

# **Eastern Bank TreasuryConnect Book Transfer User's Manual**

**This user's manual provides instructions for accessing services found within the Book Transfer Group. The services available are:**

- **Book Approval Requirements (only available to the Corporate Administrators)**
- **Book Transfer Input**
- **Book Transfer Report**
- **Book Approval**

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## Table of Contents

<b>I.</b>	<b>BOOK TRANSFER PERMISSIONS TO OTHER USERS .....</b>	<b>3</b>
A.	BOOK TRANSFER SERVICE PERMISSION .....	3
B.	BOOK TRANSFER ACCOUNTS .....	3
C.	BOOK TRANSFER LIMITS .....	4
<b>II.</b>	<b>BOOK APPROVAL REQUIREMENTS .....</b>	<b>4</b>
A.	TO ASSIGN APPROVAL REQUIREMENTS .....	4
<b>III.</b>	<b>BOOK TRANSFER INITIATION.....</b>	<b>5</b>
A.	INITIATING A BOOK TRANSFER.....	5
B.	PERFORMING MULTI-ENTRY TRANSACTIONS.....	7
C.	CREATING A TRANSACTION TEMPLATE.....	8
D.	SETTING UP A RECURRING TRANSFER .....	9
<b>IV.</b>	<b>BOOK TRANSFER REPORT SERVICE .....</b>	<b>11</b>
A.	VIEW OR EXPORT BOOK TRANSFER REPORT .....	11
<b>V.</b>	<b>BOOK APPROVAL.....</b>	<b>12</b>
A.	APPROVING PENDING BOOK TRANSFERS.....	12

## I. Book Transfer PERMISSIONS to other users

The Corporate Administrator will grant access to the Book Transfer service, accounts and limits to other users within the company.

### A. Book Transfer Service Permission

1. To grant the Book service permission, choose User Administration in the drop down list. Click on the **User Admin** tab.
2. Select the User from the User list and click on the **Services** link.
3. In the User Service Permissions column select **Book Transfer** to assign all permissions or select which permissions the user should have.
4. Click **Submit**.

User Information		User Service Permissions	
* User Code (12)	<input type="text" value="test1234"/>	<input type="checkbox"/> SELECT ALL	
* User Password (12)	<input type="password" value="....."/>	<input type="checkbox"/> Book Transfer	
* Retype User Password (12)	<input type="password" value="....."/>	<input type="checkbox"/> Book Approval	
* User Name (40)	<input type="text" value="tony testor"/>	<input type="checkbox"/> Book Approval Requirements	
Address 1 of 2 (40)	<input type="text" value="195 MARKET STREET"/>	<input type="checkbox"/> Book Transfer Input	
Address 2 of 2 (40)	<input type="text"/>	<input type="checkbox"/> Book Transfer Report	

### B. Book Transfer Accounts

If still on the User Admin page, click the **Permissions** link otherwise:

1. Go to **User Administration**, click on **User Admin** tab
2. Select the User from the User list and click on the **Permissions** link.
3. Click on the accounts that should be assigned to Book transfer.
4. Click **Submit**.

User Account Permissions										Select All
Bank	Acct Num	Acct Name	Curr	BR Previous Day	BR Same Day	Book Transfer	Loans	Money Transfer	Positive Pay	Stops
EBK	123456		USD	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
EBK	56789		USD	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
EBK	987654	Eastern Bank Demo	USD	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

## C. Book Transfer Limits

If still on the User Admin page, click the **Limits** link otherwise:

1. Go to **User Administration**, click on **User Admin** tab
2. Select the User from the list and click on the **Limits** link.
3. Either accept the predefined defaults or change the account type, transaction entry, transaction per day or the maximum number of transfers per day.
4. Click **submit**

