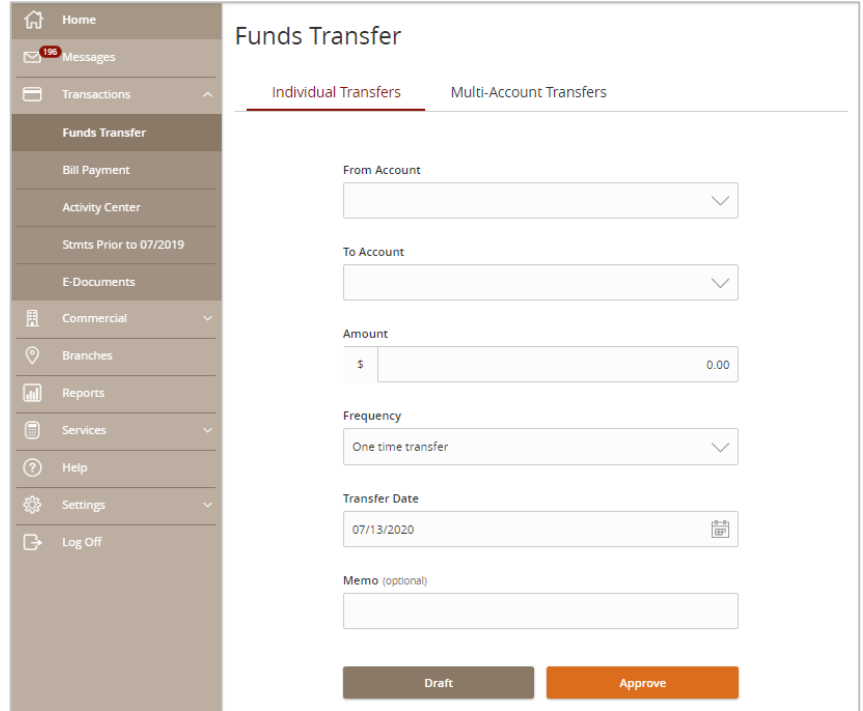
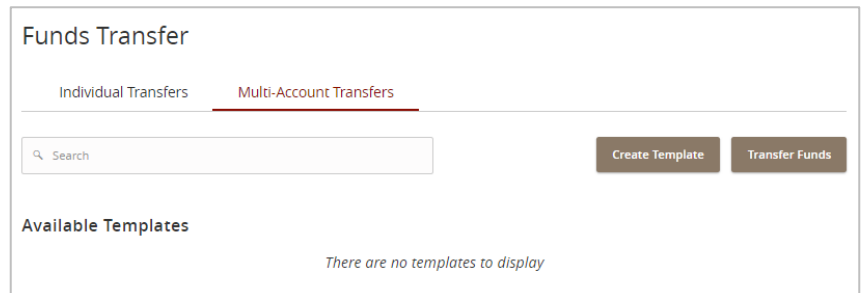


## Multi-Transfers

1. Select 'Transactions' and then select 'Funds Transfer'.

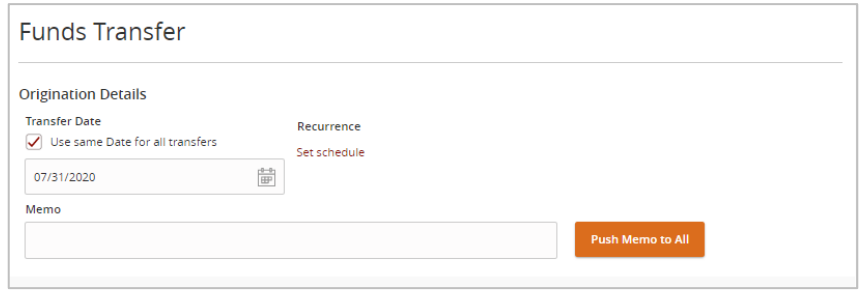


2. Select the 'Multi-Account Transfers' tab.
3. Select 'Transfer Funds'.



4. Designate the 'Transfer Date' for all transactions.

**NOTE:** Check the 'Use same Date for all transfers' box to complete the transfers on the same date. If box is not selected, you will be able to select a 'Date' for each 'Transfer' listed.

