### **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.

QUICK TRANSFER
Step 1 of 2: Enter Information
From Select an Account To Select an Account Amount +++++6361 - ABCD Enterprises +++++6750 - ABCD Company
QUICK TRANSFER
· · · · · · · · · · · · · · · · · · ·
Step 2 of 2: Preview
· · · · · · · · · · · · · · · · · · ·
Step 2 of 2: Preview
Step 2 of 2: Preview           From ******6750 - ABCD Company - 34,542,81
Step 2 of 2: Preview           From ******6750 - ABCD Company - 34,542,81           To ******5091 - ABCC Company - 0.00
Step 2 of 2: Preview           From ******6750 - ABCD Company - 34,542,81           To ******5091 - ABC Company - 0.00           Amount \$ 150.00

#### 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.

- 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*.

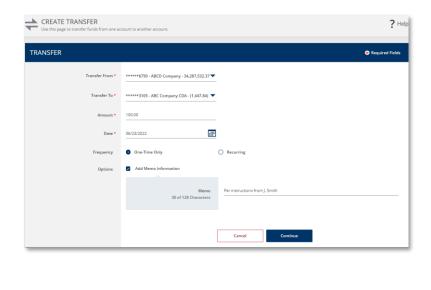
A *Successful Submit* message confirms the transfer creation.

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

QUICK REFERENCE GUIDE

MANAGE	CREATE TRANSFERS	TRANSFER TOOLS	CREATE TEMPLATES	
Transfer Center	Single	Import Profiles	One to Many	
Transfer Template Center	One to Many	Import History	Many to One	
	Many to One			

View transfer activ	CENTER vity and perform various transfer tasks in	cluding creating a new transfer.	+ Create Transfer	Print ? Hel
MANAGE TRAN	NSFERS			
ALL	PENDING			
From 12/17/2021	To 07/26/2022	Transaction Number	All statuses	eD SEARCH



$\oslash$	Successful Submit Transfer with reference number MBRTVARTNS has been created successfully.	Transfer Center

#### **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 nonbanking 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.
- 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.

**QUICK REFERENCE GUIDE** 

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MANAGE	CREATE TRANSFERS	TRANSFER TOOLS	CREATE TEMPLATES
Transfer Center	Single	Import Profiles	One to Many
<ul> <li>Transfer Template Center</li> </ul>	One to Many     Many to One	Import History	Many to One

CREATE ONE TO MANY TR Use this page to transfer funds from one ac		? Help
TRANSFER INFORMATION		🛛 Required Fields 😑
Transfer From *	******8531 - ABC Enterprises - 99,198.00	
Date *	06/27/2022	
Frequency	One-Time Only	Recurring
Options	Add Memo Information	

TRANSFER TO				•
				Select Accounts
Account Nickname 🔺	Account Number 🔺	Currency 🛦	Amount* 🔺	
		NO ACCOUNTS SELECTED		
		Cancel		
SELECT ACCOU	JNTS			<b>?</b> ×
Show All	▼ Search	Q		
Account Nick	kname 🔺	Account Number 🔺		Balance 🔺
ABC Compar	y	*****5091		\$ 0.00

SELECT ACCOUNTS		<b>? 3</b>
Show All	Search O	
Account Nickname	Account Number 🔺	Balance 2
ABC Company	*****5091	\$ 0.

\*\*\*\*\*2138

\*\*\*\*\*6361

Cancel

# TRANSFER MENU OPTIONS.

STEP 3: TRANSFER FUNDS USING MULTI-ENTRY

**CREATING MULTI-ENTRY TRANSFERS** 

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.

 $\sim$ 

ABC Operations

ABCD Enterprises

\$ 596,436.36

Show 10

\$ 0.00

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Enter the Amounts to be transferred to each of the selected accounts.

? Help

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\$ 100.00

\$ 200.00

v 10 🐨

Transfer Ce

Save as Ter

- 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.

#### 🗹 Edit MANAG CREATE TRANSFERS TRANSFER TOOLS 0 CREATE TEMPLATES 0 Import Profiles • One to Many Transfer Cente • Single Transfer Template Center One to Many Import History Many to One Many to One

Edit Tra

#### **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.

TRANSFER TO				-
				Select Accounts
Account Nickname 🔺	Account Number 🔺	Currency 🔺	Amount* 🔺	
ABC Company	*****5091	USD US Dollar	100.00	Ŵ
ABCD Enterprises	*****6361	USD US Dollar	200.00	Ŵ
				Show 10 🔻
		Cancel	Continue	

\*\*\*\*\*\*8531 - ABC Enterprises - 99.198.00

++++++6261

Cancel

ber H82SZY6GGS. G14YBUENEI has been created suc

05/27/2022

One-Time Only

PREVIEW ONE TO MANY TRANSFER

Date

TRANSFER INFORMATION

Successful Submit

TRANSFER TO

ABC Company

ABCD Enterprise

# **TREASURY INTERNET BANKING**

**QUICK REFERENCE GUIDE** 

Use this page to create a new transfer temp		? Help
TEMPLATE INFORMATION		😪 Required Fields 😑
Template Activation	Active     Inactive	
Template Name *	Monthly Petty Cash Disbursements	
Transfer From *	******2138 - ABC Operations - 596,436.36 🔻	
Limit Amount	10,000.00 USD	
Options	Allow Amount to be Changed	
	Add Memo Information	
	Memo Petty cash allowance 20 of 128 Characters	
	Allow Memo Text to be Changed	

TRANSFER TO				
				Select Accounts
Account Nickname 🔺	Account Number 🔺	Currency 📥	Amount 🔺	
		NO ACCOUNTS SELEC	CTED	
TRANSFER TO				
				Select Accounts
Account Nickname	Account Number 🔺	Currency 🛦	Amount 🔺	
ABC Company	*****5091	USD US Dollar	100.00	Ŵ
ABC Enterprises	******8531	USD US Dollar	100.00	Ŵ
ABCD Company	*****6750	USD US Dollar	100.00	Ŵ
ABCD Enterprises	******6361	USD US Dollar	100.00	Ŵ
				Show 10 🔻
		Cancel	Continue	
Successful Subm Template Month	<b>iit</b> ly Petty Cash Disbursements is	successfully created.		Template Center

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.

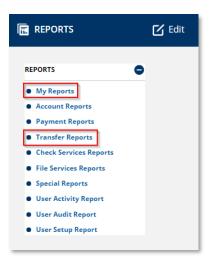
Assigning an optional *Template Limit* provides an additional layer of security.

#### 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.

## **TREASURY INTERNET BANKING**

QUICK REFERENCE GUIDE



#### 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.