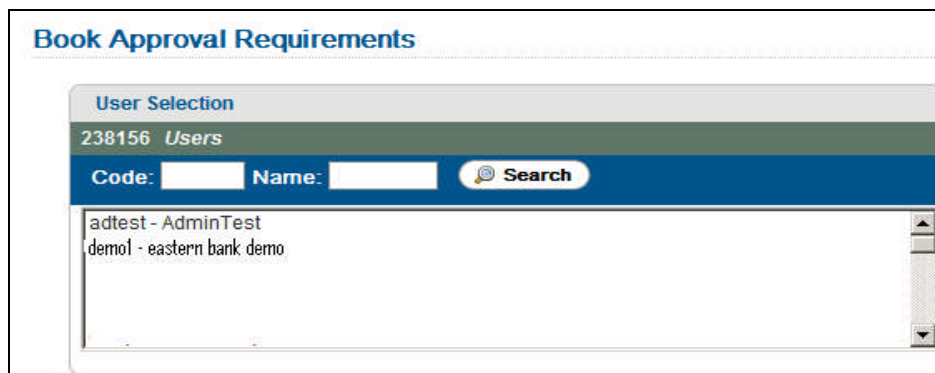
Book Transfer Limits						
Bank	Account	Account Name	Acct Type	Entry/Txn	Entry/Day	Max # P
EBK	123456	Eastern Bank Demo	From/To	99,999,999.99	999,999,999,999.99	999
EBK	987654	Eastern Bank Demo 2	From/To	99,999,999.99	999,999,999,999.99	999

## II. BOOK APPROVAL REQUIREMENTS

Use the **Book Approval Requirements** service to assign approval requirements to users and accounts for Book Transfer transactions. You can define users to require one approver or no approvers for transactions they perform on individual accounts.

### A. To assign approval requirements

1. Select **Book Transfer** in the drop down list and select the **Approval Required** tab
2. Select a user from the User list



The screenshot shows a web interface titled "Book Approval Requirements". A "User Selection" dialog box is open, displaying "238156 Users". Below the title, there are input fields for "Code:" and "Name:" followed by a "Search" button. A list of users is shown in a scrollable area, including "adtest - AdminTest" and "demo1 - eastern bank demo".

3. In the **Available Accounts list**, choose one or more accounts, or All Accounts.
4. Click **Hold Selected**. The selected Available Accounts are copied to the **Selected Accounts list**.
5. Choose the approval level in the **Set Default Approval Levels** area.
6. Click **Submit**. The **Update Levels Page** is displayed with the defined accounts and default approval level.

**Account Selection**

Available Accounts

Number :  Name :

Sort by : Number  Name

All Accounts	
555555	-Eastern Bank Demo(USD)-Eastern Bank
666666	-Eastern Bank Demo zxcvbnmasdfghjkl;qwer(USD)-Eastern Bank

**Approval Levels** [Display Account Report](#) [Display ALL Account Report](#)

Set Default Approval Levels for Selected Accounts

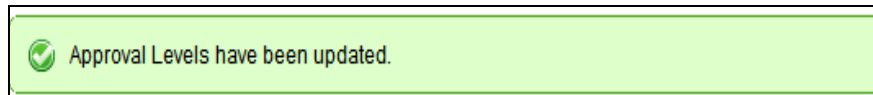
0 Approvers Required

1 Approver Required

- Optionally, change the **Approval Level** for individual accounts
- Select the approval level and click the **Save** button

Account	Account Name	Approval level
555555	Eastern Bank Demo 1	1 Approver - Same Allowed <input type="button" value="v"/>

- Receive an information box on page to verify the change:



### III. BOOK TRANSFER INITIATION

#### A. Initiating a Book Transfer

To initiate a Book Transfer, go to Book Transfer and click on the **Book Input** tab:

- Select a From Account and a To Account from the Account selection boxes. The accessible balance is displayed with the account.

**Note\*\*** If you have several accounts you have the *option* to sort the accounts in the order you would like them. Click on the Account Preferences box. Choose which account or accounts to move into the sorted accounts box. Use the arrow key to move the account up or down. If you check the Limit account to display list box they will be the only accounts that display when you choose the Book input. Click Save.

