

Transfers

Funds Transfers Options

Transfer Funds

Transfer → Create Transfer/Loan Payment

The Transfer Funds screen is used to transfer money from a deposit account to a deposit account or loan.

The screenshot shows the 'Transfer Funds' window with the following fields and values:

- From:** CHECKING Charles Checking Balance = \$152,442.69 (Available Balance = \$152,442.69)
- To:** LOAN Car loan Balance = \$40,349.06 (Regular Amount =)
- Amount:** 532.78
- Type:** Normal
- Memo:** (empty)
- Frequency:** Future, Scheduled

Below the frequency field, there is a note: *Process according to the defined schedule.

Scheduling options include:

- Process every 1 month(s)
- Process on last day of the month.
- Beginning on 5/15/2017
- Ending on 11/15/2020
- If the transfer falls on a holiday, process Before the scheduled date.

Buttons for 'Cancel' and 'Continue' are located at the bottom right.

To create a new transfer:

1. Select the From account.
2. Select the To account.
3. Enter the Amount.
4. If transferring to a loan, select the type of loan payment.
5. Enter a Memo, if applicable.
6. Select the frequency. *Options are:*
 - a. Immediate, One Time
 - b. Future, One Time
 - c. Future, Scheduled
7. If a future option was selected, enter the date the transfer should process.
8. If the transfer falls on a holiday, indicate if the transfer should process the business day before or after the scheduled date.
9. Click **Continue**.
10. Click **Confirm** to complete the transfer.

View Transfers

Transfer → View Transfers

The View Transfers screen is used to view pending transfers and transfer history.

Pending Transfers					
Date ▲	From Account	To Account	Amount	Schedule	Options
6/30/2017	Charles Checking	Car loan	\$500.00	Monthly	Options

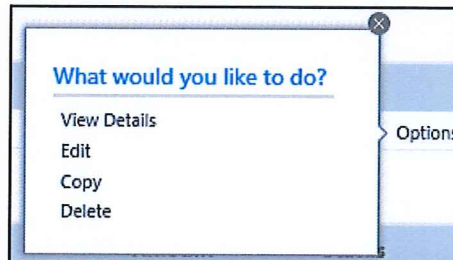
Transfer History					
Date ▼	From Account	To Account	Amount	Status	
No Items to Display					

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TIP: Click the link to create a new transfer from the View Transfers screen.

View Details – Displays the details for the selected transfer.

Edit – Directs you to the Edit Funds Transfer screen. If the transfer is recurring, the option to edit the next occurrence or series displays.



Copy – Directs you to the Transfer Funds screen, giving you the ability to copy a previously created transfer.

Delete – Directs you to the Delete Funds Transfer screen, giving you the ability to delete the next occurrence or delete the series.