

EASTERN TREASURY™

# Transfers Management Quick Reference Guide

January 2019



## TRANSFERS MANAGEMENT

The Transfers Management Workspace is available from the Payments & Transfers menu. It allows you to create and manage

- single transfers
- multiple (one-to-one) transfers
- one-to-many transfers
- many-to-one transfers
- Quick Transfer
- transfer templates
- recurring transfers based on templates

A transfer is a simple transfer of money between two accounts. You can choose to create a single transfer or multiple transfers by choosing the **Single** or **Multiple** option

- A **many-to-one transfer** lets you transfer money from several different accounts to a single account.
- A **one-to-many transfer** lets you transfer money from one account to several different accounts.

### CREATE A SINGLE TRANSFER

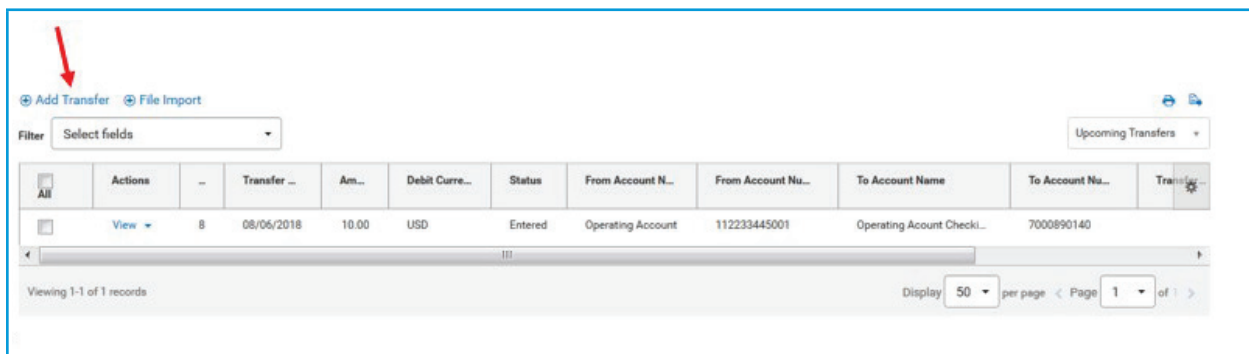
To create a transfer payment:

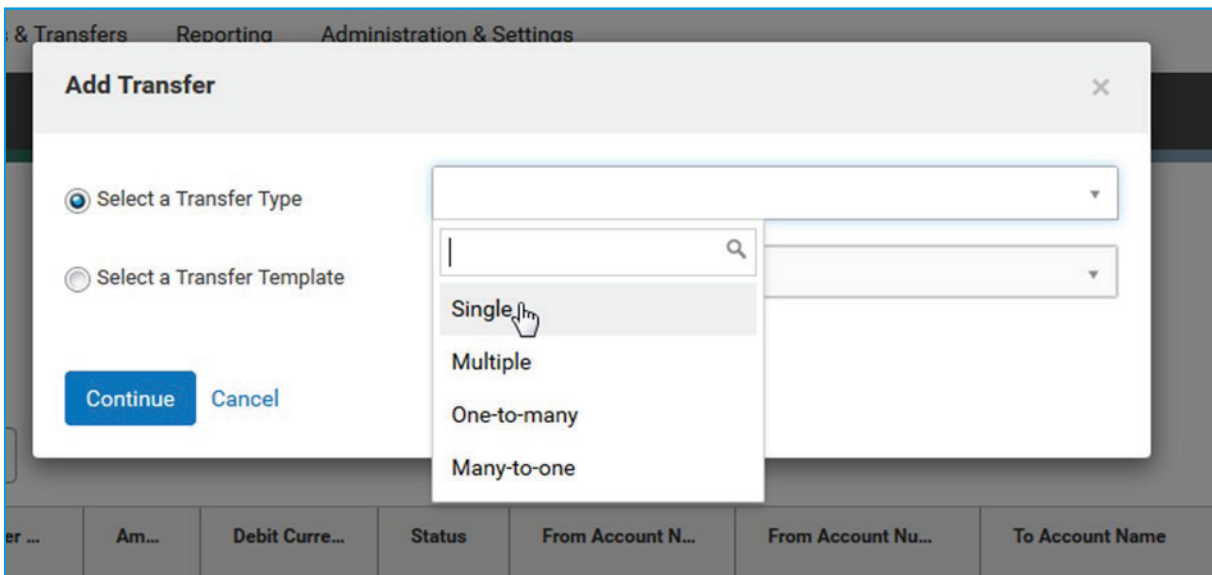
1. Select **Transfers Management** from the **Payments & Transfers** menu.
2. Click **Add Transfer**.
3. At **Select a Transfer Type**, select **Single**. Click **Continue**.

