

EASTERN TREASURY™

# ACH Payments Quick Reference Guide

April 2021





9. In the **Payee Information** section enter **payee** and **bank information** or select it from the Payee Center by clicking on the magnify glass above Name. Fields in this section will vary depending on the payment type selected.
10. Enter the **Amount** in the amount field.

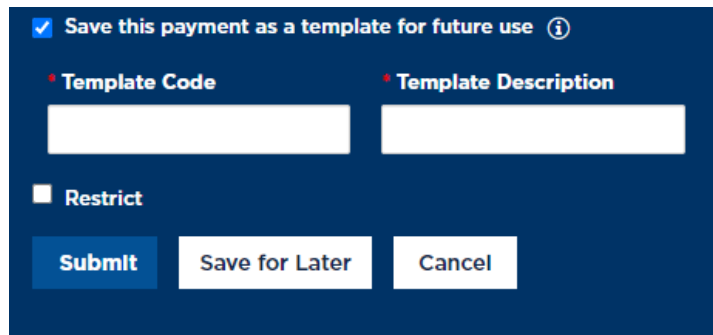
**Payee Information**

<b>* Name</b> <input type="text" value="Payee1"/>	<b>* Bank Code</b> <input type="text" value="011000015 - FEDERA..."/>	<b>* Account Number</b> <input type="text" value="123456789"/>	<b>* Account Type</b> <input type="text" value="Checking"/>	<b>* Amount</b> <input type="text" value="123.00"/>
	<small>FEDERAL RESERVE BANK OF BOSTON 600 Atlantic Ave Boston, MA</small>			
<b>ID</b> <input type="text"/>	<b>Discretionary Data</b> <input type="text"/>		<input type="checkbox"/> Create Prenote <input type="checkbox"/> Hold	
<b>Addenda Code</b> <input type="text"/>	<b>Addenda</b> <input type="text"/>		<b>Internal Comment</b> <input type="text"/>	
		<small>Characters Remaining: 80</small>		<small>Stored with the transaction, but not forwarded with the payment</small>
<b>&gt; Payee Exclusion Dates</b>				
<input type="button" value="Add Another Payee"/>		<input type="button" value="Clear Payee Info"/>		

**123.00 USD to 1 Payee on 04/12/2021**

Save this payment as a template for future use ⓘ

11. *(optional)* Complete ID and Discretionary Data fields as needed.
12. *(optional)* Check the **Create Prenote** box to create and send a prenote.
13. *(optional)* Check the **Hold** box to place a hold on the transaction.
14. *(optional)* In the Addenda section, the **Addenda Code** drop-down to select the appropriate code.
15. *(optional)* Enter the Addenda text.
16. *(optional)* Enter an **Internal Comment**.
17. To exclude this Payee from the batch before or after certain dates, click on **Payee Exclusion Dates** and follow the prompts.
18. To add another Payee to the batch, click **Add Another Payee**.



19. To save this payment as a template, check the **Save this payments as a template for future use** check box.
  - a. Enter a **Template Code** (a descriptive name for the template) and **Template Description**.
  - b. To restrict access to specific users, check the **Restrict** checkbox.
  - c. The template will require approval before use.
20. Click **Submit** to submit the payment for approval or **Save for Later** to save a draft of the payment.
21. **Payments must be approved before It Is sent to the Payee. Payments can be approved from the Payments Management list.**

## DUPLICATE ACH PAYMENTS

Duplicate ACH payments will temporarily suspend if the payments meet the following conditions:

- ACH payments are Approved within a 5 calendar day period
- Originated using the same ACH Company and
- Originated using the same payee banking information
- Exact match of item count and dollar amount

The first payment will process once approved. If a second, Approved payment is detected as a duplicate it will suspend, and our Operations area will contact you.

- You will be asked to confirm the suspected duplicate payment is valid and should be processed.
- Or you can instruct the bank to reject the duplicate payment. The rejected duplicate ACH payment will not be processed.
- The status in the Payments List view will update from Approved to Rejected.