



EASTERN TREASURY®

Creating and Managing Payment Templates

Quick Reference Guide

July 2021

 **Eastern Bank**
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Creating and Managing Payment Templates

Payment Templates Overview

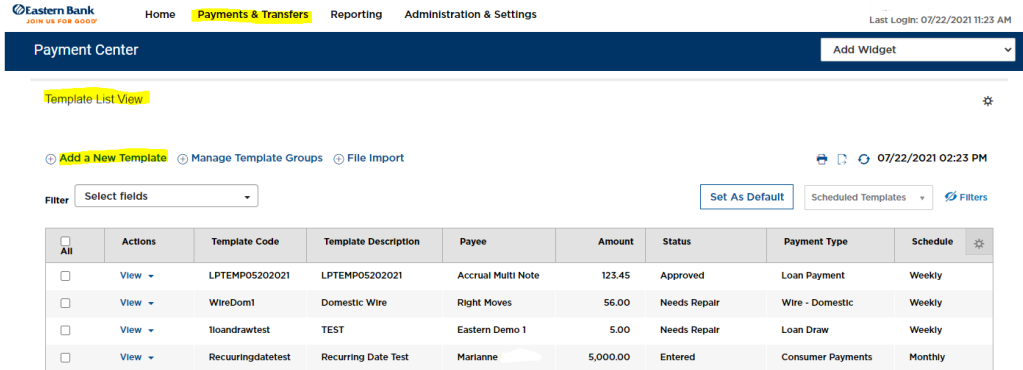
Payment Templates provide an organized and manageable listing of payees and payment information.

- Each payee or payment amount can be easily modified
- Recurring schedules can be set
- Similar template types can be grouped for easy access

The required Template information will vary for each payment type.

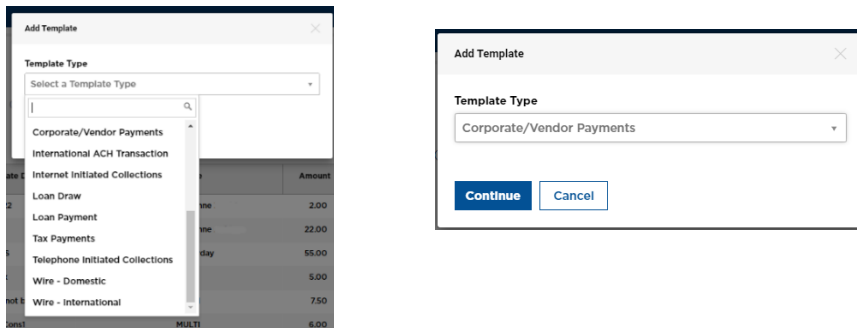
- 1. ACH - payments and collections**
 - Typically consists of many payees in the case of Payroll, or
 - May consist of one payee in the case of a Vendor payment
- 2. Wires – domestic and international**
 - Each template consists of a single payment
- 3. Loans – payments and draws**
 - Each template consists of a single payment or draw
 - Loan permissions may limit payment or draw options

Creating Payment Templates



All Template Payment Types

1. To create a Payment Template click **Payments & Transfers** to access Template List View.
2. Click **Add a New Template**.
3. Scroll through the list of available payment types to designate the payment type for the new template and click **Continue**.



4. Input the desired **Template Code** and **Template Description**.
 - a. Template Code cannot contain spaces in its name
5. (optional) Determine the number of Signatures or approvals required to use this Template.
 - a. Default is 1
6. (optional) Designate a Maximum dollar amount.
7. (optional) Restricted Templates are restricted to users with permissions to view/use specific Templates/



ACH and Wire Payment Templates

Payment Templates are created for each ACH and Wire payment type such as Corporate/Vendor Payments or Consumer Payments, Domestic and International Wires.

