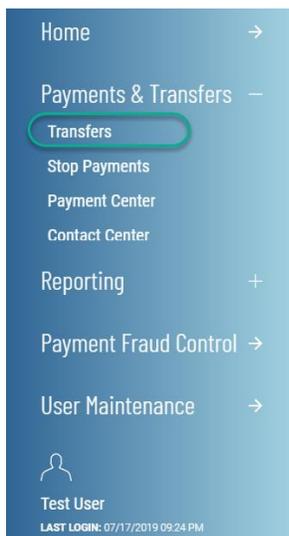


Quick Reference Guide – Transfers

The Transfers workspace provides you the ability to initiate, view and manage account transfers for one time use or for recurring purpose. There is also the ability for you to create and manage Transfer Templates for the convenience of future reuse.

To access the Transfers workspace, open the left navigation menu, click to expand the Payments & Transfers menu, then select the Transfers link.



View Transfer(s)

The Transfer list view widget, which is pinned to the workspace, provides a list of transfer records that have been submitted on accounts for which you have permissions. These include both processed and pending transfers that may be one-time or recurring. Recurring transfers are shown in a separate list view, click on the + to expand the Recurring Transfer list view.

The screenshot shows the 'Transfers' workspace interface. At the top, there is a header 'Transfers' and an 'Add Widget' button. Below the header, there is a section titled 'TRANSFERS' with an 'Initiate Transfer(s)' button and a refresh icon. The main area contains a table of transfer records. The table has columns for Actions, Status, From Account, From Account, To Account, To Account, Transaction, and Amount. Below the table, there are 'APPROVE' and 'REJECT' buttons. At the bottom, there is a pagination bar showing 'Viewing 1-5 of 191 records' and 'DISPLAY 5 per page < PAGE 1 of 39 >'. A '+ RECURRING TRANSFER' button is visible at the bottom left.

| Actions | Status | From Account | From Account | To Account | To Account | Transaction | Amount |
|---------|-----------------|--------------|------------------|------------|------------------|-------------|--------|
| View | Canceled | 10010003 | Payroll Accou... | 7777 | Fleet Vehicles | 08/14/2019 | 258.99 |
| View | Canceled | 10010003 | Payroll Accou... | 7777 | Fleet Vehicles | 08/12/2019 | 258.99 |
| View | Canceled | 10010003 | Payroll Accou... | 7777 | Fleet Vehicles | 08/12/2019 | 258.99 |
| View | No Approval ... | 10010003 | Payroll Accou... | 23235252 | Building Acco... | 08/01/2019 | 25.00 |
| View | No Approval ... | 123456789 | Capital Acco... | 23235252 | Building Acco... | 07/30/2019 | 200.00 |

Quick Reference Guide – Transfers

| <input type="checkbox"/> | Actions | From Ac... | To Acco... | Created ... | Amount | Next Date | Memo | Schedule | |
|--------------------------|---------|------------|------------|-------------|--------|-------------|------|---------------------------------------------------------------------------|--|
| <input type="checkbox"/> | Delete | 1234567... | 23235252 | Admin1 | 200.00 | 07/30/20... | | Weekly every week on Tuesd 12/17/2018 until cancelled. | |
| <input type="checkbox"/> | Delete | 1234567... | 1231231... | Admin1 | 500.00 | 12/01/20... | | Monthly on the 1st and 15th o 12th month from 12/31/2018 cancelled. | |
| <input type="checkbox"/> | Delete | 1231231... | 23235252 | Admin1 | 500.00 | 07/29/20... | | Weekly every week on Monda 01/07/2019 until cancelled. | |
| <input type="checkbox"/> | Delete | 10010003 | 7777 | Admin1 | 258.99 | 08/12/20... | | Weekly every 3 weeks on Mor from 03/18/2019 until cancel | |
| <input type="checkbox"/> | Delete | 10010003 | 7777 | Admin1 | 258.99 | 08/12/20... | | Weekly every 3 weeks on Mor from 03/18/2019 until cancel | |

Viewing 1-5 of 8 records DISPLAY 5 per page PAGE 1 of 2

As with standard capabilities, the list view(s) in Transfers can be personalized by you – sort data in a column, display desired columns, arrange order of columns and filter data. You can save multiple personalized views for later use. Data can be printed and exported.

