TRANSFER SCHEDULING

ABOUT TRANSFER SCHEDULING

In addition to creating one-time transfers, you can create recurrence schedules to create a series of transfer transactions according to a schedule you specify. For example, a transaction could be initiated each day, or on the first Tuesday of every other month, or on the first day of each quarter.

The specified date is the desired settlement date; the transaction will settle on that date as long as it occurs on a business day. If the scheduled settlement date falls on a day the financial institution does not process transactions (e.g., a bank holiday), the scheduler will schedule a new settlement date on the next earliest available date.

Scheduled transfers are created three days prior to settlement, and displayed on the Pending Items tab. These transfers can be modified or deleted as though they were manually-created transfers, but they do not need to be manually submitted. On the settlement date, the transfer will be submitted without further user activity.

Notes:

- *Modifying or deleting a scheduled transaction does not affect the schedule or future transactions created based on that schedule.*
- *Modifying or deleting a schedule that has already scheduled transfers does not affect the scheduled transfers.*

PROCESS OVERVIEW

Through the scheduling process, the system generates transactions based on user specifications. The following outlines the steps in the process:

1. The originator creates a transfer transaction, specifying accounts and amounts.
2. The user clicks the transaction's schedule hyperlink, then provides scheduling information using the pop-up window that is displayed.
3. The user saves the transaction schedule.
4. On the Pending Items tab, the user activates the transaction schedule. Three business days before the scheduled settlement date, the system generates transactions according to the schedule.

   Note: If the scheduled settlement date falls on a non-business day (e.g., a bank holiday), transactions will not process, the scheduler will schedule a new settlement date on the next business day.
5. Transactions are automatically submitted on the scheduled settlement date.

SCHEDULING TRANSFER

To schedule a transfer:

1. From the **FUNDS MGMT** menu, select **INTERNAL TRANSFER.**
2. Select the **CREATE INTERNAL TRANSFER** tab.
3. Compose the transaction, accepting the default date.

   Note: The system ignores the date entered on this tab.The first transfer will be made as specified in the procedure below.
4. Click the **SCHEDULE** hyperlink. The Scheduling pop-up window is displayed.
5. In the **STARTING** field, enter the date on which the schedule will take effect.

   Note: The date provided is the earliest date on which a transfer schedule may begin.
6. Specify an ending for the schedule:
   - If no end date is to be scheduled

     Select the **ONGOING** radio button.
   - If a specific end date is to be specified
     1. Select the Ending Date radio button
     2. Enter the date on which the schedule will end.
   - If a number of transfers, rather than a specific end date, is to be specified
     1. Select the Occurrences radio button.
     2. Enter the number of transfers to be made.

   Note: If a single transfer is to be scheduled, you may skip this step.
7. Select a recurrence pattern. (See the Recurrence Patterns topic.)
8. Click the **SAVE** button. The pop-up window closes.

   [OPTIONAL] Do either of the following:
   - Click the **RESET** button to clear your selections and start again.
   - Click the **CANCEL** button to discard your selections and close the pop-up window.
9. Click the **SAVE** button. The Pending Items tab is displayed. The transaction schedule is included in the Pending Internal Transfer pane with the status “Scheduled – Awaiting Submission”.
10. Click the **ACTIVATE** hyperlink. The transaction schedule is now active, and will generate transactions as indicated on the schedule.

MODIFYING TRANSFER SCHEDULES

Transfer schedules that have been accepted may be modified as needed. Modified schedules must be re-activated before they will generate transfer transactions.

Notes:

- *Once a schedule is activated, its particulars – account number, amount, etc. – may not be edited. To change these details, you must delete the existing schedule and create a new one.*
- *If a number of occurrences has been specified in the Occurrences field, the value in the Occurrences field is reduced by one each time a new transfer is created and submitted.*

To modify an existing transaction schedule:

1. From the **ADMINISTRATION** menu, select **SCHEDULES.** The Scheduled Internal Transfers screen is displayed.
2. Click the **MODIFY** hyperlink associated with the schedule to be modified. The Scheduling pop-up window is displayed.
3. Make the necessary changes to the schedule.
4. Click the **SAVE** button. The pop-up window closes.

   [OPTIONAL] Do either of the following:
   - Click the **RESET** button to clear your selections and start again.
   - Click the **CANCEL** button to discard your selections and close the pop-up window.
5. Click the **SAVE** button. The Pending Items tab is displayed. The transaction schedule is assigned the status "Scheduled – Awaiting Submission."
6. Click the **ACTIVATE** hyperlink. The transaction schedule is now active, and will generate transactions as indicated on the schedule.

DELETING TRANSFER SCHEDULES

Each not-yet-activated schedule is associated with an entry on the Pending Items tab (this entry is used to activate the schedule). If a schedule has not yet been activated, deleting it will also delete the associated entry on the Pending Items tab.

If a schedule has been activated and has already scheduled a transfer, however, deleting the schedule will not delete the scheduled transfer; that transfer must be separately deleted.

To delete transfer schedules:

1. From the **ADMINISTRATION** menu, select **SCHEDULES.** The Scheduled Internal Transfers screen is displayed.
2. Do one of the following:
   - To delete a single schedule

     Click the **DELETE** hyperlink associated with the item to be deleted.
   - To delete multiple schedules
     1. Select the checkboxes associated with the items to be deleted.
     2. Click the **DELETE** button.
   - To delete all schedules
     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 selected items are deleted.

   [OPTIONAL] Click **CANCEL** to discard the deletion request.

RECURRENCE PATTERNS

The following recurrence patterns are available on the Scheduling pop-up window when creating or modifying schedules:

To schedule recurrence...	From Schedule Then...	Type, select...
On a specific day	One Time	Continue to the next step.
At a specific interval of days	Daily	Select the checkboxes corresponding to the day(s) on which transfers are to be created. You may also: • Click the **Every day** hyperlink to select all checkboxes. • Click the **Business days** hyperlink to select all business days. • Click the **Clear all** hyperlink to clear all selected checkboxes.
At a specific interval of weeks	Weekly	Select the weekly interval from the **Every ☐ week(s) on** drop-down list, then select the day on which the transfer is to be created.
On a specific date of a specific interval of months	Monthly	Select the **Day ☐ of every ☐ month(s)** radio button, then select the date and month intervals.
On a particular day of a specific interval of months	Monthly	Select the of ☐ ☐ **every ☐ month(s)** radio button, then select the ordinal, day, and month intervals.
On the first and fifteenth days of a specific interval of months	Semi-monthly	Select the **The 1st and 15th of every ☐ month(s)** radio button, then select the month interval.
On the fifteenth and last days of a specific interval of months	Semi-monthly	Select the **The 15th and last day of every ☐ month(s)** radio button, then select the month interval.
On the first or last day of a particular quarter	Quarterly	Select the day interval and quarter interval from the **The ☐ business day of the ☐ quarter** radio button.