

EASTERN TREASURY™

Payment Detail Report & Template Detail Report Quick Reference Guide

January 2019



PAYMENT DETAIL REPORT AND TEMPLATE DETAIL REPORT

USER ACCESS

Permitted users can access the Payment Detail and Template Detail report. Follow these steps to permit a user to these reports:

1. Navigate to **User Maintenance** and **Add** a New User, or **Modify** Existing
2. In Step 2 – Set Permissions, click the **Reporting** tab
3. Scroll through Reports options to Payment Reports
4. Check Payment Details
5. Check Template Details
6. Click **Update**. User must be in Approved Status for changes to take effect

Check Inquiry

Select All

Check Inquiry

Payment Reports

Select All

ACH Company Template Details Payment Details

ACCESSING THE REPORTS

1. Login and Navigate to **Reporting > Reports Management**
2. Payment Detail Report will be listed as an available report
3. Template Detail Report will be listed as an available report
4. Click **View**

Reports Management

00/00/0000 00:00 PM

Filter

Actions	Report Name	Report Group
View	User Permissions	Admin
View	Company Details	Admin
View	Template Detail Report	Payments
View	User Permissions	Admin
View	Payment Detail Report	Payments
View	ACH Company Report	Payments

Viewing 1-6 of 6 records

Display per page < Page of >

PAYMENT DETAIL REPORT- SELECT THE REPORT CRITERIA:

1. Select from the available Report Criteria:
 - a. **ID** - enter a Payment ID
 - b. **Creation Date** - enter the date payment was created
 - c. **Amount** - enter the Wire Payment Amount, Transfer Payment Amount.
For ACH payments enter Batch Amount.
 - d. Enter the Value Date
 - e. *(optional)* Check box to **Save this Report**
2. Click **Run Report**
3. After a brief pause, your report will appear
4. Report can be exported as PDF, CSV or Plain Text

SAMPLE REPORT - WITH ID OPTION

The screenshot displays the 'Payment Detail Report' interface. At the top, the title 'Payment Detail Report' is shown. Below it, the 'Report Criteria' section contains several input fields: 'ID' with a dropdown set to 'is equal to' and a text box containing '0000'; 'Creation Date' with an empty date picker; 'Amount' with a dropdown set to 'is equal to' and an empty text box; and 'Value Date' with an empty date picker. A checkbox for 'Save this Report' is unchecked. At the bottom of the criteria section are 'Run Report' and 'Cancel' buttons.

Below the criteria section is a preview of the report output. The title bar reads 'Payment Detail Report | COMPANY | COMPANY TEMPLATE NAME'. The report content is organized into three columns: 'Payment Summary', 'Debit Account', and 'Credit Account'. The 'Payment Summary' column lists: Payment ID: 0000, Payment Type: Transfer, Status: Bank Confirmed, Entry Method: Freeform, Template: (blank), Value Date: 00/00/00, Tran Date: 00/00/00, Credit Amount: 0.00 USD, Debit Amount: 0.00 USD, Exchange Rate: 0, Contract ID: (blank), Transfer Reference: (blank), and Transfer Comments: (blank). The 'Debit Account' column lists: Number: 0000000000, Name: Account Name, Type: Demand Deposit, and Bank: Bank Name. The 'Credit Account' column lists: Number: 0000000000, Name: Credit Account Name, Type: Demand Deposit, and Bank: Bank Name.

SAMPLE REPORT - WITH AMOUNT OPTION

Payment Detail Report

Report Criteria

ID
is equal to

Creation Date

Amount
is greater than or equal to

Value Date

Save this Report

1 of 374 Automatic Zoom

Payment Summary		Debit Account		Credit Account	
Payment ID:	000	Number:	0000000000	Number:	0000000000
Payment Type:	Transfer	Name:	Account Name	Name:	Bank Account Name
Status:	Released	Type:	Demand Deposit	Type:	Demand Deposit
Entry Method:	Freeform	Bank:	Bank Name	Bank:	Bank Name
Template:					
Value Date:	00/00/00				
Tran Date:	00/00/00				
Credit Amount:	000.00 USD				
Debit Amount:	000.00 USD				
Exchange Rate:					
Contract ID:					
Transfer Reference:					
Transfer Comments:					
Trnum:	000				
Audit Information			Settlement Information		
Entered:	Name	Company	Timestamp	Extracted:	Timestamp
Approved:	Name	Company	Mon 00, 0000 00:00:00 AM		Mon 00, 0000 00:00:00 AM