1. Complete the fields in the Template creation screen
 - a. Fields with a red * are required fields
 - b. **Note:** International Wire Templates require a complete Payee address
 - c. Locked fields cannot be modified
 - d. (optional) Some fields offer a lock / unlock feature to ensure protection of data
2. **ACH Templates**
 - a. Click Add **Another Payee** for each payee to be included in the Template
 - b. Prenotes may be setup
 - c. Payments within the Template may be held/unheld based on date criteria
3. **Wire Templates**
 - a. **Additional Information** - Additional Bank and Payment details may be included
4. When complete, click **Save**
 - a. Depending on permissions, the Template will save in an Approved or Entered status in the Template List View
 - b. A second user is required to Approve a Template in an Entered status

ACH Payment Template

Originator Information

* Originator ID

Batch Description Company Discretionary Data Descriptive Data Internal Comments

Payee Information

* Name * Bank Code * Account Number * Account Type Amount

ID Discretionary Data Credits Prenote Hold

Address Format

Internal Comment

Payee Exclusion Dates

Add Another Payee Clear Payee Info

Make Securing

0.00 USD to 0 Payee

Save Save for Later Cancel

Domestic Wire Template

Originator Information

* Account Number Customer Reference Internal Comment

Ordering Party is different from Originator

Payee Information

* Name Address Line 1 Address Line 2

Country City State Postal Code

* Account Number * Bank Code Type * Bank Code

Amount

Credit Amount

Additional Information

Intermediary Bank

Payment Details

Bank-to-Bank Details

Originator Details

Make Securing

0.00 to 1 Payee

Save Save for Later Cancel

Loan Pay and Loan Draw Templates

Loan Templates are created to expedite or schedule loan payments and draws. Some loan types and status' may be limited at the time of the transaction.

1. Choose the appropriate **From**, **To** and **Loan** accounts available within each of the appropriate dropdown fields.
2. Other fields are optional.
3. When complete, click **Save**.
 - a. Depending on permissions, the Template will save in an Approved or Entered status in the Template List View
 - b. A second user is required to Approve a Template in an Entered status

Loan Payment Template

← Create Template - Loan Payment

Template Information

* Template Code
Ln pay

* Template Description
Ln Pa

Restrict

Transaction Information

From Account

Loan Account

Customer Reference

Comments

Information in the Comments Field is stored with the transaction, but not forwarded with the payment

Make Recurring

Payment Summary

0.00 to

Save Cancel

Loan Draw Template

← Create Template - Loan Drawdown

Template Information

* Template Code
Ln draw

* Template Description
Ln draw

Restrict

Transaction Information

Loan Account

To Account

Amount

Customer Reference

Comments

Information in the Comments Field is stored with the transaction, but not forwarded with the payment

Make Recurring

Payment Summary

0.00 to

Save Cancel

Creating Recurring Templates

Recurring Template can be created for all Payment Types.

- Recurrence scheduling options
 - Weekly or monthly
 - On a specific day of the week or a specific date
- An end date may be set
 - for a specific number of occurrences
 - by a selected date
 - until further notice

Create a Recurring Template

1. Select the **Make Recurring** checkbox to expose the scheduling options.
2. **Choose** the desired Start Date and frequency.
3. **Select** the desired End date.
4. Determine how the payment will process if the scheduled date falls on a non-business day
5. When complete, click **Save**
 - a. Depending on permissions, the Template will save in an Approved or Entered status in the Template List View.
 - b. A second user is required to Approve a Template in an Entered status.

Make Recurring

Start Date
07/23/2021

Repeat every
1 Week(s)

On

Monday
 Tuesday
 Wednesday
 Thursday
 Friday
 Saturday
 Sunday

Ends

Upon further notice
 After [] occurrences
 End by selected date []

*If Transfer Date falls on a non-business day, transfer funds on:
 Previous business day Next business day Do not transfer funds

Make Recurring

Start Date
07/23/2021

Repeat every
1 Month(s)