To initiate transfer(s)

Click on Initiate Transfer(s) link:



Quick Reference Guide – Transfers

You have the ability to initiate a single or multiple transfers that may be one-time or recurring. Optional information on the input form are optional, the rest are required.

The screenshot shows the 'Initiate Transfer(s)' form with the following fields and options:

- FROM ACCOUNT:** Select (dropdown)
- TO ACCOUNT:** Select (dropdown)
- TRANSFER DATE:** 07/24/2019 (calendar icon)
- AMOUNT:** (input field)
- MEMO:** (input field, labeled 'Optional')
- MAKE THIS A RECURRING TRANSFER
- Add:** 1 Transfer(s) (input field) + Add (button)
- Summary:** 0.00 USD on 07/24/2019
- Save as a Template
- Buttons:** Initiate, Cancel

To initiate multiple transfers, enter the desired number of transfers to ADD.
– Click X to remove a unneeded input form, then click to save.

The screenshot shows the 'Initiate Transfer(s)' form with two transfer entries:

- Entry 1:** FROM ACCOUNT: Select, TO ACCOUNT: Select, TRANSFER DATE: 07/28/2019, AMOUNT: 0.00, MEMO: (input field), MAKE THIS A RECURRING TRANSFER. Includes a close button (X).
- Entry 2:** FROM ACCOUNT: Select, TO ACCOUNT: Select, TRANSFER DATE: 07/28/2019, AMOUNT: 0.00, MEMO: (input field), MAKE THIS A RECURRING TRANSFER. Includes a close button (X).
- Add:** 1 Transfer(s) (input field) + ADD (button)
- Summary:** 0.00 USD on 07/28/2019
- Buttons:** INITIATE, CANCEL

Quick Reference Guide – Transfers

View Transfer Templates

The Transfer Templates list view provides a list of transfers templates that have been created on accounts you have permissions to. You may create new, view and manage existing transfer templates from this list view.

| <input type="checkbox"/> | Actions | Template... | From Acc... | From Acc... | To Accou... | To Accou... | Amount | Memo | Cr... | ⚙ |
|--------------------------|---------|---------------|---------------|-------------|---------------|-------------|------------|---------------|--------|---|
| <input type="checkbox"/> | View | Template f... | Capital Ac... | 123456789 | Operating ... | 10010001 | 100.00 | Andrea | Admin1 | |
| <input type="checkbox"/> | View | | Office Exp... | 10010002 | Payroll Ac... | 10010003 | 250,000.00 | | Admin1 | |
| <input type="checkbox"/> | View | Transfer f... | Equipment... | 6666 | Operating ... | 10010001 | 2,000.00 | Andrea 4 2... | Admin1 | |
| <input type="checkbox"/> | View | Hello! | Payroll Ac... | 10010003 | Building L... | 36254512 | 2,500.00 | | Admin1 | |
| <input type="checkbox"/> | View | Template f... | Capital Ac... | 123456789 | Office Exp... | 10010002 | 58,212.00 | | Admin1 | |

Create Transfer Template

Click on the Create New Template link:

| <input type="checkbox"/> | Actions | Template Name | From Account N... | From Account N... | To Account Name | To Account Nu... | Amount | Memo | Created By | ⚙ |
|--------------------------|---------|---------------|-------------------|-------------------|-----------------|------------------|--------|------|------------|---|
|--------------------------|---------|---------------|-------------------|-------------------|-----------------|------------------|--------|------|------------|---|

Optional information on the input form are optional, the rest are required. “Clear” resets the input form –

< Create New Template 0.00 USD

Template Name:

FROM ACCOUNT: TO ACCOUNT: TRANSFER DATE: AMOUNT: Optional: Clear

MEMO: Optional

0.00 USD on 07/28/2019

SAVE CANCEL