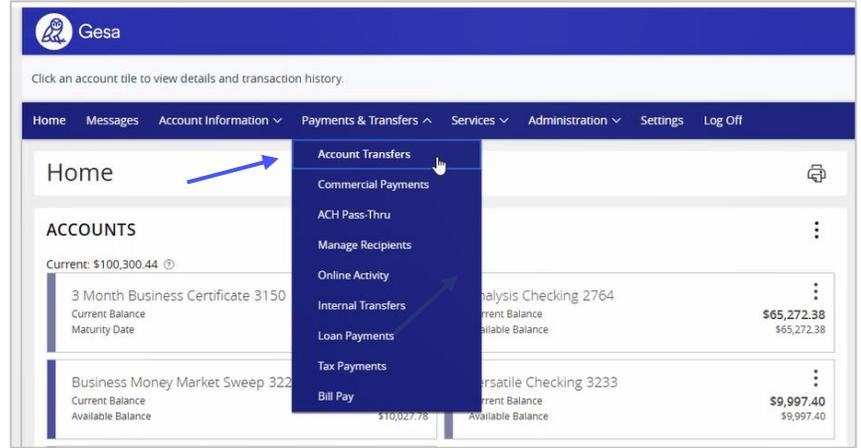


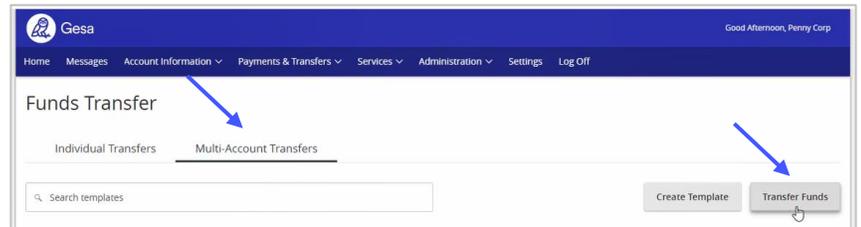


Transfer Funds

1. Select the "Transfers & Payments" menu, then select "Account Transfers".



2. Select the "Multi-Account Transfers" tab.
3. Select "Transfer Funds".



4. Click the "Use same Date for all transfers" check box to automatically set the same date for all transfers being initiated.

Or leave the "Use same Date for all transfers" check box unselected to individually set the date for each transfer.

Optional: Enter a memo and click "Push Memo to All" to automatically push the same memo to all transfers listed.





Multi-Transfers

5. Select the "From" and "To" Account for each transfer.
6. Enter the "Amount" for each transaction.
7. Select a "Transfer Date".

From Account	To Account	Amount	Transfer Date
<input type="text" value="Search by name or number"/>	<input type="text" value="Search by name or number"/>	\$ <input type="text" value="0.00"/>	<input type="text" value=""/>
<input type="text" value="Search by name or number"/>	<input type="text" value="Search by name or number"/>	\$ <input type="text" value="0.00"/>	<input type="text" value=""/>
<input type="text" value="Search by name or number"/>	<input type="text" value="Search by name or number"/>	\$ <input type="text" value="0.00"/>	<input type="text" value=""/>

\$0.00
3 transfers

Cancel Submit

8. Review the information on the screen for accuracy, and select "Submit".

Note: Funds transfers are processed in the order that they appear on the screen.

Memo
 Push Memo to All

Transfers (3)

From Account	To Account	Amount	Transfer Date
<input checked="" type="checkbox"/> This payment is valid. Analysis Checking XXXXXXXX2764 \$65,272.38	Business Money Market Sweep XXXXXXXX3225 \$10,027.78	\$ <input type="text" value="100.00"/>	<input type="text" value="09/13/2024"/>
Versatile Checking XXXXXXXX3233 \$9,997.40	Business Money Market Sweep XXXXXXXX3225 \$10,027.78	\$ <input type="text" value="200.00"/>	<input type="text" value="09/12/2024"/>
Business Money Market XXXXXXXX3142 \$2,502.68	Analysis Checking XXXXXXXX2764 \$65,272.38	\$ <input type="text" value="300.00"/>	<input type="text" value="09/11/2024"/>

\$600.00
3 transfers

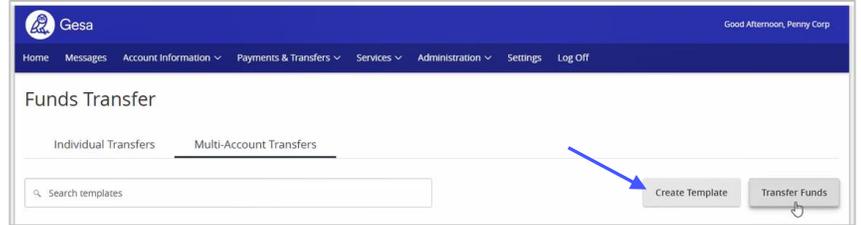
Cancel Submit





Creating a Template

9. To create a transfer template, select "Create Template".



10. Enter the "Template Name".

11. Select the link below "Template Access Rights" to designate the users who should have access to the template.



12. Select the "From" and "To" Account for each transfer.

13. Enter the "Amount" for each transaction.

14. Review the information for accuracy. Then select "Save".

Note: Funds transfers are processed in the order that they appear on the screen.

