

# TREASURY MANAGEMENT

## Payments: Transfer

In the **Payments** menu for **Transfer**, you can create internal transfers, transfer templates, and view transfer activity. You can also create loan payments, and view loan payment activity.

In the **Create Transfer** menu, you have the option to create the following transfers:

- One-to-One Transfers
- One-to-Many Transfers
- Many-to-One Transfers

With transfer **Frequency** options for:

- Weekly
- Every Two Weeks
- Twice A Month
- Monthly
- Quarterly
- Every Six Months
- Yearly

**Start On** and **End On** dates can be selected up to 5 years in the future.

Message Center Notifications Cut-Off Times Last Login: 06/18/2024, 08:14 PM, EST Hi, implementation (PAA2266)

DASHBOARD ACCOUNTS **PAYMENTS** REPORTING ADMIN

### Create Transfer

1. Create Transfer 2. Review 3. Confirmation

#### Internal Transfer

One-to-One Transfers  One-to-Many Transfers  Many-to-One Transfers

Transfer From: \* From Account

Transfer To: \* To Account

Amount: \* \$0.00

Frequency: \* One Time

Transfer Date: \* 06/20/2024

Memo:

Add Another Transfer

Review Reset Cancel

#### Transfer

- Create Transfer
- Create Transfer from Template
- Transfer Activity
- Recurring Transfers
- Transfer Templates
- Create Loan Payment
- Loan Payment Activity

# TREASURY MANAGEMENT

## Payments: Transfer

Once your transfer is created, you will be prompted to **Confirm** in the **Review** menu and then you will receive a confirmation.

From the **Confirmation** screen you can navigate to **Create another Transfer** or **View Transfer Activity**.

The screenshot shows the 'Review' step of the transfer process. At the top, a progress bar indicates three steps: '1. Create Transfer', '2. Review' (which is highlighted in dark green), and '3. Confirmation'. Below the progress bar is the 'Transfer Detail' section. It contains the following information:

Transfer From:	EAA 5987	Transfer To:	Non AA 7552
Transfer Date:	06/20/2024	Amount:	\$1.00
Memo:			
Total Credit Amount:	\$1.00		

At the bottom of the screen, there are three buttons: 'Confirm' (highlighted in green), 'Back', and 'Cancel'.

The screenshot shows the 'Confirmation' step of the transfer process. At the top, a progress bar indicates three steps: '1. Create Transfer', '2. Review', and '3. Confirmation' (which is highlighted in dark green). Below the progress bar is the 'Internal Transfer Confirmation' section. It contains the following information:

Transfer(s) successfully created.

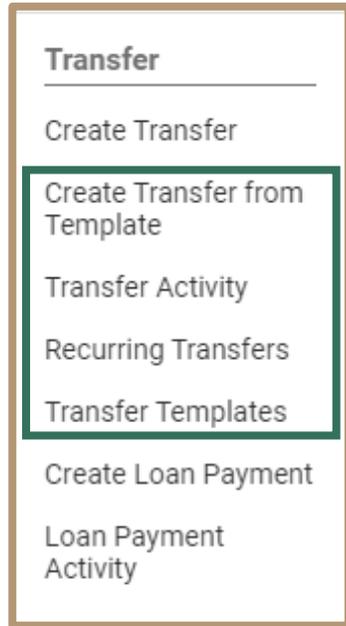
Batch Id:	19bc3637-c5d9-4a96-b716-dabec5cbac8f	Status:	Scheduled
Transaction Id:	T000010460851	Transfer To:	NON AA 8745
Transfer From:	EAA 5987	Amount:	\$1.00
Transfer Date:	06/20/2024		
Memo:			
Total Credit Amount:	\$1.00		

At the bottom of the screen, there are two buttons: 'Create another Transfer' and 'View Transfer Activity'.

