



Parkside Financial

BANK & TRUST

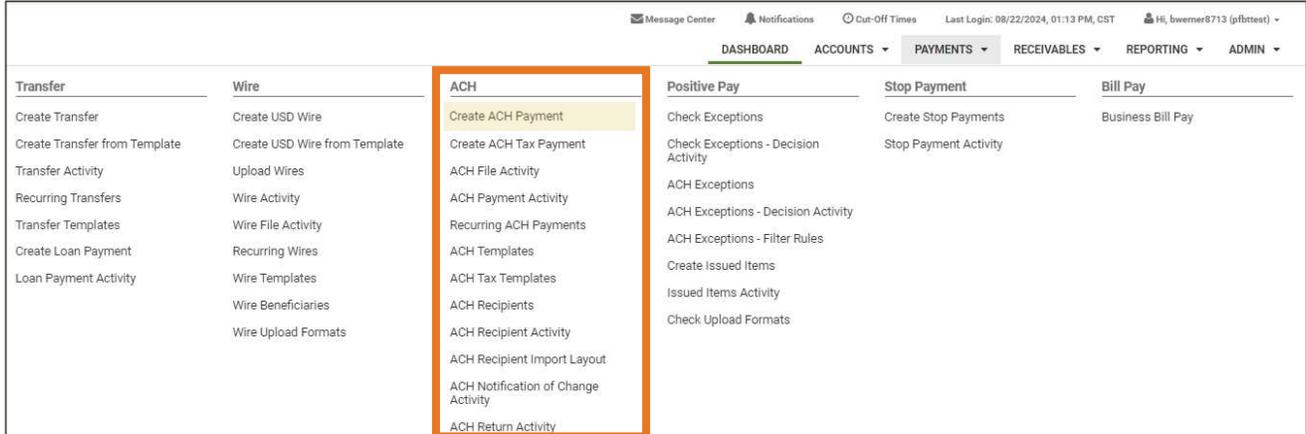


Treasury Management
Online Platform

Uploading a NACHA File

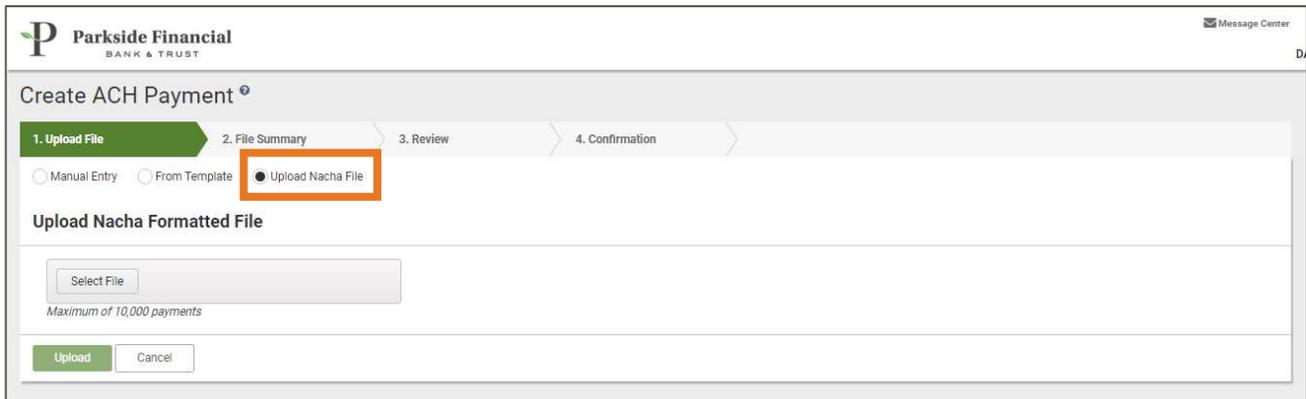
ACH | UPLOADING A NACHA FILE

SELECT THE PAYMENTS TAB → ACH → CREATE ACH PAYMENT



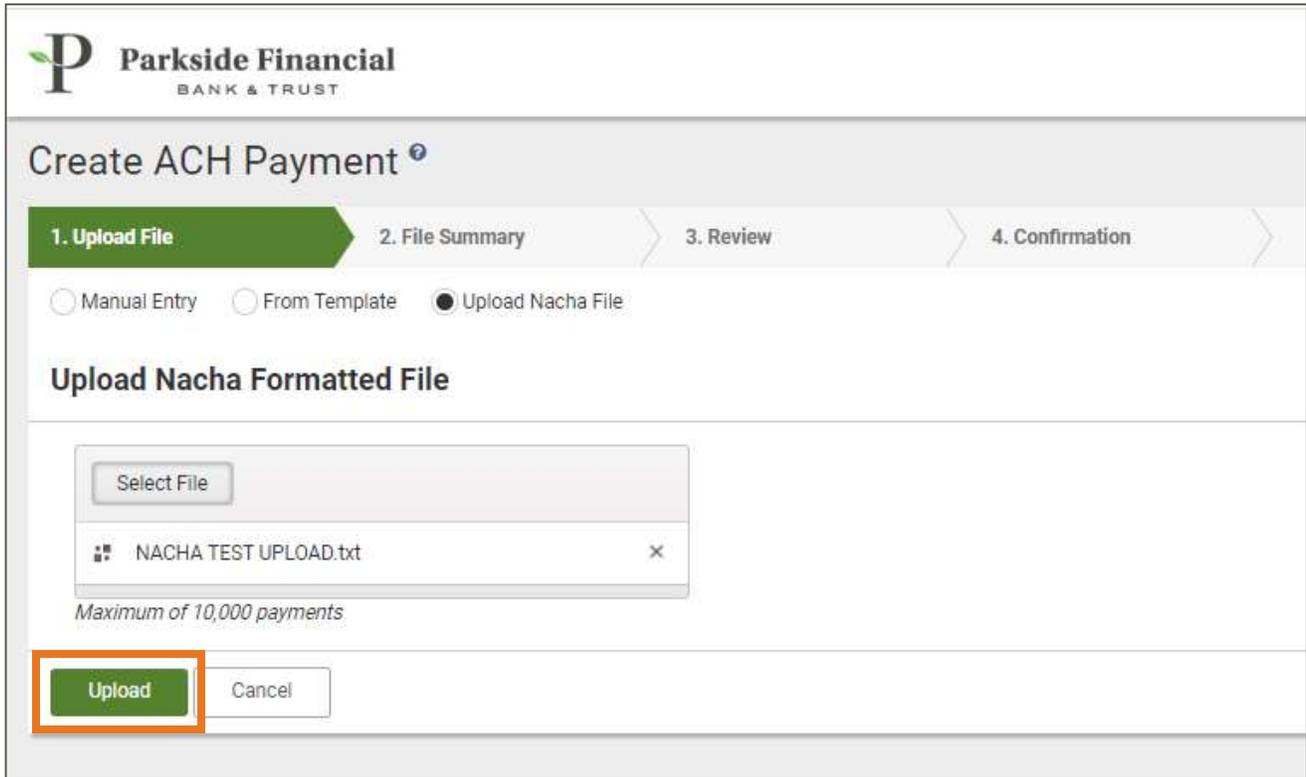
The screenshot shows the Parkside Financial dashboard with the 'PAYMENTS' tab selected. The 'ACH' sub-tab is highlighted with an orange box, and the 'Create ACH Payment' option is also highlighted with an orange box.

