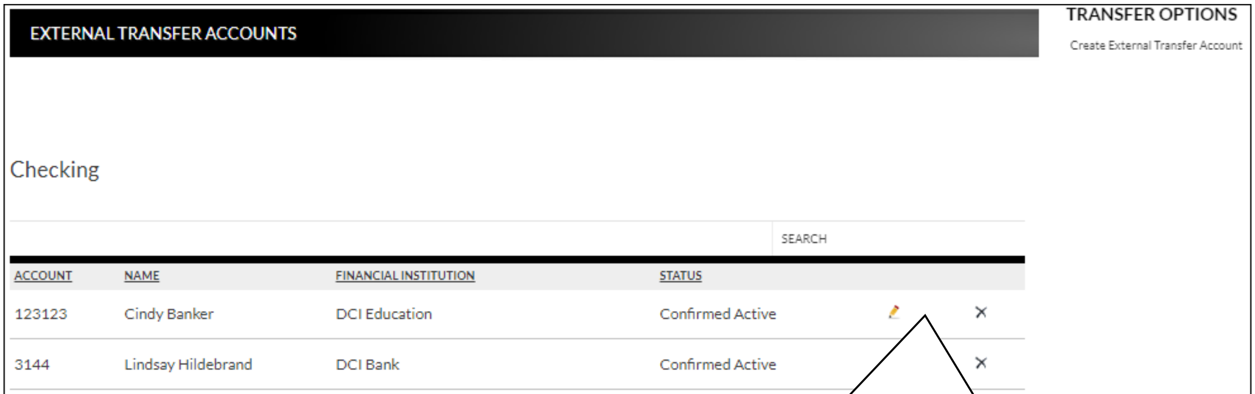
Transfers

Funds Transfer Accounts

Transfers → External Transfer Setup

The External Transfer Accounts screen is used to create, edit and view linked accounts.

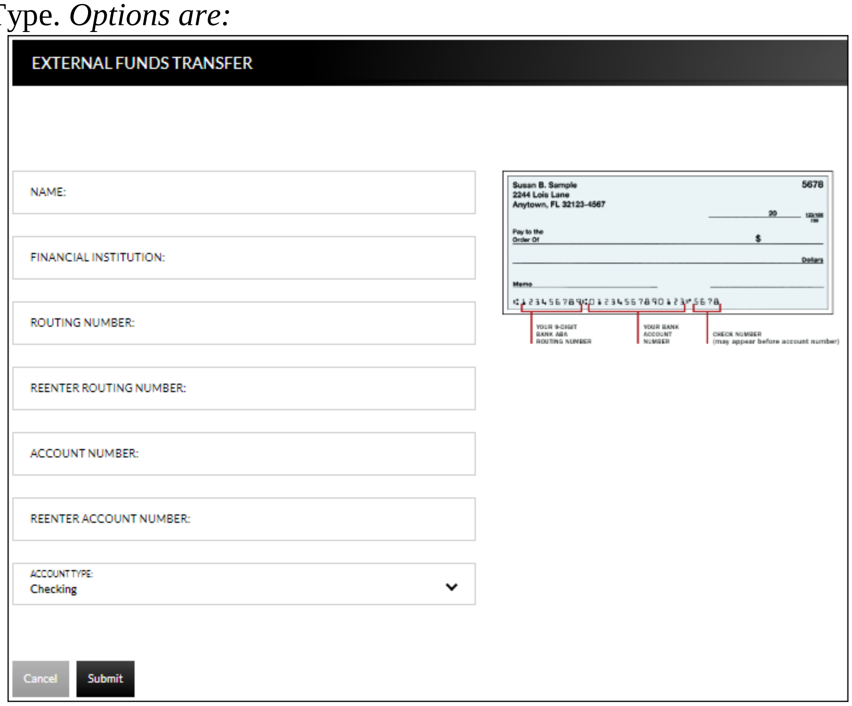


TIP: *Click to edit the external account Name, Financial Institution information and update the status of the account.*