# TREASURY MANAGEMENT

## Payments: Transfer

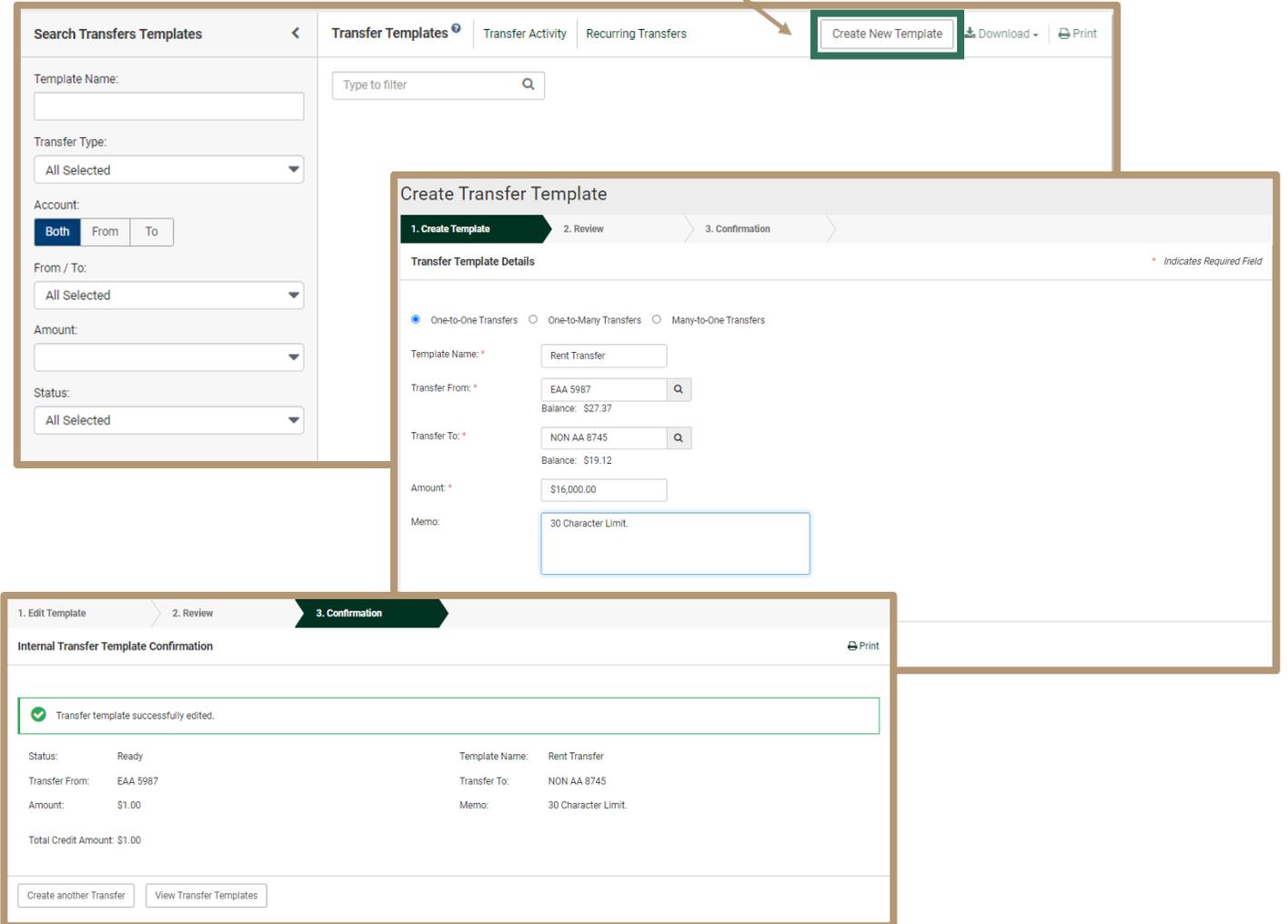
The four menu options redirect you to the **Create Transfer Template** menu.



- Transfer
- Create Transfer
- Create Transfer from Template**
- Transfer Activity
- Recurring Transfers
- Transfer Templates
- Create Loan Payment
- Loan Payment Activity

You can view and search for **Transfer Templates**, **Transfer Activity** and **Recurring Transfers**.

To create a transfer template, select **Create New Template**. Enter transfer template data, including an optional memo field with a 30-character limit. **Review** and **Confirm**.



**Search Transfers Templates** | **Transfer Templates** | Transfer Activity | Recurring Transfers | **Create New Template** | Download | Print

Template Name: [Type to filter]

Transfer Type: All Selected

Account: Both From To

From / To: All Selected

Amount: [ ]

Status: All Selected

**Create Transfer Template**

1. Create Template | 2. Review | 3. Confirmation

**Transfer Template Details**

One-to-One Transfers | One-to-Many Transfers | Many-to-One Transfers

Template Name: \* Rent Transfer

Transfer From: \* EAA 5987  
Balance: \$27.37

Transfer To: \* NON AA 8745  
Balance: \$19.12

Amount: \* \$16,000.00

Memo: 30 Character Limit

1. Edit Template | 2. Review | **3. Confirmation**

**Internal Transfer Template Confirmation**

Transfer template successfully edited.

Status: Ready | Template Name: Rent Transfer

Transfer From: EAA 5987 | Transfer To: NON AA 8745

Amount: \$1.00 | Memo: 30 Character Limit

Total Credit Amount: \$1.00

Create another Transfer | View Transfer Templates

# TREASURY MANAGEMENT

## Payments: Transfer Template

To use a transfer template, navigate to the **Transfer Template** menu. Select the template you want to use and click **Initiate Payments**. Edit or confirm the transfer details, then select **Review** and **Confirm**.

The screenshot shows the 'Transfer Templates' menu with a search bar and a table of templates. The table has columns for Template Name, Transfer Type, From Account, To Account, Amount, Status, and Actions. One template is listed: 'Rent Transfer' with a 'One-to-One' type, '5987' from account, '8745' to account, '\$1.00' amount, and 'Ready' status. An 'Initiate Payments' button is visible below the table.

