

EASTERN TREASURY™

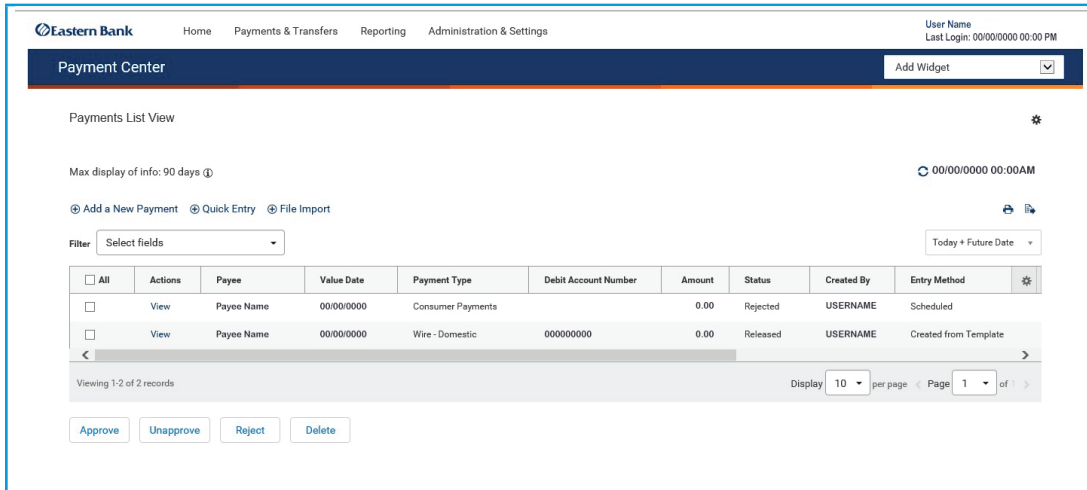
Payments Quick Reference Guide

September 2019



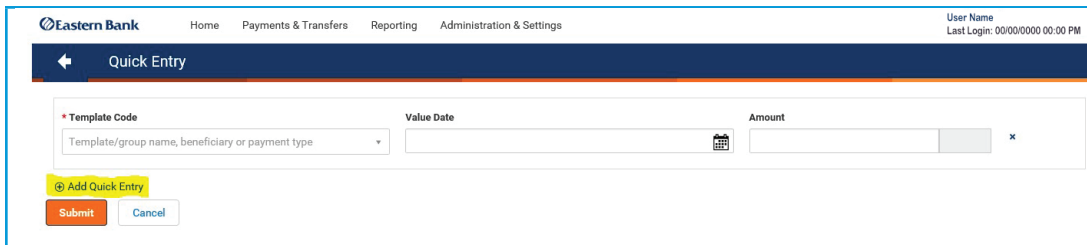
PAYMENTS

PAYMENTS & TRANSFERS > PAYMENT MANAGEMENT



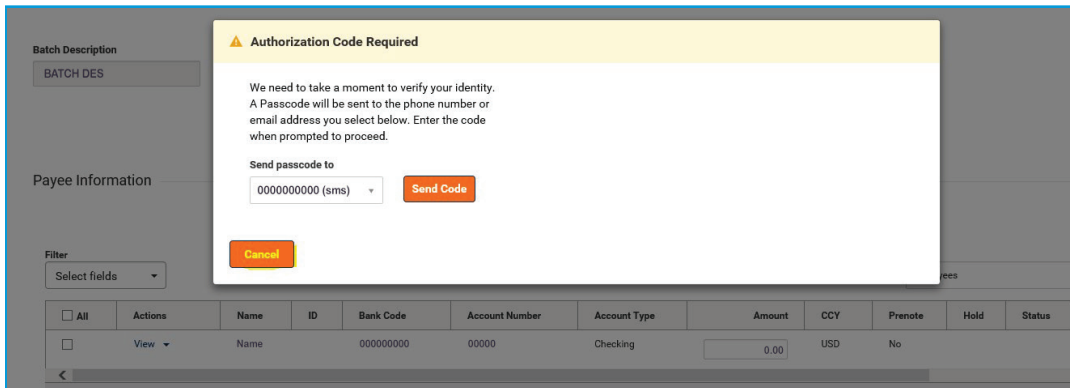
Payment List View is where you see your history and status of your payments. **“Add a New Payment”** allows you to add one payment type at a time, whether from a template or making a freeform payment

“Quick Entry” allows you to queue up multiple single-entry templates at once. If you are doing multiple wires always use Quick Entry as those are always single-entry templates and will only require one OTP Security code.



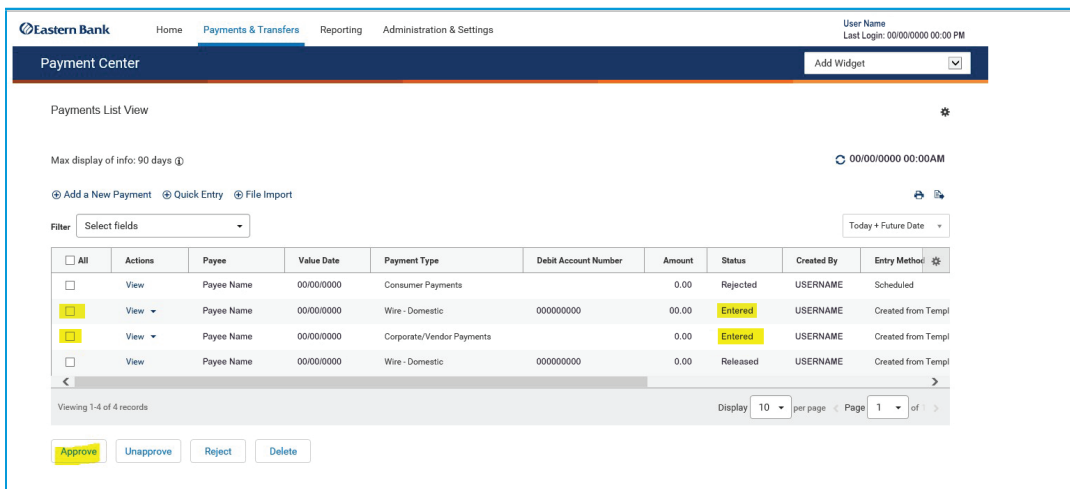
If you are setup with Auto-Approve, and have multiple templates that have multi payees or free form payments that you need to make, you can add the payments and when challenged for the code, select **cancel**.

