



EASTERN TREASURY®

Payment and Template Export Guide

April 2023



Payment and Template Export Guide

This guide will describe how to export payment and template details. The export function allows you to export all, or specific entries, based on filtering criteria such as:

- Payment type
- Date range
- Template code
- Payee

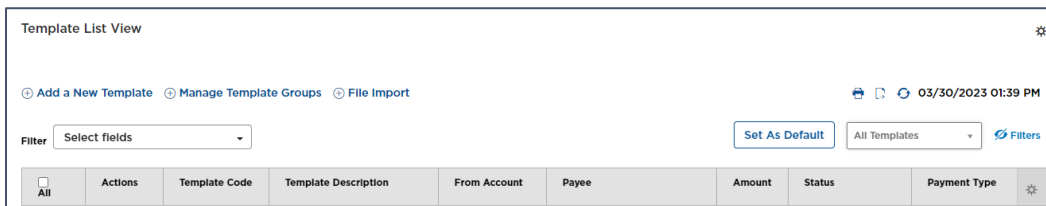
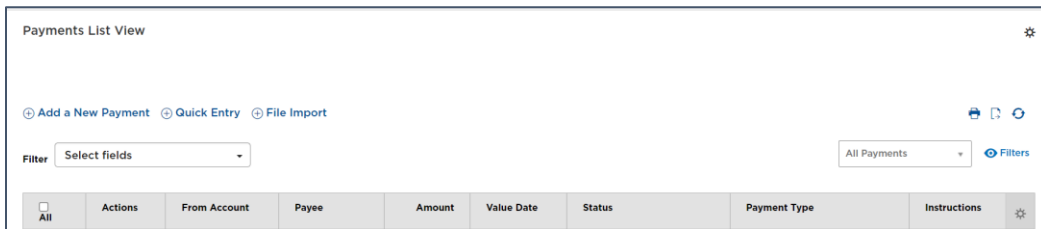
The process is similar for Payment and Template export; however, the filter criteria may be different. Data is exported in a .csv format, allowing for import into another system or saved as an Excel file.

1. Log into Eastern Treasury and navigate to the Payments & Transfers tab

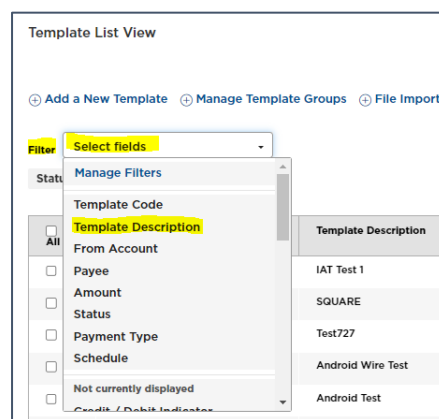
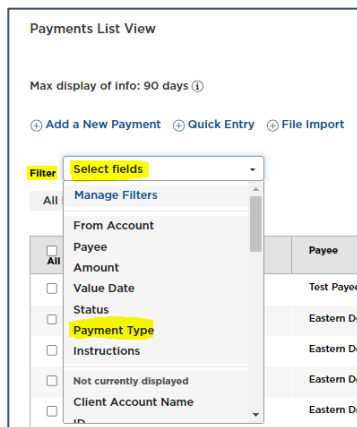


