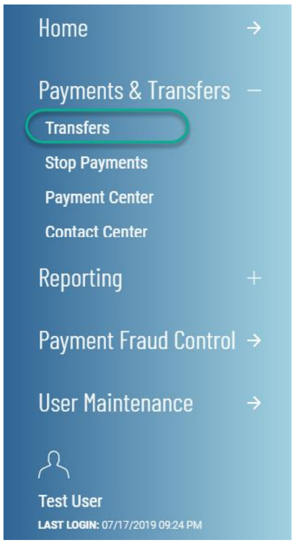
Quick Reference Guide – Transfers

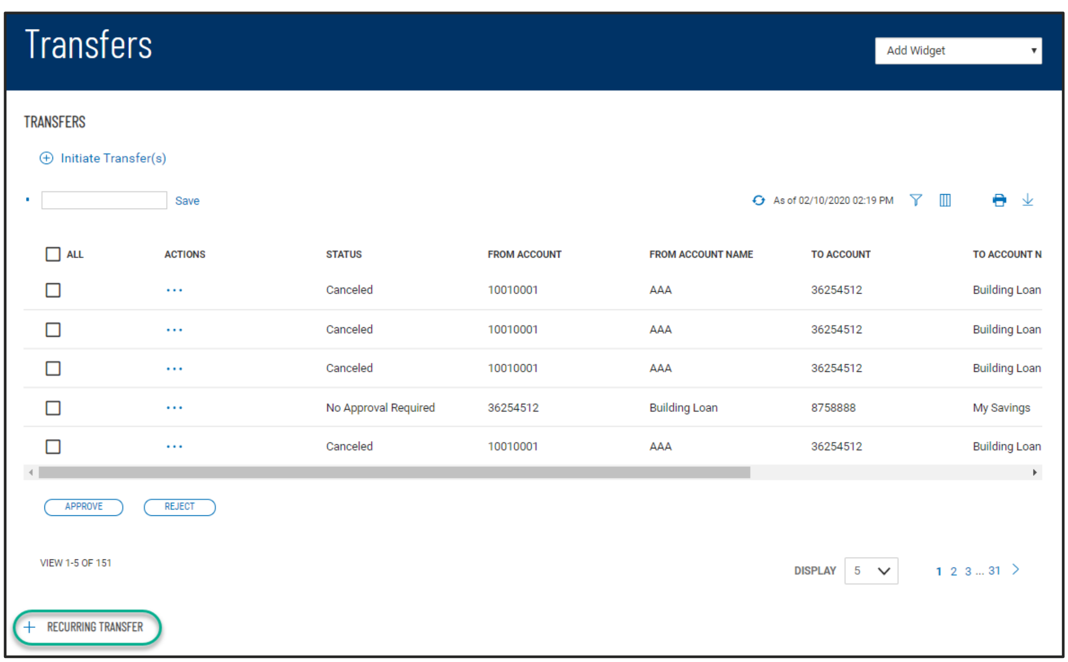
The Transfers workspace provides you the ability to initiate, view and manage account transfers for one time use or for recurring purpose. There is also the ability for you to create and manage Transfer Templates for the convenience of future reuse.

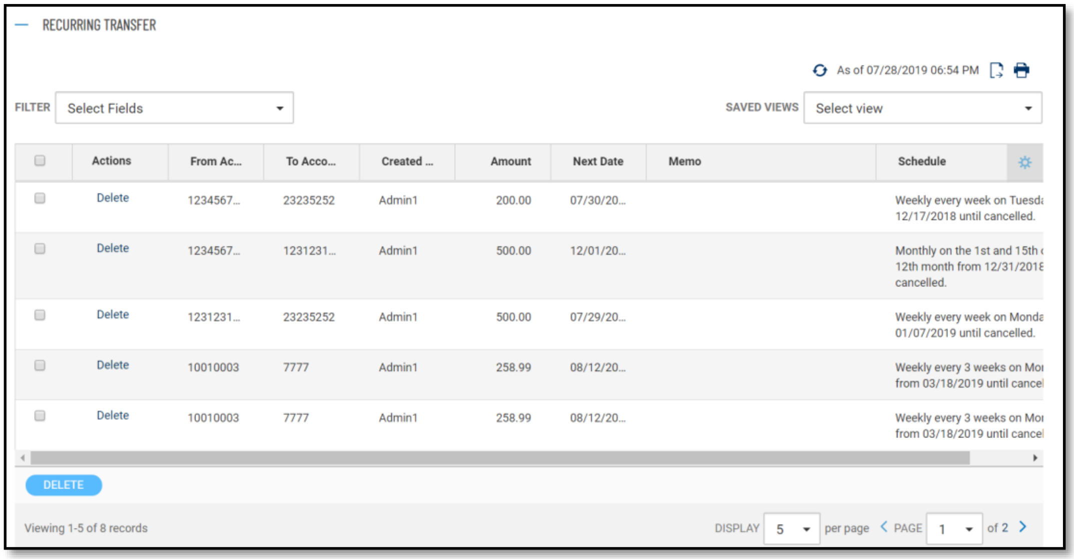
To access the Transfers workspace, open the left navigation menu, click to expand the Payments & Transfers menu, then select the Transfers link.