**OR**

Use the **Select a Transfer Template** drop-down to choose an existing template as the basis for the new transfer. Click **Continue**.

The Single Transfer screen appears.



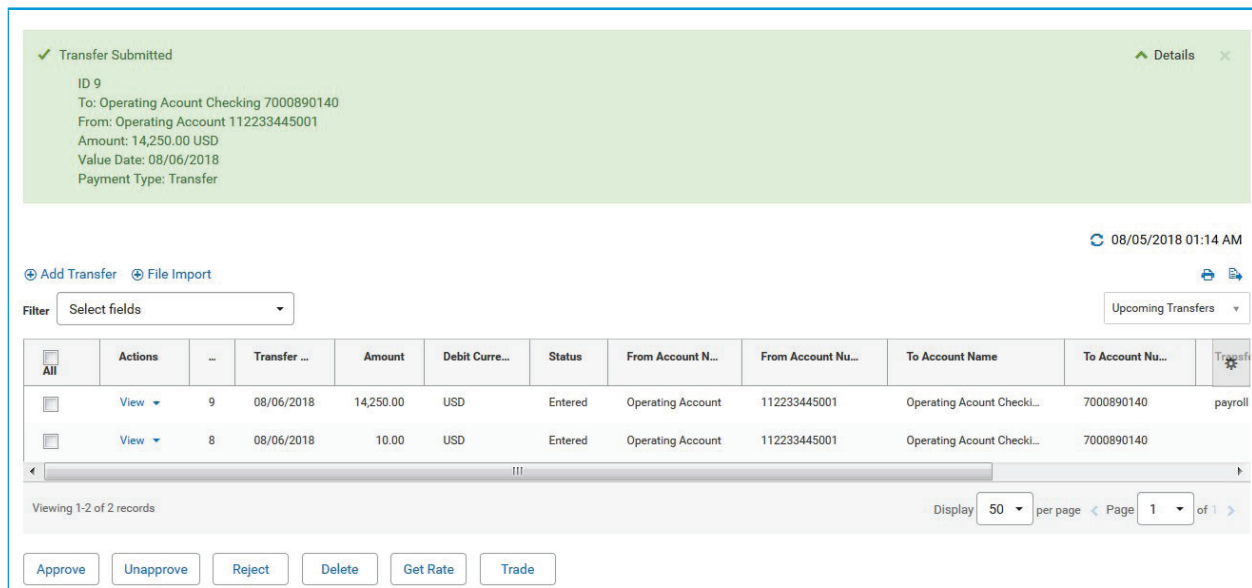


4. Use the **From Account** drop-down to select the account to be debited.
5. Use the **To Account** drop-down to select the account into which the transfer will be deposited.
6. Use the calendar icon to select a transfer date.
7. Enter an amount for the transfer.
8. (optional) Enter an identifying transfer reference.
9. (optional) Enter any comments associated with the transfer.
10. Click **Submit**.

