Transfers Management
Quick Reference Guide

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

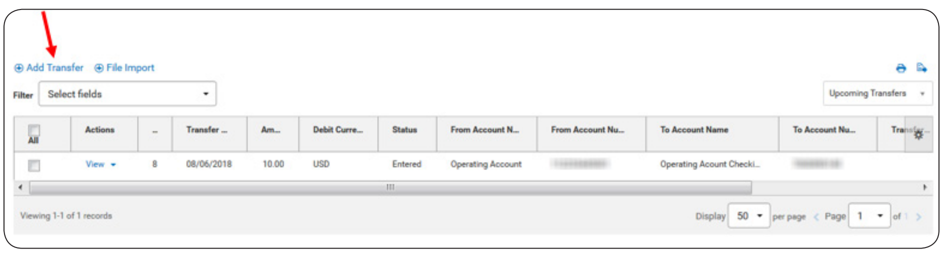
- A **many-to-one transfer** lets you transfer money from several different accounts to a single account.
- A **one-to-many transfer** lets you transfer money from one account to several different accounts.

Single Transfer

To create a transfer payment:

1 Select **Transfers Management** from the Payments & Transfers menu.

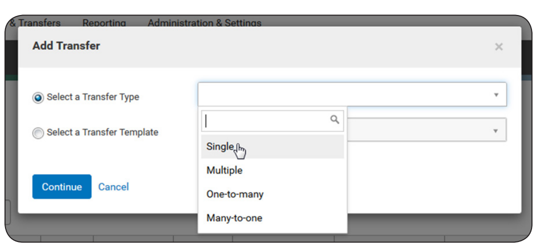
2 Click **Add Transfer.**



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.

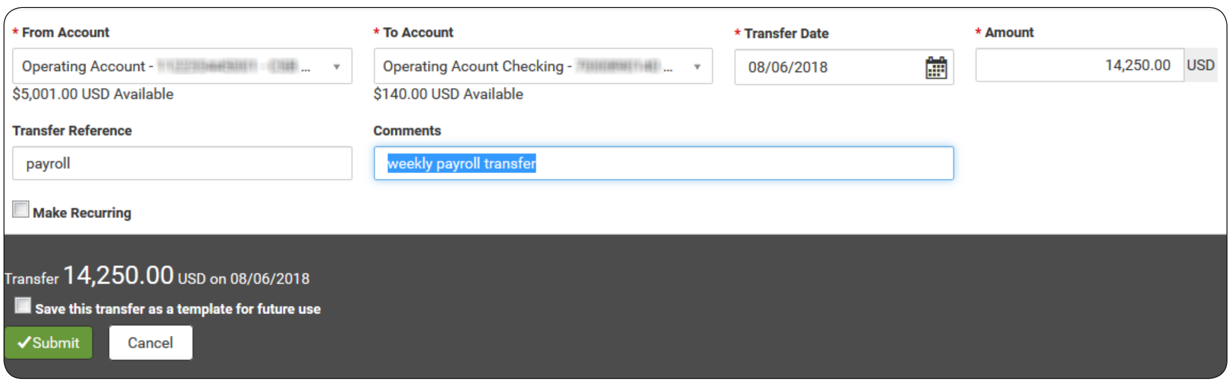
8 (optional) Enter an identifying transfer reference.

