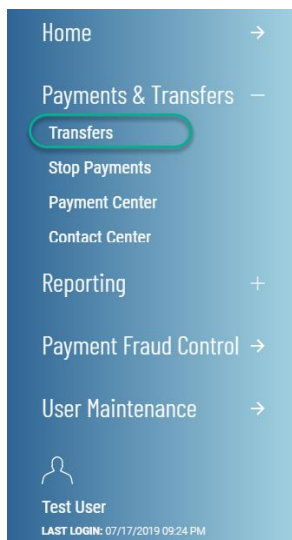


Quick Reference Guide – Transfers

The Transfers workspace provides you the ability to initiate, view and manage account transfers for one time use or for recurring purpose. There is also the ability for you to create and manage Transfer Templates for the convenience of future reuse.

To access the Transfers workspace, open the left navigation menu, click to expand the Payments & Transfers menu, then select the Transfers link.



View Transfer(s)

The Transfer list view widget, which is pinned to the workspace, provides a list of transfer records that have been submitted on accounts you have permissions to. These include both processed and pending transfers that may be one-time or recurring. Recurring transfers are shown in a separate list view, click on the + to expand the Recurring Transfer list view.

The screenshot shows the 'Transfers' workspace interface. At the top, there is a header 'Transfers' and an 'Add Widget' button. Below the header, there is a section titled 'TRANSFERS' with an 'Initiate Transfer(s)' button and a search bar. A table of transfer records is displayed with the following columns: ALL, ACTIONS, STATUS, FROM ACCOUNT, FROM ACCOUNT NAME, TO ACCOUNT, and TO ACCOUNT NAME. The table contains six rows of data. Below the table, there are 'APPROVE' and 'REJECT' buttons, and a pagination control showing 'VIEW 1-5 OF 151' and 'DISPLAY 5'.

ALL	ACTIONS	STATUS	FROM ACCOUNT	FROM ACCOUNT NAME	TO ACCOUNT	TO ACCOUNT NAME
<input type="checkbox"/>	...	Canceled	10010001	AAA	36254512	Building Loan
<input type="checkbox"/>	...	Canceled	10010001	AAA	36254512	Building Loan
<input type="checkbox"/>	...	Canceled	10010001	AAA	36254512	Building Loan
<input type="checkbox"/>	...	No Approval Required	36254512	Building Loan	8758888	My Savings
<input type="checkbox"/>	...	Canceled	10010001	AAA	36254512	Building Loan

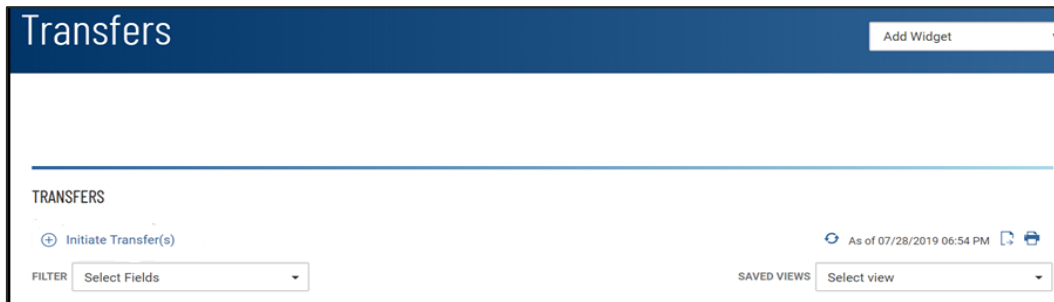
Quick Reference Guide – Transfers

<input type="checkbox"/>	Actions	From Ac...	To Acco...	Created ...	Amount	Next Date	Memo	Schedule	
<input type="checkbox"/>	Delete	1234567...	23235252	Admin1	200.00	07/30/20...		Weekly every week on Tuesd 12/17/2018 until cancelled.	
<input type="checkbox"/>	Delete	1234567...	1231231...	Admin1	500.00	12/01/20...		Monthly on the 1st and 15th 12th month from 12/31/2018 cancelled.	
<input type="checkbox"/>	Delete	1231231...	23235252	Admin1	500.00	07/29/20...		Weekly every week on Mon 01/07/2019 until cancelled.	
<input type="checkbox"/>	Delete	10010003	7777	Admin1	258.99	08/12/20...		Weekly every 3 weeks on Mon from 03/18/2019 until cancel	
<input type="checkbox"/>	Delete	10010003	7777	Admin1	258.99	08/12/20...		Weekly every 3 weeks on Mon from 03/18/2019 until cancel	

As with standard capabilities, the list view(s) in Transfers can be personalized by you – sort data in a column, display desired columns, arrange order of columns and filter data. You can save multiple personalized views for later use. Data can be printed and exported.

