

Information Capsules for Using the EFT Platform

Topic: Template and transaction management



LAURENTIAN
BANK

Creating a template

Step 1

In the Transactions menu, click **“Template management”**.



Step 2

On the Template Search Settings page, click **“Add”**.

A screenshot of a form titled "Template search parameters" on the right. The form has two input fields: "Name:" and "Description:". Below the fields are two buttons: "Search" and "Add" (highlighted with a yellow box). The form is titled "Transaction" on the left.

Creating a template

Step 3

On the Create Template page, fill in the fields marked with an asterisk (*).
In the Transactions section, select the type of transaction (debit or credit) that you wish to perform from the drop-down menu.

* Mandatory Fields

Template creation

* Template Name: Pay XYZ Inc

* Template Description:

* Operation: Credit

Details

Debit

Credit

Financial Institution: [Select]

Creditor: [Select]

Creditor Account:

Note:

The template name is the name of the organization or person receiving or to whom you are sending the funds.

Tip:

The Credit section consists of the transmission of funds, i.e. direct deposit. The Debit section consists of the receipt of funds, i.e. pre-authorized debit.



For additional support, call 514-522-6355 or 1-855-591-4797.

Creating a template

Step 4

Under the Details tab, click “+” to enter the information required for the selected transaction.

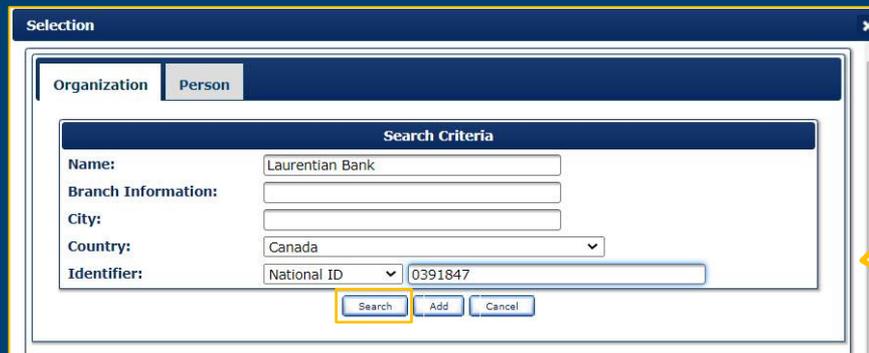
Start by choosing the financial institution. Click “**Select**” in front of the Financial Institution box.



Step 5

Select the Organization tab.

Use the identifier option to quickly find a financial institution. Select **National_ID** and enter 0, followed by the 3-digit financial institution number and 5-digit transit number. Do not enter any spaces.



Tip:
You can also enter the name of the financial institution and click “**Search.**”



Creating a template

Step 6

Verify your financial institution's information.

Click on “**Select.**”

The screenshot shows a 'Selection' window with a 'Selected Party' section containing the following text:

LAURENTIAN BANK OF CANADA
199 BAY STREET SUITE 600
TORONTO
ON
MSL 0A2
CANADA

Below this is a 'Select' button. At the bottom, there is a table with the following data:

Name	Branch Information	City	Country	National ID	BIC	IBAN National ID
LAURENTIAN BANK OF CANADA		TORONTO	CANADA	003908301		

Step 7

The information related to the financial institution will be displayed in the Financial Institution section.

Next, complete the Credit or Debit section according to the transaction type that was selected.

First click on “**Select.**”

The screenshot shows a 'Details' window with the following sections:

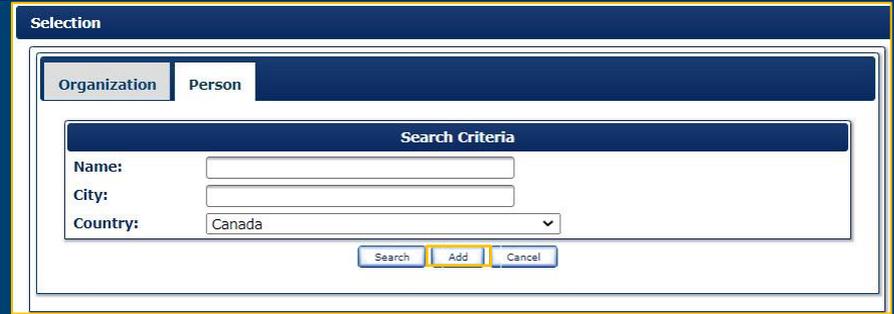
- Financial Institution:** A dropdown menu showing 'LAURENTIAN BANK OF CANADA' with the address '003908301 199 BAY STREET SUITE 600 TORONTO'. A 'Select' button is next to it.
- Creditor:** A dropdown menu showing 'Vicky Beaugard 1234 Avenue des Fleurs Montréal QC H3G 1X1'. A 'Select' button is next to it.
- Creditor Account:** An empty text input field.



