

# 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

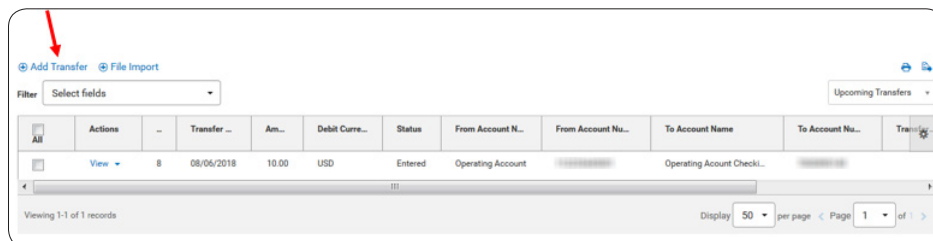
A transfer is a simple transfer of money between two accounts. You can choose to create a **single** transfer or **multiple** transfers by choosing the Single or Multiple option

- 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

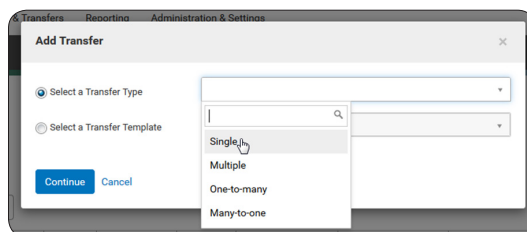
To create a transfer payment:

- 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.

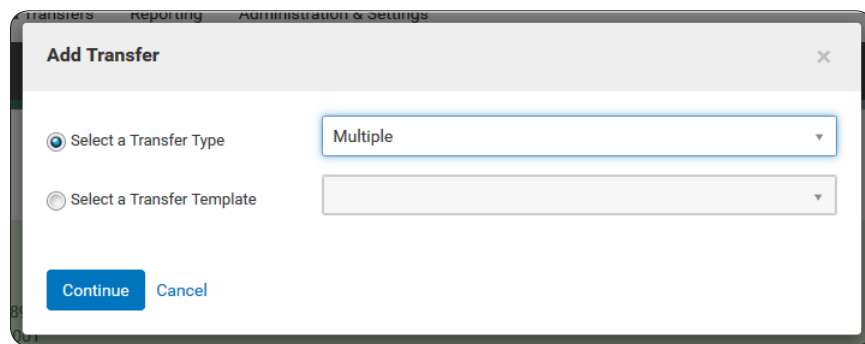
Filter	Actions	Transfer ...	Amount	Debit Curre...	Status	From Account N...	From Account Nu...	To Account Name	To Account Nu...	Transf...
All	View	9 08/06/2018	14,250.00	USD	Entered	Operating Account	71222046201	Operating Account Checki...	71222046201	payroll
	View	8 08/06/2018	10.00	USD	Entered	Operating Account	71222046201	Operating Account Checki...	71222046201	

- 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.

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

✓ 2 Transfers Submitted Details ✕

ID 10  
 To: Operating Account Checking 710000001140  
 From: Operating Account 710000000000  
 Amount: 100.00 USD  
 Value Date: 08/06/2018  
 Payment Type: Transfer

ID 11  
 To: Petty Cash Account Checking 710000007700  
 From: Payroll Account Checking 710000000000  
 Amount: 255.00 USD  
 Value Date: 08/06/2018  
 Payment Type: Transfer

08/05/2018 01:23 AM

[Add Transfer](#) [File Import](#)
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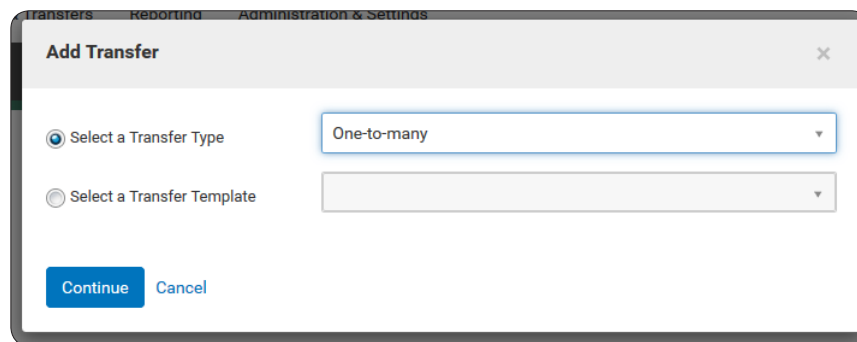
Filter:  Upcoming Transfers ▾

All	Actions	ID	Transfer ...	Amount	Debit Curre...	Status	From Account Name	From Account Nu...	To Account Name	To Account Nu...	⚙️
<input type="checkbox"/>	<a href="#">View</a> ▾	11	08/06/2018	255.00	USD	Entered	Payroll Account Checking	710000000000	Petty Cash Account Checki...	710000007700	
<input type="checkbox"/>	<a href="#">View</a> ▾	10	08/06/2018	100.00	USD	Entered	Operating Account	710000000000	Operating Account Checking	710000001140	

# 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.

## 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.

- 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.

- 10 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.

