Information Capsules for Using the EFT Platform

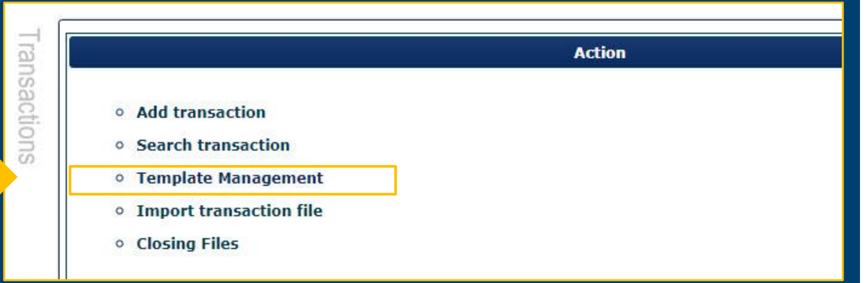
Topic: Template and transaction management

LAURENTIAN BANK

Creating a template

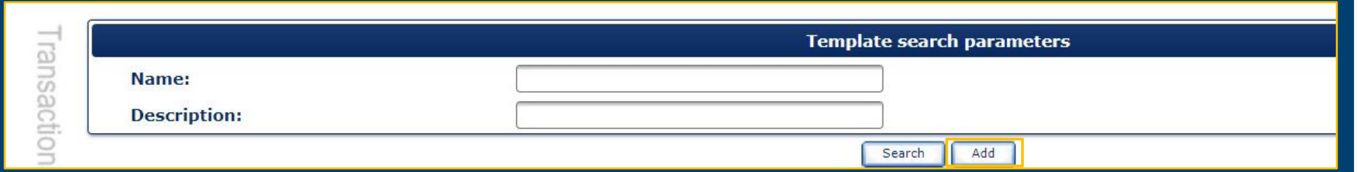
Step 1

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



Step 2

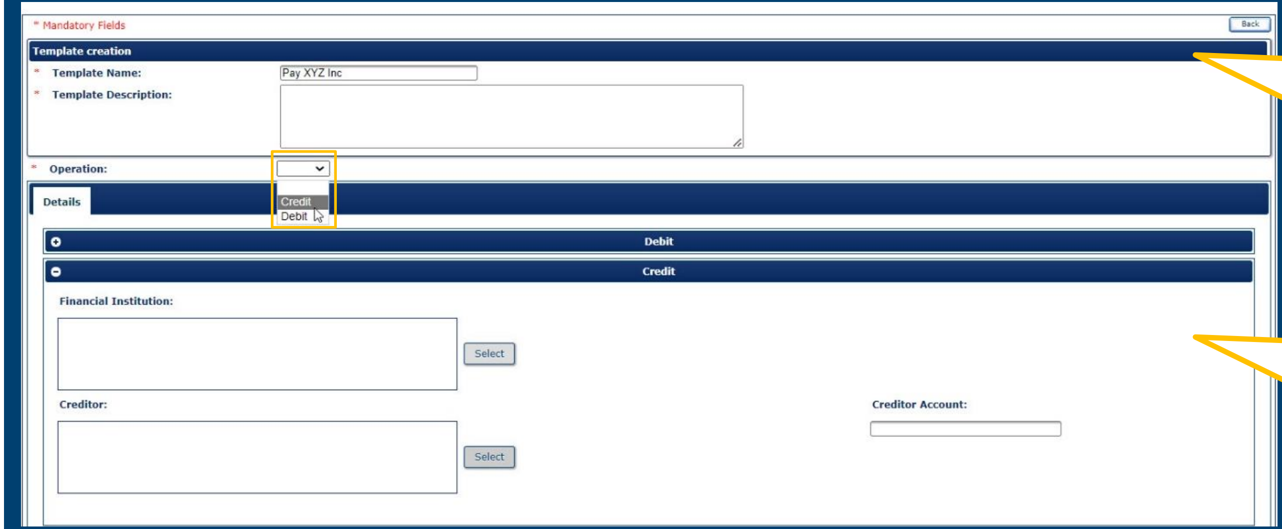
On the Template Search Settings page, click **“Add”**.