Creating a template

Step 8

Select the Person tab for an individual or Organization tab for an entity.
Click **“Add.”**



Selection

Organization Person

Search Criteria

Name:

City:

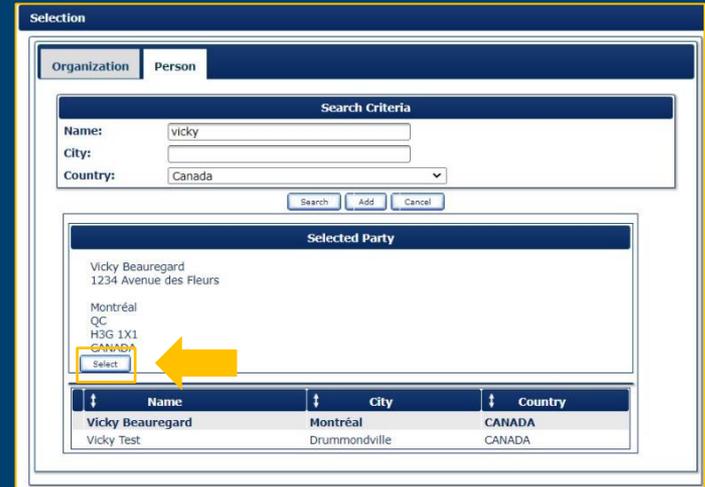
Country:

Search Add Cancel

Step 9

Complete the fields with an asterisk (*) and click **“Create.”**

The information on the creditor (beneficiary) in this example will be displayed in the bottom section of the page.
Click **“Select.”**



Selection

Organization Person

Search Criteria

Name:

City:

Country:

Search Add Cancel

Selected Party

Vicky Beaugard
1234 Avenue des Fleurs

Montréal
QC
H3G 1X1
CANADA

Select

Name	City	Country
Vicky Beaugard	Montréal	CANADA
Vicky Test	Drummondville	CANADA



Creating a template

Step 10

The information will be displayed in the Credit section. Enter the creditor's account number with no spaces or dashes.

The screenshot shows a web form with two main sections: "Credit" and "Transaction".

Credit Section:

- Financial Institution:** A dropdown menu showing "BANQUE LAURENTIENNE DU CANADA" with a "Selection" button to its right.
- Creditor:** A dropdown menu showing "XYZ Inc." with a "Selection" button to its right.
- Creditor Account:** A text input field containing "123456", highlighted with a yellow border.

Transaction Section:

- Transaction code:** A dropdown menu showing "450- Misc. Payments", with a yellow arrow pointing to it from the right.
- Remittance Informations:** An empty text input field.

At the bottom of the form, there are "Back" and "Submit" buttons. The "Submit" button is highlighted with a yellow border.