Book Transfer

Book Input | Book Report | Book Approvals | Approval Req

### Book Transfer Input

Account Selection Account Preferences

From Accounts	To Accounts
Number: <input type="text"/> Name: <input type="text"/> Search <input type="button" value="Search"/> Sort by: <input type="radio"/> Number <input type="radio"/> Name <input checked="" type="radio"/> Preference 891-Eastern Bank-Demo 2 (USD) - Eastern Bank (\$9,245,564.01) 883-Eastern Bank-Demo (USD) - Eastern Bank (\$32,144,029.15)	Number: <input type="text"/> Name: <input type="text"/> Search <input type="button" value="Search"/> Sort by: <input type="radio"/> Number <input type="radio"/> Name <input checked="" type="radio"/> Preference 883-Eastern Bank-Demo (USD) - Eastern Bank (\$32,144,029.15) 891-Eastern Bank-Demo 2 (USD) - Eastern Bank (\$9,245,564.01)

Transfer Information - Single Entry Switch to Multiple Entry

Transfer:  Amount:  Processing Date:  Addtl Info:  (Optional)

### Book Transfer Account Preferences

From Account Preferences

Available Accounts	sorted Accounts
4683-Eastern Bank-Demo 4691-Eastern Bank-Demo 2	No accounts were found for your search.

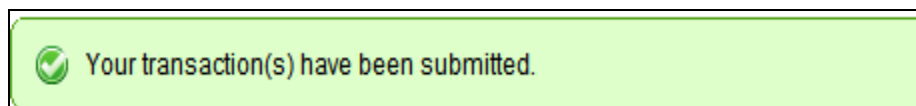
Limit Account Display to Above List

To Account Preferences

Available Accounts	sorted Accounts
4683-Eastern Bank-Demo 4691-Eastern Bank-Demo 2	No accounts were found for your search.

Limit Account Display to Above List

2. Enter the required transfer information and Additional Info if so desired
3. The Processing Date can be future dated 7 calendar days for a one time transfer. You may enter a transaction on the weekend and the Same Day balance report will reflect the transfer.
4. If you want to clear entered information click on reset
5. Click on Submit
6. The system will respond with a confirmation. Read the **Response message** to determine if the transactions was processed or not processed.



7. If a transaction is future dated it will be warehoused until the processing date. During this period if you want to cancel the warehoused transaction go to the Book Report and click on Delete for the transaction.

From Account	To Account	Initiator	Processing Date	Transfer Amount	Addtl Info	Entry Date Time	Status	Bank Trace	Cust Trace	Response
6555555 Eastern Bank-Demo	688888 Eastern Bank-Demo 2	ejacob	04/27/2012	\$1.05		04/23/2012 11:09:06 EDT	No App Req	20121180001	371	WHS -Book Transfer request is warehoused.

## B. Performing Multi-Entry Transactions

You can use the **Book Transfer Multiple Entry Input Page** to define and submit transactions with multiple one-account-to-one-account transfers. You can also save transactions as templates.

To initiate multiple-entry book transfers click the box Switch to Multiple Entries

1. Select the From Account and To Account from the lists.
2. Enter the Amount
3. The Processing Date can be future dated 7 calendar days for a one time transfer. You may enter a transaction on the weekend but it will not be processed until the following business day.
4. Optionally, enter any Additional Info.
5. Click Add Transaction or Add as Template. Repeat this step to add more items

Account Selection
Account Preference

From Accounts	To Accounts
Number: <input type="text"/> Name: <input type="text"/> Search <input type="button" value=""/>	Number: <input type="text"/> Name: <input type="text"/> Search <input type="button" value=""/>
Sort by: <input type="radio"/> Number <input type="radio"/> Name <input checked="" type="radio"/> Preference	Sort by: <input type="radio"/> Number <input type="radio"/> Name <input checked="" type="radio"/> Preference
4683-Eastern Bank-Demo (\$32,144,170.94) 4691-Eastern Bank-Demo 2 (\$9,245,507.22)	4683-Eastern Bank-Demo (\$32,144,170.94) 4691-Eastern Bank-Demo 2 (\$9,245,507.22)

Transfer Information - Single Entry Switch to Multiple Entries

Transfer:  Amount:  Processing Date:  Addtl Info:  (Optional)

