Exchange

Transfers

This Quick Reference Guide is to assist you in using the Transfers widget within Exchange. You will learn how to navigate the transfers list view, create an account to account transfer, loan payment and a loan draw. Use the table of contents below to navigate to different topics within this guide.

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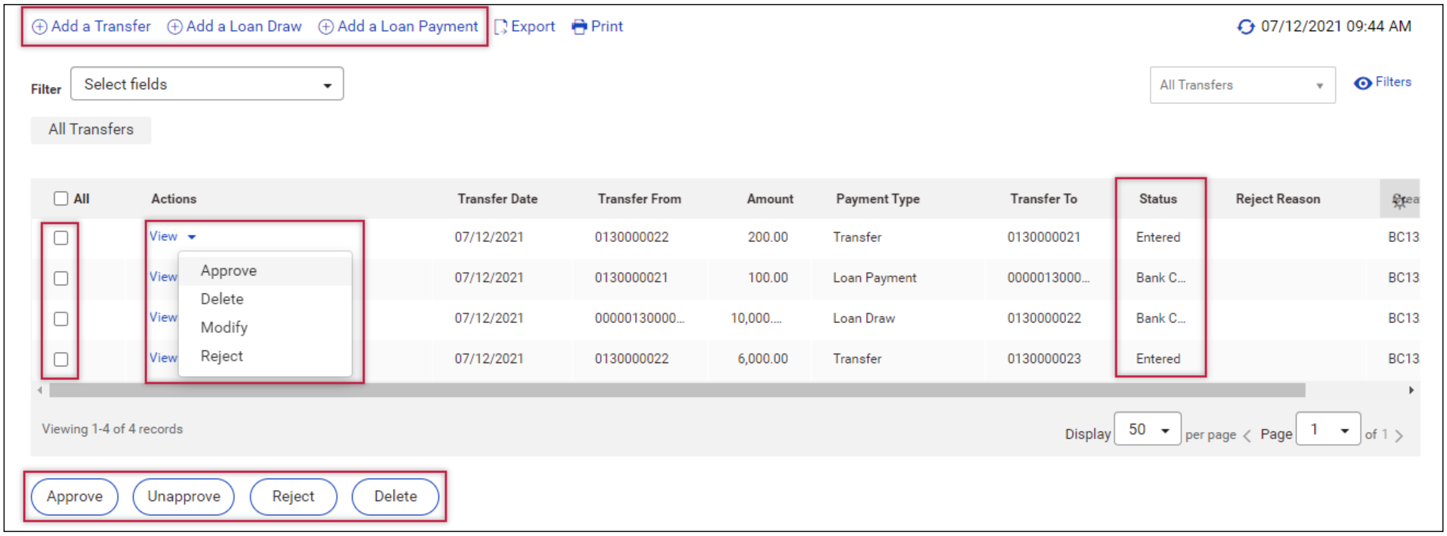
Transfers List View

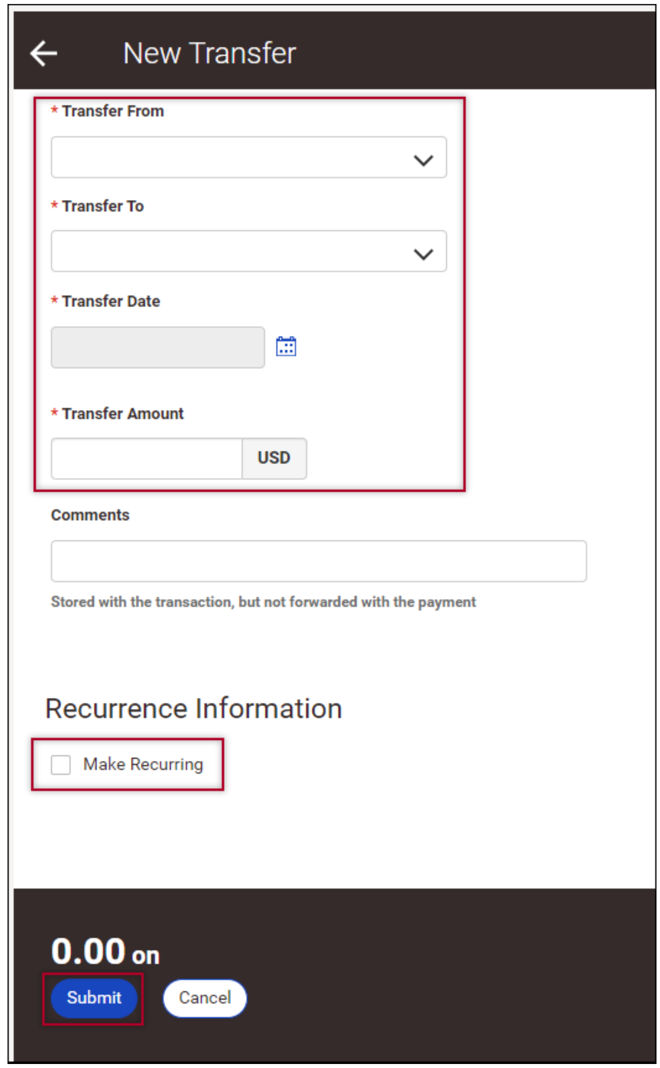
Transfers allows ***Exchange*** Users, based upon permissions, to create, modify, view, and delete one-time account to account transfers, loan payments or loan draws. To access transfers, from the **Payments & Transfers** menu, select **Transfers**.