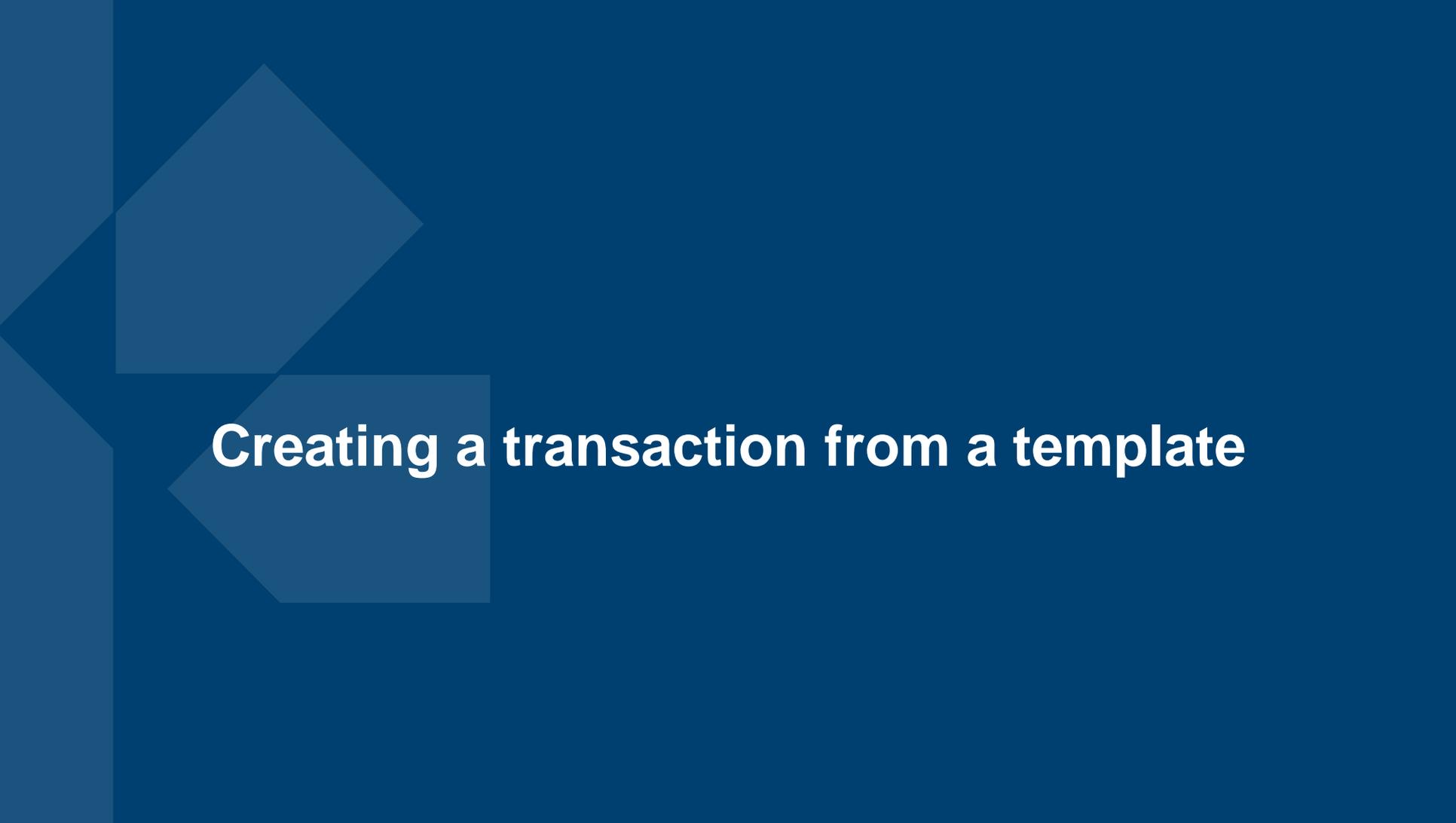
Note:

The Remittance Information field allows you to enter a note. You can add details on the transaction (e.g. Visa card payment).

Select the appropriate transaction code in the Transaction section. Click **“Submit”** and your new template will be added to your list of templates.



For additional support, call 514-522-6355 or 1-855-591-4797.

The background is a solid dark blue. On the left side, there are several overlapping, semi-transparent geometric shapes in a lighter shade of blue. These include a large diamond shape, a square, and a pentagon, all arranged in a way that they appear to be layered and partially obscured by each other.

Creating a transaction from a template

Creating a transaction from a template

Step 1

In the **Transactions** menu, click “**Template Management**”

You will then be taken to the Template Search Settings page (see below).



Step 2

To search for a particular template, enter its name or description in the search fields. You can also click “**Search**” to display the full list of your available templates.

A screenshot of a form titled 'Template search parameters'. The form has two input fields: 'Name:' and 'Description:'. Below the input fields are two buttons: 'Search' and 'Add'. The 'Search' button is highlighted with a yellow border.

