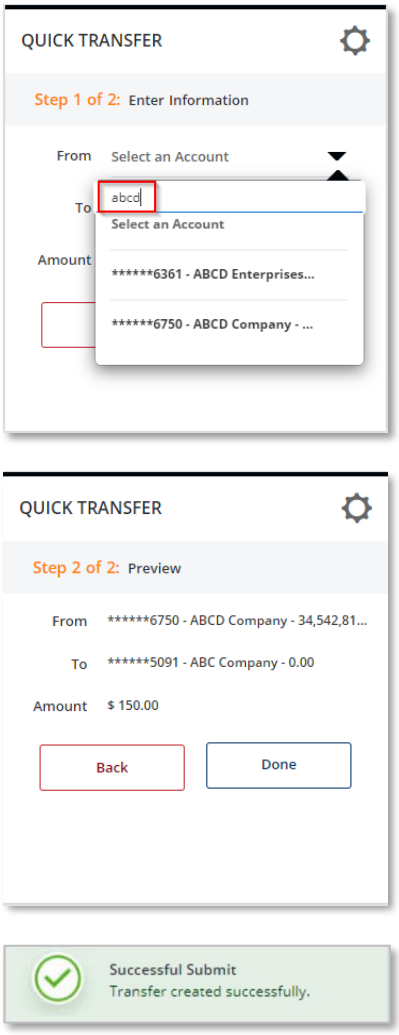
ACCOUNT TRANSFERS

Treasury Internet Banking's account transfer features offer several options for managing the movement of funds between your accounts. This guide reviews the Quick Transfer widget, creating single transfers, multi-entry transfers, and the reporting options.



USING THE QUICK TRANSFER WIDGET

STEP 1: TRANSFER FUNDS USING QUICK TRANSFER

The easiest way to perform a single transfer from one account to another is through the *Quick Transfer* widget on the Dashboard.

1. Use the dropdown lists to select the *To* and *From* different accounts. The convenient *'Smart Search'* feature allows you to search the list by account name or number.
2. Enter the *Amount*
3. Click *Next* to continue.
4. Review the entered transfer details on the Preview panel and click *Done*.

A *Successful Submit* message confirms the transfer creation.

You can view the status of the transfer on the *Transfer Center* screen available from the Transfers menu.

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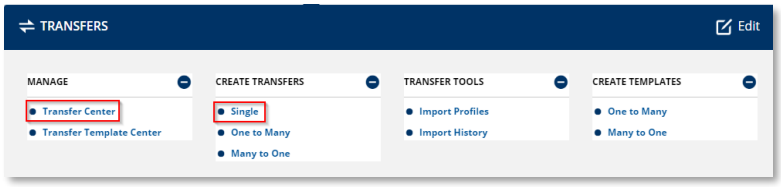

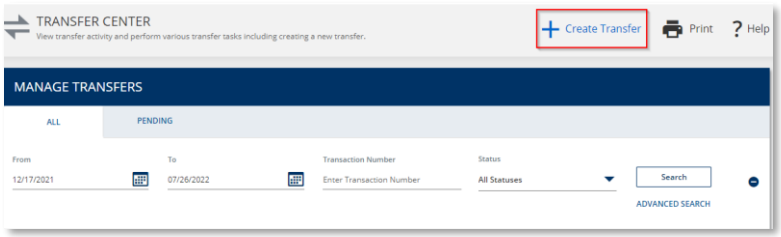

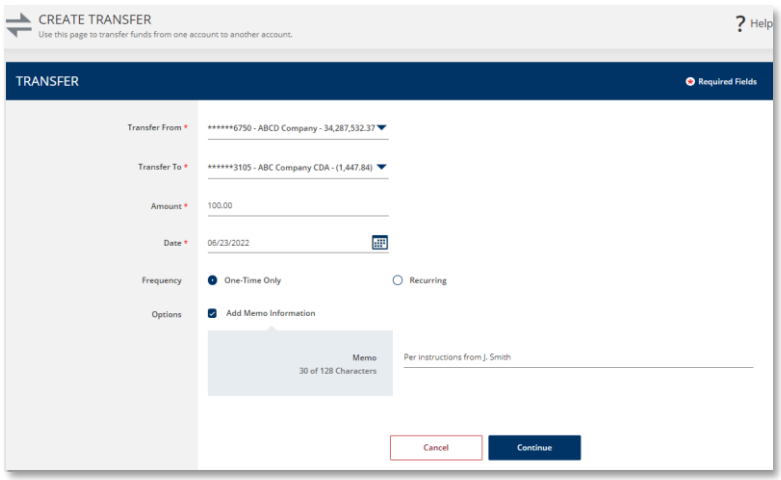

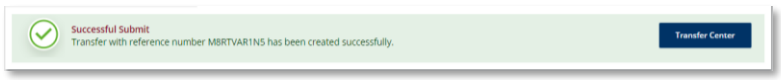

CREATING SINGLE TRANSFERS

STEP 2: TRANSFER FUNDS USING TRANSFER MENU OPTIONS.

