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 and 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.

Transfer/Loan Payment Entitlements

	Account Name	Create Internal Transfer/Loan Payment	Edit Internal Transfer/Loan Payment	Delete Internal Transfer/Loan Payment	Approve Internal Transfer/Loan Payment	Create Internal Transfer Template	Edit Internal Transfer Template	Delete Internal Transfer Template	Approve Internal Transfer Template
Toggle all		☐	☐	☐	☐	☐	☐	☐	☐
Toggle row	xxxxx5080	☑	☑	☑	☑	☑	☑	☑	☑
Toggle row	xxxxx5196	☐	☐	☐	☐	☐	☐	☐	☐

⚠ The save button below applies to the current tab only. Once all tabs have been completed and saved, click the submit button at the top of the page.

[Save Changes]   Reset

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Treasury Management

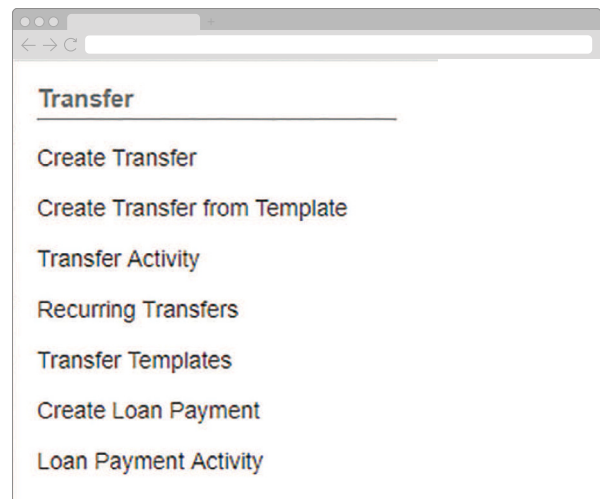## Quick Reference Guide:
Transfer Templates

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.

Transfer

Create Transfer

Create Transfer from Template

Transfer Activity

Recurring Transfers

Transfer Templates

Create Loan Payment

Loan Payment Activity

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.

⚠️ **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.

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.

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