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:

Transfer from one account to many accounts:

Transfer from many accounts to one account:

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

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

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.

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

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.

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.
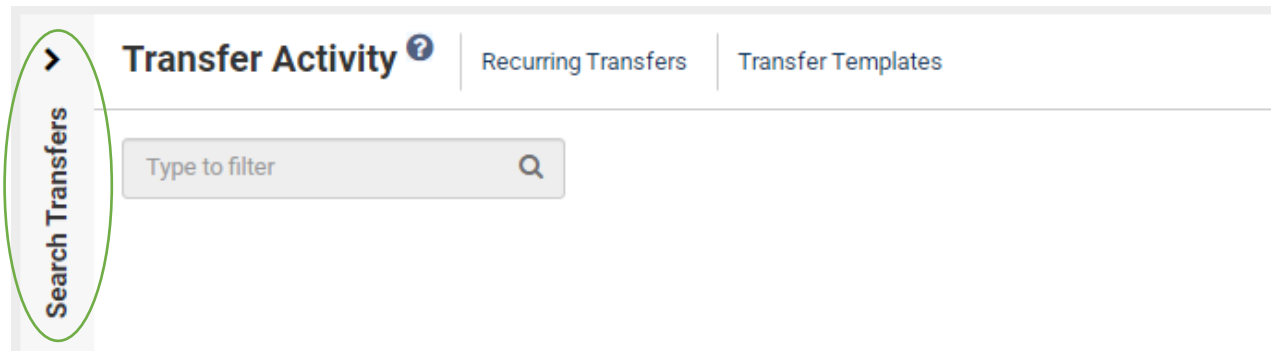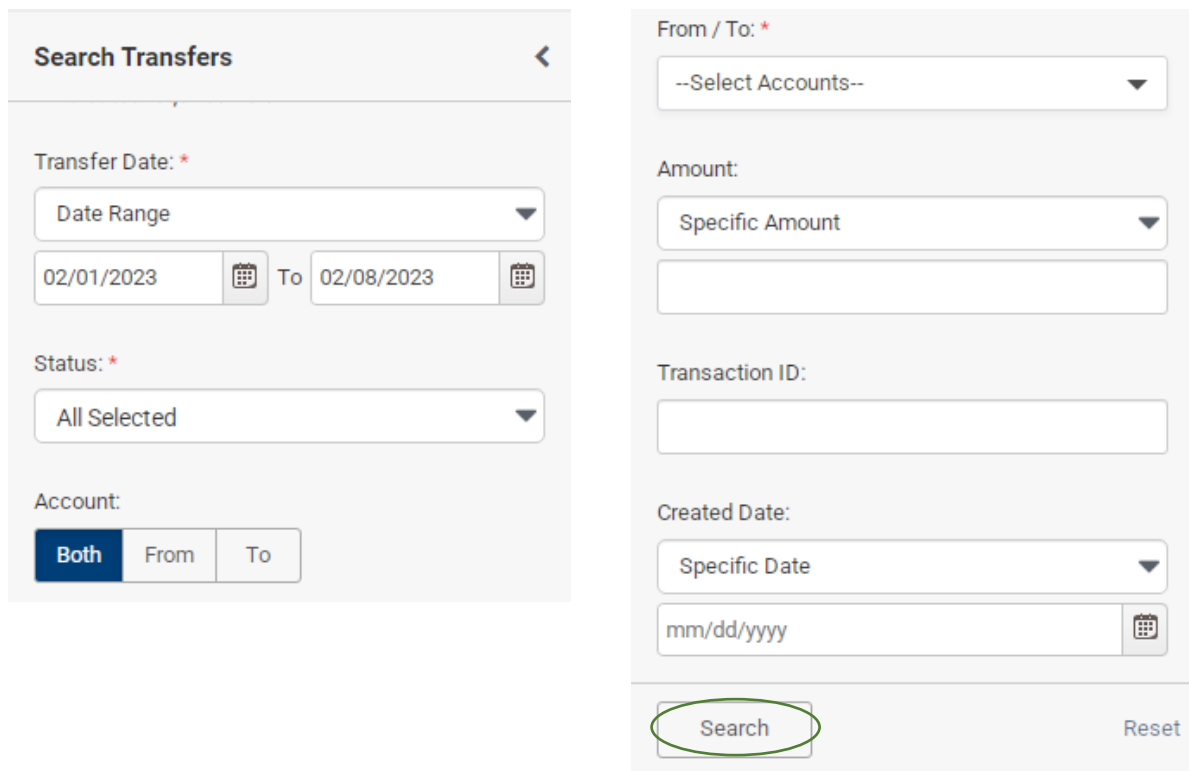
Transfer Activity

First, if additional approval is required for internal transfers, you will be able to approve these from this screen.
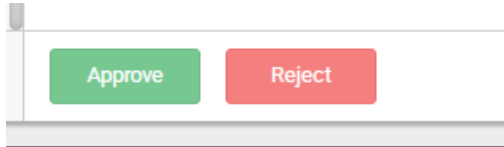
To search through previous transfers, click the arrow at the top left corner to expand the search options.

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

Recurring Transfers

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

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.

Review the information and click Confirm to complete.

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 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.