For more additional account transfer options, simply select the option to create a *Single* transfer from the Transfers menu.

1. Navigate to Transfers from the menu options.
2. Under **Manage**, click *Transfer Center* and select *+Create Transfer* button from the top of the screen.
3. On the Create Transfer screen, select the *From* and *To* accounts and enter the Amount.

   The Date defaults to the current day's date, or the next business day on non-banking days. However, you may schedule transfers for up to 30 calendar days in the future.
4. The Frequency defaults to a single occurrence. Select the appropriate frequency option *One Time Only* or *Recurring* to set up repeating instances of the transfer.
5. The optional Memo field may be used to enter additional information pertaining to the transfer. This information is not sent to the bank with the transfer but is displayed in Treasury Internet Banking for future reference.
6. Click *Continue* to preview and *Submit* the transfer.

A *Successful Submit* message is displayed with the transfer reference number.

Click the *Transfer Center* button to review the status of the transfer.

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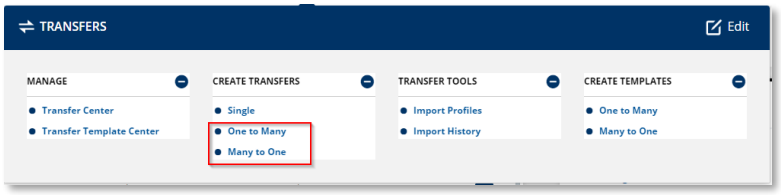


CREATING MULTI-ENTRY TRANSFERS

STEP 3: TRANSFER FUNDS USING MULTI-ENTRY TRANSFER MENU OPTIONS.

The multi-entry options provide a convenient way to transfer funds from one account to multiple accounts *(One to Many)*, and to transfer funds from multiple accounts to one account *(Many to One)*.

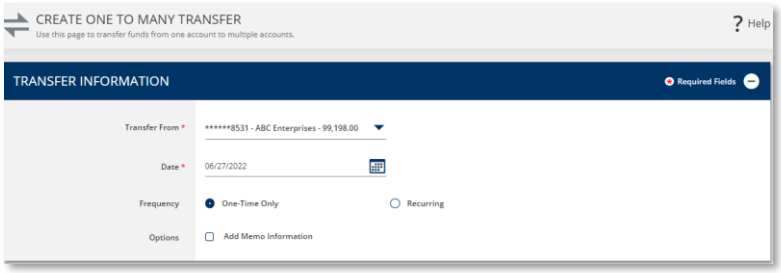
To use this option, select *One to Many* or *Many to One* from the *Transfers* menu.

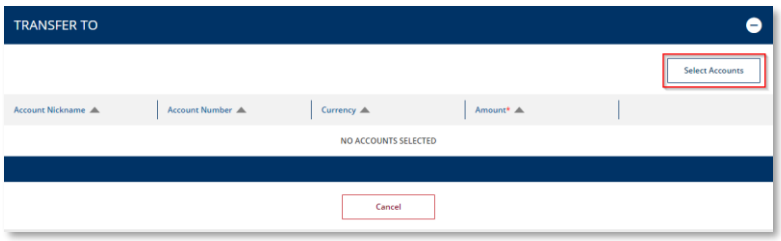
In this example we will review creating a **One to Many** transfer.

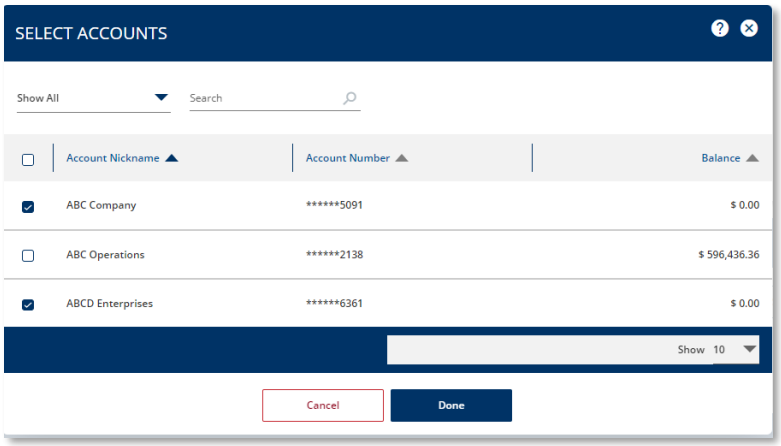
1. As with a Single Transfer, select the *From* account from the dropdown list.
2. Accept the default current day's *Date* or use the **calendar icon** to select a future date.