Current Recurring Instructions CSV Export PDF Export

From Account	To Account	Amount	Next Date	Addtl Info	Schedule
4691 Eastern Bank-Demo 2	4683 Eastern Bank-Demo	\$1.05		test recur	Weekly every week on Thursday, from 04/05/2012 to 04/19/2012. Created by: 238156 - ejacob
4691 Eastern Bank-Demo 2	4683 Eastern Bank-Demo	\$1.00			Weekly every week on Wednesday, from 04/11/2012 to 04/25/2012. Created by: 238156 - cchipo

- In the **Transaction List**, select the items you want to submit individually or you can click the SELECT ALL option.
- Optionally, change the **Amount**, **Processing Date** or **Additional Info** fields for the selected items.
- Click **Submit**. The transaction is submitted and the **Book Transfer Confirmation Page** is displayed.

**Book Transfer Input - Confirmation**

✔ Your transaction(s) have been submitted.

Processed Print this Page

Bank Trace #	Cust Trace #	From Account	To Account	Amount	Processing Date	Addtl Info	Status	Accepted	Response
20103130002	273	555555 Eastern Bank Demo 1	666666 Eastern Bank Demo 2	\$0.50	11/09/2010	Eileen	No App Req	11/09/2010 at: 03:31:52 PM	BOK - Book Transfer Reque Accepted
20103130003	274	666666 Eastern Bank Demo 2	555555 Eastern Bank Demo 1	\$0.25	11/09/2010	eileen test	No App Req	11/09/2010 at: 03:32:09 PM	BOK - Book Transfer Reque Accepted

**Service Message**

A Book Transfer request has been submitted on the account numbers described above. Please press the print button on your browser to generate a hard copy of this Book transfer request. This transaction is subject to bank rules, and regulations governing such electronic transactions as described in our services agreement. Please keep the numbers handy in case you have any questions regarding this transaction.

If any portion of the above is incorrect, or you have further questions, please [contact customer service](#). Thank You.

- If a transaction is future dated it will be warehoused until the processing date. During this period if you want to cancel the warehoused transaction go to the Book Report and click on Delete for the transaction.

From Account	To Account	Initiator	Processing Date	Transfer Amount	Addtl Info	Entry Date	Status	Bank Trace	Cust Trace	Response	Can
555555 Eastern Bank-Demo	666666 Eastern Bank-Demo 2	ejacob	04/27/2012	\$1.05		04/23/2012 11:09:06 EDT	No App Req	20121180001	371	WHS -Book Transfer request is warehoused.	

## C. Creating a Transaction Template

A **template** is simply a transaction definition that is saved in the **Transaction List** and can be edited and submitted at a later time.

- To create a transaction template follow the steps below:
- Select the From Account and To Account from the lists.
- Enter the Amount
- Optionally, enter any Additional Info.
- Click **Add As Template**.

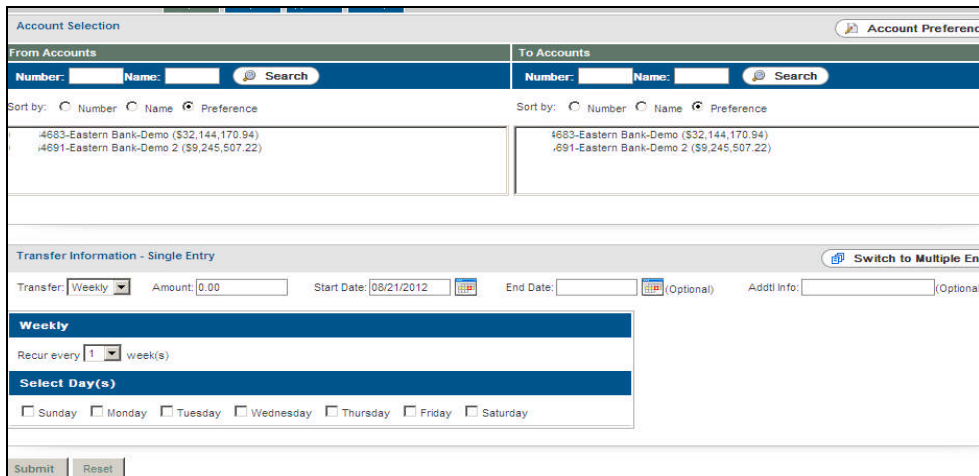


## D. Setting up a Recurring Transfer

Use **Recurring Book Transfer** to schedule a one time, weekly or a monthly transaction.