Transfers list view provides a list of all pending and historical transfers made in the system over the last **90 days**.

- The status of a transfer is provided under the "Status" column, final status is "**Bank Confirmed**".
- Select "Add a Transfer" to create a new account to account transfer.
- Select "Add a Loan Draw" to create a new loan advance to a checking account.
- Select "Add a Loan Payment" to create a new payment to a loan.
- The "Actions" menu allows you to view, approve, modify, reject or delete a transfer.
- Depending on approval requirements, transfers may need to be approved prior to release to the bank for processing. If you have the ability to approve, "Approve" will appear as an option under actions for that item.
- To quickly approve a transfer, click the checkbox followed by "Approve".
- Transfers can be "Unapproved" if in "Approved" status for those initiated by users requiring dual control.
- "Reject" can only be used when a transfer is in an "Entered" status.
- To quickly delete a transfer, click "Delete" after selecting the checkbox. If the status is "Bank Confirmed", it can no longer be deleted.

Single Account to Account Transfer

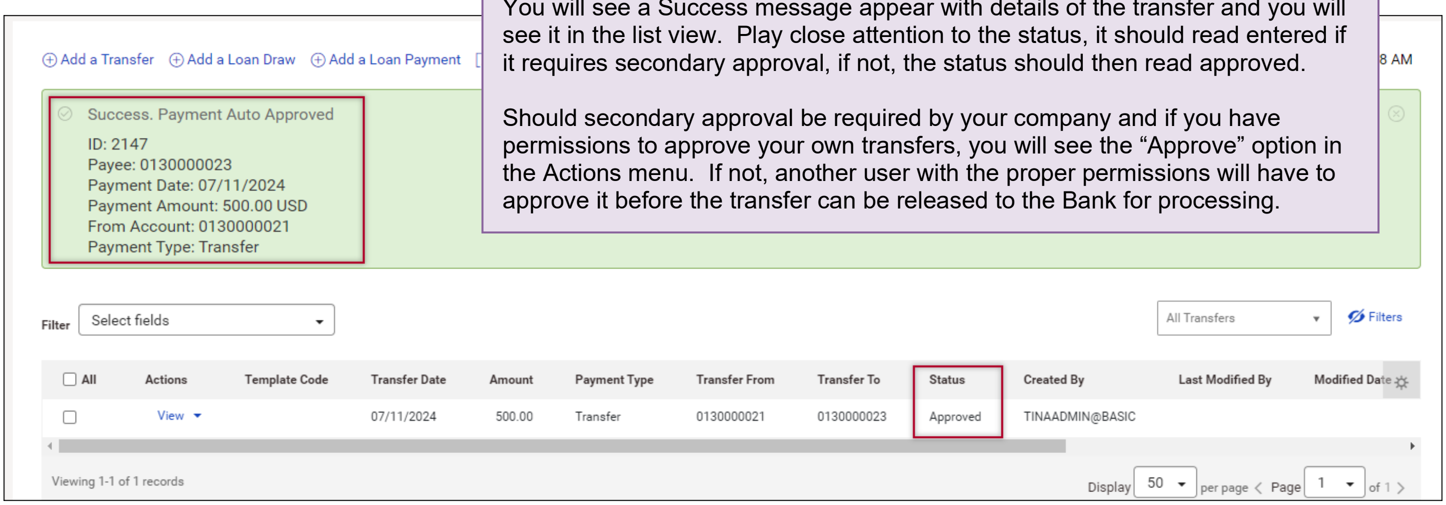


To create a single account to account Transfer:

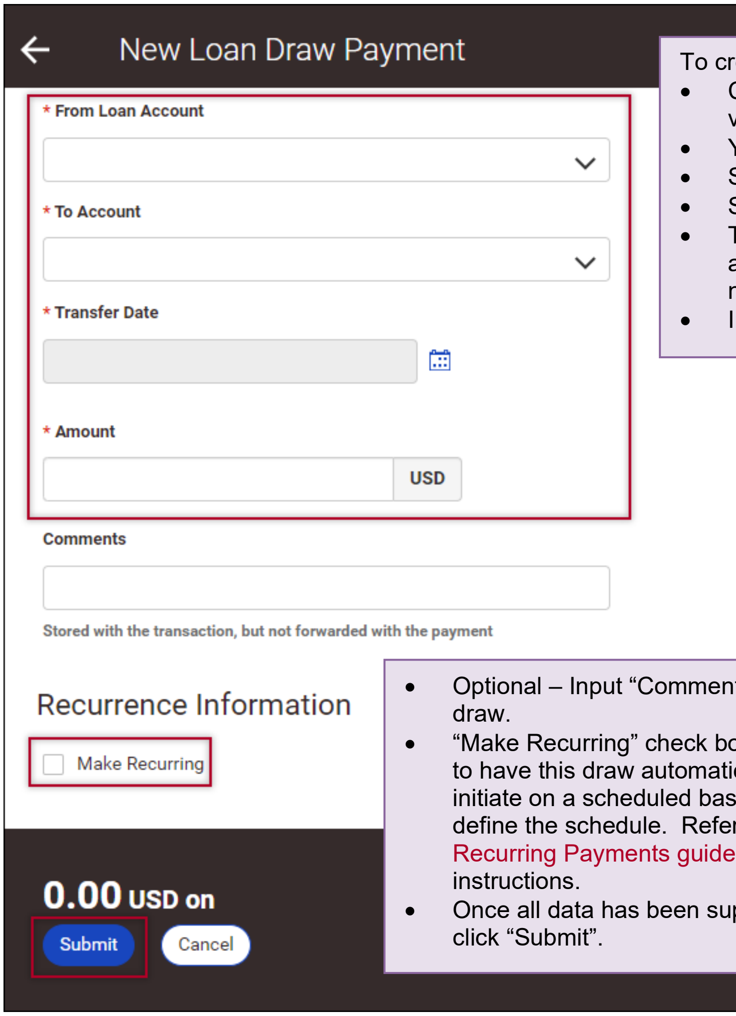
- Click "Add a Transfer" link from the Transfers list view.
- You are directed to the "New Transfer" screen.
- Select the "Transfer From" account. The available balance is provided under the field once the account is selected.
- Select the "Transfer To" account.
- The "Transfer Date" will auto populate with the next available business date, even today, change if needed.
- Input the "Transfer Amount" of the transfer.
- Optional – Input "Comments" for the transfer.
- "Make Recurring" check box, select to have this transfer automatically initiate on a scheduled basis and define the schedule. Refer to the Recurring Payments guide for instructions.
- Once all data has been supplied, click "Submit".

You will see a Success message appear with details of the transfer and you will see it in the list view. Play close attention to the status, it should read entered if it requires secondary approval, if not, the status should then read approved.

Should secondary approval be required by your company and if you have permissions to approve your own transfers, you will see the "Approve" option in the Actions menu. If not, another user with the proper permissions will have to approve it before the transfer can be released to the Bank for processing.