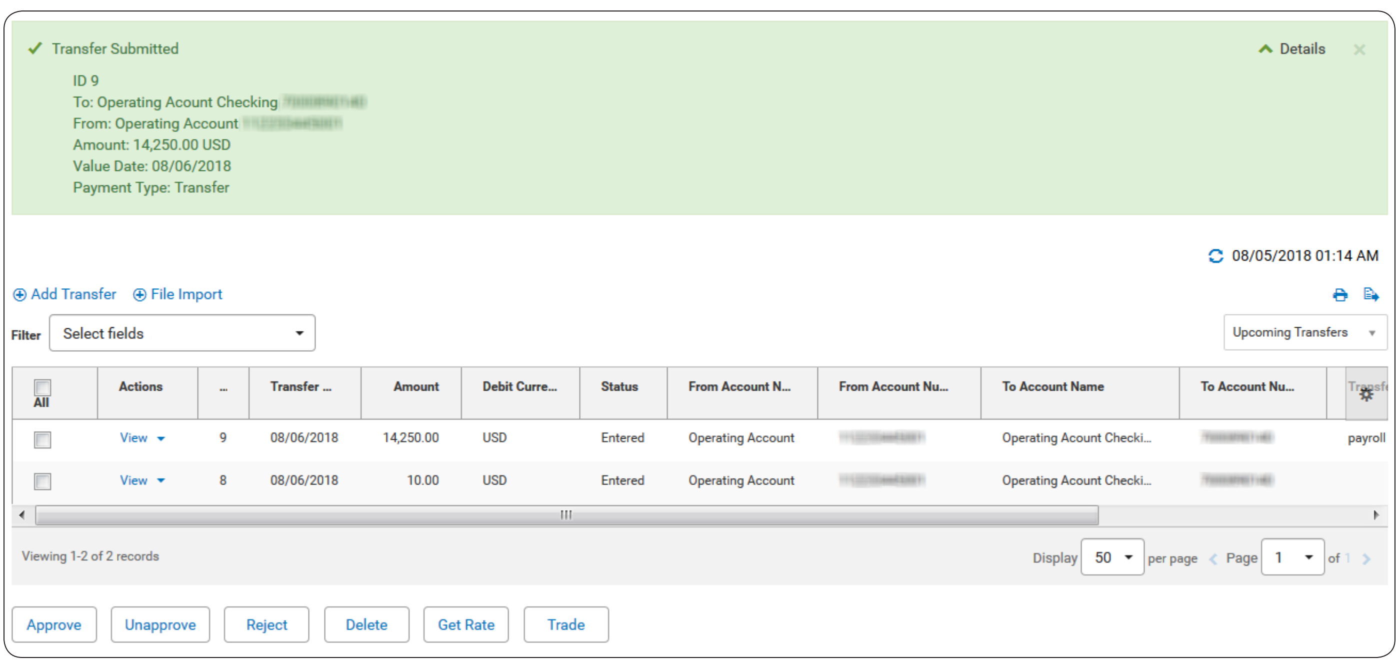
9 (optional) Enter any comments associated with the transfer.

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.

If your business requires transfers to be approved before being submitted, transfers may be approved from the Transfer Management list.





11 The status will change to Bank Confirmed once the transfer is processed by the Bank.

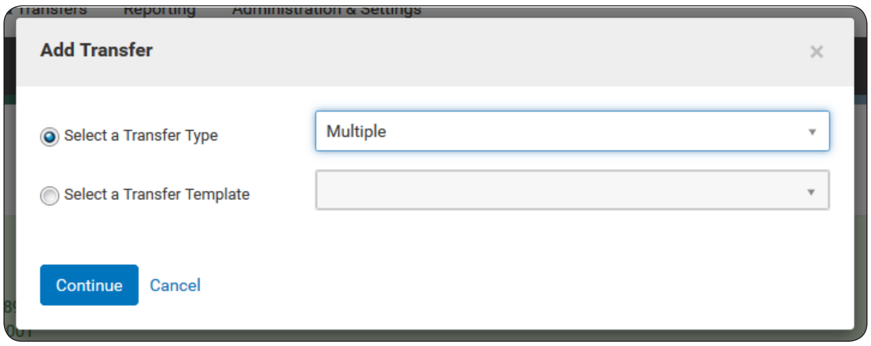
Multiple (one-to-one) Transfers

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**.



The One-to-One Transfer screen appears.

4 (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 Ref** in the Transfers List View, allowing you to identify the individual transfers. This may be helpful in tracking the transfers through to confirmation by the Bank.

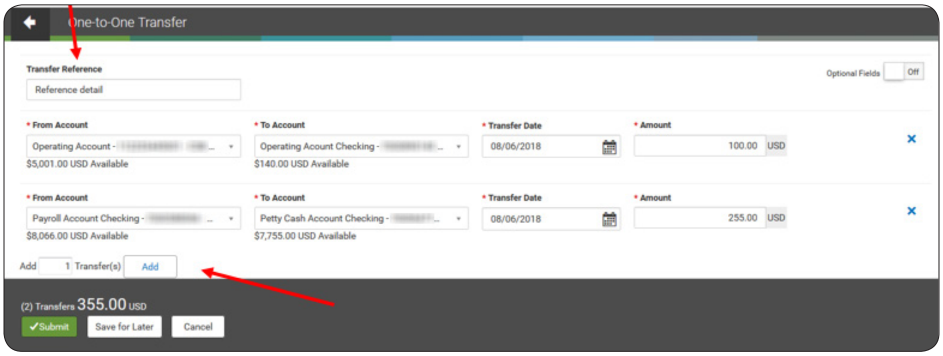
6 Use the **From Account** drop-down to select the account to be debited.