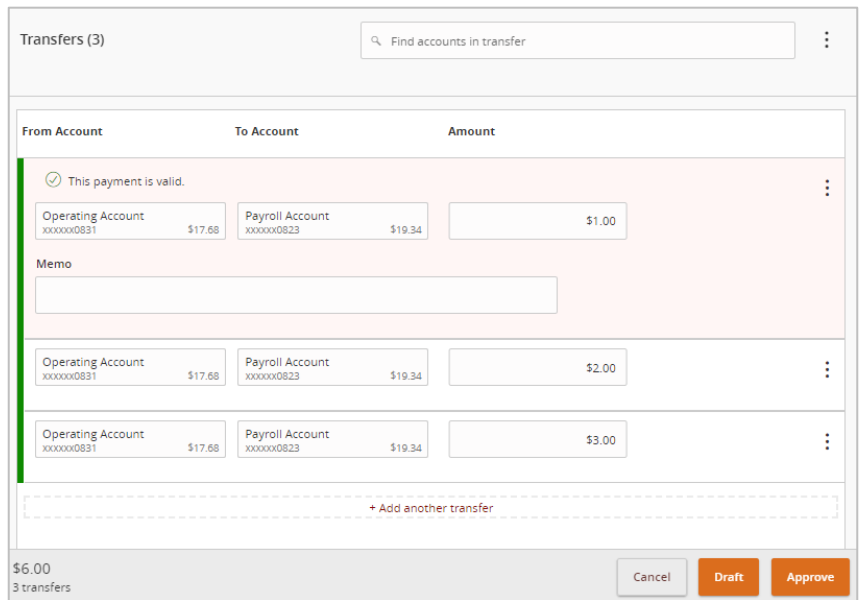


**NOTE:** Click on 'Set schedule' to make transfers listed recurring.

5. Enter a 'Memo' and click on 'Push Memo to All' to add the same 'Memo' to every 'Transfer' listed. (Optional)

**NOTE:** If you do not 'Push Memo to All' then a separate 'Memo' can be entered for each 'Transfer' listed.

- 6. Select the 'From Account' and 'To Account' for each transfer.
- 7. Enter the 'Amount' for each transfer.
- 8. Enter a 'Memo' if 'Push Memo to All' was not selected. (Optional)
- 9. Click on '+Add another transfer' to add additional funds transfers.
- 10. Click on 'Draft' or 'Approve' depending on user rights.

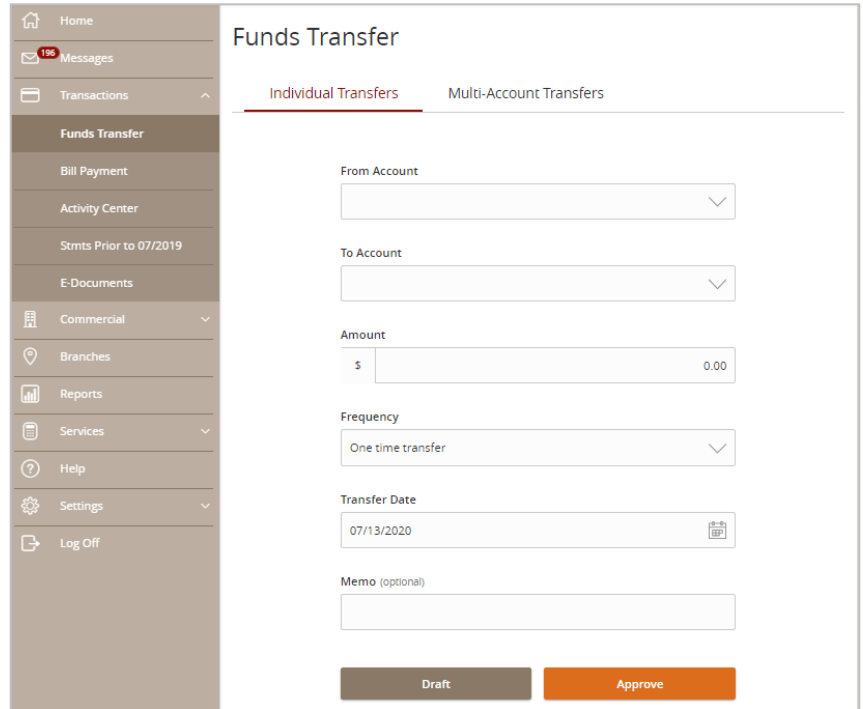


From Account	To Account	Amount
Operating Account xxxxxx0831	Payroll Account xxxxxx0823	\$1.00
Operating Account xxxxxx0831	Payroll Account xxxxxx0823	\$2.00
Operating Account xxxxxx0831	Payroll Account xxxxxx0823	\$3.00

