

Transfers

Create and maintain various internal transfers and loan payments.

Create Transfer

Create a one-to-one transfer, one-to-many transfer, or many-to-one transfer.

- Go to **Payments > Transfer > Create Transfer**
- Select the type of transfer
 - **One-to-One Transfer**
 - Transfer From
 - Transfer To
 - Amount
 - Frequency
 - Transfer Date
 - Memo
 - **One-to-Many Transfer**
 - Transfer From
 - Transfer Date
 - Transfer To
 - Amount
 - Memo
 - **Many-to-One Transfer**
 - Transfer To
 - Transfer Date
 - Transfer From
 - Amount
 - Memo
- Select **Review**
- Select **Confirm** to complete

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: *

Transfer To: *

Amount: *

Frequency: *

Transfer Date: *

Memo:

☐ One-to-One Transfers ☒ One-to-Many Transfers ☐ Many-to-One Transfers

Transfer From: *

Transfer Date: *

Total Debit Amount: \$0.00

Transfer To:	Amount:	Memo	
To Account Q	\$0.00	Memo	🗑️
To Account Q	\$0.00	Memo	🗑️ ➕

Total Credit Amount: \$0.00

☐ One-to-One Transfers ☐ One-to-Many Transfers ☒ Many-to-One Transfers

Transfer To: *

Transfer Date: *

Total Credit Amount: \$0.00

Transfer From:	Amount:	Memo	
From Account Q	\$0.00	Memo	🗑️
From Account Q	\$0.00	Memo	🗑️ ➕

Total Debit Amount: \$0.00

NOTE: Use the addition symbol to add transfer to accounts. Use the trash symbol to remove lines.

Create Transfer from Template

Create a transfer using a pre-created template.

- Go to **Payments > Transfer > Create Transfer from Template**
- Click the box to the left of the Template Name you want to use
- Select **Initiate Payments**
- Select **Review**
- Select **Confirm** to complete

Transfer Templates

Transfer Activity

Recurring Transfers

Create New Template

Download

Print

Type to filter

☐	Template Name	Transfer Type	From Account	To Account	Amount	Status	Actions
☒	Cash Flow 3	One-to-Many	xxx3416	[Many]	\$0.20	Ready	Actions

Viewing 1 - 1 of 1 templates

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Initiate Payments

Transfer Activity

View, edit, approve, reject, cancel and search transfers with various status.

- Go to **Payments > Transfer > Transfer Activity**

NOTE: Select the **Transaction ID** to view the details of a transfer

Edit Scheduled Transfers

- Select the **Transaction ID** of the transfer
- Select **Edit Transfer**
- Edit the fields, as necessary
- Select **Confirm**
- Enter comments & select **Resubmit Transfer** to complete

T000010851506 Submitted

Transaction ID: T000010851506

From Account: Checking

To Account: Checking

Amount: \$0.87

Transfer Date: 08/27/2024

Edit Transfer

Close

Approve or Reject Transfers

- Single Transfer**
 - Select the **Transaction ID** of the transfer
 - Select **Approve** or **Reject**
- Multiple Transfers**
 - Check the box on the left side of each transaction ID
 - Select **Approve** or **Reject** at the bottom of the screen

Transaction ID: T000010851506 Pending Approval

Transaction ID: T000010851506

From Account: Checking

To Account: Checking

Amount: \$0.87

Transfer Date: 08/27/2024

Memo:
Audit: 08/27/2024: JAMDOE1: New - Comments: New

Close

Approve

Reject

Cancel Transfers

- Select **Cancel Transfer** on the right side of the transfer
- Enter comments & select **Cancel Transfer** to complete

Search Transfers

- Complete the fields in the *Search Transfers* panel, as necessary
- Select **Search**

Search Transfers

* Indicates required field.

Transfer Date: *
Date Range
08/27/2024 To 09/03/2024

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

Recurring Transfers

View, edit, approve, reject, cancel and search recurring transfers with various status.

- Go to **Payments > Transfer > Recurring Transfer**

Edit Scheduled Recurring Transfers

- Select the **Transaction ID** of the transfer
- Select **Edit**
- Edit the fields, as necessary
- Select **Review**
- Select **Confirm** to complete

Transaction ID	From Account	To Account	Frequency	Created Date	Next Transfer Date	End Date	Amount	Status	Actions
☐ T000010851802	JD Biz 3444	JD Biz 6976	Weekly	08/27/2024	09/09/2024	09/10/2024	\$1.00	Scheduled	Cancel Series

Frequency:
Occurs every Monday from 09/03/2024 to 09/10/2024

Memo:
TEST

Audit:
08/27/2024: KRacolta: New - Comments: New

Edit

Close

Approve or Reject Recurring Transfers

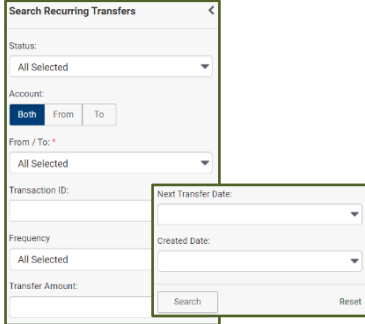
- Single Transfer**
 - Select the **Transaction ID** of the transfer
 - Select **Approve** or **Reject**
- Multiple Transfers**
 - Check the box on the left side of each transaction ID
 - Select **Approve** or **Reject** at the bottom of the screen