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

3 Transfers Submitted Details

ID 12  
 To: Operating Account Checking  
 From: Operating Account  
 Amount: 500.00 USD  
 Value Date: 08/06/2018  
 Payment Type: Transfer

ID 13  
 To: Operating Account Checking  
 From: Operating Account  
 Amount: 600.00 USD  
 Value Date: 08/06/2018  
 Payment Type: Transfer

ID 14  
 To: Operating Account Checking  
 From: Operating Account  
 Amount: 300.00 USD  
 Value Date: 08/06/2018  
 Payment Type: Transfer

08/05/2018 01:36 AM

[Add Transfer](#) [File Import](#)

Filter:

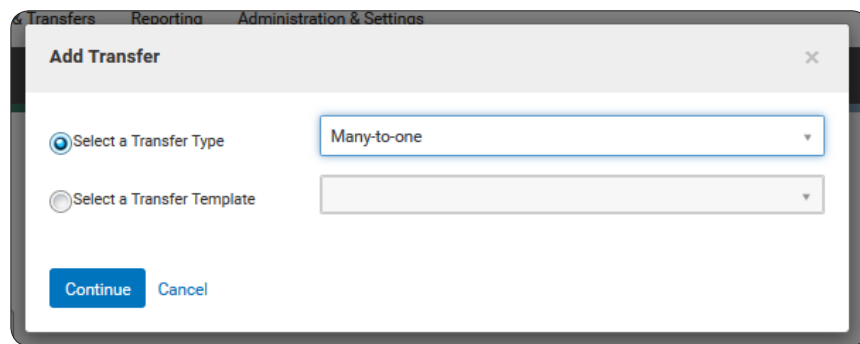
<input type="checkbox"/>	Actions	ID	Transfer ...	Amount	Debit Curr...	Status	From Account Name	From Account Nu...	To Account Name	To Account Nu...
<input type="checkbox"/>	View	14	08/06/2018	300.00	USD	Entered	Operating Account	1122222222	Operating Account Checking	1234567890
<input type="checkbox"/>	View	13	08/06/2018	600.00	USD	Entered	Operating Account	1122222222	Operating Account Checking	1234567890
<input type="checkbox"/>	View	12	08/06/2018	500.00	USD	Entered	Operating Account	1122222222	Operating Account Checking	1234567890

- 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**.



The screenshot shows a window titled "Add Transfer" with a close button (X) in the top right corner. Inside the window, there are two radio buttons: "Select a Transfer Type" (which is selected) and "Select a Transfer Template". Next to "Select a Transfer Type" is a dropdown menu showing "Many-to-one". Next to "Select a Transfer Template" is an empty dropdown menu. At the bottom of the window, there are two buttons: "Continue" (highlighted in blue) and "Cancel".

- 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.

- 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.

- 10 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.

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

2 Transfers Submitted

ID 15  
To: Operating Account Checking  
From: Operating Account  
Amount: 150.00 USD  
Value Date: 08/06/2018  
Payment Type: Transfer

ID 16  
To: Operating Account Checking  
From: Operating Account  
Amount: 300.00 USD  
Value Date: 08/06/2018  
Payment Type: Transfer

08/05/2018 01:50 AM

⊕ Add Transfer ⊕ File Import

Filter: Select fields

All	Actions	ID	Transfer ...	Amount	Debit Curr...	Status	From Account Name	From Account Nu...	To Account Name	To Account Nu...
<input type="checkbox"/>	View...	16	08/06/2018	300.00	USD	Entered	Operating Account	1122222222	Operating Account Checking	1122222222
<input type="checkbox"/>	View...	15	08/06/2018	150.00	USD	Entered	Operating Account	1122222222	Operating Account Checking	1122222222

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

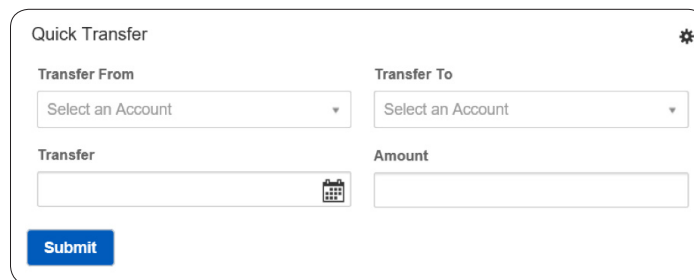


# Quick Transfer

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**.

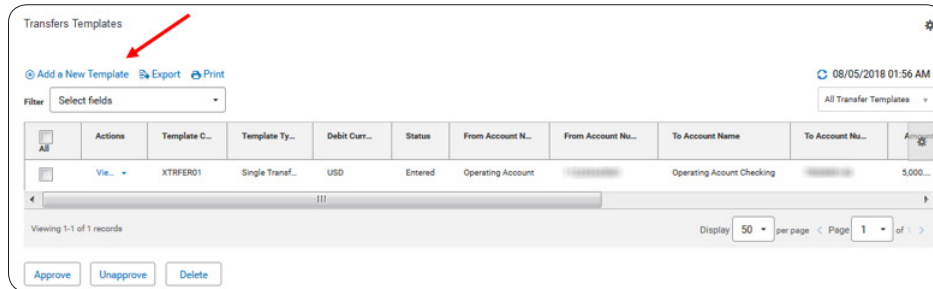


The screenshot shows a 'Quick Transfer' widget with a settings icon in the top right corner. It contains two dropdown menus for 'Transfer From' and 'Transfer To', both with 'Select an Account' as the placeholder text. Below these are two input fields: 'Transfer' with a calendar icon to its right, and 'Amount'. A blue 'Submit' button is located at the bottom left of the widget.

# 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.