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 (optional) If you want to add a transfer or transfers to this transaction, enter the number of transfers you want to add in the **Add** field, and then click **Add**. Enter the information for the new transfers as detailed.



11 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.

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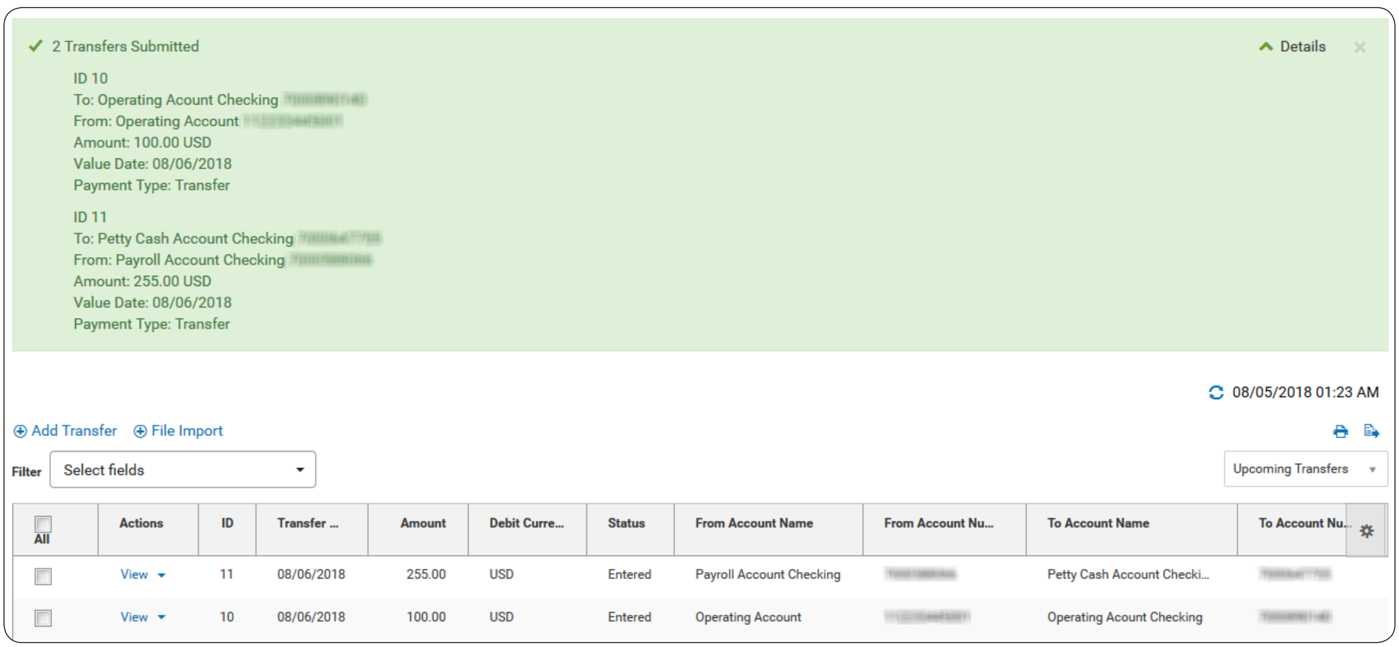


Columbia Bank

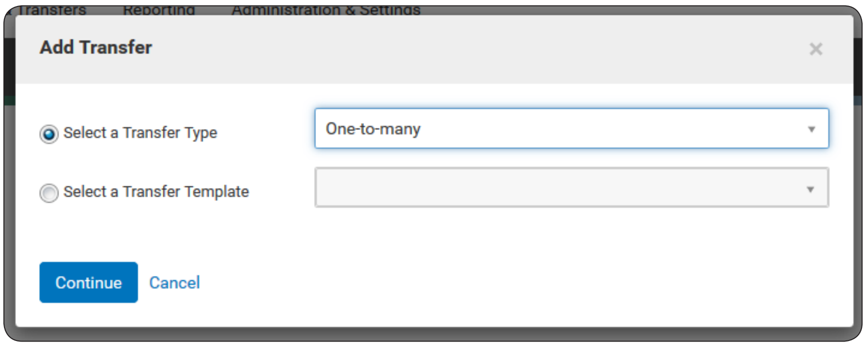
One-to-Many Transfer

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**.