To set up a **Weekly** transfer:

1. Select a From Account and a To Account from the Account selection boxes
2. Click on the drop down list in the Transfer Information section and choose weekly.
3. Choose the number of weeks (1-99) you would like the weekly transfer to take place.
4. Choose the day of the week to schedule this transfer. *Note: If a Sunday or Saturday is chosen the transfer will be processed on the next business day.*



The screenshot shows the 'Account Selection' and 'Transfer Information - Single Entry' sections of the Eastern Bank website. The 'Account Selection' section is divided into 'From Accounts' and 'To Accounts', each with search fields and a list of accounts. The 'Transfer Information - Single Entry' section includes fields for 'Transfer' (set to Weekly), 'Amount' (0.00), 'Start Date' (08/21/2012), 'End Date', and 'Addtl Info'. Below these fields, there is a 'Weekly' section with a 'Recur every' dropdown set to '1' week(s) and a 'Select Day(s)' section with checkboxes for Sunday through Saturday. At the bottom, there are 'Submit' and 'Reset' buttons.

To set up a **Monthly** transfer:

1. Select a From Account and a To Account from the Account selection boxes
2. Click on the drop down list in the Transfer Information section and choose monthly. You have 3 different options for monthly transfers.
3. You can setup a transfer to be done once a month on a certain date of the month, every month or a designated period of time, such as the 1<sup>st</sup> of every 3 months.
4. You can schedule a recurring transfer to be done twice a month every month or a designated period of time such as 1<sup>st</sup> and 15<sup>th</sup> of every other month.
5. You can schedule a recurring transfer to be done on a particular week and day within the month or a designated monthly period such as 3<sup>rd</sup> Wednesday of every 4 months.

You are able to view all the recurring book transfers you have setup on the Book input page. The transfers can be exported in either a CSV or a PDF format. If you wish to delete a scheduled transfer, click on the icon to delete the transaction.

Current Recurring Instructions							CSV Export	PDF Export
From Account	To Account	Amount	Next Date	Addtl Info	Schedule	Del		
55555 Eastern Bank-Demo 2 666666	Eastern Bank-Demo	\$1.05		test recur	Weekly every week on Thursday, from 04/05/2012 to 04/19/2012. Created by: 8156 - ejacob			
55555 Eastern Bank-Demo 2 666666	Eastern Bank-Demo	\$1.06			Weekly every week on Friday, from 04/05/2012 to 04/13/2012. Created by: 8156 - ejacob			
55555 Eastern Bank-Demo 2 666666	Eastern Bank-Demo	\$1.00	04/25/2012		Weekly every week on Wednesday, from 04/11/2012 to 04/25/2012. Created by: 3156 - cchipo			

## IV. BOOK TRANSFER REPORT SERVICE

The Book Transfer Report service allows Users to view or export the status of transfers for specific accounts or multiple accounts within the requested date range.

### A. View or Export Book Transfer Report

1. Select the **Book Report** tab
2. Select which accounts to view or export or leave on default All Accounts
3. Select query type (Entry or Processing) and report dates
4. Select amount range or leave at default for all amounts
5. Select a bank trace number range , customer trace number range or leave at default for all trace numbers
6. Select report sort characteristic (by from account, by to account, by amount, by processing date)
7. Click **Submit** to view report or choose either **CSV** or **PDF** format to export report.

