

The Internal Transfers module allows authorized users to transfer funds between active accounts residing at your financial institution.

Transfers can be created with new criteria on an as-needed basis, or they can be created from saved templates. Once created, transfers can be submitted for settlement the same day, or they can be future-dated for settlement up to 45 days later.

CREATE AN INTERNAL TRANSFER

To create internal funds transfer requests:

1. From the FUNDS MGMT menu, select **INTERNAL TRANSFERS**. The Internal Funds Transfers screen is displayed.
2. Select the **CREATE INTERNAL TRANSFERS** tab.

Note: You can also access this function from the Pending Internal Transfers tab by clicking the Create button beneath the Pending Internal Transfers pane.

3. For each of up to five transfers:

- To use a transfer that has been retained for future use

In the Retained Internal Funds Transfers pane, click the **USE** hyperlink corresponding to the retained transfer.

Data from the retained transfer is entered for you into the first available row in the Create Internal Funds Transfers pane. You can accept the entered information as-is, or modify it to fit your needs.

- To create a transfer using new settings

1. From the **FROM ACCOUNT** drop-down list, select the account to be debited.
2. From the **TO ACCOUNT** drop-down list, select the account to be credited.
3. In the **SETTLEMENT DATE** field, enter the effective date of the transfer, using mm/dd/yyyy format. You can also click the **CALENDAR** button to select a date using the Calendar utility.

Note: You may specify a date up to 45 days from the current date.

4. In the **AMOUNT** field, enter the dollar amount to be transferred.

[OPTIONAL] Clear any line by clicking the **CLEAR** hyperlink for that line.

4. Click the **SAVE** button. The Pending Internal Transfers tab is displayed.

MODIFY AN INTERNAL TRANSFER

To modify a pending transfer:

1. From the FUNDS MGMT menu, select **INTERNAL TRANSFERS**. The Internal Funds Transfers screen is displayed.

2. In the Pending Internal Transfers pane, click the **MODIFY** hyperlink associated with the request to be modified. The Modify Internal Transfers pane is displayed.
3. Make the necessary changes.
4. Click the **SAVE** button to save your changes and return to the Pending Internal Transfers tab.

SUBMIT AN INTERNAL TRANSFER

Once you have created or modified an internal funds transfer request, you must submit the request. The bank will not process internal transfers unless the request is submitted to the system.

To submit pending transfers:

1. From the FUNDS MGMT menu, select **INTERNAL TRANSFERS**. The Internal Funds Transfers screen is displayed.
2. Select the **PENDING INTERNAL FUNDS TRANSFERS** tab.
3. In the Pending Internal Transfers pane, do one of the following:
 - **Submit a single transfer**
Click the **SUBMIT** hyperlink associated with the transfer to be submitted.
 - **Submit multiple transfers**
 1. Select the checkboxes associated with the transfers to be submitted.
 2. Click the **SUBMIT** button.
 - **Submit all transfers**
 1. Select the checkbox in the left-hand corner of the header row.
 2. Click the **SUBMIT** button.The Submit Verification screen is displayed.
4. In the **ENTER YOUR PASSWORD FOR SUBMIT** field, enter your transaction password.
5. Click the **VERIFY** button. The Submit Confirmation screen is displayed.
6. [OPTIONAL] To print the confirmation, click the **PRINT** button. Make the necessary selections in the Print dialog box, then click the **OK** button.
7. Click the **OK** button to close the confirmation screen and return to the Pending Internal Funds Transfers tab.

CREATE AN INTERNAL TRANSFER TEMPLATE

Internal transfer templates can be created ahead of time and used as a basis for creating future internal transfers.

To create an internal transfer template:

1. Select the **CREATE INTERNAL TRANSFERS** tab. From the Pending Internal Transfers tab, you can also click the **CREATE** button beneath the Pending Internal Funds Transfers pane.

2. From the **FROM ACCOUNT** drop-down list, select the account to be debited by transactions created using this template.
3. From the **TO ACCOUNT** drop-down list, select the account to be credited by transactions created using this template.
4. Accept the current date in the **SETTLEMENT DATE** field. A date will be entered into this field for you when you create an internal transfer using this template.
5. In the **AMOUNT** field, enter the dollar amount to be transferred.
6. Click the **RETAIN** hyperlink to store the transfer template for later use. The screen is refreshed, and the transfer template is displayed in the Retained Internal Funds Transfers pane.
You can also click the **CLEAR** hyperlink to clear entered data from the row's fields before.

DELETE AN INTERNAL TRANSFER

To delete internal transfers:

1. From the **FUNDS MGMT** menu, select **INTERNAL TRANSFERS**. The Internal Funds Transfers screen is displayed.
2. In the Pending Internal Transfers pane:
 - **Single transfer**
Click the **DELETE** hyperlink associated with the transfer to be deleted.
 - **Multiple transfers**
 1. Select the checkboxes associated with the transfers to be deleted.
 2. Click the **DELETE** button.
 - **All transfers**
 1. Select the checkbox in the left-hand corner of the header row.
 2. Click the **DELETE** button.

A confirmation message is displayed in a pop-up window.
3. Click the **OK** button. The internal transfers are deleted.
[OPTIONAL] Click **CANCEL** to discard the deletion request.

INTERNAL TRANSFERS REPORT

Use the Internal Funds Transfers report to view the activity and status of Internal Funds Transfers.

To access the Internal Transfers report:

1. Access the Internal Transfers Report parameters pane:
 - **From within the Internal Transfers module**
From the **REPORTING** menu, select **IT REPORT**.
 - **From any other module**
 1. From the **REPORTING** menu, select **ALL REPORTS**.
The All Reports screen is displayed.

2. In the Funds Management pane, click the **IT REPORT** link.

The Internal Transfers Report parameters pane is displayed.

2. From the **ACCOUNT** drop-down list, specify the originating account:
 - **Single account number**
Select the account number.
 - **All account numbers**
Select **ALL**.
3. From the Status drop-down list, specify transfer status:
 - **Single transfer status**
Select that status.
 - **All transfer statuses**
Select **ALL**.
4. In the **SETTLEMENT DATE RANGE** fields, enter a **FROM** date and a **TO** date. You can also click the **CALENDAR** buttons to select dates using the Calendar utility.
5. Click the **SUBMIT** button. The Internal Transfers report is displayed.