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.



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

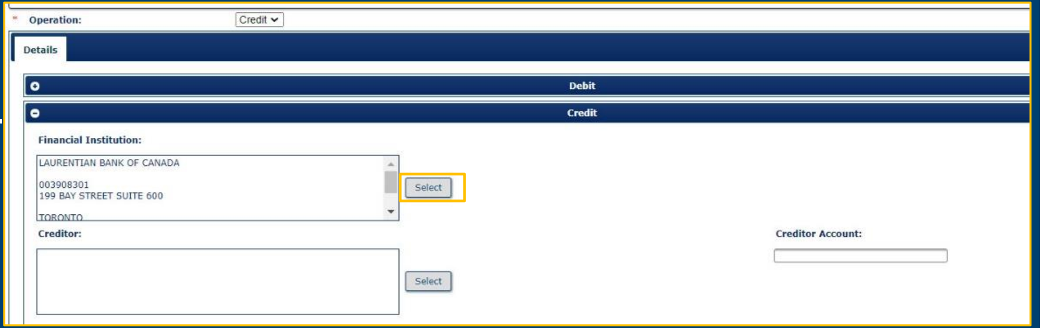
Tip:
The Credit section consists of the transmission of funds, i.e. direct deposit. The Debit section consists of the receipt of funds, i.e. pre-authorized debit.

Creating a template

Step 4

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

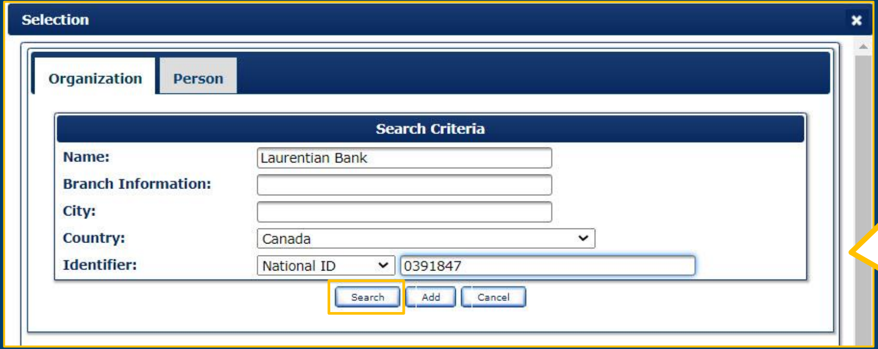
Start by choosing the financial institution. Click “**Select**” in front of the Financial Institution box.



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.”**

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

Creating a template

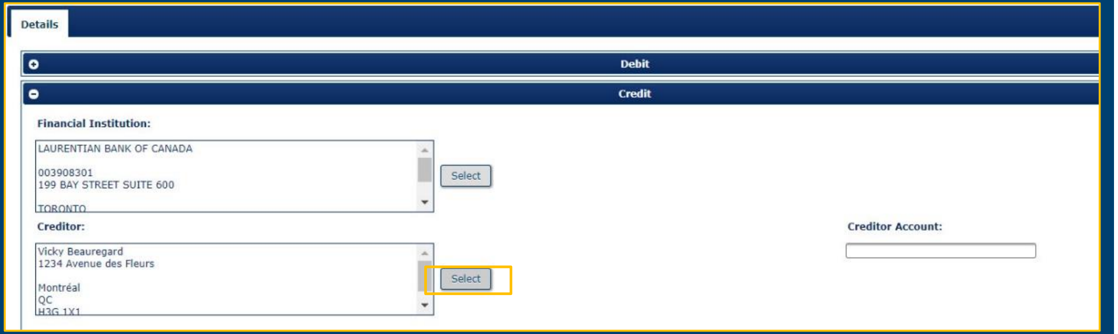
Step 6

Verify your financial institution's information.

Click on "**Select**."

