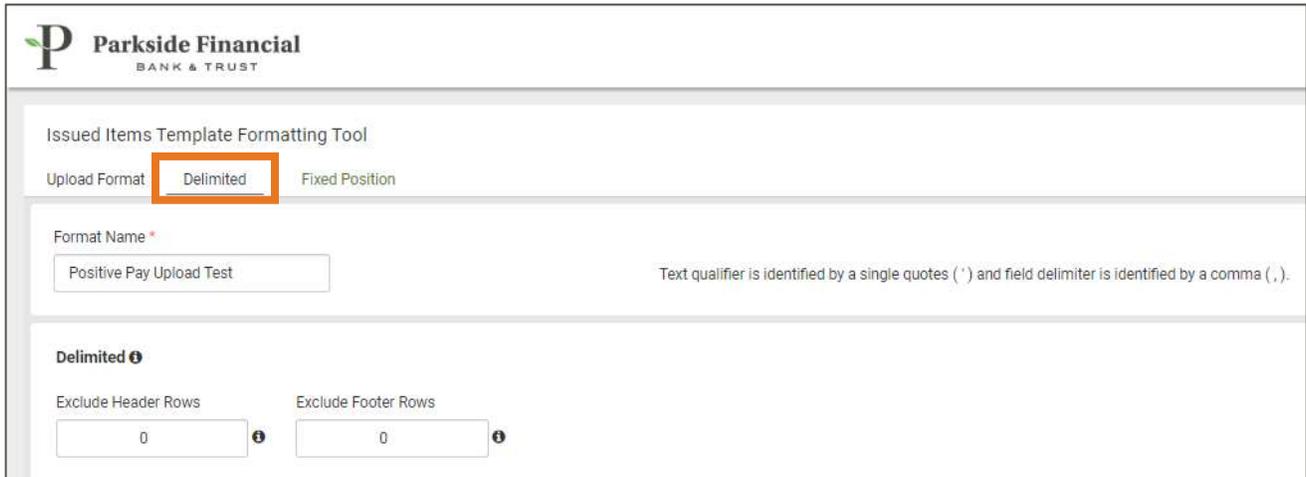
Under the **PAYMENTS** tab, the following sub-menus are visible:

- Transfer
- Wire
- ACH
- Positive Pay** (highlighted in orange)
  - Check Exceptions
  - Check Exceptions - Decision Activity
  - ACH Exceptions
  - ACH Exceptions - Decision Activity
  - ACH Exceptions - Filter Rules
  - Create Issued Items
  - Issued Items Activity
  - Check Upload Formats
- Stop Payment
- Bill Pay

At the top right of the page, there is a button labeled **Create New Format** (highlighted in orange) and a **Print** button.

**SELECT “DELIMITED” AT THE TOP.**

**YOUR .CSV FILE MUST BE IN THE COMMA DELIMITED FORMAT.**



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Issued Items Template Formatting Tool

Upload Format **Delimited** Fixed Position

Format Name \*  
Positive Pay Upload Test

Text qualifier is identified by a single quotes (') and field delimiter is identified by a comma (.).

**Delimited**

Exclude Header Rows  Exclude Footer Rows

**DECIDE HOW YOUR ISSUED CHECKS WILL BE ARRANGED IN THE FILE.**

**ENTER FORMAT NAME**

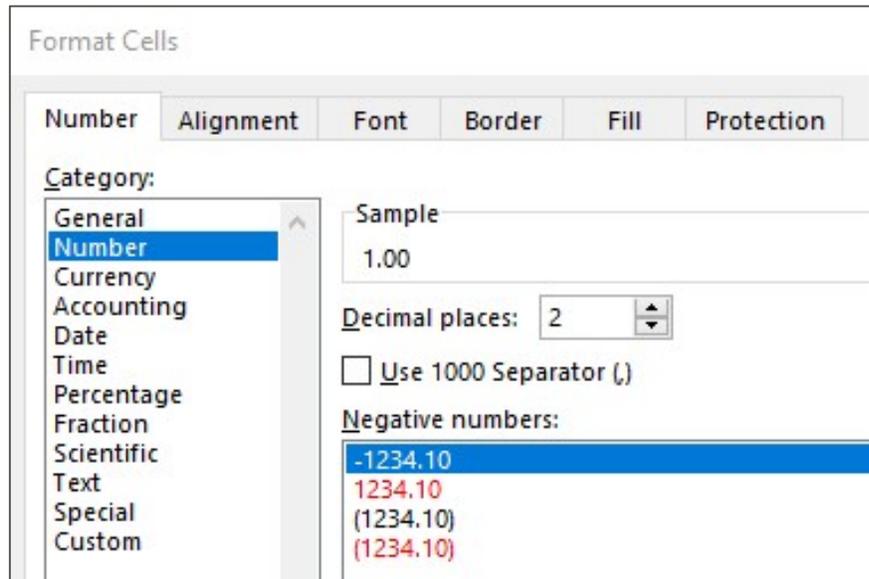
- > Under Item Amount, choose “Decimal Included” if you will be using the decimal in your file
- > Choose your Issued Date Format and Void Date Format
- > Checking Indicator= C
- > Savings Indicator= S
- > Void Indicator= V

**FOR EXAMPLE:**

- > Column 1 (A): Issued Date
- > Column 2 (B): Item Number
- > Column 3 (C): Payee
- > Column 4 (D): Item Amount
- > Column 5 (E): Account number

	A	B	C	D	E
1	8/22/2024	100	Test 1	1.00	8126500
2	8/22/2024	200	Test 2	2.00	8126500
3	8/22/2024	300	Test 3	3.00	8126880
4	8/22/2024	400	Test 4	4.00	8126880
5					
6					

Ensure that the Item Amount column (D) in Excel is formatted as "Number" with 2 decimal places.