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 expend the Recurring Transfer list view.

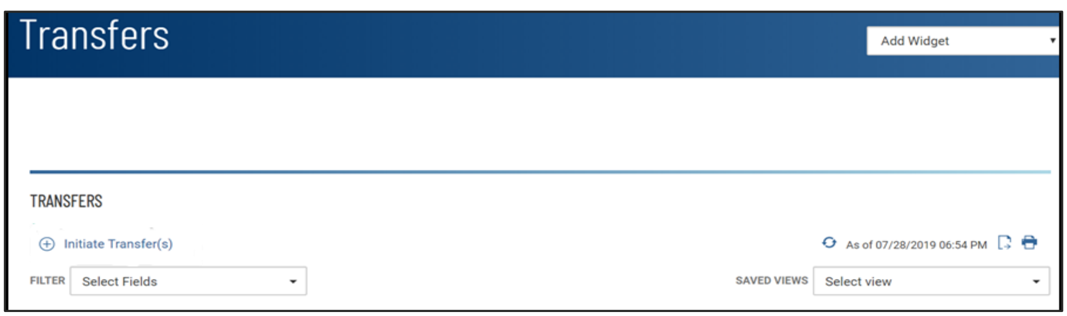




As with standard capabilities, the list view(s) in Transfers can be personalized by you – sort data in a column, display desired columns, arrange order of columns and filter data. You can save multiple personalized views for later use. Data can be printed and exported.

To initiate transfer(s)

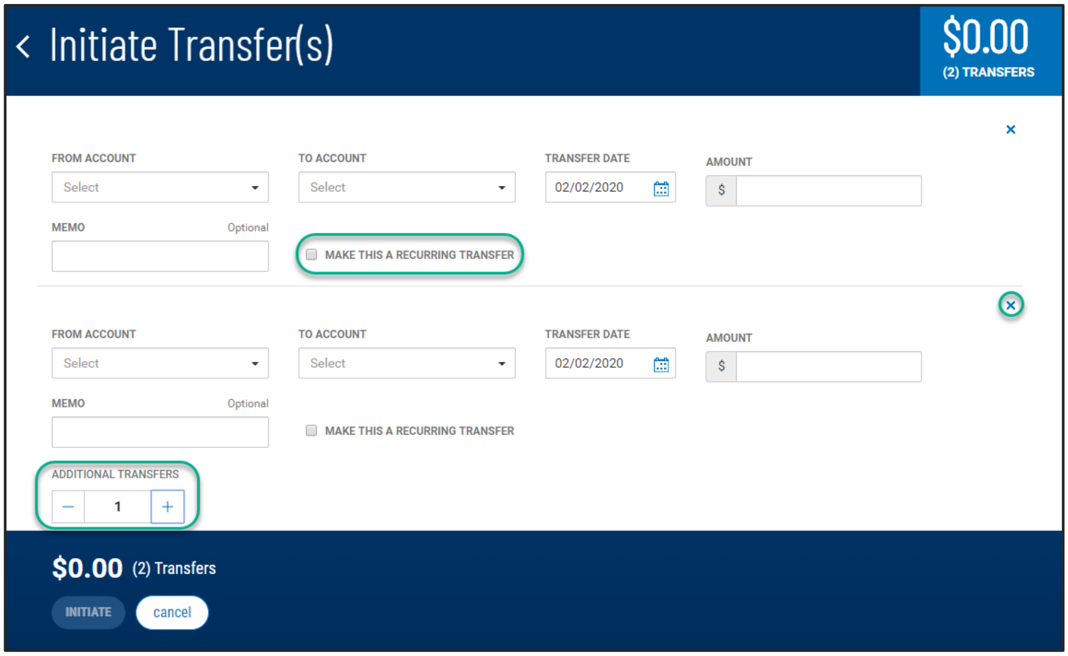
Click on Initiate Transfer(s) link:



