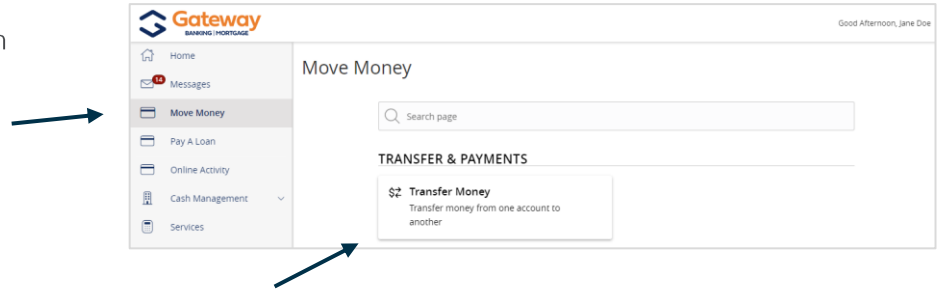


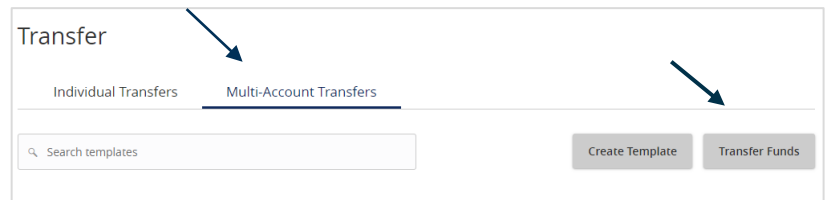
Transfer Funds

1. Select the 'Move Money' menu, then select 'Transfer Money'.



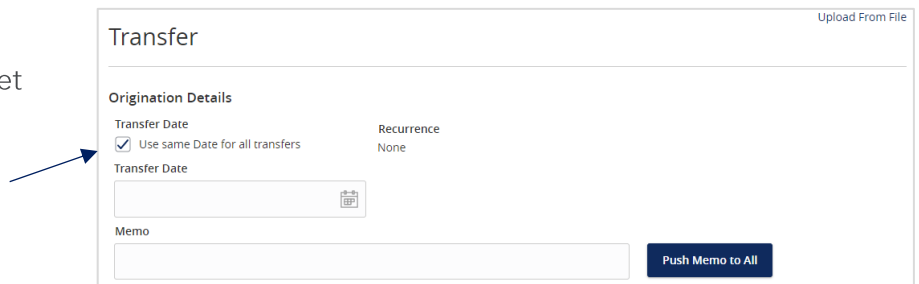
2. Select the 'Multi-Account Transfers' tab.

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.



5. Select the 'From' and 'To' Account for each transfer.
6. Enter the Amount for each transaction.

From Account	To Account	Amount	
INTERNAL ACCTS *****3514 \$33.35	Biz XYZ *****3874 \$4,760.04	\$ 1.00	⋮
INTERNAL ACCTS *****4683 \$66.31	BUS CHECKING(AA) - NP *****1129 \$12,864.26	\$ 1.00	⋮
Search by name or num	Search by name or num	\$ 0.00	⋮

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



Origination Details

Transfer Date
☒ Use same Date for all transfers

Recurrence
None

Transfer Date

Memo

Sample Memo

Push Memo to All

- 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.

Origination Details

Transfer Date
☒ Use same Date for all transfers

Recurrence
None

Transfer Date

Memo

Sample Memo

Push Memo to All

Transfers (3)

Find accounts in transfer

From Account	To Account	Amount	
INTERNAL ACCTS *****3514 \$33.35	Biz XYZ *****3874 \$4,760.04	\$ 1.00	⋮
INTERNAL ACCTS *****4683 \$66.31	BUS CHECKING(AA) - NP *****1129 \$12,864.26	\$ 1.00	⋮
Search by name or num	Search by name or num	\$ 0.00	⋮

+ Add another transfer

\$2.00
3 transfers

Cancel

Submit

Creating a Template

- To create a transfer template, select 'Create Template'

Transfer

Individual Transfers

Multi-Account Transfers

Search templates

Create Template

Transfer Funds

10. Enter the 'Template Name'

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

Transfer

Template Properties

Template Name

Template Access Rights

7 of 7 user roles selected

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

13. Enter the Amount for each transaction.

From Account	To Account	Amount
BUS CHECKING(AA) - NP *****1129 \$12,864.26	INTERNAL ACCTS *****3514 \$33.35	\$ 1.00
BUS CHECKING(AA) - NP *****3164 \$40,821.42	Biz XYZ *****3874 \$4,760.04	\$ 1.00
Search by name or num	Search by name or num	\$ 0.00

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

Template Properties

Template Name

Template Access Rights

7 of 7 user roles selected

Origination Details

Memo

Push Memo to All

15. Review the information for accuracy. Then select 'Save'

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

Template Properties

Template Name

Template Access Rights

7 of 7 user roles selected

Origination Details

Memo

Push Memo to All

Transfers (3)

Find accounts in transfer

From Account	To Account	Amount
BUS CHECKING(AA) - NP *****1129 \$12,864.26	INTERNAL ACCTS *****3514 \$33.35	\$ 1.00
BUS CHECKING(AA) - NP *****3164 \$40,821.42	Biz XYZ *****3874 \$4,760.04	\$ 1.00
Search by name or num	Search by name or num	\$ 0.00

+ Add another transfer

\$2.00

3 transfers

Cancel

Save