

When you select the Transfer option from the Payments tab on the menu across the top of your Treasury Management platform, you will have several options:

- Create Transfer
- Create Transfer from Template
- Transfer Activity
- Recurring Transfers
- Transfer Templates
- Create Loan Payment
- Loan Payment Activity

In this guide, we explain each of those options.

Create Transfer

This function gives you the ability to make one-time, recurring, or scheduled transfers between deposit accounts. Additional features include the option to make transfers from one account to many accounts or from multiple accounts to one account.

Transfer from one account to one account:

Create Transfer

1. Create Transfer 2. Review 3. Confirmation

Internal Transfer

One-to-One Transfers One-to-Many Transfers Many-to-One Transfers

Transfer From: *

Transfer To: *

Amount: *

Frequency: * ▼

Transfer Date: *

Memo:

Transfer from one account to many accounts :

Create Transfer

1. Create Transfer 2. Review 3. Confirmation

Internal Transfer * Indicates Required Field

One-to-One Transfers One-to-Many Transfers Many-to-One Transfers

Transfer From: * From Account

Transfer Date: * 01/30/2023

Total Debit Amount: \$0.00

Transfer To:	Amount:	Memo	
To Account	\$0.00	Memo	
To Account	\$0.00	Memo	+

Review Reset Cancel

Scroll up and down to view additional accounts available.

Transfer from many accounts to one account :

Create Transfer

1. Create Transfer 2. Review 3. Confirmation

Internal Transfer * Indicates Required Field

One-to-One Transfers One-to-Many Transfers Many-to-One Transfers

Transfer To: * To Account

Transfer Date: * 01/30/2023

Total Credit Amount: \$0.00

Transfer From:	Amount:	Memo	
From Account	\$0.00	Memo	
From Account	\$0.00	Memo	+

Review Reset Cancel

Scroll up and down to view additional accounts available.

Once you have entered the transfer information, you will click Review. When you have reviewed the information, click Confirm to complete.

Create Transfer

1. Create Transfer 2. Review 3. Confirmation

Transfer Detail

Transfer From: DDA 1111 Transfer To: DDA 6321

Transfer Date: 01/30/2023 Amount: \$1.00

Memo:

Total Credit Amount: \$1.00

Confirm Back Cancel

Create Transfer from Template

This screen will hold all prior saved transfer templates and is the place where you can create new ones.

At the top of the page, you have several options to choose from:

- Transfer Activity: Search and review previously completed transfers.
- Recurring Transfers: Maintenance recurring transfers and templates.
- Create New Template

The screenshot shows the top navigation bar of the 'Transfer Templates' page. On the left is the title 'Transfer Templates' with a help icon. To its right are two tabs: 'Transfer Activity' and 'Recurring Transfers'. Below the navigation bar is a search box with the placeholder text 'Type to filter' and a magnifying glass icon. At the bottom of this section are three buttons: 'Create New Template', 'Download' (with a download icon and a dropdown arrow), and 'Print' (with a printer icon).

When you click Create New Template, you will select the option for the type of transfer—One-to-One, One-to-Many, or Many-to-One—from the buttons at the top. Enter the additional needed information based on the transfer type, including Template Name to save it for future use. When you are finished, click Review at the bottom of the page.

The screenshot shows the 'Create Transfer Template' form. At the top, there are three steps: '1. Create Template' (highlighted), '2. Review', and '3. Confirmation'. Below the steps is the title 'Transfer Template Details' and a note '* Indicates Required Field'. The form has three radio buttons for transfer types: 'One-to-One Transfers' (selected), 'One-to-Many Transfers', and 'Many-to-One Transfers'. Below these are several input fields: 'Template Name' (required), 'Transfer From' (required, with a search icon), 'Transfer To' (required, with a search icon), 'Amount' (required, with a value of '\$0.00'), and a 'Memo' text area. At the bottom of the form are three buttons: 'Review' (highlighted with a red circle), 'Reset', and 'Cancel'.

Review the transfer template information. Once you have verified that it is correct, click Confirm.

Create Transfer Template

1. Create Template **2. Review** 3. Confirmation

Transfer Template Detail

Template Name:	Test	Transfer From:	DDA 1111
Transfer To:	DDA 6321	Amount:	\$1.00
Memo:			
Total Credit Amount:	\$1.00		

Confirm Back Cancel

Once your template has been created, you will see the below confirmation message. From there, you can choose one of the buttons at the bottom to view other transfer templates or transfer activity or create a new template.

Create Transfer Template

1. Create Template 2. Review **3. Confirmation**

Internal Transfer Template Confirmation

Download Print

✔ Transfer template successfully created.

Status:	Ready	Template Name:	Test
Transfer From:	DDA 1111	Transfer To:	DDA 6321
Amount:	\$1.00	Memo:	
Total Credit Amount:	\$1.00		

View Transfer Templates Transfer Activity Create Template

To create a transfer from a saved template, you will go back to the Create Transfer from Template page under the Transfer menu. Saved templates will show on this page. Click the checkbox next to the transfer(s) you would like to initiate, followed by Initiate Payments.