4 (optional) At Transfer Reference, enter a reference by which the transfer or transfers will be identified.

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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 Ref** in the Transfers List View, allowing you to identify the individual transfers. This may be helpful in tracking the transfers through to confirmation by the Bank.

5 Use the **From Account** drop-down to select the account to be debited.

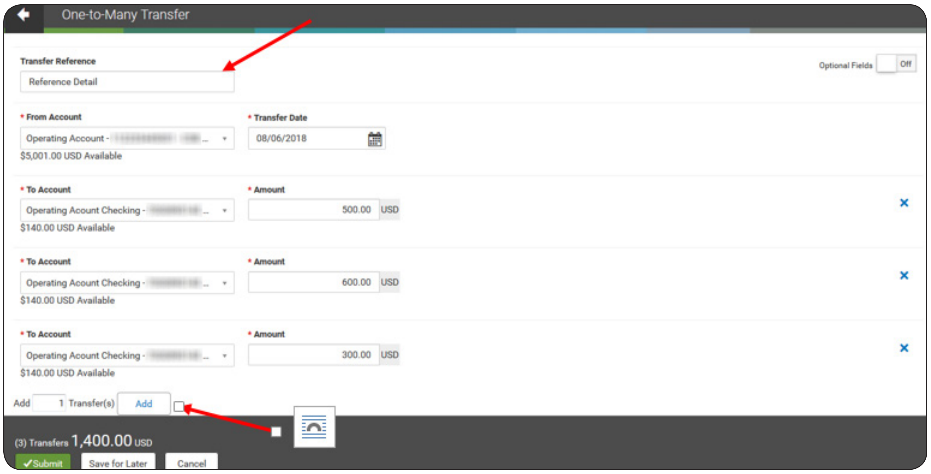
6 Use the **To Account** drop-down to select the account into which the transfer will be deposited.

7 Use the calendar icon to select a transfer date.

8 Enter an amount for the transfer.

9 (optional) If you want to add a transfer or transfers to this transaction, enter the number of additional transfers 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.



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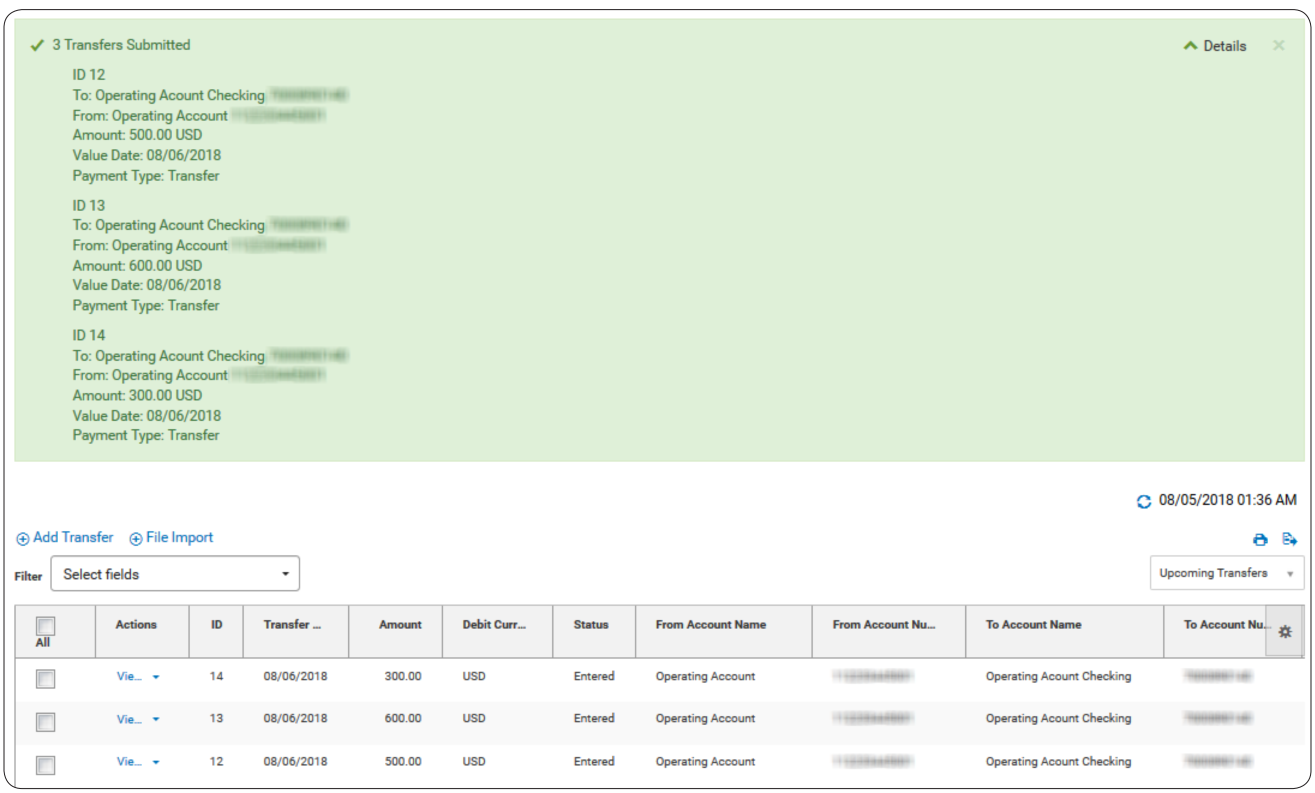


