Transfers, Loan Payments and Loan Draws Quick Reference Guide
TRANSFERS WIDGET

The Transfers widget lets you make and view transfers from one account to another. This widget also lets you make and view loan payments and loan draws.

The Transfers widget can be accessed from the Home workspace. It can also be added to any workspace from the Add Widget function.

MAKE A TRANSFER:

To make a transfer between two accounts:

1. From the Home workspace, go to the Transfers widget.
2. Click Add a Transfer. The Transfer window appears.
3. Use the Transfer From drop-down to select the account to be debited.
4. Use the calendar icon to select a transfer Value Date.
5. Use the Transfer To drop-down to select the account into which the transfer will be deposited.
6. In the Amount field, enter the transfer amount.
7. (optional) In the Comments field, enter any comments associated with the transfer. Comments are stored with the transaction record online but are not forwarded with the transaction.
8. Click Schedule Transfer.
After the transfer is submitted, a message will appear at the top of the screen indicating whether it was submitted successfully.

The transfer is processed when the Status is **Bank Confirmed**. The Status of the transfer can be viewed from the Transfers list view.

- **If the transfer requires approval**, the Status will appear as **Entered**. To approve, select **Approve** from the **Actions** list dropdown.

- **If the transfer was not processed**, the Status will appear as **Rejected**. To view the bank reject reason, select **View** from the **Actions** list.
MAKE A LOAN PAYMENT OR LOAN DRAW:

To make a loan payment or loan draw:

1. From the Home workspace, go to the Transfers widget.

2. Click Add a Loan Payment or Add a Loan Draw. The Loan Payment or Loan Draw window appears.

3. Use the Transfer From or Transfer To drop-down to select the checking account you want to make a payment from/transfer to.

4. Use the calendar icon to select a transaction Value Date.

5. Use the Loan Account drop-down to select the loan account you want to make a payment to/transfer from.

6. In the Amount field, enter the transaction amount.

7. (optional) In the Comments field, enter any comments associated with the transfer. Comments are stored with the transaction record online but are not forwarded with the transaction.

8. Click Schedule Transfer.

After the loan payment or loan draw is submitted, a message will appear at the top of the screen indicating whether it was submitted successfully.

The loan payment or loan draw is processed when the Status is Bank Confirmed. The status of the loan payment or loan draw can be viewed from the Transfers list view.

- If the loan payment or loan draw requires approval, the Status will appear as Entered. To approve, select Approve from the Actions list dropdown.

- If the loan payment or loan draw was not processed, the Status will appear as Rejected. To view the bank reject reason, select View from the Actions list.