You may use the optional *Memo* feature to add additional information for future reference within the system.

3. Click the *Select Accounts* button to choose the credit accounts.







4. In the *Select Accounts* overlay, select the accounts to be included in the transfer.
5. Click *Done* to return to the entry screen.

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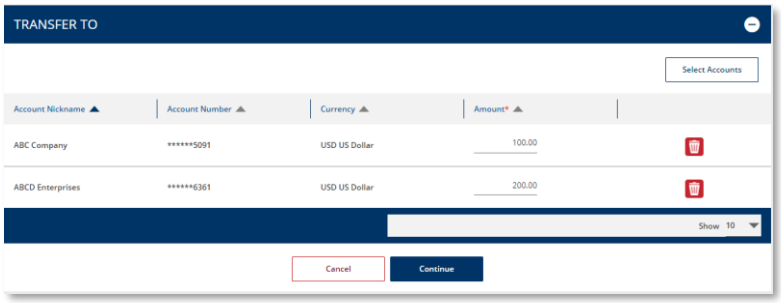

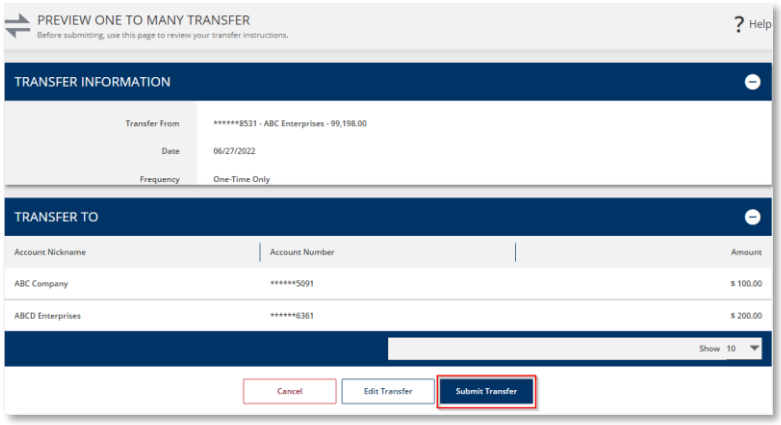

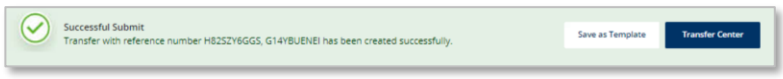

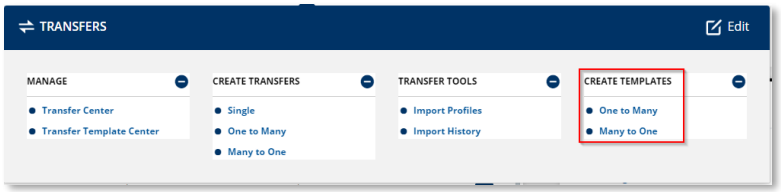

6. Enter the *Amounts* to be transferred to each of the selected accounts.
7. Use the *Select Account* button to include additional accounts if needed. Click the red *Delete* icon at the end of each row to remove an account from the transfer.
8. Click *Continue* and review the transfer instructions.
9. On the Preview screen, click *Submit Transfer* to create the transfers.

A *Successful Submit* message is displayed to confirm the transfers.

You can save this transfer as a template for future use by clicking *Save as Template*.

10. Click the *Transfer Center* button to view transaction details and status. Each of the one-to-many entries are processed as individual transfers, simplifying the reconcilement process between accounts.

CREATING TRANSFER TEMPLATES

STEP 4: TRANSFER FUNDS USING MULTI-ENTRY TRANSFER MENU OPTIONS.

Transfer templates are useful when you need to make frequent transfers to the same accounts. Templates contain static information, helping to reduce the risk of data entry errors while streamlining the transfer process.

1. Navigate to the *Transfers* menu and select *One to Many* or *Many to One* from the **Create Templates** section.
2. For **Single** transfer templates, use the *One to Many* option and select one credit account.

In this example, we'll review creating a One to Many template.

