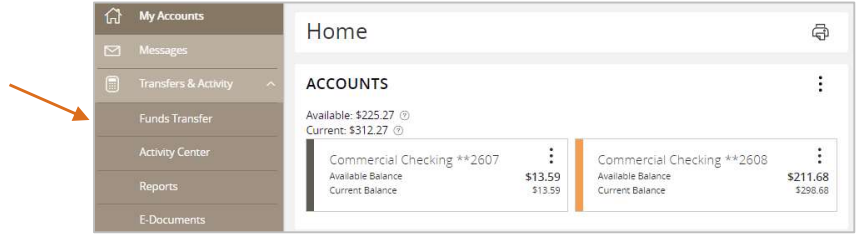
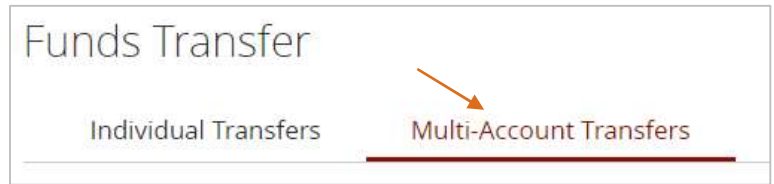


## Transfer Funds

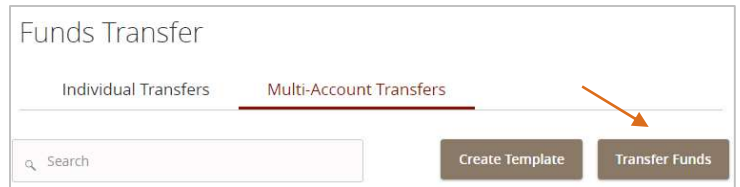
1. Select 'Transfers & Activity' and then select 'Funds Transfer'.



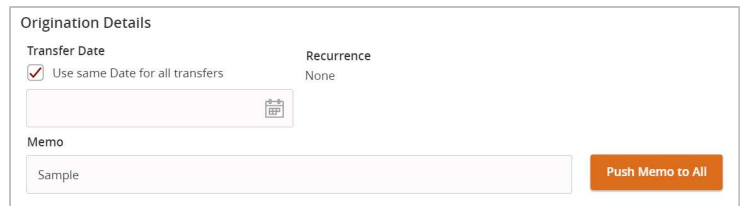
2. Select the 'Multi-Account Transfers' tab.



3. Select 'Transfer Funds'.



4. Click the 'Use same Date for all transfers' check box to automatically set the same date for all transfers being initiated.

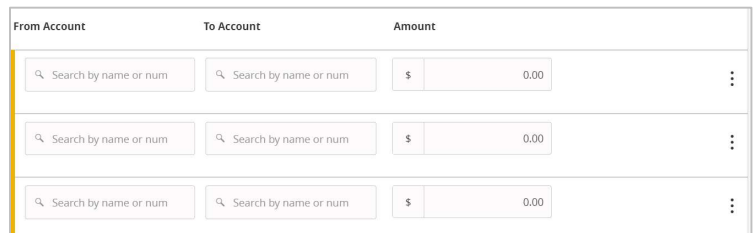


Or leave the 'Use same Date for all transfers' check box unselected to individually set the date for each transfer.

**Optional:** Enter a memo and click 'Push Memo to All' to automatically push the same memo to all transfers listed.

5. Select the 'From' and 'To' Account for each transfer.

6. Enter the Amount for each transaction.



Questions? Call our customer support.

Phone: 833-VERITEX (833-837-4839) or 469-443-9912 (Treasury Support: 972-349-6195)

Revised 10/21/2023

- Review the information on the screen for accuracy, and select Draft or Approve depending on entitlement.

**Note:** Funds transfers are processed in the order that they appear on the screen.

## Creating a Template

- To create a transfer template, select 'Create Template'.

