



EASTERN TREASURY®

Alerts Center
Quick Reference Guide

May 2025

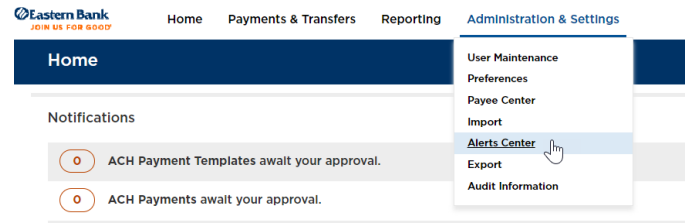
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EASTERN TREASURY ALERTS CENTER

The Alerts Center includes the ability to add alerts for yourself, other recipients, and/or recipient groups.

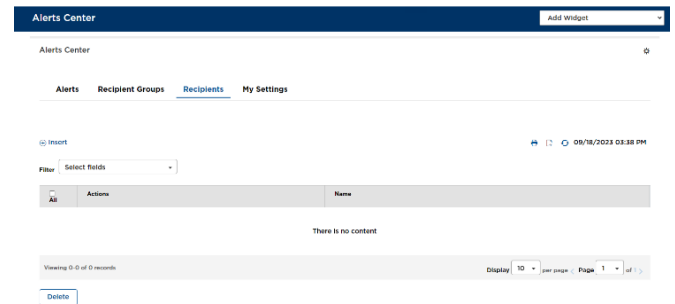
To manage alerts or recipients, the user must be entitled to recipient administration permissions and Alert Groups and/or Alert Types within Step 2 of the User setup screens.



RECIPIENT AND RECIPIENT GROUPS

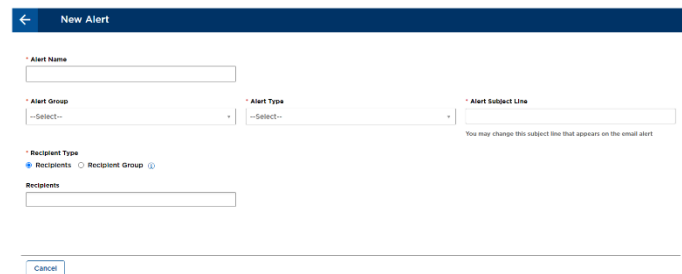
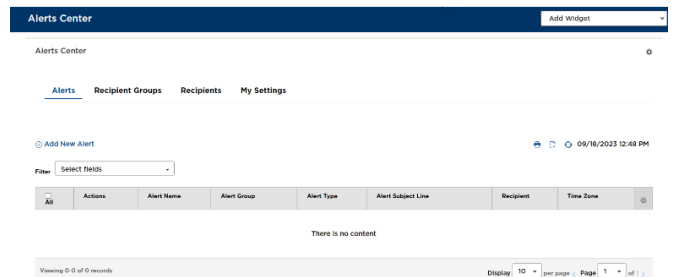
The default recipient options available when creating an Alert are your user contact details. To send Alerts to other recipients or recipient groups, you must first create the additional recipients.

1. Select **Recipients**.
2. You may create a new recipient by selecting **Insert**. Enter the recipient's name, contact information, and select **Save**.
3. If creating a group, select **Recipients Group**.
4. Select **Insert**, enter group name, select all applicable recipients, and select **Save**.
**Recipients must be added individually before adding to a group.*



SETTING UP ALERTS

1. Select **Alerts**, select **Add New Alert**.
2. Enter a unique Alert Name, select an Alert Group, select an Account Type (see chart on next page).
3. The email subject line is automatically populated, but you can modify it as desired.
4. Choose one or more recipients or a recipient group.
5. Review contact methods for additional options available to the selected recipients.
6. If additional Alert criteria is left blank, all available options will generate the alert.
7. Once Alert criteria is in place, select **Save**.



Alert Group	Alert Type	Purpose	Distribution Timeframe
Information Reporting	Closing Available Balance	Alert is generated when the closing available balance meets specified criteria created within the alert	Early morning hours for prior day activity
Information Reporting	Closing Ledger Balance	Alert is generated when the closing available balance meets specified criteria created within the alert	Early morning hours for prior day activity
Information Reporting	Lockbox Detail Data is Available	Alert is generated when new data for the Lockbox Details report is available	Immediately when available
Payments and Transfers	Automatically Created	Alert is generated when payments are automatically created based on recurring payment settings	Summary at a set time created by the user in alert criteria
Payments and Transfers	Processed	Alerts is generated when a payment has changed to the processed status criteria created within the alert	Immediate
Payments and Transfers	Awaiting My Approval	Alert is generated when a payment is awaiting approval	Summary at a set time created by the user in alert criteria and/or Immediate
Payments and Transfers	Approver Rejected	Notifies you of any payments rejected by a user	Summary at a set time created by the user in alert criteria
Payments and Transfers	Rejected Today	Notifies you of a payment is rejected by the bank	Summary at a set time created by the user in alert criteria
Payments and Transfers	Transactions Processing Status Changed	Alert is generated when a payment status has changed (approved, released, bank approved, rejected)	Immediate
Payments and Transfers	File Import Confirmation for Payments and Transfers	Alert is generated for files imported successfully or unsuccessfully	Immediate
Payments and Transfers	Payment Cutoff Time Warning	Alert is sent when payments are within a specified time prior to a cutoff time	Summary at a set time created by the user in alert criteria
Payments and Transfers	Templates Awaiting My Approval	Alert is generated when a template is awaiting approval	Summary at a set time created by the user in alert criteria and/or Immediate
Payments and Transfers	Approval Window Passed	Alert is generated when payments are not approved prior to the cutoff time	Immediately per payment type after cutoff time and/or Immediate
Administration	Payee Center Maintenance	Alert is generated for any changes/approvals in the Payee Center	Immediate
Administration	User	Alert is generated when a user is either added or approved	Immediate
Utilities	Legacy System Report Received	Alert is generated when a legacy report is available	Immediately when available