Step 7

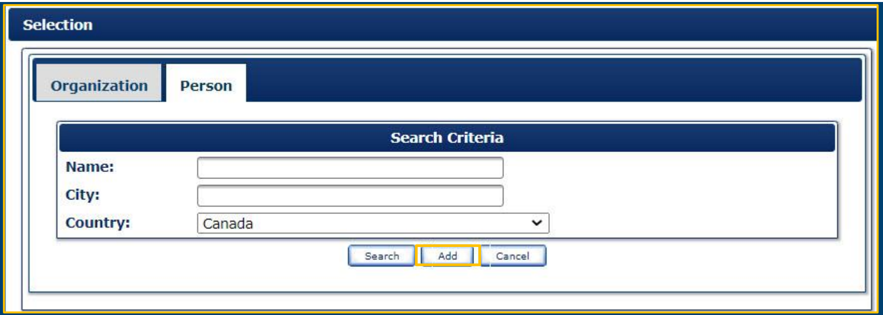
The information related to the financial institution will be displayed in the Financial Institution section.
Next, complete the Credit or Debit section according to the transaction type that was selected.
First click on "**Select**."



Creating a template

Step 8

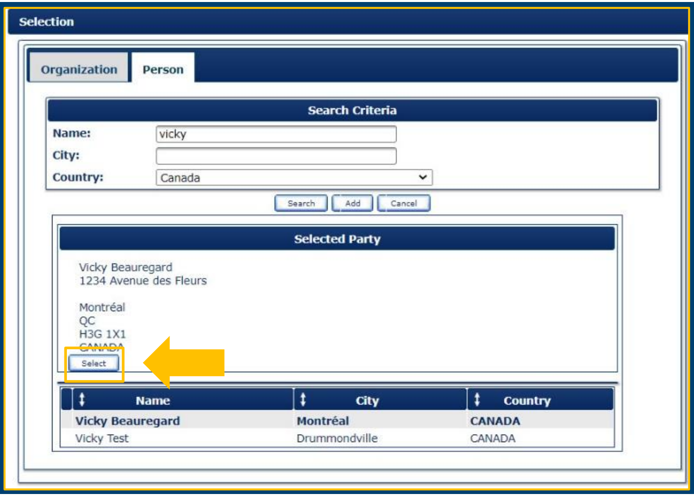
Select the Person tab for an individual or Organization tab for an entity.
Click “**Add.**”



Step 9

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

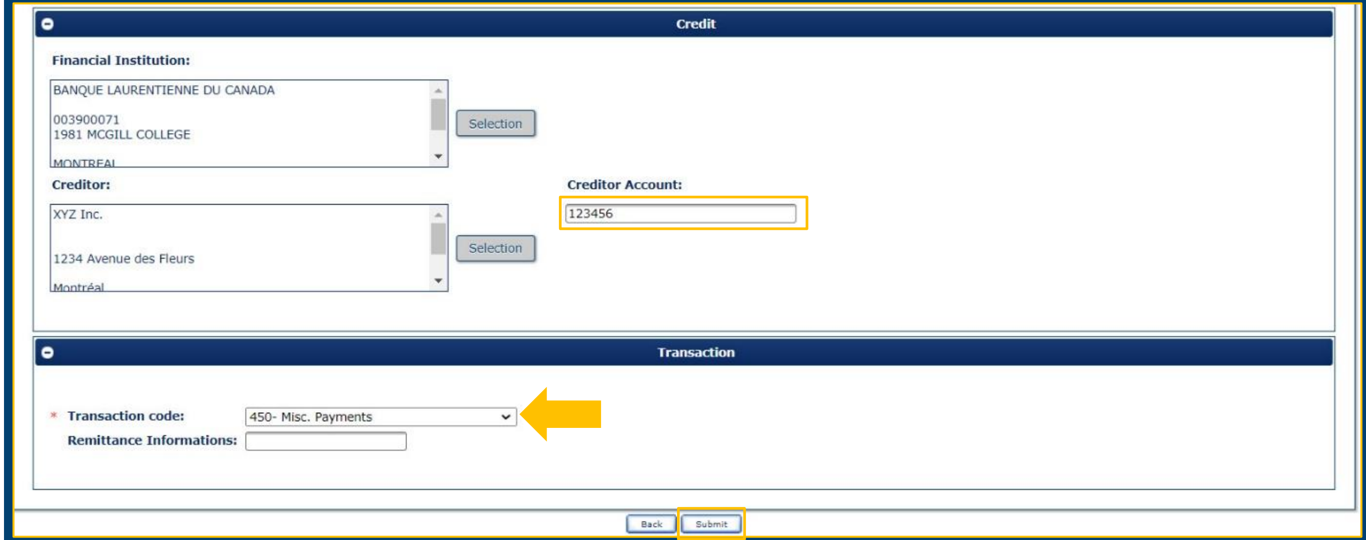
The information on the creditor (beneficiary) in this example will be displayed in the bottom section of the page.
Click “**Select.**”