Cancel Recurring Transfers

- Select **Cancel Series** on the right side of the transfer
- Enter comments & select **Cancel Recurring Series** to complete

Search Transfers

- Complete the fields in the *Search Recurring Transfers* panel, as necessary
- Select **Search**



The 'Search Recurring Transfers' panel is a form with the following fields: Status (dropdown), Account (dropdown with 'Both', 'From', 'To' tabs), From / To (text input), Transaction ID (text input), Frequency (dropdown), Transfer Amount (text input), Next Transfer Date (calendar icon), and Created Date (calendar icon). There are 'Search' and 'Reset' buttons at the bottom right.

Transfer Templates

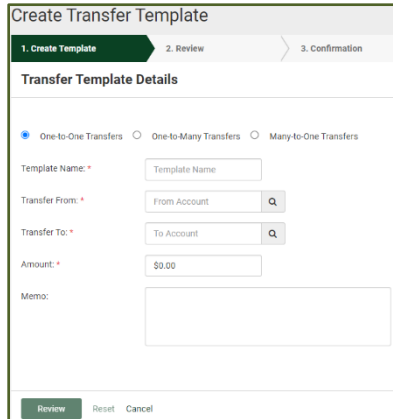
Create, Initiate, View, Edit and Delete transfer templates.

- Go to **Payments > Transfer > Transfer Templates**

NOTE: Select the **Template Name** to view the details

Create New Template

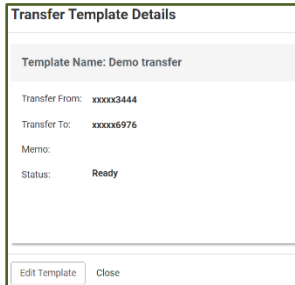
- Select **Create New Template**
- Select the type of transfer
 - One-to-One Transfers
 - One-to-Many Transfers
 - Many-to-One Transfers
- Enter a **Template Name**
- Complete the required fields based on the type of transfer selected
- Select **Review**
- Select **Confirm** to complete



The 'Create Transfer Template' form has three steps: 1. Create Template, 2. Review, and 3. Confirmation. The 'Transfer Template Details' section includes radio buttons for 'One-to-One Transfers' (selected), 'One-to-Many Transfers', and 'Many-to-One Transfers'. Fields include Template Name, Transfer From (From Account), Transfer To (To Account), Amount (\$0.00), and Memo. At the bottom are 'Review', 'Reset', and 'Cancel' buttons.

Edit Transfer Template

- Select the **Template Name** of the transfer
- Select **Edit Template**
- Edit the fields, as necessary
- Select **Review**
- Select **Confirm** to complete



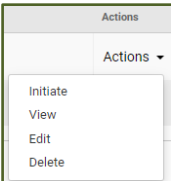
The 'Transfer Template Details' form shows the details for a template named 'Demo transfer'. It includes fields for Transfer From (xxxx3444), Transfer To (xxxx6976), Memo, and Status (Ready). At the bottom are 'Edit Template' and 'Close' buttons.

Approve or Reject Transfer Templates

- **Single Template**
 - Select the **Template Name** of the transfer
 - Select **Approve** or **Reject**
- **Multiple Templates**
 - Check the box on the left side of each template name
 - Select **Approve** or **Reject** at the bottom of the screen

Delete Transfer Templates

- Select the **Actions** drop down
- Choose **Delete**
- Select **Delete** to confirm



The 'Actions' dropdown menu shows options: Initiate, View, Edit, and Delete.

Create Loan Payment

Create payments for your loans with SMTB.

- Go to **Payments > Transfer > Create Loan Payment**
- Select the **From Account**
- Select the **To Loan Account**

NOTE: If the loan is past-due a notification appears which states that the amount due may not reflect additional fees.

- Select the **Payment Option**
 - **Regular Payment**
 - **Principal Only**
- Enter the **Amount**
- Enter the **Payment Date**
- Enter a **Memo**
- Select **Review** and verify the details
- Select **Confirm**

The screenshot shows the 'Create Loan Payment' interface. At the top, there are three steps: '1. Create Payment' (highlighted in green), '2. Review', and '3. Confirmation'. Below this, the title 'Loan Payment' is displayed. The form contains the following fields: 'From Account: *' with a search bar, 'To Loan Account: *' with a search bar, 'Payment Option: *' with a dropdown menu set to 'Regular Payment', 'Amount: *' with a text box containing '\$0.00', 'Payment Date: *' with a date picker set to '08/27/2024', and a 'Memo:' text area. At the bottom, there are three buttons: 'Review' (highlighted in green), 'Reset', and 'Cancel'.

Loan Payment Activity

Use the Loan Payment Activity view to look at a list of loan payments with various statuses and view payment history. You can search for a specific payment, or approve, reject, and cancel payments from this view.