Quick Reference Guide – Transfers

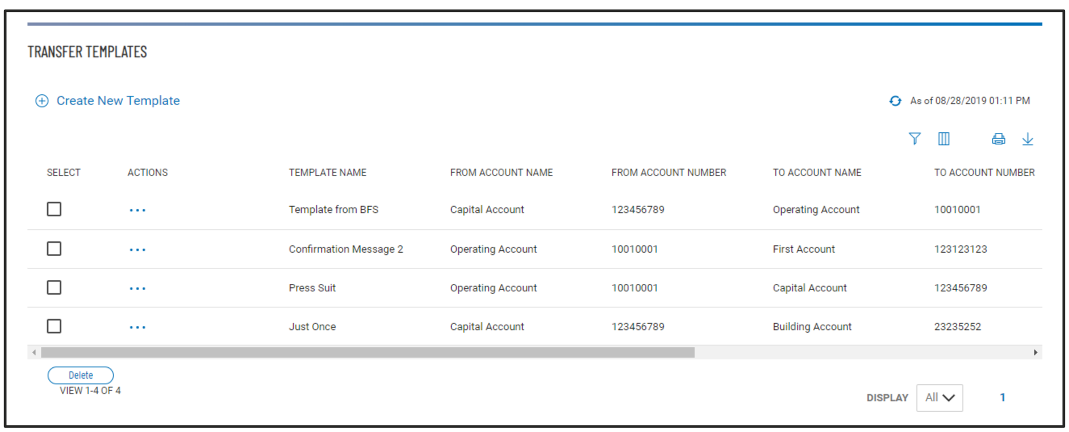
You have the ability to initiate a single or multiple transfers that may be one-time or recurring. Optional information on the input form are called out, the rest are required.

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



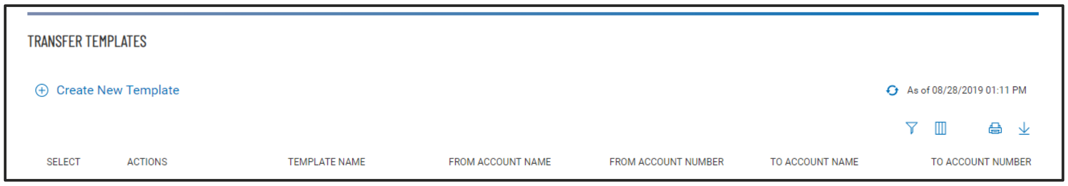
View Transfer Templates

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.

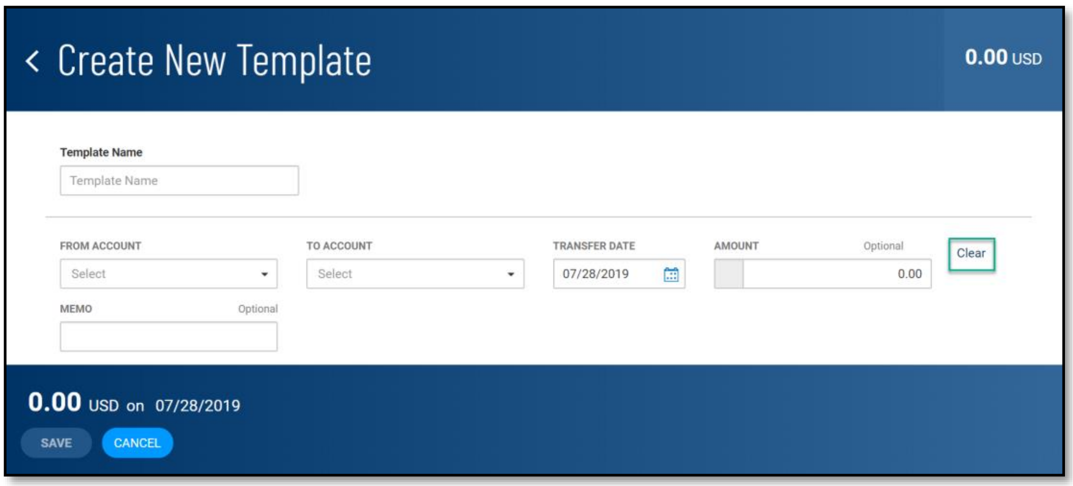


Create Transfer Template

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 –



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