



EASTERN TREASURY®

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# Wire Payments

## Quick Reference Guide

July 2021

 **Eastern Bank**  
JOIN US FOR GOOD®

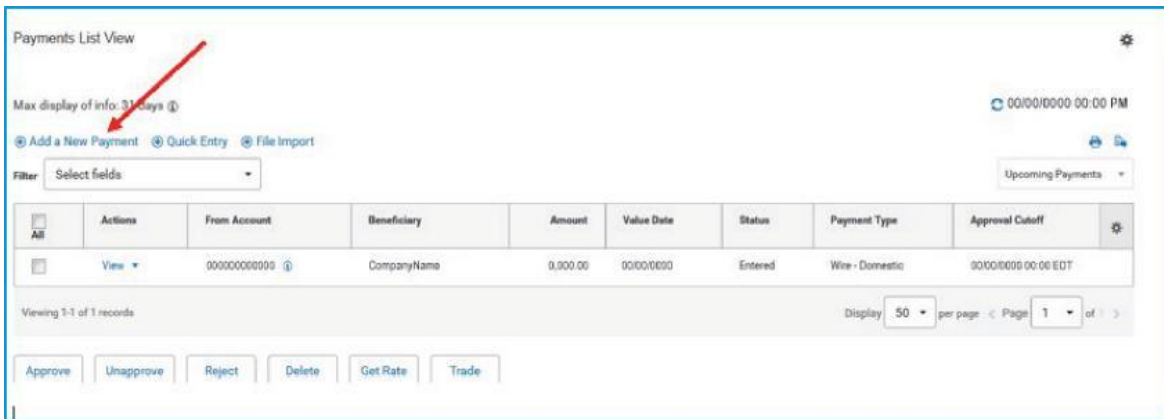
# WIRE PAYMENT

Payments can be created by clicking the **Add a New Payment** link in the Payments List View widget. After clicking the link, you can choose to create a completely new payment, or select an existing payment template as the basis for creating a new payment. After making this choice, the payment detail screen will appear. If you chose an existing payment template, some of the fields on the screen will already have data from the selected template.

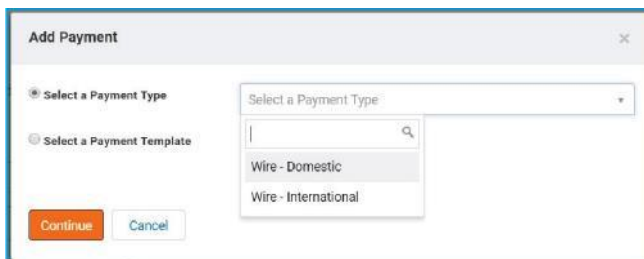
## CREATE A PAYMENT

Follow these steps to create a wire payment:

1. Select Payment Management from the Payments & Transfers menu.
2. Click Add a New Payment.



3. Use the **Payment Type** drop-down to select either **Wire-Domestic** or **Wire-International** or use the **Select a Payment Template** drop-down to select an existing template.
4. Click Continue.