**Book Transfer Report**

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**Account Selection**

From Accounts		To Accounts	
Number: <input type="text"/>	Name: <input type="text"/>	Number: <input type="text"/>	Name: <input type="text"/>
<input type="button" value="Search"/>		<input type="button" value="Search"/>	
Sort by: <input checked="" type="radio"/> Number <input type="radio"/> Name		Sort by: <input checked="" type="radio"/> Number <input type="radio"/> Name	
<div style="background-color: #005696; color: white; padding: 2px;">All Accounts</div> 555555 -Eastern Bank-Demo (USD) - Eastern Bank 666666 -Eastern Bank-Demo 2 (USD) - Eastern Bank		<div style="background-color: #005696; color: white; padding: 2px;">All Accounts</div> 555555 -Eastern Bank-Demo (USD) - Eastern Bank 666666 -Eastern Bank-Demo 2 (USD) - Eastern Bank	
<input type="button" value="Hold"/>		<input type="button" value="Hold"/>	

---

**Search Criteria**

Query	From	To	Report Characteristic
Entry <input type="button" value="v"/>	Date: 04/19/2012 <input type="button" value="v"/>	04/19/2012 <input type="button" value="v"/>	Sort: by from acct <input type="button" value="v"/>
Amount: 0	9999999999		
Bank Trace: 0	9999999999		
Cust Trace: 0	9999		

If you chose to first view the report you still have the option to export the report in either CSV or PDF format. Each column on this report can be sorted. You also have the opportunity to delete a pending transfer while viewing this report

**Book Transfer Report**

Date Range: 04/19/2012 - 04/20/2012

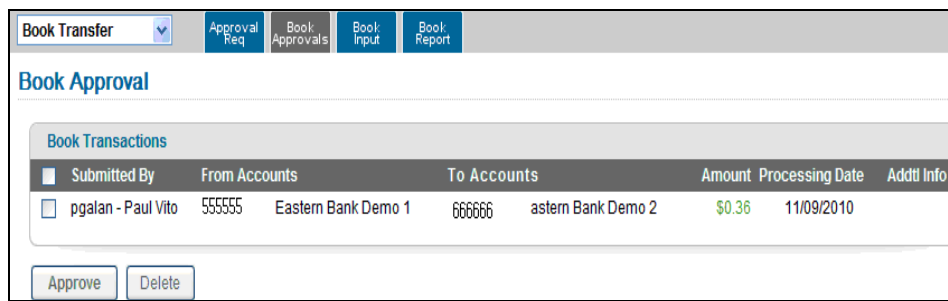
From Account	To Account	Initiator	Processing Date	Transfer Amount	Addtl Info	Entry Date Time	Status	Bank Trace	Cust Trace	Response
555555 Bank-Demo	Eastern 666666 Eastern Bank-Demo 2	ejacob	04/19/2012	\$1.19		04/19/2012 11:02:24 EDT	No App Req	20121100002	365	Success -The transfer has been successfully accepted
555555 Bank-Demo	Eastern 666666 Eastern Bank-Demo 2	ejacob	04/19/2012	\$0.50		04/19/2012 14:45:19 EDT	No App Req	20121100003	367	Success -The transfer has been successfully accepted

## V. BOOK APPROVAL

Use the Book Approval service to review and approve Book Transfer transactions.

### A. Approving Pending Book Transfers

1. Display the **Book Approval Selection Page** by choosing Book Transfer (or Transfers) > Book Approval.
2. Click the **SEL** checkbox to choose one or more pending transactions.
3. Click **Approve Selected**. The **Book Approval Review Page** is displayed.
4. Click **Approve**. The approval is submitted and the **Book Approval Confirmation Page** is displayed. Make sure you read the **response message** since the book transfer is not always processed. Transactions that are not processed usually contain a RED response message.



The screenshot shows a web interface for 'Book Approval'. At the top, there is a navigation bar with a dropdown menu set to 'Book Transfer' and four buttons: 'Approval Req', 'Book Approvals', 'Book Input', and 'Book Report'. Below this is the 'Book Approval' section. A table titled 'Book Transactions' contains one row of data. Below the table are two buttons: 'Approve' and 'Delete'.

Submitted By	From Accounts	To Accounts	Amount	Processing Date	Addtl Info
<input type="checkbox"/> pgalan - Paul Vito	555555 Eastern Bank Demo 1	666666 Eastern Bank Demo 2	\$0.36	11/09/2010	