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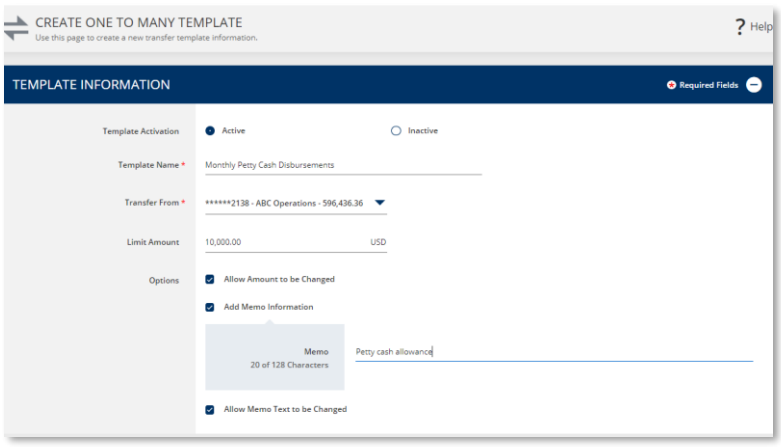


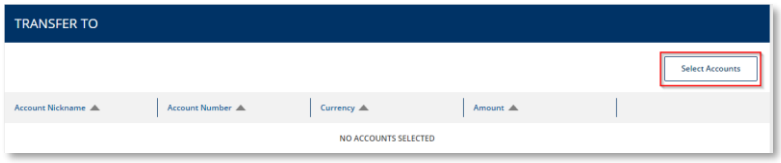
On the *Create* screen:

1. Leave *Template Activation* set to *Active* to start using the template immediately or select *Inactive* to prevent the template from being available for use.
2. Enter a unique *Template Name* and description. *For best practice, avoid using special characters.*
3. Select the *Transfer From* account.

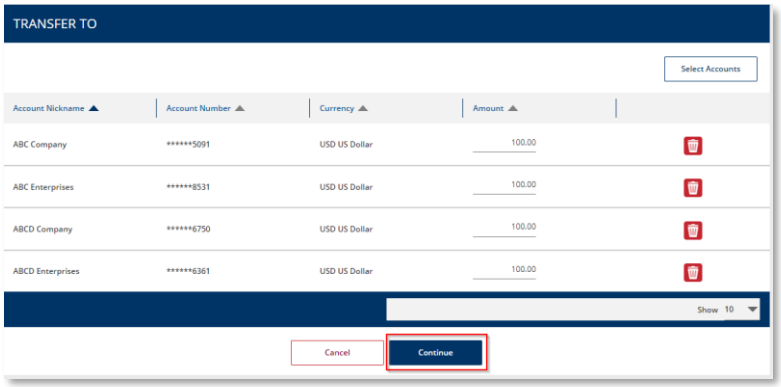
   Assigning an optional *Template Limit* provides an additional layer of security.

Within the **Options** section,

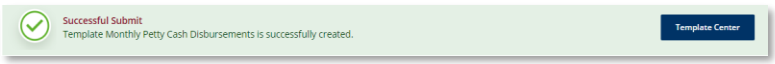
4. Select *Allow Amount to be Changed* if the amounts within the template may be entered or modified when the template is used.
5. Select *Add Memo Information* to enter reference information. This text is not sent to the bank when the transfers are processed.
6. Select *Allow Memo Text to be Changed* if the Memo text may be entered or modified when the template is used.



7. Click the *Select Accounts* button and select the required credit accounts from the Select Accounts overlay.
8. Click *Done* on the account list overlay to return to the template entry screen.



9. Enter the transfer *Amount* for each account or leave the field blank if you wish to add the amount at the time of creating the transfer.
10. When finished, click *Continue*, review the template on the Preview screen, and then click *Submit Template* to complete the process.



11. A *Successful Submit* message is displayed to confirm the template creation.
12. Click the *Template Center* button to view the status of the submitted template.

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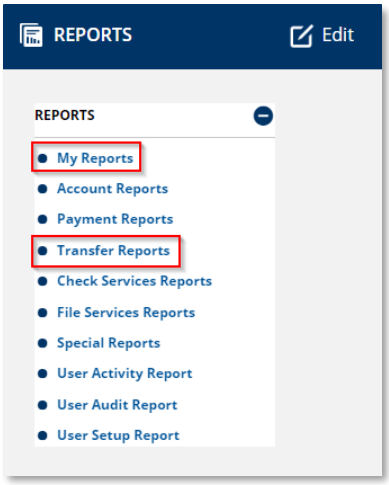

REPORTS

STEP 5: WHERE TO FIND TRANSFER REPORTS.

A variety of standard reports exist for prior day and current day information reporting.

1. Navigate to **Reports** on the main menu.
2. Select *Transfer Reports* from the *Reports* menu.

You may add your favorite standard and customized reports to the *My Reports* screen for quick and easy access.

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