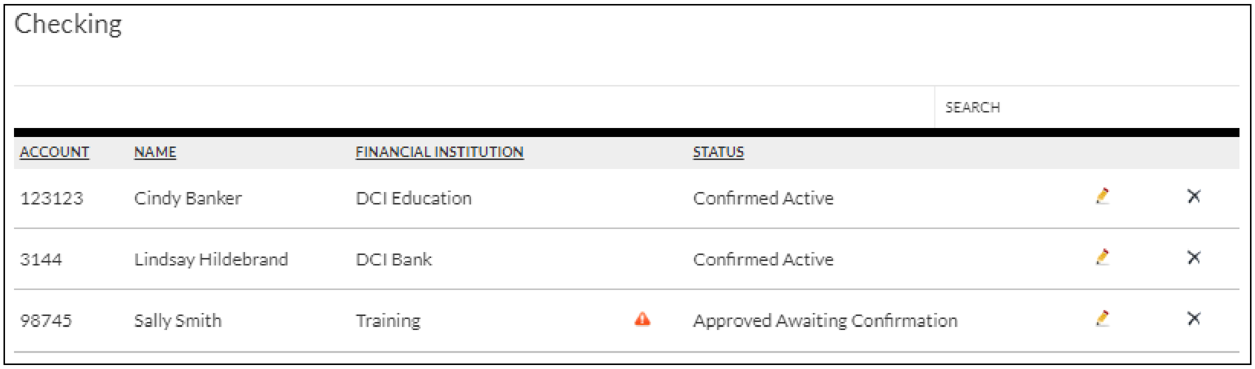
Click to delete the linked account.

To creat a new external transfer account:

1. Click *Create External Transfer Account.*
2. Enter the Name.
3. Enter the Financial Institution.
4. Enter the routing number.
5. Reenter the routing number.
6. Enter the account number.
7. Reenter the account number.
8. Indicate the Account Type. *Options are:*
    - Checking
    - Savings
    - Loan
9. Click **Submit**.



Once an account has been created for external transafters, the information displays on the Externals Transfer Accounts screen.


Checking

SEARCH

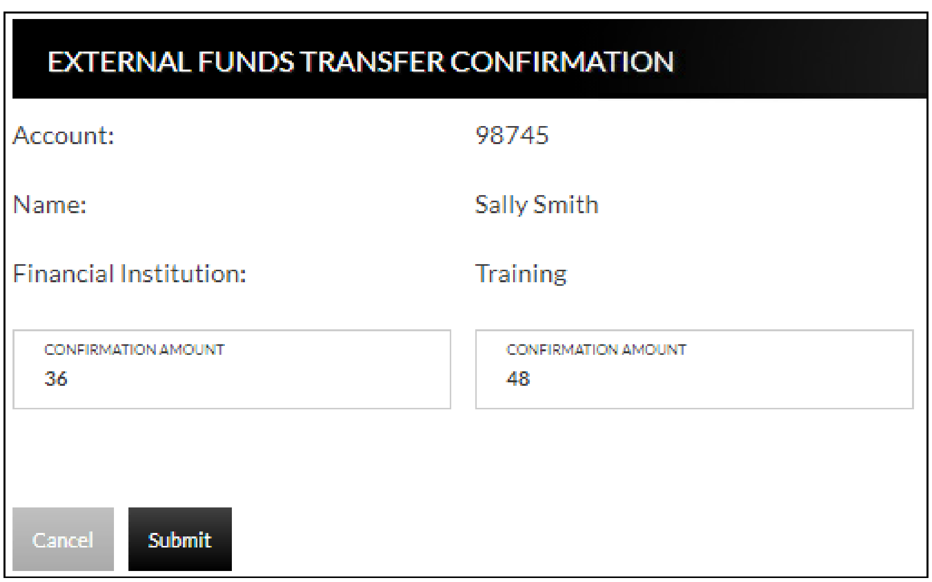
ACCOUNT	NAME	FINANCIAL INSTITUTION	STATUS
123123	Cindy Banker	DCI Education	Confirmed Active
3144	Lindsay Hildebrand	DCI Bank	Confirmed Active
98745	Sally Smith	Training	Approved Awaiting Confirmation

Status Status of the linked account. *Options are:*

- New Awaiting Approval – The linked account was created and awaiting approval by the financial institution.
- Approved Awaiting Confirmation – The linked account was approved by the financial institution and the deposit amounts need to be confirmed by the user.
- Confirmed Active – The user has confirmed the deposit amounts and can now set up a transfer.
- Failed – The deposit amounts were not confirmed correctly by the user.