* From Account	* To Account	* Transfer Date	* Amount
Operating Account - 112233445001 - CSB ... \$5,001.00 USD Available	Operating Account Checking - 7000890140 ... \$140.00 USD Available	08/06/2018	14,250.00 USD
Transfer Reference payroll	Comments weekly payroll transfer		
<input type="checkbox"/> Make Recurring			
Transfer 14,250.00 USD on 08/06/2018			
<input type="checkbox"/> Save this transfer as a template for future use			
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>			

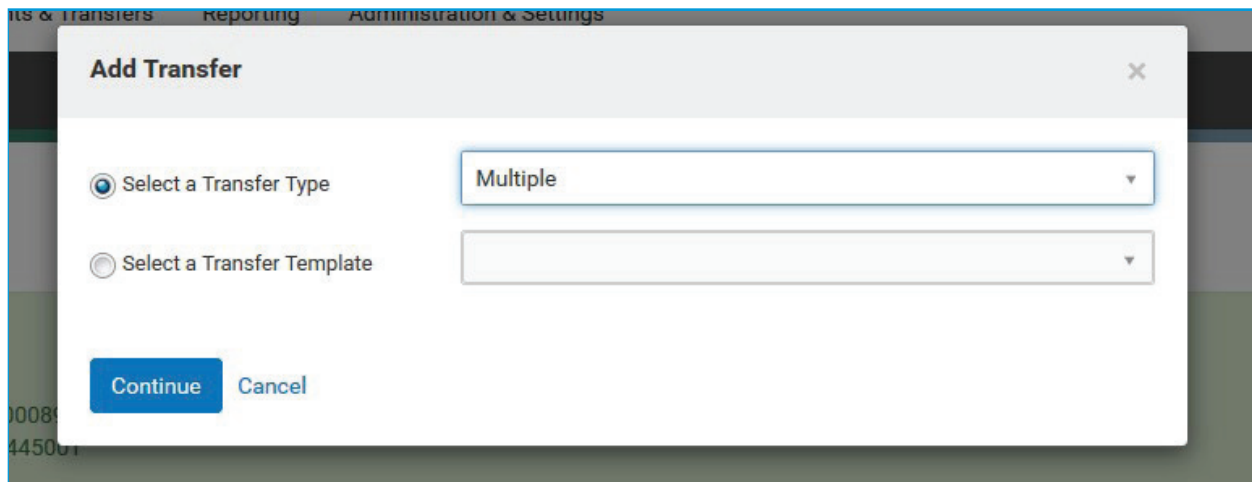
After the transfer is submitted, a message will appear at the top of the screen indicating whether it was submitted successfully or if the transfer has any errors. See Confirmation and Error Messages in Help for additional information.

A transfer must be approved before it is sent. The transfer is processed when the status is “bank confirmed.” Transfers can be approved from the Transfer Management list.



**TO CREATE MULTIPLE TRANSFER PAYMENTS:**

1. Select **Transfers Management** from the **Payments & Transfers** menu.
2. Click **Add Transfer**.
3. At **Select a Transfer Type**, select **Multiple**. Click **Continue**.



4. The One-to-One Transfer screen appears.
5. (optional) At **Transfer Reference**, enter a reference by which the transfer or transfers will be identified.

**Note:** In the case of multiple transfers, the Transfer Reference field can be used to track the individual transfers in the group. When you enter the reference for the first transfer in the group, the reference will be automatically copied to all subsequent transfers in the group. The field will appear as a column named Transfer Reference in Transfers, allowing you to identify the individual transfers. This will be helpful in tracking the transfers through to confirmation by the bank.

6. Use the **From Account** drop-down to select the account to be debited.
7. Use the **To Account** drop-down to select the account into which the transfer will be deposited.
8. Use the calendar icon to select a transfer date.
9. Enter an amount for the transfer.
10. Click **Submit**.
11. *(optional)* If you want to add a transfer or transfers to this transaction, enter a number in the **Add field**, and then click **Add**. Enter the information for this new transfer.