11 The status will change to Bank Confirmed once the transfer is processed by the Bank.

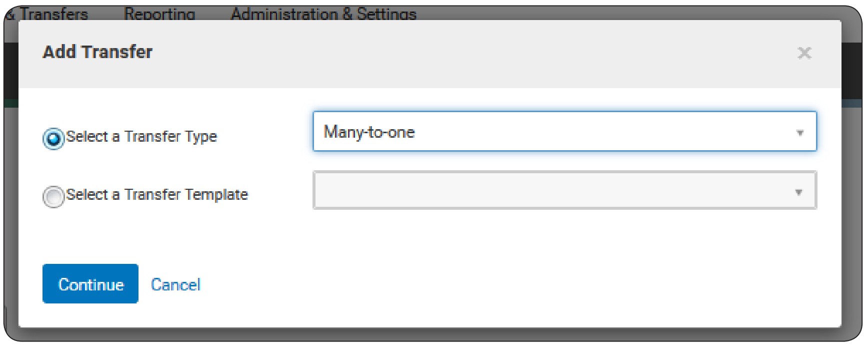
Many-to-One Transfer

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**.



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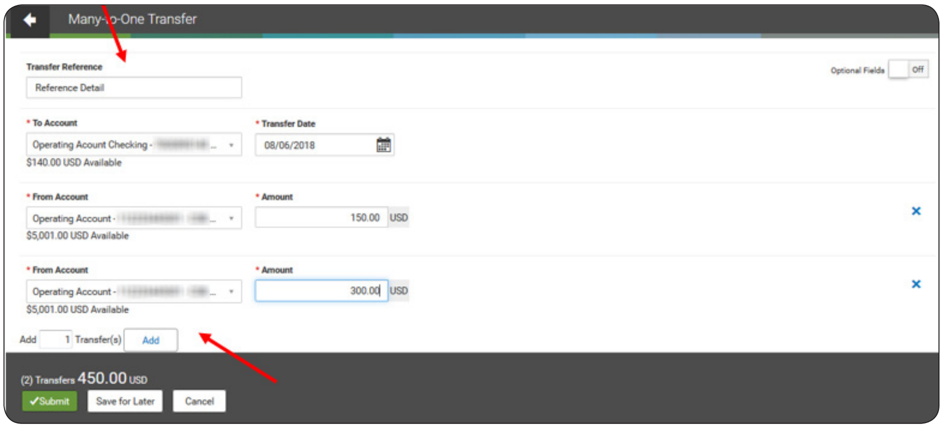