5. Use the **Account Number** drop-down to select the account to be debited.

- **Note:** If you selected a template, most fields are already completed. To change information in a template, go to Template List View; click the down arrow in the Actions column; and use modify template
6. *(Optional)* In the Customer Reference field, enter a customer reference.
  7. *(Optional)* Enter any comments in the Internal Comment field. Comments will be stored with the transaction but will not be sent with the payment.
  8. In the **Name** field, select a payee by clicking the lookup icon and then selecting a payee from the list. Or enter the payee name. If you selected an entry from the Payee Center, some of the remaining fields will be automatically populated.
  9. If necessary, enter the remainder of the address in the fields on the screen.
    - **Note:** For international wires address information is required
  10. Enter the account number.
  11. Select the **Bank Code Type**: ABA for domestic wires (or SWIFT if you selected international wires).
  12. In the **Bank Code** field, enter the Payee bank name or the Payee Bank Code – also known as the Routing & Transit number or the ABA number for domestic wires. For International wires, enter the SWIFT Code or other international Bank Identifier Code. The bank name and address start to automatically fill after you begin typing the bank name, number or code. Make a selection when the bank you want appears in the list
  13. In the **Value Date** section, use the calendar icon to select a value date.
  14. Enter an amount in USD in the Credit Amount field.
  15. *(Optional)* Enter an Intermediary Bank: expand Intermediary Bank section and a bank code field appears. Complete this field as you did in above steps.
  16. *(Optional)* Add more details: expand Payment Details and Bank-to-Bank Details, and enter any payment details and bank-to-bank instructions that you want to accompany the payment.
  17. To save this payment as a template, check the **Save this payment as a template for future use** checkbox. Then enter a template code and template description. If you want the template to be visible only to users who are explicitly entitled to it, check the **Restrict** checkbox. A restricted template will need to be approved before it can be used.
  18. Click **Submit** to submit the payment or **Save for Later** to edit the payment later.

← New Wire Domestic Payment
Payment Total  
**1,642.02 USD**

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**Originator Information**

<b>* Account Number</b> Eastern Bank Demo 2 a - 6001- ... - EBK - Eastern Bank	<b>Customer Reference</b> ABC June Invoice	<b>Internal Comment</b> Paid In Full
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356.00 USD Available Stored with the transaction, but not forwarded with the payment

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**Payee Information**

<b>* Name</b> Topaz Jones	<b>Address Line 1</b> 123 Main St	<b>Address Line 2</b> Suite 395
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When Address Information is entered, Country and City are expected.

<b>Country</b> UNITED STATES	<b>City</b> Boston	<b>State</b> MASSACHUSETTS	<b>Postal Code</b> 02134
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<b>* Account Number</b> 111111111	<b>* Bank Code Type</b> ABA	<b>* Bank Code</b> 011301798 - EASTERN ... <small>EASTERN BANK 441 Main St Melrose, MA</small>
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**Date & Amount**

<b>* Value Date</b> 07/23/2021	<b>* Credit Amount</b> 1,642.02 USD
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Payment must be approved by 07/23/2021 18:00 EDT

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**Additional Information**

- > Intermediary Bank
- > Payment Details
- > Bank-to-Bank Details
- > Originator Details

**1,642.02 USD to 1 Payee on 07/23/2021**

Save this payment as a template for future use ⓘ

19. Follow the One Time Passcode prompts that appear in the Authorization Code Required box.
20. After the payment is submitted or saved, a message will appear at the top of the screen indicating whether the payment was submitted, saved or approved successfully or if the payment has any errors. See **Confirmation and Error Messages** for additional information.

Payments List View



✓ 1 Payment Approved Details ✕

ID 2464  
To: Payee Company 00000  
From: Eastern Acct 0 00000000  
Amount: 0.00 USD  
Value Date: 00/00/0000  
Payment Type: Wire - Domestic

21. A payment must be in Approved before it is sent. Payments can be approved from the Payments List View, depending on the user's permissions.

Payment Center Add Widget

Payments List View ⚙️

Max display of info: 90 days ⓘ

[Add a New Payment](#) [Quick Entry](#) [File Import](#) 🖨️ 📄 🔄 07/22/2021 06:57 PM

Filter  Today + Future Date 📅 Filters

<input type="checkbox"/> All	Actions	Client Account Name	Payee	Value Date	Payment Type	Debit Account Number	Amount	Status	Created By	Entry M
<input type="checkbox"/>	<a href="#">View</a>	Eastern Bank Demo 2 a	Barbara J. Consultant 121	07/30/2021	Wire - Domestic	6000000000	1.00	Approved	GMCDON	Schedule

Viewing 1-1 of 1 records Display 10 per page < Page 1 of 1 >

[Approve](#) [Unapprove](#) [Reject](#) [Delete](#)