Payment and Template Export Criteria

2. Navigate to Payment Management > Payment List or Template List View grids

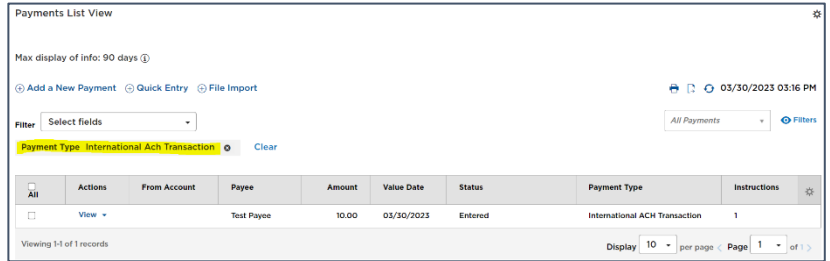
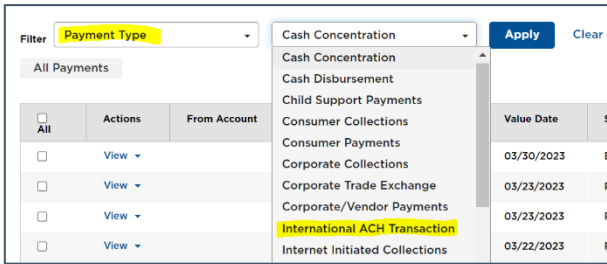


3. Select criteria for the Payment or Template export using the dropdown box at the FILTER field

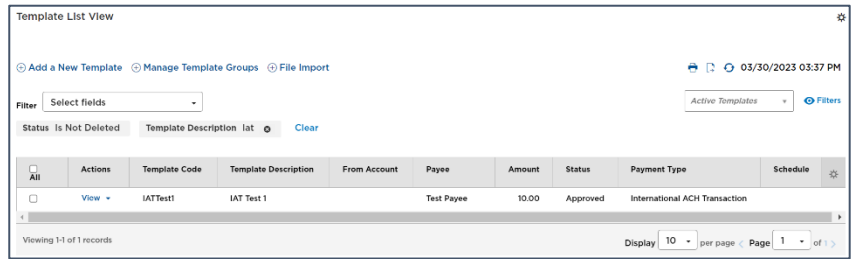
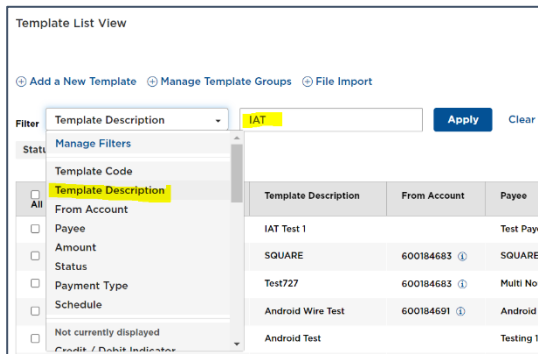


4. For illustration purposes:

- a. Payment Type *International ACH Transaction* is chosen and returns all payments matching that criterion

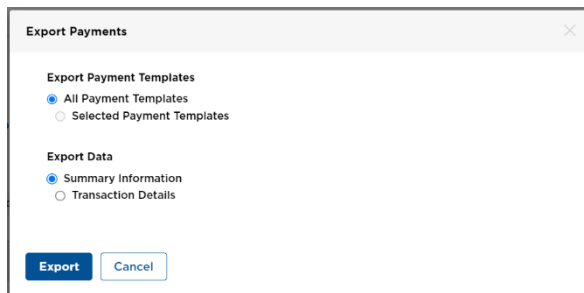
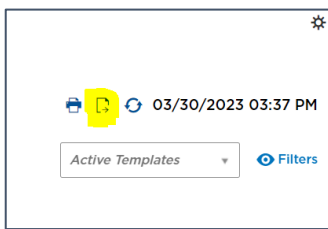


- b. Template Description *IAT (International ACH)* is chosen and returns all templates matching that criterion



Payment and Template Export Steps

5. View results in the Payment/Template grid, select All or specific entries (checkbox to the left of the entry)
6. Click the EXPORT icon above the grid in the upper right corner.
7. In the Export Payments pop-up, choose ALL or Selected
8. Choose Summary or Transaction Details > Click Export
 - a. Transaction details will export all Payment/Template payment details



9. An Excel (or other spreadsheet) will open with the exported data

	A	B	C	D	E	F	G	H	I
1	Template Code	Template Description	From Account	Payee	Amount	Status	Payment Type	Schedule	
2	IATTest1	IAT Test 1		Test Payee	10	Approved	International ACH Transaction		
3									