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.



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.

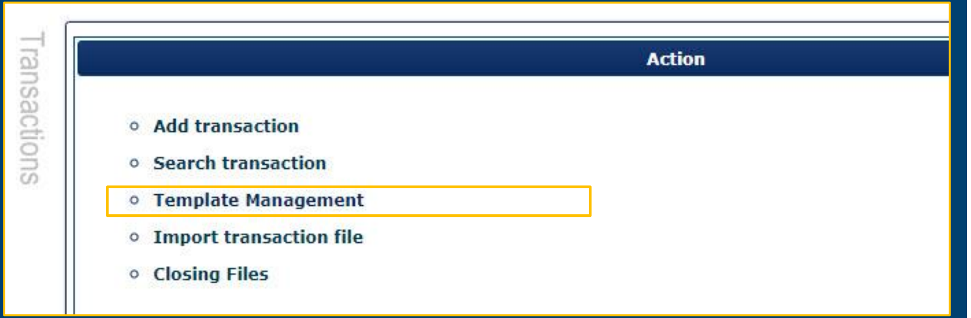
Creating a transaction from a template

Creating a transaction from a template

Step 1

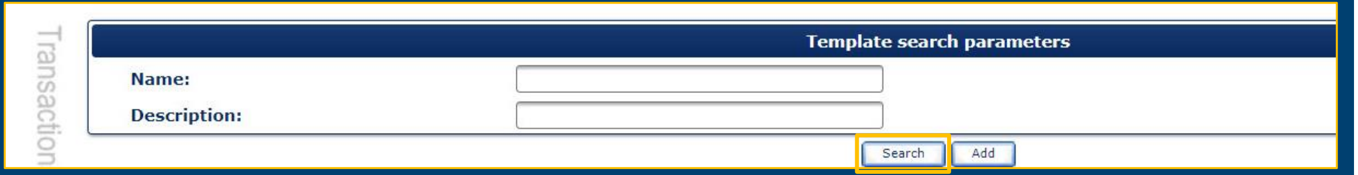
In the **Transactions** menu, click “**Template Management**”

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.



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

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	
☐	XYZ Inc.	Fournisseur de verre		Create transaction
☐	ABC Inc.	Fournisseur de bois		Create transaction