NOTE: *If the end user incorrectly enters the micro deposits, and the status is set to failed, the end user will need to click ✕ to delete the attempted link and start the process over.*

Once the financial institution has approved the linked account, a displays. Select the to enter the confirmation amounts, then click **Submit**. Once the confirmation amounts are entered correctly, an external transfer can be performed.



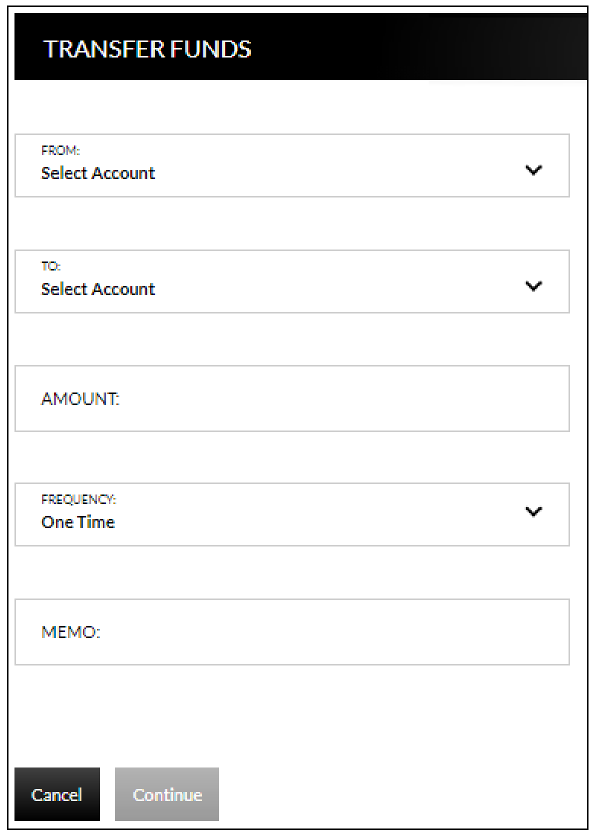
NOTES:
- *Amount will be entered as cents. For example, if the mirco deposit was for $0.36 and $0.48, simply enter 36 and 48 in the confirmation amount fields.*
- *When the extrernal account is a loan account, there will not be a micro deposit completed or confirmation amounts to be entered. Based on your financial institutions settings, additional approval may be needed before the external loan account is active.*

Transfer Funds
Transfers → New Transfer

The New Transfer screen is used to transfer money to and from internal and external deposit and loan accounts.
NOTE: *External deposit and loan accounts must be created, approved and confirmed on the External Transfer Setup screen in order for them to display within the Transfer Funds screen.*