Format Cells

Number Alignment Font Border Fill Protection

Category:

- General
- Number**
- Currency
- Accounting
- Date
- Time
- Percentage
- Fraction
- Scientific
- Text
- Special
- Custom

Sample: 1.00

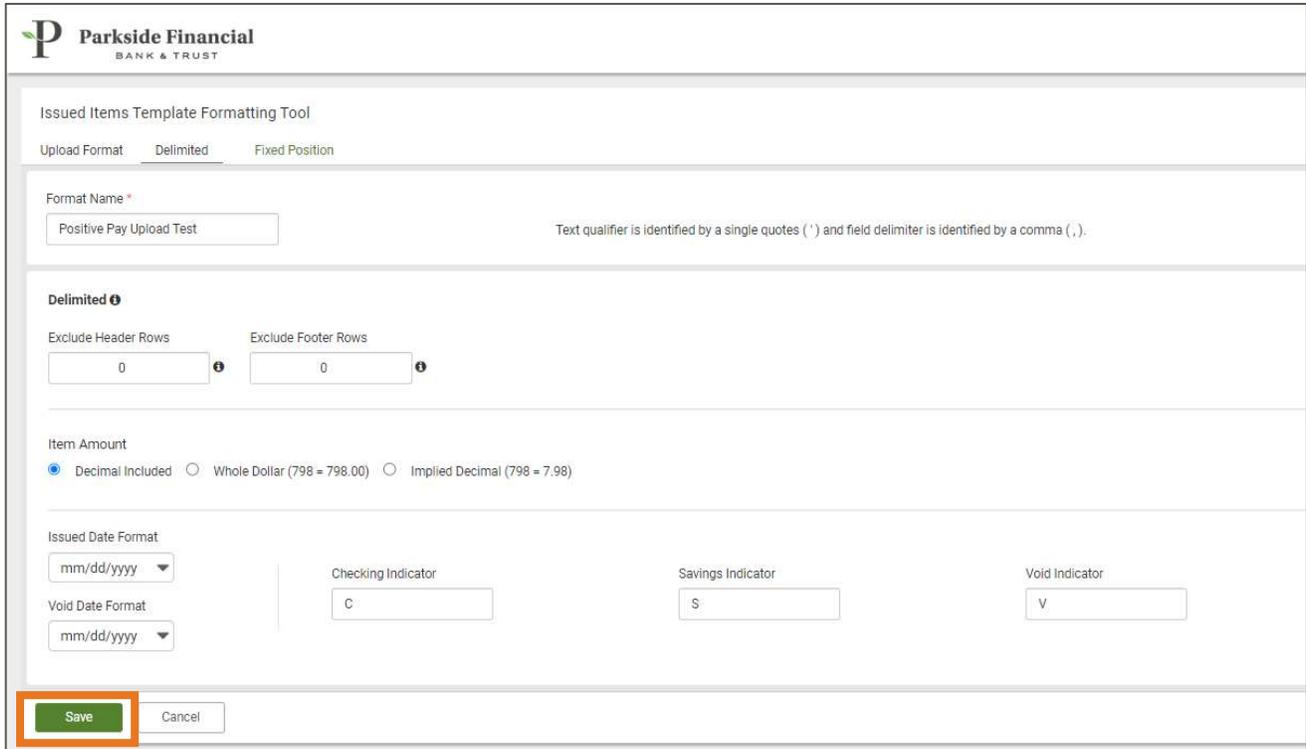
Decimal places: 2

Use 1000 Separator (,)

Negative numbers:

- 1234.10**
- 1234.10
- (1234.10)
- (1234.10)

**CLICK SAVE.**



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Issued Items Template Formatting Tool

Upload Format Delimited Fixed Position

Format Name \*  
Positive Pay Upload Test Text qualifier is identified by a single quotes (') and field delimiter is identified by a comma (,).

**Delimited**

Exclude Header Rows:  Exclude Footer Rows:

Item Amount  
 Decimal Included  Whole Dollar (798 = 798.00)  Implied Decimal (798 = 7.98)

Issued Date Format:  Checking Indicator:  Savings Indicator:  Void Indicator:

Void Date Format:

**Save** Cancel

**POSITIVE PAY UPLOAD FORMAT WAS SAVED.**



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Issued Items Upload Formats ✔ Saved  
Positive Pay Upload Format saved successfully!

Upload Formats	Type	Created Date
<a href="#">Positive Pay Upload Test</a>	Delimited	

1 Records