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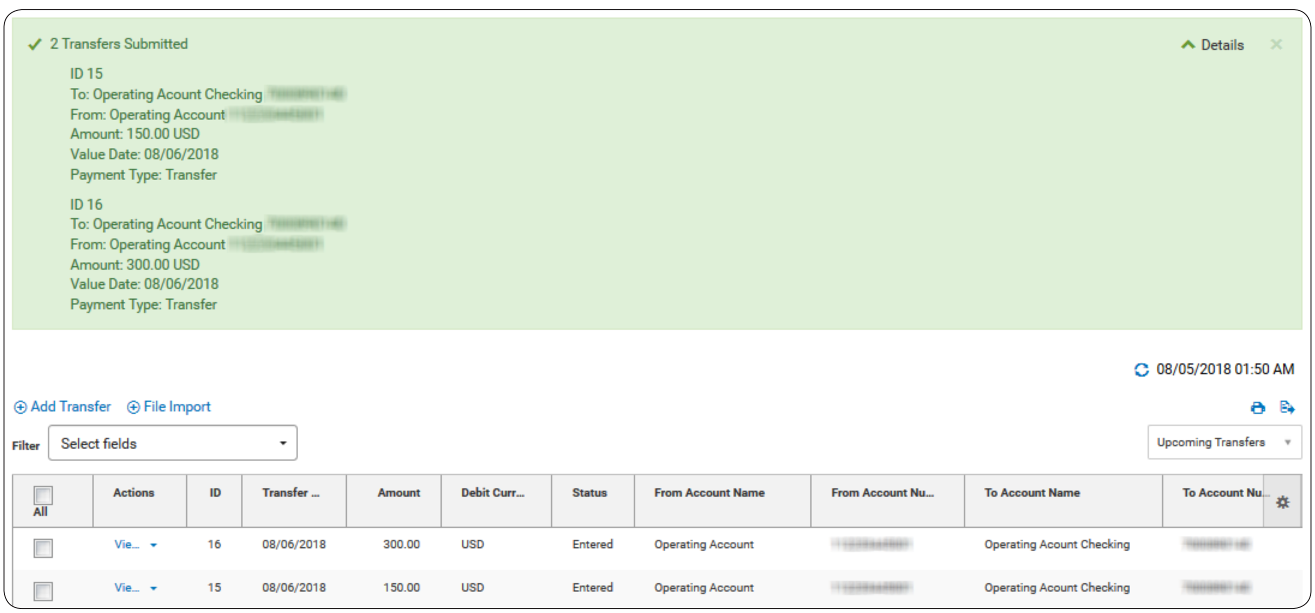

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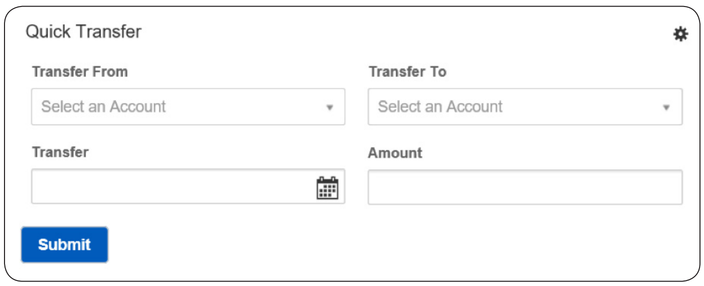
Quick Transfer

The Quick Transfer widget lets you make a simple transfer of money between two accounts. The Quick Transfer widget can be found at the bottom of the home page or added to any page by using the Add Widget feature found in the upper right corner of every page.

To make a quick transfer:

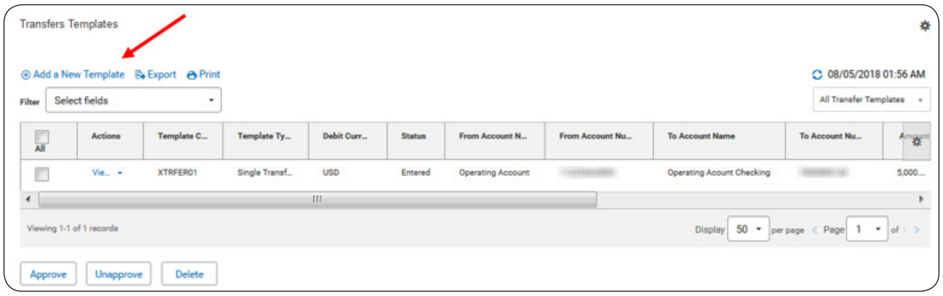
1. Select the accounts between which you want to transfer funds (the From and To accounts).
2. Use the calendar icon to select the transfer date.
3. Enter an amount.
4. Click **Submit**.



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 Select Add a New Template.



2 Enter Template Code.

3 Enter Template Description.

4 Enter From Account / To Account.

5 Enter Amount.

6 (Optional) Enter Reference / Comment detail.

7 (Optional) Check the box **Make Recurring** for scheduling.

8 (Optional) Enter Frequency- Start Date, Repeat Every, On the date, Ends, if transfer date falls on a non-business day.

9 Click **Save** to save the transfer template or **Save for Later** to save a draft of the template.

A message will appear at the top of the screen indicating if the action was successful or listing any errors.

If your business requires templates to be approved before being submitted, templates may be approved from the Transfer Templates list.