On the
1st Day

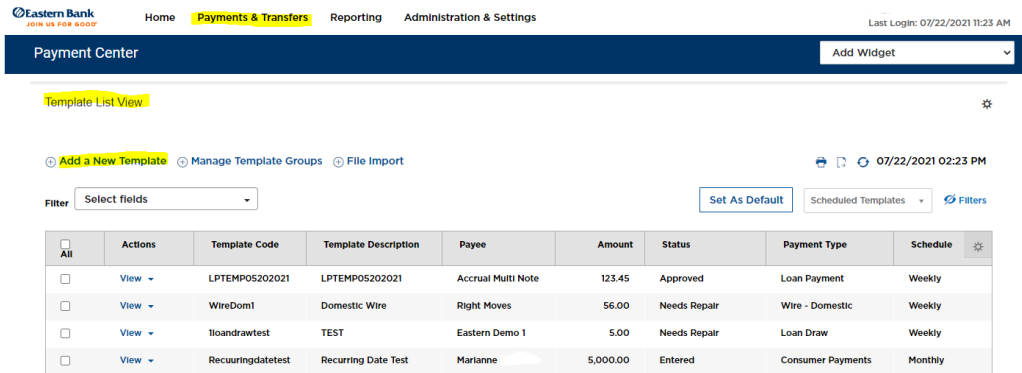
Ends

Upon further notice
 After [] occurrences
 End by selected date []

*If Transfer Date falls on a non-business day, transfer funds on:
 Previous business day Next business day Do not transfer funds

Managing Payment Templates

All Wire, ACH and Loan templates are all grouped together and managed in Template List View.



Saving Views

6. Select Payments & Transfers > Template List View

7. In the Template List:

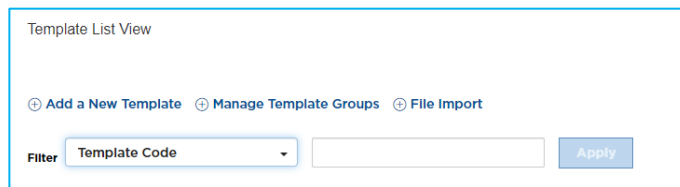
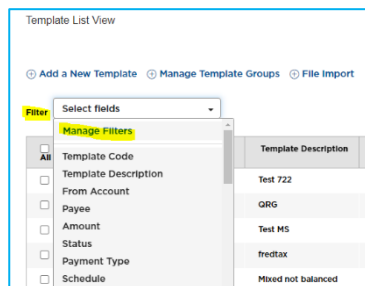
- a. Customize the list and save views
- b. Add/remove columns with the gear in the upper right corner of the list
- c. Sort by clicking on the column header title of what you want to sort by.
- d. Rearrange columns
- e. Filter by payment type
- f. Filter by account for wire templates

Once all Templates are grouped/customized, click **Save View**

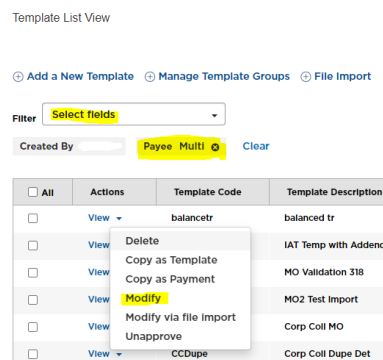
Editing Template Transaction Information

ACH Payment Templates with multiple payees may require modification to payment amounts, payee name or banking information.

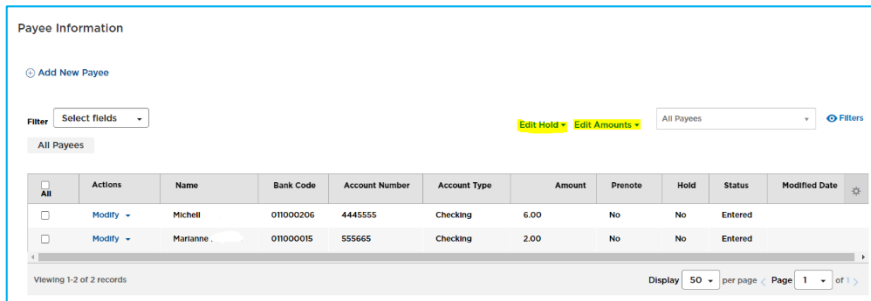
- The filter option allows a search for a specific Template instead of scrolling through the list.
- Choose the filter field to search and a text field will open to further define search criteria.



1. Once the desired Template is located, **Click** the down arrow under Actions next to the Template code.



2. Choose **Modify**, the list of Payees included in the Template will open.



3. Use the Edit Hold dropdown to place a hold on one or more payees in the Template
4. Use the Edit Amounts dropdown to edit one or more payee amounts

Restricted Templates

Restricted Templates are managed by the Legal Admin who can permit authorized Users to view, manage and use Restricted Templates.

Call our Business Service Team at **1-800-333-8000** with Restricted Template access issues.