Transfer Templates Transfer Activity Recurring Transfers Create New Template Download Print

Type to filter

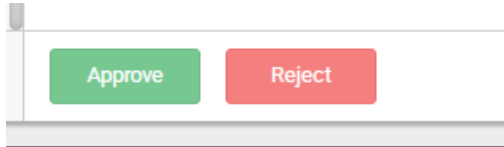
Template Name	Transfer Type	From Account	To Account	Amount	Status	Actions
<input checked="" type="checkbox"/> Test	One-to-One	xxxxxx1111	xxxx6321	\$1.00	Ready	Actions

Viewing 1 - 1 of 1 templates

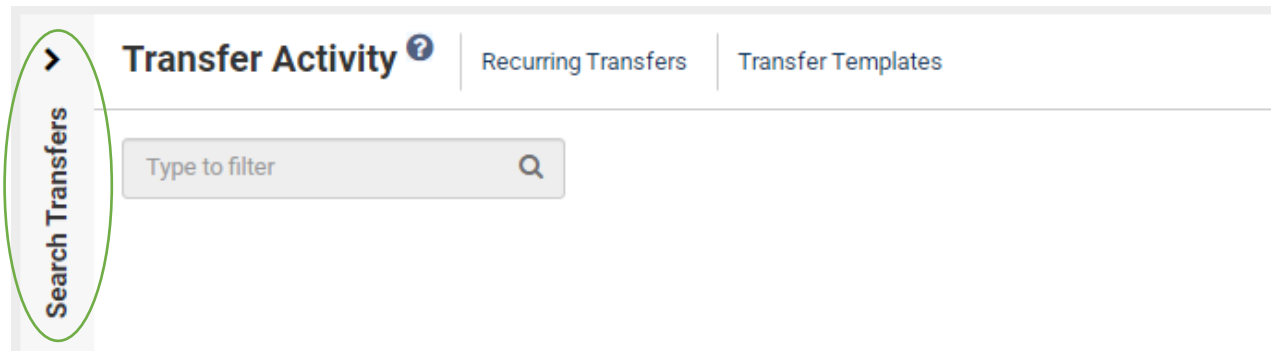
Initiate Payments

Transfer Activity

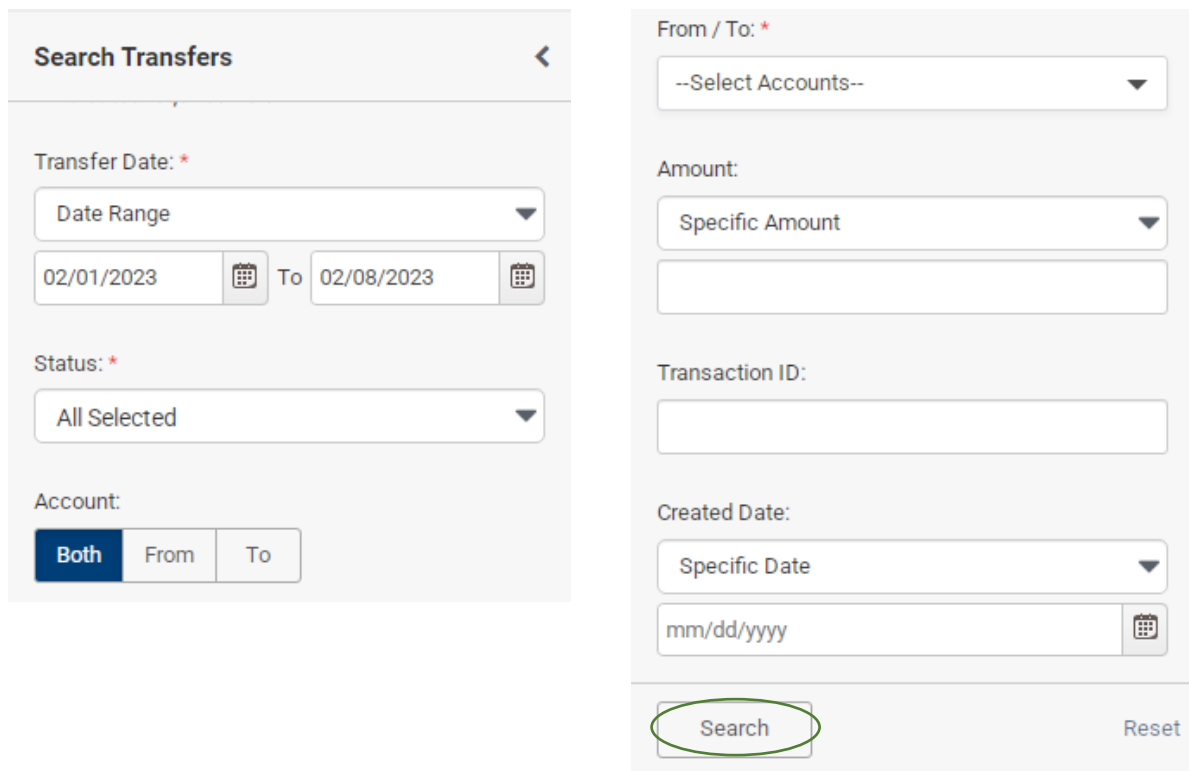
First, if additional approval is required for internal transfers, you will be able to approve these from this screen.