The screenshot shows the 'One-to-One Transfer' interface. At the top, there is a 'Transfer Reference' field with a 'Reference detail' input box and an 'Optional Fields' toggle set to 'Off'. Below this are two transfer entries. Each entry consists of four main fields: 'From Account', 'To Account', 'Transfer Date', and 'Amount'. The first entry shows a transfer of 100.00 USD from 'Operating Account - 112233445001 - CSB ...' to 'Operating Account Checking - 7000890140 ...' on 08/06/2018. The second entry shows a transfer of 255.00 USD from 'Payroll Account Checking - 7000588066 - ...' to 'Petty Cash Account Checking - 70006477... ' on 08/06/2018. At the bottom, there is an 'Add' button with a '1 Transfer(s)' counter, and a 'Submit' button. A red arrow points to the 'Add' button, and another red arrow points to the 'Submit' button.

12. Click **Submit** to submit the transfer for approval or **Save for Later** to save a draft of the transfer.

After the transfer is submitted, a message will appear at the top of the screen indicating whether it was submitted successfully or if the transfer has any errors. See [Confirmation and Error Messages](#) in [Help](#) for additional information.

A transfer must be approved before it is sent. Transfers can be approved from the [Transfer Management](#) list.

✓ 2 Transfers Submitted Details ✕

ID 10  
 To: Operating Account Checking 7000890140  
 From: Operating Account 112233445001  
 Amount: 100.00 USD  
 Value Date: 08/06/2018  
 Payment Type: Transfer

ID 11  
 To: Petty Cash Account Checking 7000647755  
 From: Payroll Account Checking 7000588066  
 Amount: 255.00 USD  
 Value Date: 08/06/2018  
 Payment Type: Transfer

08/05/2018 01:23 AM

⊕ Add Transfer   ⊕ File Import 🔄 📄

Filter:  Upcoming Transfers ▾

All	Actions	ID	Transfer ...	Amount	Debit Curre...	Status	From Account Name	From Account Nu...	To Account Name	To Account Nu...	⚙️
<input type="checkbox"/>	View ▾	11	08/06/2018	255.00	USD	Entered	Payroll Account Checking	7000588066	Petty Cash Account Checki...	7000647755	
<input type="checkbox"/>	View ▾	10	08/06/2018	100.00	USD	Entered	Operating Account	112233445001	Operating Account Checking	7000890140	

**TO CREATE A ONE-TO-MANY TRANSFER:**

1. Select **Transfers Management** from the **Payments & Transfers** menu.
2. Click **Add Transfer**.
3. At **Select a Transfer Type**, select **One-to-many**. Click **Continue**.

Transfers Reporting Administration & Settings

**Add Transfer** ✕

Select a Transfer Type

Select a Transfer Template

**Note:** In the case of multiple transfers, the Transfer Reference field can be used to track the individual transfers in the group. When you enter the reference for the first transfer in the group, the reference will be automatically copied to all subsequent transfers in the group. The field will appear as a column named Transfer Reference in Transfers, allowing you to identify the individual transfers. This will be helpful in tracking the transfers through to confirmation by the bank.

4. Use the **From Account** drop-down to select the account to be debited.
5. Use the **To Account** drop-down to select the account into which the transfer will be deposited.
6. Use the calendar icon to select a transfer date.
7. Enter an amount for the transfer. If you want to add a transfer or transfers to this transaction, enter a number in the **Add field**, and then click **Add**.  
*(optional)* Enter the information for this new transfer. As you add transfers, the bottom of the screen keeps a running tally of all transactions and amounts in the appropriate currencies.
8. Click **Submit** to submit or **Save for Later** to save a draft of the transfer.

After the transfer is submitted, a message will appear at the top of the screen indicating whether it was submitted successfully or if the transfer has any errors. See Confirmation and Error Messages in Help for additional information.