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

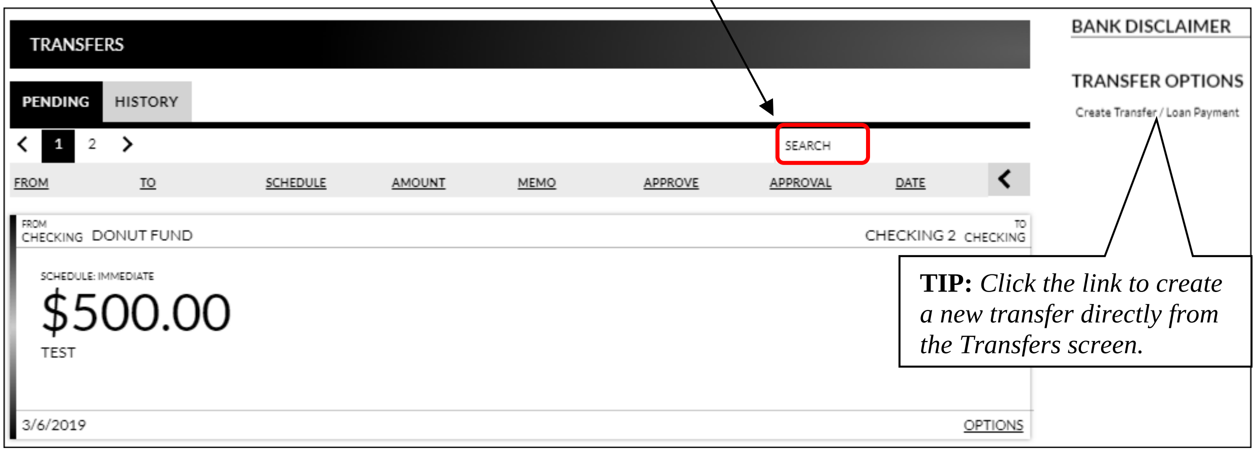
NOTES:
- *When creating a transfer, one of the accounts must be an internal account.*
- *Transfers involving external accounts may take 1-2 business days to be effective.*



Transfers

Transfer → View Transfers

The Transfers screen is used to view pending transfers and transfer history. Sort options are available by clicking in the *Sort By* section. Use the *Search* section to search for transfers using key words or amounts including the memo information.



From Account Account the transfer is originating from.

To Account Account the transfer is going to.

Schedule Depending on the tab being viewed, multiple items may display in this area.

- Pending tab – Indicates the schedule of the transfer.
- History tab – Status of the transfer.

Amount Amount of the transfer.

Memo Memo for the transaction if utilized while creating the transfer.

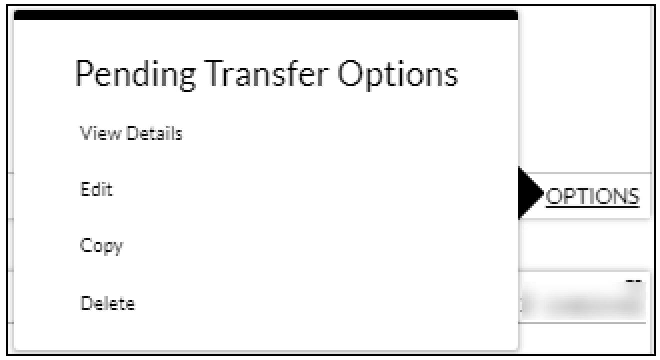
Approve Click to approve the transaction. If this button displays, the transaction must be approved prior to the transaction being submit to the financial institution.

Approved Indicates the transfer has been approved.

Date Date the transfer is scheduled to occur.

NOTE: *If the Approval button is grayed out, this indicates the user has self-approval rights and has already approved the transaction.*

Pending Transfer Options
Pending Transfer Options are available by clicking *Options* while on the Pending tab.



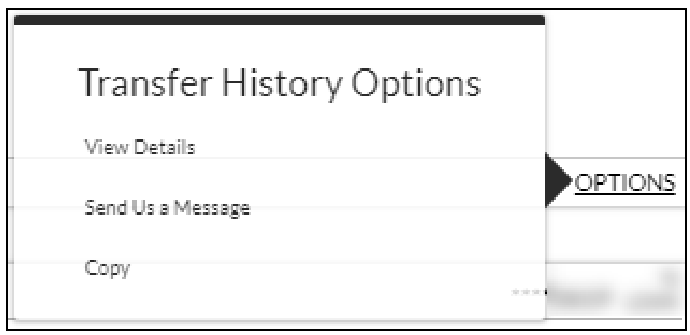
View Details – Displays the details for the selected transfer.

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.

Transfer History Options
Transfer History Options are available by clicking *Options* while on the History tab.



View Details – Displays the details for the selected transfer.

Send Us a Message – Directs you to the Compose Message screen giving you the ability to send a message to the Financial Institution.

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