To search through previous transfers, click the arrow at the top left corner to expand the search options.



Once the search bar has been expanded, you can enter or select additional criteria. Then, click Search.



A screenshot of the expanded search filters. The left panel, titled 'Search Transfers', contains the following fields: 'Transfer Date: *' with a 'Date Range' dropdown and date pickers for '02/01/2023' and '02/08/2023'; 'Status: *' with an 'All Selected' dropdown; and 'Account:' with 'Both', 'From', and 'To' buttons. The right panel contains: 'From / To: *' with a '--Select Accounts--' dropdown; 'Amount:' with a 'Specific Amount' dropdown and an empty input field; 'Transaction ID:' with an empty input field; 'Created Date:' with a 'Specific Date' dropdown and a date picker showing 'mm/dd/yyyy'; and a 'Search' button circled in green at the bottom left, and a 'Reset' button at the bottom right.

Recurring Transfers

When you select Recurring Transfers, you can view previous and current recurring transfers, search for recurring transfers, and create new transfers.

The screenshot shows the 'Recurring Transfers' page. On the left, there is a sidebar with search filters: Status (All Selected), Account (Both, From, To), From / To (All Selected), Transaction ID, Frequency (All Selected), Transfer Amount, Next Transfer Date, and Created Date. At the top of the sidebar is a 'Search Recurring Transfers' button. The main area has a search bar and a message: 'Enter Filter/Search Criteria' and 'No recurring transfers found.' At the top right, there are buttons for 'Create New Transfer', 'Download', and 'Print'. At the bottom, there are buttons for 'Search', 'Reset', 'Approve', and 'Reject'.

To create a new recurring transfer, click the Create New Transfer button. Select the option for the type of transfer—One-to-One, One-to-Many, or Many-to-One—from the buttons at the top. Enter the additional needed information based on the transfer type. You will also enter the frequency, repeat date, and start and end date—if you want it to recur indefinitely, click the No End Date checkbox. When you are finished, click Review at the bottom of the page.

The screenshot shows the 'Create Transfer' page. It has a progress bar with three steps: '1. Create Transfer', '2. Review', and '3. Confirmation'. The current step is '1. Create Transfer'. The form is titled 'Internal Transfer' and has three radio button options: 'One-to-One Transfers' (selected), 'One-to-Many Transfers', and 'Many-to-One Transfers'. The form fields are: Transfer From (From Account), Transfer To (To Account), Amount (\$0.00), Frequency (Weekly), Repeat On (Select A Day), Start On (mm/dd/yyyy), End On (mm/dd/yyyy) with a 'No End Date' checkbox, and Memo. At the bottom, there are buttons for 'Review', 'Reset', and 'Cancel'. The 'Review' button is circled in green.

Review the information and click Confirm to complete.

Create Transfer

1. Create Transfer **2. Review** 3. Confirmation

Transfer Detail

Transfer From:	DDA 1111	Transfer To:	Checking Account One
Frequency:	Occurs every Monday starting on 03/13/2023.	Amount:	\$1.00
Memo:			
Total Credit Amount:	\$1.00		

Confirm Back Cancel

Create Loan Payment

Under the Transfer option on the Payments tab, you also have a few options related to loan payments: Create Loan Payments and Loan Payment Activity.

When selecting Create Loan Payment, you will need to input the required information, including the account the payment will pull from, the loan it will be applied to, and the type of payment—principal and interest or principal only. You can include a memo if you wish. When you are finished, click Review, and on the next screen, review the information and click Confirm to complete the payment.

Loan Payment

1. **Create Payment** 2. Review 3. Confirmation

From Account: * 🔍

To Loan Account: * 🔍

Payment Option: * ←

Amount: *

Payment Date: * 📅

Memo:

Review Reset Cancel

Loan Payment Activity

This option allows you to research and view previous loan payments as well as scheduled payments in a very similar manner to the Transfer Activity page.

Search Loan Payments < **Loan Payment Activity** Create New Loan Payment Download Print

* indicates required field

Created Date:
Specific Date
mm/dd/yyyy

Payment Date: *
Date Range To
03/09/2023 To 03/16/2023

Status: *
All Selected

Transaction ID:

Account:

From / To: *
All Selected

Payment Option: *
All Selected

Amount:

Enter Filter/Search Criteria
No loan payments found.