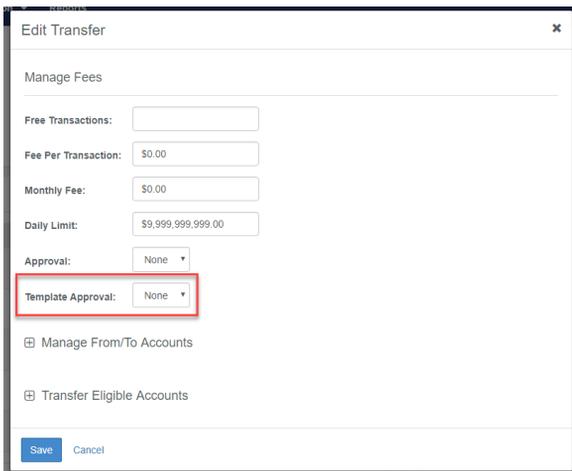Users can create and save transfer templates to quickly initiate internal transfers. Templates can be set up to fund transfers from one account to another, from one account to multiple accounts, or multiple accounts to one.

COMPANY CONFIGURATION - APPROVALS

Company Details • Product Features • Transfers

To set the number of approvers required for a newly created template:

1. Select a company from the Company Search

2. Navigate to their Company Details page and select the Transfers link in the Product Configuration widget.

3. The Number of template approvers can be set at one, two or three.

TIP: Changes to the Template Approval setting will not impact the Company's approval requirements when initiating a transfer.

USER ENTITLEMENTS

Entitlements for a channel user can be updated in Back Office or Channel by accessing their User Information page and selecting the Transfers tab.

User Information • Transfer Entitlements

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 has been updated for quick access to templates.

Main Navigation Menu • Payments • Transfer

Transfer

Create Transfer

Create Transfer from Template

Transfer Activity

Recurring Transfers

Transfer Templates

CAUTION: When creating a transfer from a template, any changes made to the template will only apply to that transfer. To save changes to a template select Edit from the Actions dropdown for that template.

To Create a Template

1. Select Transfer Templates.

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

To Approve a Template

1. Select Transfer Templates.

2. Click the Actions drop down for the template and select Approve or Reject.

> or

3. Click the template name to navigate to the Template Details page.

4. Select the Approve or Reject button.

To Make a Transfer Using a Template

1. Select Create Transfer from Template.

2. Select the checkbox for the template that you want to initiate.

> Or

3. Select Transfer Templates.

4. Click the Actions dropdown for the template that you want to initiate.

5. Select Initiate.

KEY THINGS TO KNOW

1. Templates will be available on the Transfer Templates page to all users that have Transfer Template entitlements for every account in the template.

2. Changes cannot be made to a template while it is pending approval.

3. When initiating a transfer from a template the user can update the Amount, Frequency, Transfer Date and memo fields for that payment.

4. One template can be selected per initiation.