A transfer must be approved before it is sent. The transfer is processed when the status is “bank confirmed.” Transfers can be approved from the Transfer Management list.

The screenshot displays the "One-to-Many Transfer" interface. At the top, there is a "Transfer Reference" field with a "Reference Detail" sub-field and an "Optional Fields" toggle set to "Off". Below this, the "From Account" is set to "Operating Account - 112233445001 - CSB ..." with "\$5,001.00 USD Available" and a "Transfer Date" of "08/06/2018". Three "To Account" entries are listed, each with "Operating Account Checking - 7000890140 ..." and "\$140.00 USD Available". The amounts for these transfers are 500.00 USD, 600.00 USD, and 300.00 USD. At the bottom, there is a summary bar showing "(3) Transfers 1,400.00 USD" and buttons for "Submit", "Save for Later", and "Cancel". Red arrows point to the "Transfer Reference" field and the "Add" button.

Transfers \*

✓ 3 Transfers Submitted ^ Details ✕

ID 12  
 To: Operating Account Checking 7000890140  
 From: Operating Account 112233445001  
 Amount: 500.00 USD  
 Value Date: 08/06/2018  
 Payment Type: Transfer

ID 13  
 To: Operating Account Checking 7000890140  
 From: Operating Account 112233445001  
 Amount: 600.00 USD  
 Value Date: 08/06/2018  
 Payment Type: Transfer

ID 14  
 To: Operating Account Checking 7000890140  
 From: Operating Account 112233445001  
 Amount: 300.00 USD  
 Value Date: 08/06/2018  
 Payment Type: Transfer

08/05/2018 01:36 AM

⊕ Add Transfer   ⊕ File Import

Filter:  Upcoming Transfers ▾

<input type="checkbox"/>	Actions	ID	Transfer ...	Amount	Debit Curr...	Status	From Account Name	From Account Nu...	To Account Name	To Account Nu...	*
<input type="checkbox"/>	View ▾	14	08/06/2018	300.00	USD	Entered	Operating Account	112233445001	Operating Account Checking	7000890140	
<input type="checkbox"/>	View ▾	13	08/06/2018	600.00	USD	Entered	Operating Account	112233445001	Operating Account Checking	7000890140	
<input type="checkbox"/>	View ▾	12	08/06/2018	500.00	USD	Entered	Operating Account	112233445001	Operating Account Checking	7000890140	

**TO CREATE A MANY-TO-ONE TRANSFER:**

1. Select **Transfers Management** from the **Payments & Transfers** menu.
2. Click **Add Transfer**.
3. At **Select a Transfer Type**, select **Many-to-one**. Click **Continue**.

s & Transfers   Reporting   Administration & Settings

**Add Transfer** ✕

Select a Transfer Type  ▾

Select a Transfer Template  ▾

**Note:** In the case of multiple transfers, the Transfer Reference field can be used to track the individual transfers in the group. When you enter the reference for the first transfer in the group, the reference will be automatically copied to all subsequent transfers in the group. The field will appear as a column named Transfer Reference in Transfers, allowing you to identify the individual transfers. This will be helpful in tracking the transfers through to confirmation by the bank.

The screenshot shows the 'Many-to-One Transfer' interface. At the top, there's a 'Transfer Reference' section with a 'Reference Detail' input field. Below that, the 'To Account' is set to 'Operating Account Checking - 7000890140 ...' with '\$140.00 USD Available'. The 'Transfer Date' is '08/06/2018'. There are two 'From Account' entries, both 'Operating Account - 112233445001 - CSB ...' with '\$5,001.00 USD Available'. The first 'From Account' has an amount of '150.00 USD' and the second has '300.00 USD'. At the bottom, there's an 'Add' field with '1 Transfer(s)' and an 'Add' button. A dark footer bar shows '(2) Transfers 450.00 USD' and buttons for 'Submit', 'Save for Later', and 'Cancel'. Red arrows point to the 'Transfer Reference' field and the 'Add' button.