Here is the screen when you submit a payment if you are an approver. Select **Cancel**



APPROVAL OF A PAYMENT

The Payment will queue up in your payment list as Entered. Continue to queue up your other payments that way you can select the payments with the “Entered” status and select **Approve**. This way you only have to get the code once.



If a user does not have Auto Approve within their payment permissions the payment will queue up on the payment list as an **Entered** Status. Always check the status of the payment to make sure it is Approved. Any permission issues contact your Admin user.

EDITING TEMPLATE AMOUNTS

When modifying a template or making a payment from a template and the template has multiple payees you cannot single those out to edit the amounts. You can use the filter option if you want to search for particular payees instead of scrolling through the list

- The **“Edit Amounts”** action will open all amount boxes for all payees
- The **boxes for checkmarks** are only if you want to delete multiple Payees
- The **Filter field** allows you to filter by certain criteria to quickly find a Payee

Originator Information

Originator ID
Company Name: X00000000
No Balance Available

* Value Date
00/00/0000
Payments must be approved by
00/00/0000 00:00 EDT

Batch Description: BATCH DES
Descriptive Date:
Internal Comments:
Stored with the transaction, but not forwarded with the payment

Payee Information

Filter: Select fields

Edit Hold Edit Amounts All Payees

<input type="checkbox"/>	Alt	Actions	Name	ID	Bank Code	Account Number	Account Type	Amount	CCY	Prenote	Hold	Status	Modify
<input type="checkbox"/>		View	Name		000000000	000000000	Checking	0.00	USD	No			
<input type="checkbox"/>		View	Name		000000000	000000000	Checking	0.00	USD	No			
<input type="checkbox"/>		View	Name		000000000	000000000	Checking	0.00	USD	No			
<input type="checkbox"/>		View	Name		000000000	000000000	Checking	0.00	USD	No			

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Delete

FILE IMPORT

File Import is where you import your NACHA files and/or CSV/Fixed files with your defined map you created under **Administration & Settings > Import**.

When you import a file, if it is successful it will queue up on your **Payment List View**. If the import Rejected, you will see that in your **File Import History**. If you are using File Import, we would suggest you add the File Import History to your Payment Management page, so you do not have to navigate to Administration & Settings > Import to see the history.

The File Import History will also show if you had any **Warnings**. Warnings will not fail the file, **Rejects** will. If you have Rejects, you will have to go back to the source file to correct and reimport the file.

File Import History

Export Print 00/00/0000 00:00AM

Filter Select fields All Imports

Actions	Import Date	File Name	Status	Import Type	Processed	Created	Rejected	Errors
View	00/00/0000 00:00:00	FileName.txt	Needs Repair	ACH	5	0	2	1
View	00/00/0000 00:00:00	FileName.txt	Needs Repair	ACH	5	0	4	3
View	00/00/0000 00:00:00	FileNameLoremIpsumDolorSitiAmet.csv	Rejected	BAB			1	3
View	00/00/0000 00:00:00	FileName.csv	Rejected	BAB			1	3
View	00/00/0000 00:00:00	FileName.csv	Rejected	BAB			1	3
View	00/00/0000 00:00:00	FileNameLoremIpsum.txt	Entered	ACH	5	1	0	0
View	00/00/0000 00:00:00	FileName.csv	Rejected	BAB			1	3
View	00/00/0000 00:00:00	FileName.csv	Rejected	BAB			1	3
View	00/00/0000 00:00:00	FileName.txt	Needs Repair	ACH	9	0	4	2
View	00/00/0000 00:00:00	FileName.txt	Rejected	BAB			1	3

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Eastern Bank Home Payments & Transfers Reporting Administration & Settings User Name Last Login: 00/00/0000 00:00 PM

Payment Center Add Widget

Payments List View

Max display of info: 90 days 00/00/0000 00:00AM

Add a New Payment Quick Entry File Import

Filter Select fields Today + Future Date

<input type="checkbox"/> All	Actions	Payee	Value Date	Payment Type	Debit Account Number	Amount	Status	Created By	Entry Method
<input type="checkbox"/>	View	Payee Name	00/00/0000	Consumer Payments		0.00	Rejected	USERNAME	Scheduled
<input type="checkbox"/>	View	Payee Name	00/00/0000	Wire - Domestic	000000000	00.00	Entered	USERNAME	Created from Template
<input type="checkbox"/>	View	Payee Name	00/00/0000	Corporate/Vendor Payments		0.00	Entered	USERNAME	Created from Template

Viewing 1-3 of 3 records Display 10 per page Page 1 of 1

Approve Unapprove Reject Delete

RECURRING PAYMENTS

If you setup Recurring Payments and have Auto-approve for that payment type, the payment will go out automatically based on the instructions you set. If you do not have Auto-Approve the payment will queue up based on the instructions and will need to be approved every time. Recurring payments will queue up in the payments list view widget once approved.