Template Name	Transfer Type	From Account	To Account	Amount	Status	Actions
<input checked="" type="checkbox"/> Rent Transfer	One-to-One	5987	8745	\$1.00	Ready	Actions

The screenshot shows the 'Create Transfer from Template' review screen. It features a progress bar with three steps: 1. Create Transfer, 2. Review (highlighted), and 3. Confirmation. Below the progress bar, the 'Transfer Detail' section displays the following information:

- Template Name: Rent Transfer
- Transfer From: EAA 5987
- Transfer To: NON AA 8745
- Transfer Date: 06/20/2024
- Amount: \$1.00
- Memo: 30 Character Limit
- Total Credit Amount: \$1.00

Buttons for 'Confirm', 'Back', and 'Cancel' are located at the bottom left.

The screenshot shows the 'Create Transfer from Template' confirmation screen. It features a progress bar with three steps: 1. Create Transfer, 2. Review, and 3. Confirmation (highlighted). Below the progress bar, the 'Internal Transfer Confirmation' section displays a success message: 'Transfer(s) successfully created.' Below this, the following transaction details are shown:

- Transaction ID: T000010460846
- Status: Scheduled
- Template Name: Rent Transfer
- Transfer From: EAA 5987
- Transfer To: NON AA 8745
- Transfer Date: 06/20/2024
- Amount: \$1.00
- Memo: 30 Character Limit
- Total Credit Amount: \$1.00

Buttons for 'View Transfer Templates' and 'Create another Transfer' are located at the bottom.

# TREASURY MANAGEMENT

## Payments: Transfer Activity

Use the **Transfer Activity** menu to search activity. You can modify the search criteria with **Transfer Date** (range), extensive **Status** options, **To/From Account**, **Amount**, **Transaction ID** and **Date Created**.

Click **Search** to generate transfer activity. You can **Download** in PDF format and/or **Print** from this screen.

**Search Transfers**

\* Indicates required field.

Transfer Date: \*

Date Range

06/18/2024 To 06/25/2024

Status: \*

All Selected

Account:

Both From To

From / To: \*

--Select Accounts--

Amount:

Specific Amount

Transaction ID:

Created Date:

Specific Date

mm/dd/yyyy

Search Reset

**Status: \***

- Select All
- Pending Approval
- Scheduled
- Submitted
- Approval Rejected
- Cancelled
- Failed
- Expired

**Transfer Activity** | Recurring Transfers | Transfer Templates

Create New Transfer | Download | Print

Type to filter

<input type="checkbox"/>	Transaction ID	From Account	To Account	Amount	Created Date	Transfer Date	Status	Actions
<input type="checkbox"/>	<a href="#">T000010460846</a>	EAA 5987	NON AA 8745	\$1.00	06/19/2024	06/20/2024	Cancelled	
<input type="checkbox"/>	<a href="#">T000010460851</a>	EAA 5987	NON AA 8745	\$1.00	06/19/2024	06/20/2024	Cancelled	

Viewing 1 - 2 of 2 transactions

25

# TREASURY MANAGEMENT

## Payments: Transfer - Create Loan Payment

To create a loan payment, navigate to the **Create Loan Payment** menu. Enter the loan payment details. You have the option to make a **Regular Payment** or a payment to **Principal Only**.

You can select a **Payment Date** up to 5 years in the future. The **Memo** field has a 30-Character limit.

Once complete, select **Review** and then **Confirm**.

The screenshot shows a web interface for creating a loan payment. At the top, there are three steps: '1. Create Payment' (highlighted in dark green), '2. Review', and '3. Confirmation'. Below the steps is the title 'Loan Payment' and a note '\* Indicates Required Field'. The form contains the following fields:

- From Account:** A text input field with the value 'From Account' and a search icon.
- To Loan Account:** A text input field with the value 'To Account' and a search icon.
- Payment Option:** A dropdown menu with 'Regular Payment' selected.
- Amount:** A text input field with the value '\$100,000.00'.
- Payment Date:** A date picker field with the value '06/20/2024' and a calendar icon.
- Memo:** A text area with the value '30-Character Limit'.

At the bottom of the form, there are three buttons: 'Review' (highlighted in dark green), 'Reset', and 'Cancel'.

# TREASURY MANAGEMENT

## Payments: Transfer – Loan Payment Activity

Use the **Loan Payment Activity** menu to search your activity. You can modify the search criteria with **Created Date**, **Payment Date**, extensive **Status** options, **Transaction ID**, **To/From Account**, **Payment Option** (type) and **Amount**.

Status: \*

All Selected

- Select All
- Pending Approval
- Scheduled
- Submitted
- Approval Rejected
- Cancelled
- Failed
- Expired

Search Loan Payments

\* Indicates required field.

Created Date:  
 Specific Date  
 mm/dd/yyyy

Payment Date: \*  
 Date Range  
 06/18/2024 To 06/25/2024

Status: \*  
 All Selected

Transaction ID:  
 \_\_\_\_\_

Account:  
 Both From To

From / To: \*  
 All Selected

Payment Option: \*  
 All Selected

Amount:  
 Specific Amount  
 \_\_\_\_\_

Search Reset

Payment Option: \*

All Selected

- Select All
- Regular Payment
- Principal Only



Questions? Please contact our Treasury Management Support Team at 317-261-0333 or treasurymanagement@nbofi.com.