

TREASURY MANAGEMENT

QUICK REFERENCE GUIDE

TRANSFER TEMPLATES


Users can create and save transfer templates to quickly initiate internal transfers. Templates can be set up to fund transfers from one account to another, from one account to multiple accounts, or multiple accounts to one account.



USER ENTITLEMENTS

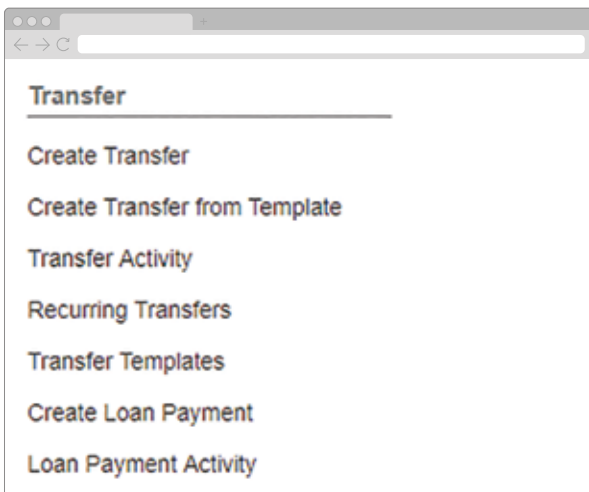
USER INFORMATION • TRANSFER ENTITLEMENTS

Entitlements for a desktop user can be updated by accessing their User Information page and selecting the **Transfers** tab.

 **TIP: Create Transfer entitles a user to create a transfer manually or by initiating a template from their template list.**

NAVIGATION

The Transfers menu within the Payments section of the main navigation menu provides quick access to templates.



CREATE A TEMPLATE


1. Select **Transfer Templates**.
2. From the Transfer Templates list page select the **Create New Template** button.

APPROVE A TEMPLATE

1. Select **Transfer Templates**.
2. Click the **Actions** drop-down for the template and select **Approve** or **Reject**.

OR

Click the template name to navigate to the **Template Details** page and select the **Approve** or **Reject** button.

 **IMPORTANT:** When creating a transfer from a template, any changes made to the template will only apply to that specific transfer. To save changes to a template, select **Edit** from the **Actions** drop-down for that template.

MAKE A TRANSFER USING A TEMPLATE

1. Select **Create Transfer** from **Template**.
2. Select the **check box** for the template that you want to initiate.

OR

Select **Transfer Templates**. Then click the **Actions** drop-down for the template that you want to initiate and select **Initiate**.

KEY THINGS TO KNOW

- ✔ Templates will be available on the Transfer Templates page to all users that have Transfer Template entitlements for every account in the template.
- ✔ Changes cannot be made to a template while it is pending approval.
- ✔ When initiating a transfer from a template the user can update the Amount, Frequency, Transfer Date and memo fields for that payment.
- ✔ One template can be selected per initiation.