Creating a transaction from a template

Step 3

Click “**Create Transaction**” across from the transaction template you wish to use.



Results							
Template list (2)							
Delete	↕	Name	↕	Description	↕	Status	
<input type="checkbox"/>		XYZ Inc.		Fournisseur de verre			Create transaction
<input type="checkbox"/>		ABC Inc.		Fournisseur de bois			Create transaction
							Delete

You will then be taken to the Create Transaction page.



For additional support, call 514-522-6355 or 1-855-591-4797.

Creating a transaction from a template

Step 4

Some fields will be prepopulated with the information that was entered when the template was created. Be sure to complete the mandatory fields marked with an asterisk “*”. The due date can be changed by clicking the calendar.

Transactions

* Mandatory Fields

Transaction creation

Bulk ID:	<input type="text"/>	Message ID:	<input type="text"/>
Transaction ID:	baro000000698348	Status:	New
* End-to-End ID:	<input type="text"/>		
Creator:	NatachaC		
* Initiator:	<input type="text" value=""/>		
* Operation:	<input type="text" value="Credit"/>		
Due Date:	2022/03/24		
Date Sent:	<input type="text"/>		
* Amount:	<input type="text"/>		
Currency:	CAD		

Back Submit

Note:

To enter the transaction amount, you must use a comma and not a decimal point as the separator between dollars and cents. The due date is automatically displayed 48 hours after the transaction is sent. It can be changed to a date prior to or after this date.

Once the fields have been filled in, click “**Submit.**”



Creating a transaction from a template

Step 5

This is the second section of the transaction creation page. The fields below will be prepopulated using the previously created template.

The screenshot displays a web interface for creating a transaction. It is divided into two main sections: 'Credit' and 'Transaction'.

Credit Section:

- Financial Institution:** A dropdown menu is set to 'BANQUE LAURENTIENNE DU CANADA'. Below it, the address '003900071 1981 MCGILL COLLEGE MONTREAL' is displayed. A 'Selection' button is to the right.
- Creditor:** A dropdown menu is set to 'XYZ Inc.'. Below it, the address '1234 Avenue des Fleurs Montréal' is displayed. A 'Selection' button is to the right.
- Creditor Account:** A text input field contains the value '123456'.

Transaction Section:

- Transaction code:** A dropdown menu is set to '450- Misc. Payments'.
- Remittance Informations:** An empty text input field.

At the bottom of the form, there are two buttons: 'Back' and 'Submit'.