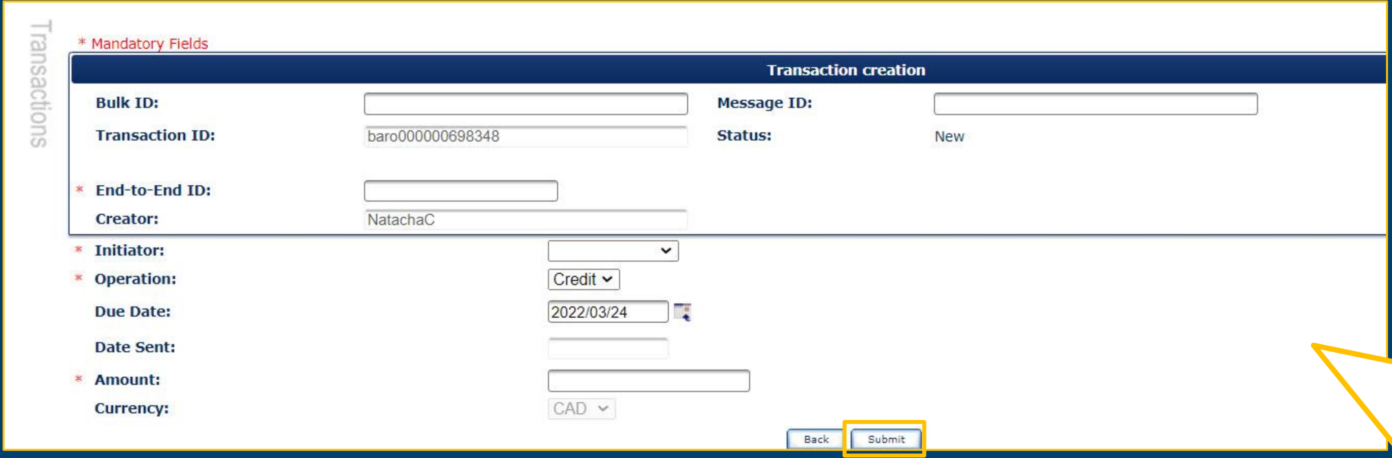
Delete

You will then be taken to the Create Transaction page.

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.



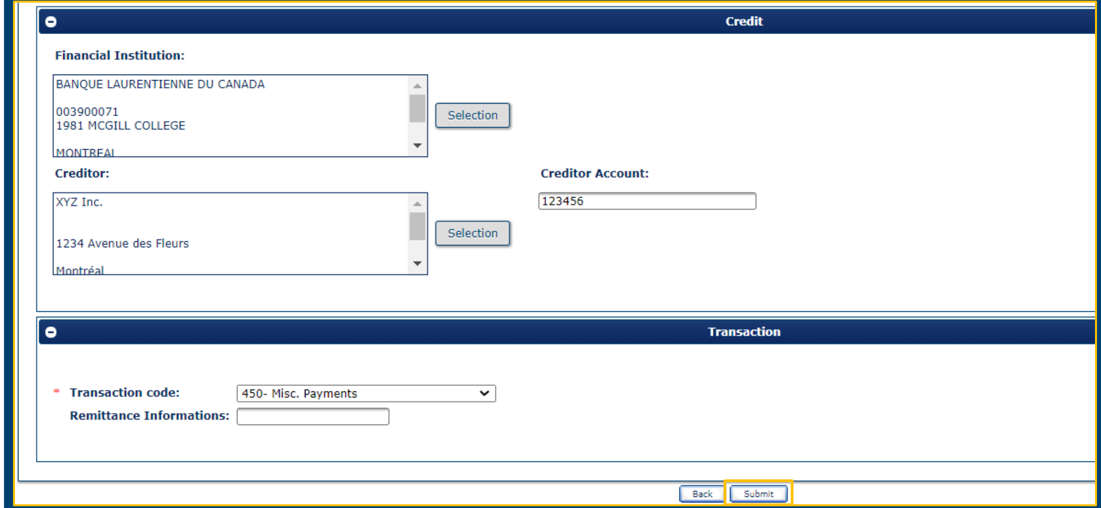
Note:
To enter the transaction amount, you must use a comma and not a decimal point as the separator between dollars and cents.
The due date is automatically displayed 48 hours after the transaction is sent. It can be changed to a date prior to or after this date.

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.



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

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.

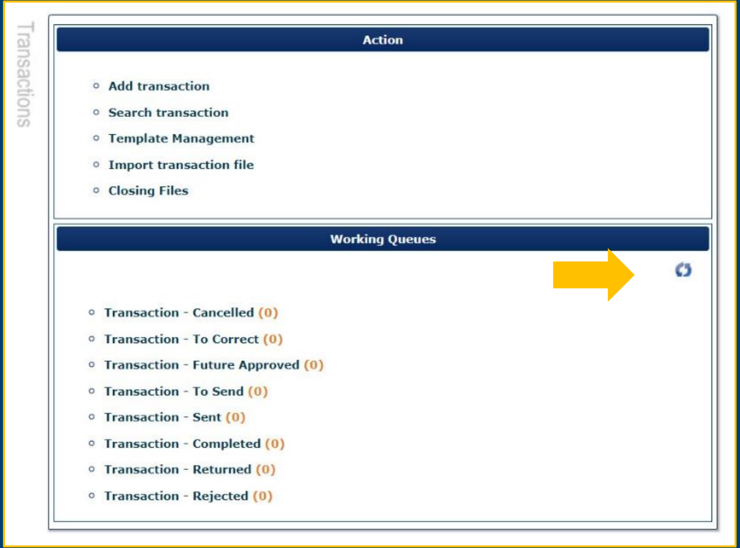
If you would like to have the option to correct or cancel the transaction, submit the transaction for a date later than 48 hours. It will then be entered as a “Future date.”