\$6.00  
3 transfers

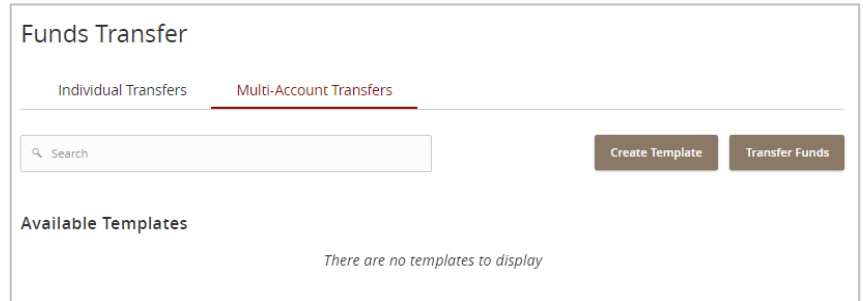
## Transfer Templates

1. Select 'Transactions' and then select 'Funds Transfer'.



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

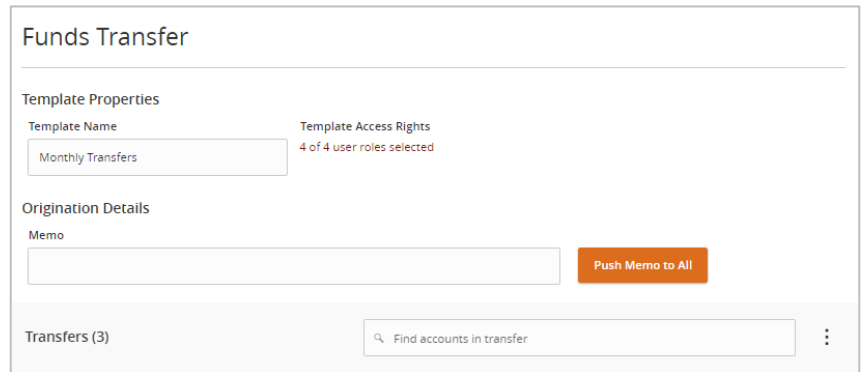
3. Select 'Create Template'.



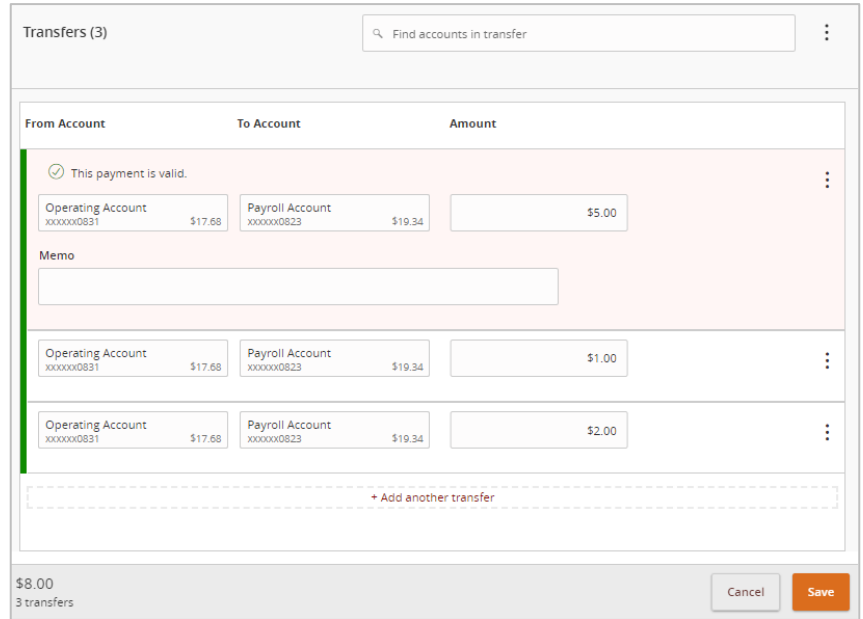
4. Enter your 'Template Name'.

