Transfers Management Quick Reference Guide
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**.

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.

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.
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**.
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.
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.
**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.
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.
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.
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.