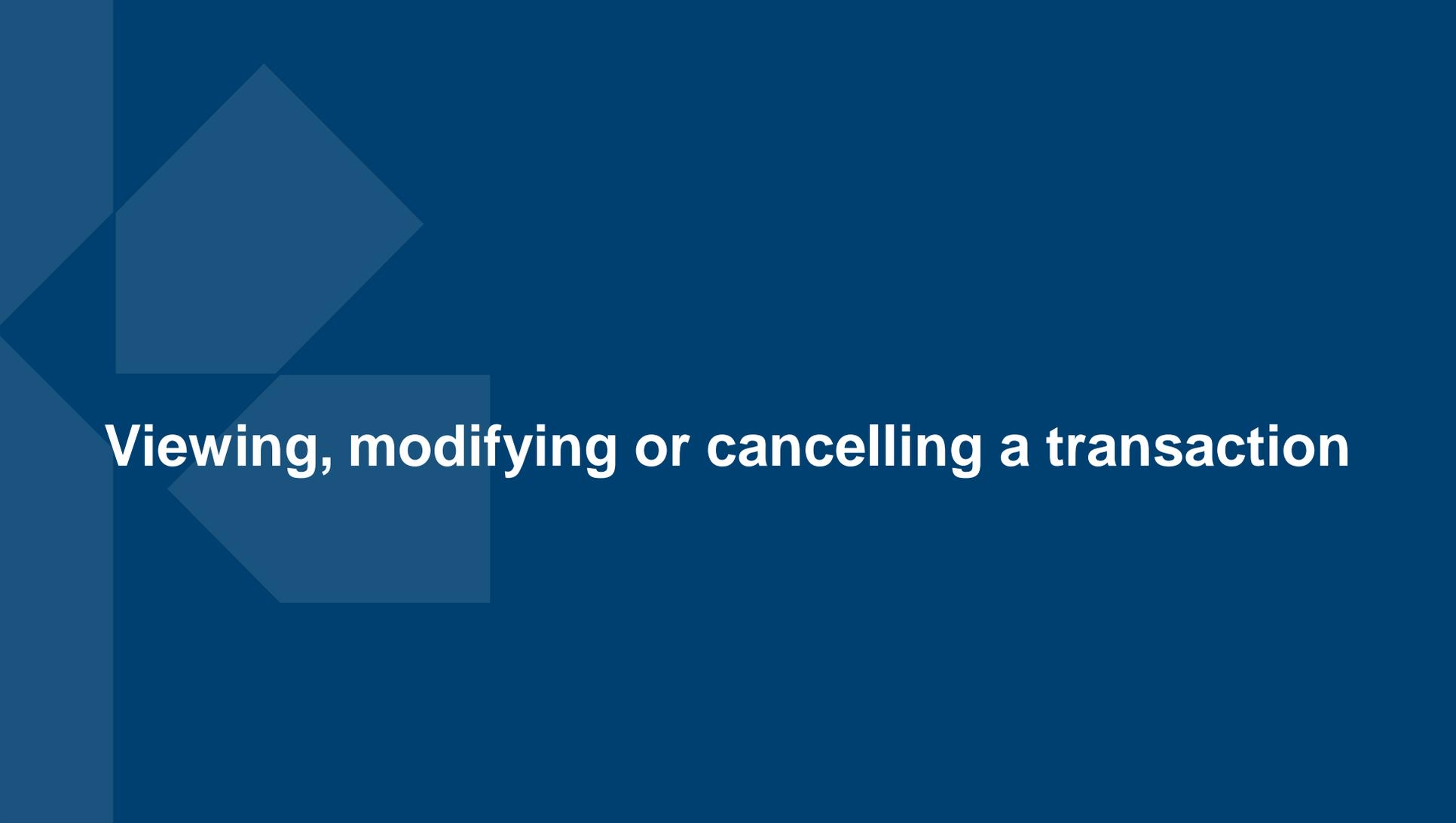
Note:

For a two-tier approval structure (two eyes), a transaction submitted by the user within 48 hours of the due date is considered final and cannot be corrected or cancelled.

If you would like to have the option to correct or cancel the transaction, submit the transaction for a date later than 48 hours. It will then be entered as a "Future date."

Make sure the fields are filled in and click **“Submit.”** Your transaction was successfully sent.



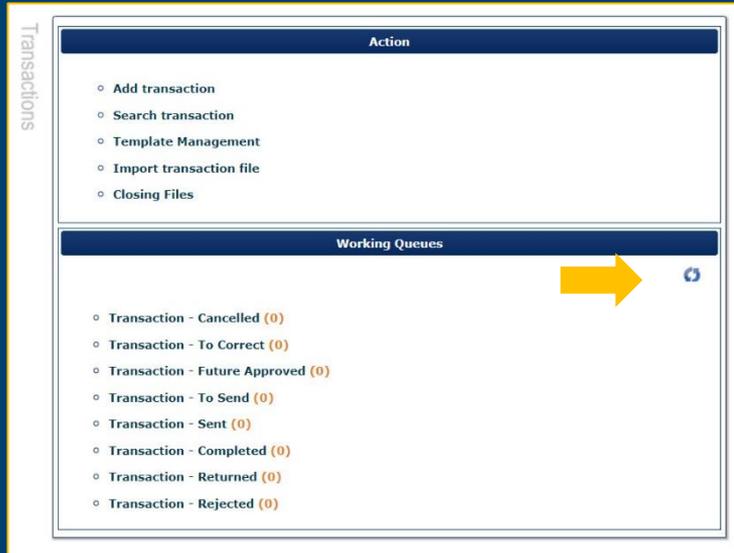
The background is a solid dark blue. On the left side, there are several overlapping, semi-transparent geometric shapes in a lighter shade of blue. These include a vertical bar, a diamond shape, and a square shape, all partially overlapping each other and the text.