- Enter the 'Template Name'

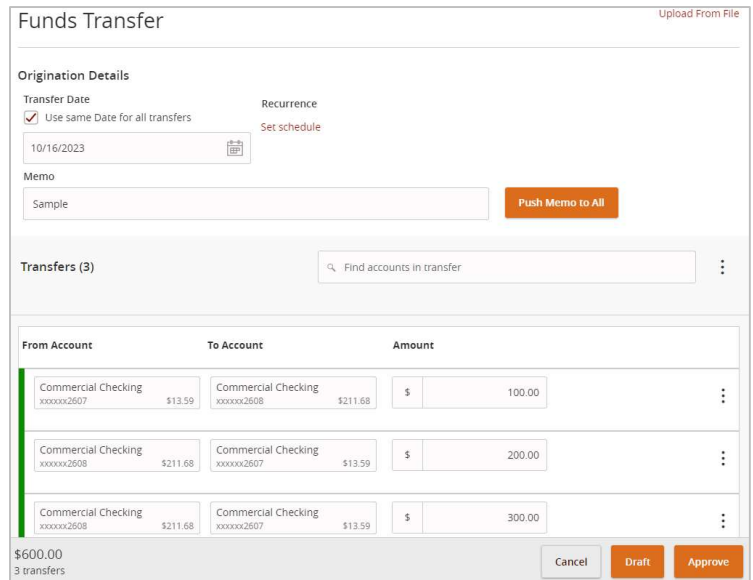
- Select the link below 'Template Access Rights' to designate the users who should have access to the template.

- Select the 'From' and 'To' Account for each transfer.

- Enter the Amount for each transaction.

- Review the information for accuracy. Then select 'Save'.

**Note:** Funds transfers are processed in the order that they appear on the screen.



**Funds Transfer** Upload From File

**Origination Details**

Transfer Date:  Use same Date for all transfers Recurrence: [Set schedule](#)

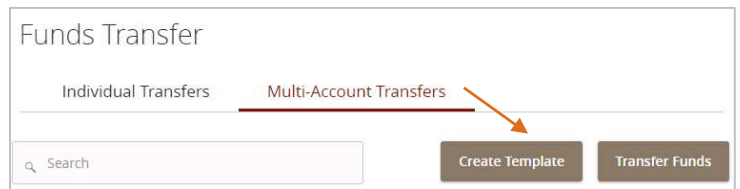
Memo:

---

**Transfers (3)**

From Account	To Account	Amount
Commercial Checking xxxxxx2607 \$13.59	Commercial Checking xxxxxx2608 \$211.68	\$ 100.00
Commercial Checking xxxxxx2608 \$211.68	Commercial Checking xxxxxx2607 \$13.59	\$ 200.00
Commercial Checking xxxxxx2608 \$211.68	Commercial Checking xxxxxx2607 \$13.59	\$ 300.00

\$600.00  
3 transfers



**Funds Transfer**

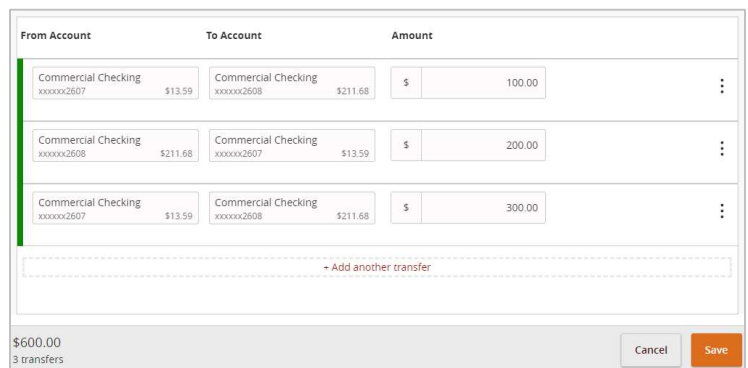
Individual Transfers | **Multi-Account Transfers**



**Template Properties**

Template Name:

Template Access Rights: **2 of 2 user roles selected**



From Account	To Account	Amount
Commercial Checking xxxxxx2607 \$13.59	Commercial Checking xxxxxx2608 \$211.68	\$ 100.00
Commercial Checking xxxxxx2608 \$211.68	Commercial Checking xxxxxx2607 \$13.59	\$ 200.00
Commercial Checking xxxxxx2607 \$13.59	Commercial Checking xxxxxx2608 \$211.68	\$ 300.00

[+ Add another transfer](#)

\$600.00  
3 transfers