To initiate transfer(s)

Click on Initiate Transfer(s) link:



Quick Reference Guide – Transfers

You have the ability to initiate a single or multiple transfers that may be one-time or recurring. Optional information on the input form are called out, the rest are required.

To initiate multiple transfers, enter the desired number of transfers to add. Click X to remove a unneeded input form –

View Transfer Templates

The Transfer Templates list view provides a list of transfers templates that have been created on accounts you have permissions to. You may create new, view and manage existing transfer templates from this list view.

TRANSFER TEMPLATES						
Create New Template		As of 08/28/2019 01:11 PM				
						Filter Refresh Print Download
SELECT	ACTIONS	TEMPLATE NAME	FROM ACCOUNT NAME	FROM ACCOUNT NUMBER	TO ACCOUNT NAME	TO ACCOUNT NUMBER
<input type="checkbox"/>	...	Template from BFS	Capital Account	123456789	Operating Account	10010001
<input type="checkbox"/>	...	Confirmation Message 2	Operating Account	10010001	First Account	123123123
<input type="checkbox"/>	...	Press Suit	Operating Account	10010001	Capital Account	123456789
<input type="checkbox"/>	...	Just Once	Capital Account	123456789	Building Account	23235252

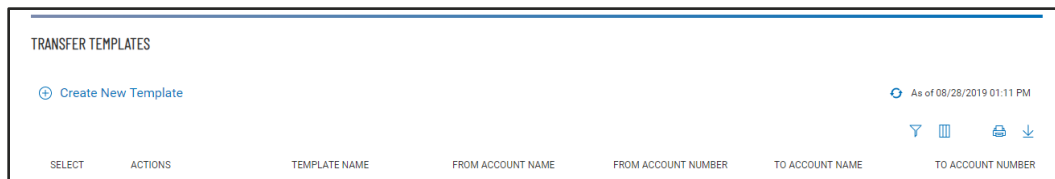
[Delete](#)
 VIEW 1-4 OF 4

DISPLAY All 1

Quick Reference Guide – Transfers

Create Transfer Template

Click on the Create New Template link:



Optional information on the input form are called out, the rest are required. "Clear" resets the input form –

The screenshot shows the "Create New Template" form. At the top left is a back arrow and the text "Create New Template". At the top right is "0.00 USD". The form has several fields: "Template Name" (text input), "FROM ACCOUNT" (dropdown menu), "TO ACCOUNT" (dropdown menu), "TRANSFER DATE" (calendar icon, value "07/28/2019"), "AMOUNT" (text input, value "0.00", with "Optional" text next to it), and "MEMO" (text input, with "Optional" text next to it). There is a "Clear" button next to the amount field. At the bottom, there is a summary bar showing "0.00 USD on 07/28/2019" and two buttons: "SAVE" and "CANCEL".

Alternatively, a transfer template can be created while initiating a transfer –

The screenshot shows the "Initiate Transfer(s)" form. At the top left is a back arrow and the text "Initiate Transfer(s)". At the top right is "\$0.00" and "(1) TRANSFERS". The form has several fields: "FROM ACCOUNT" (dropdown menu), "TO ACCOUNT" (dropdown menu), "TRANSFER DATE" (calendar icon, value "02/02/2020"), "AMOUNT" (text input, value "\$", with a currency symbol icon), "MEMO" (text input, with "Optional" text next to it), and a checkbox labeled "MAKE THIS A RECURRING TRANSFER". Below these is a section for "ADDITIONAL TRANSFERS" with a minus sign, the number "1", and a plus sign. At the bottom, there is a summary bar showing "\$0.00 (1) Transfers" and a button labeled "Save as a Template" with a square icon. Below that are two buttons: "INITIATE" and "cancel".