CHOOSE UPLOAD NACHA FILE AT THE TOP.



The screenshot shows the 'Create ACH Payment' form. The '1. Upload File' step is active. The 'Upload NACHA File' radio button is selected and highlighted with an orange box. Below this, there is a 'Select File' button and a note: 'Maximum of 10,000 payments'. At the bottom, there are 'Upload' and 'Cancel' buttons.

**SELECT THE NACHA FILE YOU WANT TO UPLOAD.
CLICK UPLOAD.**



The screenshot shows the 'Create ACH Payment' interface with the following elements:

- Header:** Parkside Financial BANK & TRUST logo.
- Section:** Create ACH Payment ⓘ
- Progress Bar:** 1. Upload File (active), 2. File Summary, 3. Review, 4. Confirmation.
- Options:** Manual Entry, From Template, Upload Nacha File.
- Section:** Upload Nacha Formatted File
- File Selection:** A 'Select File' button and a file list containing 'NACHA TEST UPLOAD.txt' with a close icon (x).
- Limit:** Maximum of 10,000 payments.
- Buttons:** An orange-bordered 'Upload' button and a 'Cancel' button.

CHOOSE THE FREQUENCY AND THE EFFECTIVE DATE.
DOUBLE CHECK THAT THE INFORMATION IS UPLOADED CORRECTLY.


Message Center

Create Payment

1. Upload File
2. Payment Details
3. Review
4. Confirmation

Payment Detail

PARKSIDE FINANCI 0000C Restricted | 3 Recipients

Status: **Ready**

ACH Company Name: **PARKSIDE FINANCI**

ACH Company ID: **9262347309**

SEC Code: **CCD**

Entry Description: **ACH**

Discretionary Data: **PARKSIDE FINANCIAL**

Debit: **\$4.00**

Credit: **\$4.00**

Audit:

Frequency: * One Time

Please validate the Effective Date for accuracy

Effective Date: * 08/23/2024

Prenote Only (0) Hold Only (0)

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 Recipients 25

Review
Cancel

CLICK REVIEW.


Message Center

Create Payment

1. Upload File
2. Payment Details
3. Review
4. Confirmation

Payment Detail

PARKSIDE FINANCI 0000C
 Restricted
3 Recipients

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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 Recipients

Review

Cancel

CLICK CONFIRM.


Message Center

Create Payment

1. Upload File
2. Payment Details
3. Review
4. Confirmation

Payment Detail

PARKSIDE FINANCI 0000001 3 Recipients

Status: Ready	Debit: \$4.00	Please validate the Effective Date for accuracy
ACH Company Name: PARKSIDE FINANCI	Credit: \$4.00	Effective Date: 08/23/2024
ACH Company ID: 9262347309	Audit:	
SEC Code: CCD		
Entry Description: ACH		
Discretionary Data: PARKSIDE FINANCIAL		

Prenote Only (0) Hold Only (0)

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 Recipients 25

Confirm
Back
Cancel

THE FILE HAS BEEN INITIATED AND IS PROCESSING.



Create Payment

1. Upload File
2. Payment Details
3. Review
4. Confirmation

Payment Detail - A000007327547

✔ ACH Payment is processing. Please review the ACH Payment Activity.

PARKSIDE FINANCI 0000001 3 Recipients

Status: **Initiated**

ACH Company Name: **PARKSIDE FINANCI**

ACH Company ID: **9262347309**

SEC Code: **CCD**

Entry Description: **ACH**

Discretionary Data: **PARKSIDE FINANCIAL**

Debit: **\$4.00**

Credit: **\$4.00**

Audit:

8/22/2024 2:21:17 PM : BRANDI WERNER : Payment Initiated

8/22/2024 2:21:15 PM : BRANDI WERNER : Created

Prenote Only (0)
 Hold Only (0)

Recipient Name	ID Number	Account Number	Account Type	Routing Number	Credit/Debit
NACHA Test 1		8126880	Checking	081019405	CR
NACHA Test 2		8126880	Checking	081019405	CR
Balanced File		8126500	Checking	081019405	DR

Viewing 1 - 3 of 3 Recipients

[Close](#)