SAMPLE REPORT - WITH VALUE DATE OPTION

Payment Detail Report

Report Criteria

ID
is equal to

Creation Date

Amount
is equal to

Value Date
00/00/0000 - 00/00/0000

Save this Report

1 of 28 Automatic Zoom

Payment Summary	Debit Account	Credit Account
Payment ID: 0000	Number: 0000000000	Number: 0000000000
Payment Type: Payment Type	Name: Account Name	Name: Credit Account Name
Status: Bank Confirmed	Type: Demand Deposit	Type: Demand Deposit
Entry Method: Freeform	Bank: Bank Name	Bank: Bank Name
Template:		
Value Date: 00/00/0000		
Tran Date: 00/00/0000		
Credit Amount: 0.00 USD		
Debit Amount: 0.00 USD		
Exchange Rate: 0.00		
Contract ID:		
Transfer Reference:		
Transfer Comments:		
Trun: 00000		
First Confirmation: 00000000X		
Second Confirmation:		
Audit Information	Settlement Information	

TEMPLATE DETAIL REPORT- SELECT THE REPORT CRITERIA:

1. Select from the available Report Criteria
 - a. **Template Code** - enter a Payment ID
 - b. **Creation Date** - enter the date payment was created
 - c. **Amount**- enter the Wire Payment Amount, Transfer Payment Amount. For ACH payments enter Batch Amount

SAMPLE REPORT - WITH TEMPLATE CODE OPTION

Template Detail Report

Report Criteria

Template Code

Creation Date

Amount
 is equal to

Save this Report

Run Report Cancel

Template Detail Report | COMPANY | COMPANY TEMPLATE NAME Mon 00,0000 00:00:00 AM

<p>Template Summary</p> <p>Template Code: templatecode</p> <p>Template Description: templatecode</p> <p>Payment Type: Wire - Domestic</p> <p>Status: Approved</p> <p>Entry Method: Freeform</p> <p>Credit Amount: 00,000.00 USD</p> <p>Debit Amount: 00,000.00 USD</p> <p>Customer Ref: XXX</p> <p>Charges: 000</p> <p>Tnum: 000</p>	<p>Debit Account</p> <p>Number: 0000000000</p> <p>Name: Debit Acct Name</p> <p>Type: Debit Account Type</p> <p>Bank: Bank Name</p> <p>Originator Information</p> <p>Name: Originator Account Name</p> <p>ID:</p> <p>Type:</p> <p>Address 1:</p> <p>Address 2:</p> <p>Address 3:</p> <p>Country: US</p>	<p>Beneficiary</p> <p>Name: CompanyName</p> <p>Address 1:</p> <p>Address 2:</p> <p>Country:</p> <p>Account: 0000000000</p> <p>Beneficiary Bank</p> <p>Account Type: XXX</p> <p>Bank Code: 000000000</p> <p>Bank: Eastern Bank</p> <p>Address 1:</p> <p>Address 2:</p> <p>Address 3:</p> <p>Country: Boston US</p>
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SAMPLE REPORT - WITH CREATION DATE OPTION

Template Detail Report

Report Criteria

Template Code

Creation Date

Amount
 is equal to

Save this Report

Run Report Cancel

Template Detail Report | COMPANY | COMPANY TEMPLATE NAME Mon 00,0000 00:00:00 PM

<p>Company: CompanyName</p> <p>Template: .TemplateName</p> <p>Template: TemplateType</p> <p>ACH Company/</p> <p>From Account:</p> <p>Payment Type: Tax Payments</p> <p>Audit Information</p> <table border="0"> <tr> <td>User ID</td> <td>Company</td> <td>Timestamp</td> </tr> <tr> <td>Entered: UserID</td> <td>Company</td> <td>Mon 00, 0000 00:00:00 PM</td> </tr> <tr> <td>Approved: UserID</td> <td>Company</td> <td>Mon 00, 0000 00:00:00 PM</td> </tr> </table>	User ID	Company	Timestamp	Entered: UserID	Company	Mon 00, 0000 00:00:00 PM	Approved: UserID	Company	Mon 00, 0000 00:00:00 PM	<p>Company ID: 0000000000</p> <p>Company Name: CompanyName</p> <p>Batch Status: Approved</p> <p>Entry Method: Freeform</p> <p>Comments:</p>
User ID	Company	Timestamp								
Entered: UserID	Company	Mon 00, 0000 00:00:00 PM								
Approved: UserID	Company	Mon 00, 0000 00:00:00 PM								

Tax Authority	Tax Type	Amount	Debit / Credit	ABA	Account Number	Account Type	Prenote	Status	Payment Identifier
Statename	00000	00,000.00	Credit	000000000	00000000	Checking	No	Entered	8880
Batch Totals				Dollar Amount		Item Count			
				Debits:	0.00	1			
				Credits:	00,000.00	1			
				Prenotes:	0.00	0			