4. Use the **From Account** drop-down to select the account to be debited.
5. Use the **To Account** drop-down to select the account into which the transfer will be deposited.
6. Use the calendar icon to select a transfer date.
7. Enter an amount for the transfer.
8. *(optional)* If you want to add a transfer or transfers to this transaction, enter a number in the **Add field**, and then click **Add**. Enter the information for this new transfer as detailed. As you add transfers, the bottom of the screen keeps a running tally of all transactions and amounts in the appropriate currencies.
9. Click **Submit** to submit the transfer or **Save for Later** to save a draft of the transfer. After the transfer is submitted, a message will appear at the top of the screen indicating whether it was submitted successfully or if the transfer has any errors. See Confirmation and Error Messages for additional information.

A transfer must be approved before it is sent. Transfers can be approved from the Transfer Management list.

Details ✕

✓ 2 Transfers Submitted

ID 15  
 To: Operating Account Checking 7000890140  
 From: Operating Account 112233445001  
 Amount: 150.00 USD  
 Value Date: 08/06/2018  
 Payment Type: Transfer

ID 16  
 To: Operating Account Checking 7000890140  
 From: Operating Account 112233445001  
 Amount: 300.00 USD  
 Value Date: 08/06/2018  
 Payment Type: Transfer

08/05/2018 01:50 AM

Add Transfer File Import

Filter Select fields

Upcoming Transfers

	Actions	ID	Transfer ...	Amount	Debit Curr...	Status	From Account Name	From Account Nu...	To Account Name	To Account Nu...
<input type="checkbox"/>	View...	16	08/06/2018	300.00	USD	Entered	Operating Account	112233445001	Operating Account Checking	7000890140
<input type="checkbox"/>	View...	15	08/06/2018	150.00	USD	Entered	Operating Account	112233445001	Operating Account Checking	7000890140

## QUICK TRANSFER

The Quick Transfer widget lets you make a simple transfer of money between two accounts.

To make a quick transfer:

1. Select the accounts between which you want to transfer funds (the From and To accounts).
2. Use the calendar icon to select the transfer date.
3. Enter an amount.
4. Click **Submit**.

Quick Transfer
⚙

**Transfer From**

**Transfer To**

**Transfer**

📅

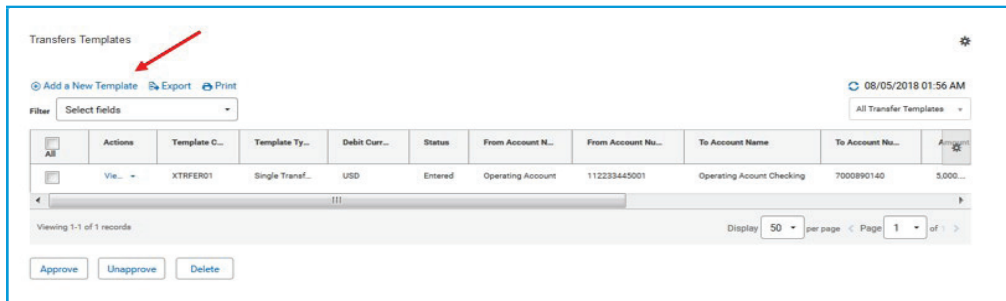
**Amount**

## TRANSFERS TEMPLATES

A transfer template can serve as the basis for a new transfer, saving you time and energy.

The Transfers Templates widget displays all transfer templates stored in the system.

You can perform a number of operations on individual templates, including viewing, editing, modifying, approving, and deleting.



1. Click **Add a New Template**
2. Select a **Transfer Type**
3. Enter Template Code
4. Enter Template Description
5. *(Optional)* Enter Transfer Reference
6. Enter From Account / To Account
7. Enter Amount
8. Enter Transfer Reference
9. Enter Comments
10. Click **Save** to submit the transfer template or **Save for Later** to save a draft of the transfer template.