5. Select the user(s) who should have access to the template by clicking on 'Use Roles Selected'.

6. Enter a 'Memo' and click on 'Push Memo to All' to add the same 'Memo' to every 'Transfer' listed. (Optional)



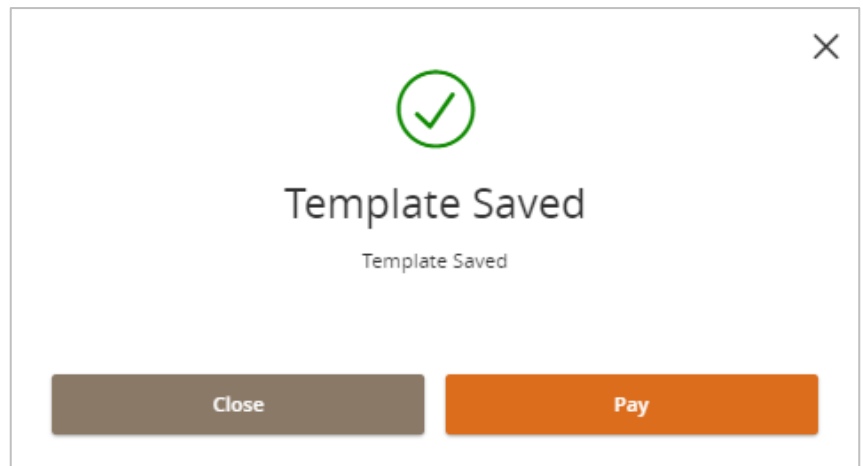
7. Select the 'From Account' and 'To Account' for each transfer.
8. Enter the 'Amount' for each transfer.
9. Enter a 'Memo' if 'Push Memo to All' was not selected. (Optional)
10. Click on '+Add another transfer' to add additional funds transfers.
11. Click on 'Save'.



The screenshot shows a 'Transfers (3)' interface with a search bar 'Find accounts in transfer'. It features a table with columns 'From Account', 'To Account', and 'Amount'. The first transfer is highlighted in pink and includes a 'Memo' field. Below the table is a '+ Add another transfer' button. At the bottom, a summary shows '\$8.00' and '3 transfers', along with 'Cancel' and 'Save' buttons.

From Account	To Account	Amount
Operating Account xxxxxx0831	Payroll Account xxxxxx0823	\$5.00
Operating Account xxxxxx0831	Payroll Account xxxxxx0823	\$1.00
Operating Account xxxxxx0831	Payroll Account xxxxxx0823	\$2.00

12. 'Template Saved' message will appear on screen. Click on 'Close' to return to 'Multi-Account Transfers' 'Available Templates'.
13. Click on 'Pay' to initiate 'Multi-Transfers Template'



14. Designate the 'Transfer Date' for all transactions.

**NOTE:** Check the 'Use same Date for all transfers' box to complete the transfers on the same date. If box is not selected, you will be able to select a 'Date' for each 'Transfer' listed.

**NOTE:** Click on 'Set schedule' to make transfers listed recurring.

15. Enter a 'Memo' and click on 'Push Memo to All' to add the same 'Memo' to every 'Transfer' listed. (Optional)

**NOTE:** If you do not 'Push Memo to All' then a separate 'Memo' can be entered for each 'Transfer' listed.


16. Click on each 'Transfer' to enter a 'Memo' if 'Push Memo to All' was not selected. (Optional)

17. Click on 'Draft' or 'Approve' depending on user rights.

**Monthly Transfers (Funds Transfer)**
Edit Template

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**Origination Details**

**Transfer Date**  
 Use same Date for all transfers  
 

**Recurrence**

**Memo**

**Transfers (3)**      Filters: All Paid Not Paid     

From Account	To Account	Amount
<input checked="" type="checkbox"/> This payment is valid.		
Operating Account xxxxxxx0831      \$17.68	Payroll Account xxxxxxx0823      \$19.34	<input type="text" value="\$5.00"/>
<input type="text" value="Memo"/>		
Operating Account xxxxxxx0831      \$17.68	Payroll Account xxxxxxx0823      \$19.34	<input type="text" value="\$1.00"/>
Operating Account xxxxxxx0831      \$17.68	Payroll Account xxxxxxx0823      \$19.34	<input type="text" value="\$2.00"/>

\$8.00  
3 transfers