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.



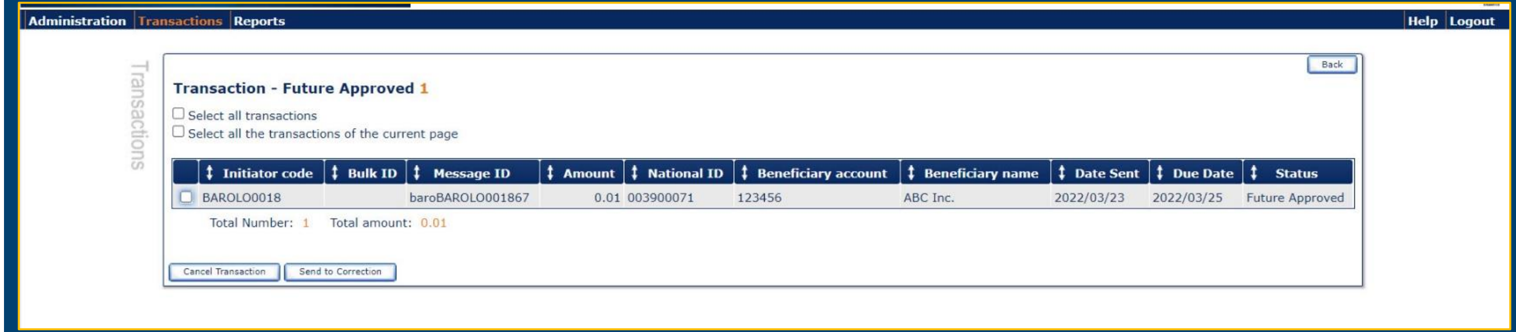
Note:
A transaction that was submitted within 48 hours of the due date is final and cannot be modified or cancelled. A transaction submitted for a date later than 48 hours can be modified or cancelled and will be entered as a “Future date.”

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.



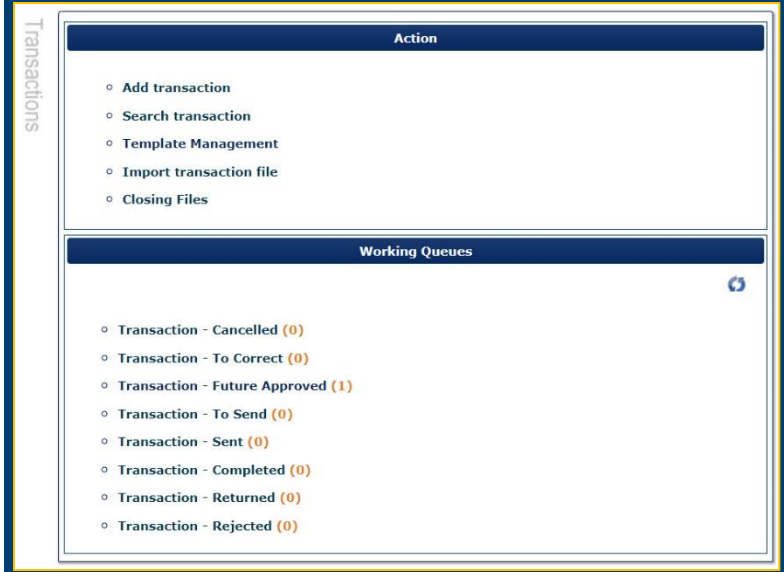
Select the transaction to be modified or cancelled and click the desired action at the bottom of the page: "**Cancel Transaction**" to cancel or "**Send to Corrections**" to make changes.

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

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.



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.