Viewing, modifying or cancelling a transaction

Modifying or viewing a transaction

Step 1

The EFT platform allows you to view the status of your transactions. Click the arrows to update the transaction status.



The screenshot shows a sidebar menu on the left with the word "Transactions" written vertically. The main content area is divided into two sections: "Action" and "Working Queues".

- Action**
 - Add transaction
 - Search transaction
 - Template Management
 - Import transaction file
 - Closing Files
- Working Queues**
 - Transaction - Cancelled (0)
 - Transaction - To Correct (0)
 - Transaction - Future Approved (0)
 - Transaction - To Send (0)
 - Transaction - Sent (0)
 - Transaction - Completed (0)
 - Transaction - Returned (0)
 - Transaction - Rejected (0)

A yellow arrow points to a refresh icon (a circular arrow) located to the right of the "Working Queues" section.

Note:

A transaction that was submitted within 48 hours of the due date is final and cannot be modified or cancelled. A transaction submitted for a date later than 48 hours can be modified or cancelled and will be entered as a "Future date."

To view or modify a transaction, click the status in which it is filed.



Modifying or cancelling a transaction

Step 2

You will be redirected to the page below.

Administration Transactions Reports Help Logout

Transactions

Transaction - Future Approved 1 Back

Select all transactions
 Select all the transactions of the current page

Initiator code	Bulk ID	Message ID	Amount	National ID	Beneficiary account	Beneficiary name	Date Sent	Due Date	Status
<input type="checkbox"/> BAROLO0018		baroBAROLO001867	0.01	003900071	123456	ABC Inc.	2022/03/23	2022/03/25	Future Approved

Total Number: 1 Total amount: 0.01

Cancel Transaction Send to Correction

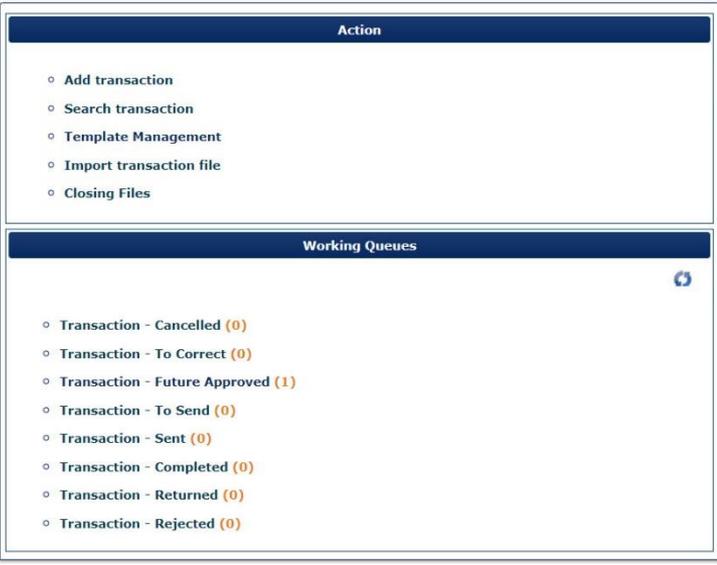
Select the transaction to be modified or cancelled and click the desired action at the bottom of the page: **“Cancel Transaction”** to cancel or **“Send to Corrections”** to make changes.



Viewing the transaction directory

Step 3

Transactions initiated on the EFT platform appear under one of the Working Queues. This allows you to track your transactions.



The screenshot displays a web interface for managing transactions. On the left, a vertical label reads "Transactions". The main content area is divided into two sections:

- Action**: A list of actions including "Add transaction", "Search transaction", "Template Management", "Import transaction file", and "Closing Files".
- Working Queues**: A list of transaction statuses with counts in parentheses: "Transaction - Cancelled (0)", "Transaction - To Correct (0)", "Transaction - Future Approved (1)", "Transaction - To Send (0)", "Transaction - Sent (0)", "Transaction - Completed (0)", "Transaction - Returned (0)", and "Transaction - Rejected (0)". A refresh icon is visible in the top right corner of this section.

Note:

The transaction first appears under the status “**To send**,” after which it will be automatically transferred to the “**Sent**” status. The status then becomes “**Completed**,” which means that the transaction is ready to be deposited into the beneficiary’s account as of the due date.