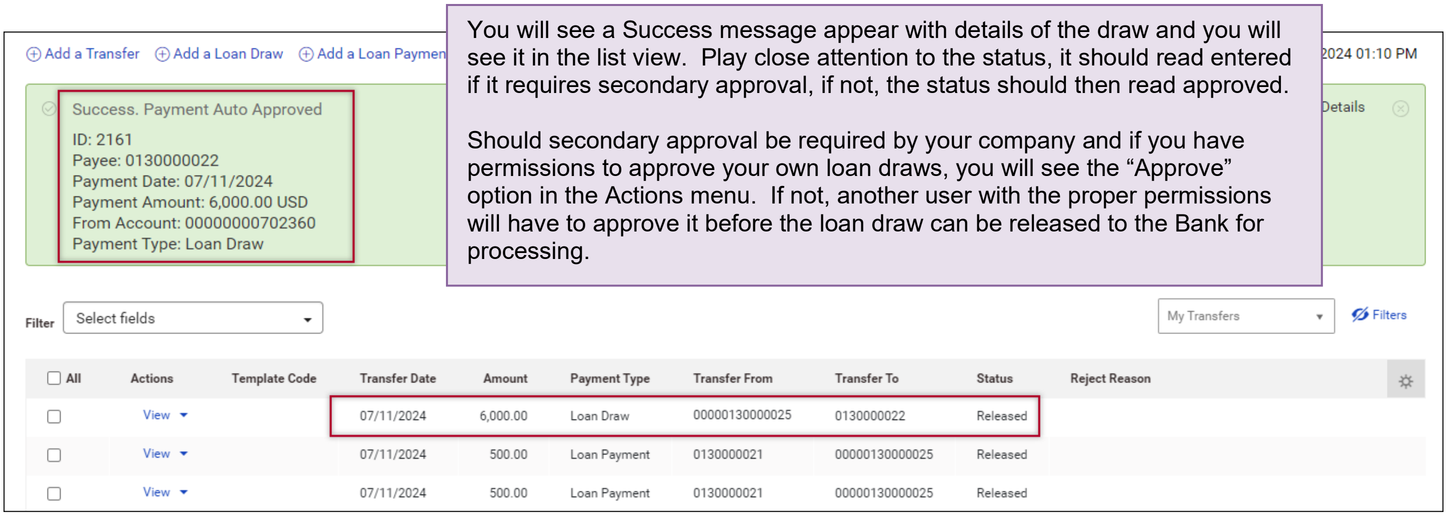
Single Loan Draw



To create a Loan Draw:

- Click “Add a Loan Draw” link from the Transfers list view.
- You are directed to the new Loan Draw screen.
- Select the “Loan Account” to draw from.
- Select the “Transfer To” account.
- The “Transfer Date” will auto populate with the next available business date, even today, change if needed.
- Input the “Amount” of the draw.

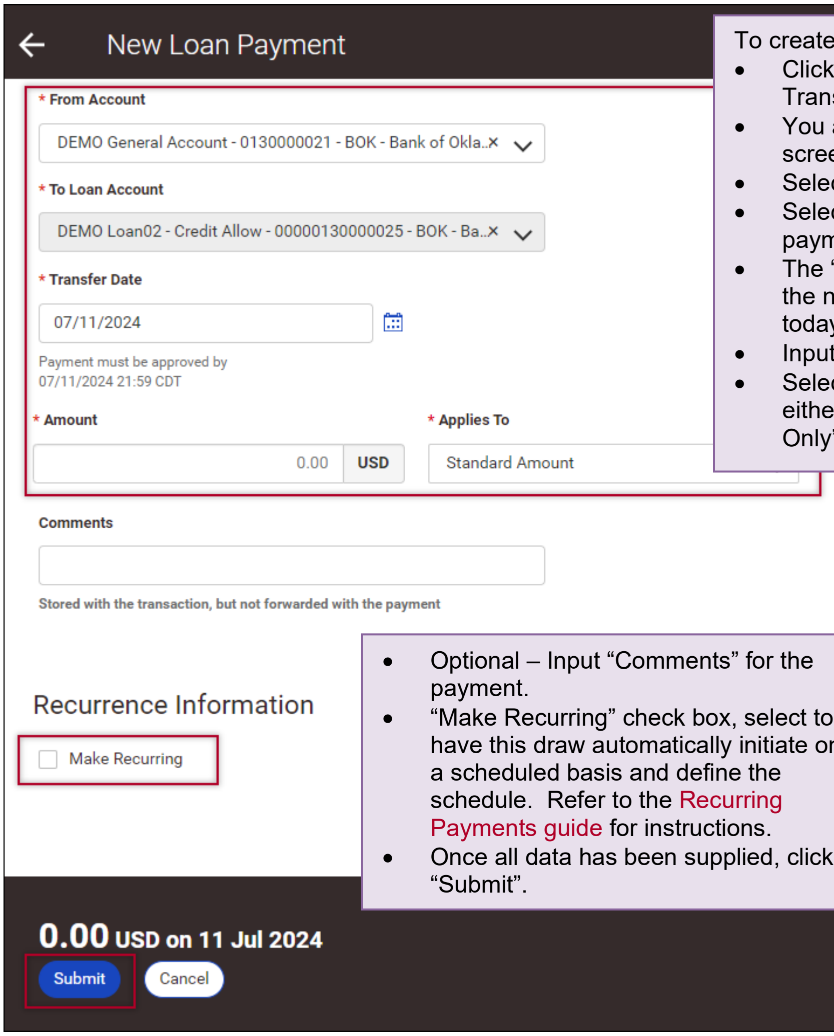
- Optional – Input “Comments” for the draw.
- “Make Recurring” check box, select to have this draw automatically initiate on a scheduled basis and define the schedule. Refer to the Recurring Payments guide for instructions.
- Once all data has been supplied, click “Submit”.



You will see a Success message appear with details of the draw and you will see it in the list view. Play close attention to the status, it should read entered if it requires secondary approval, if not, the status should then read approved.

Should secondary approval be required by your company and if you have permissions to approve your own loan draws, you will see the “Approve” option in the Actions menu. If not, another user with the proper permissions will have to approve it before the loan draw can be released to the Bank for processing.

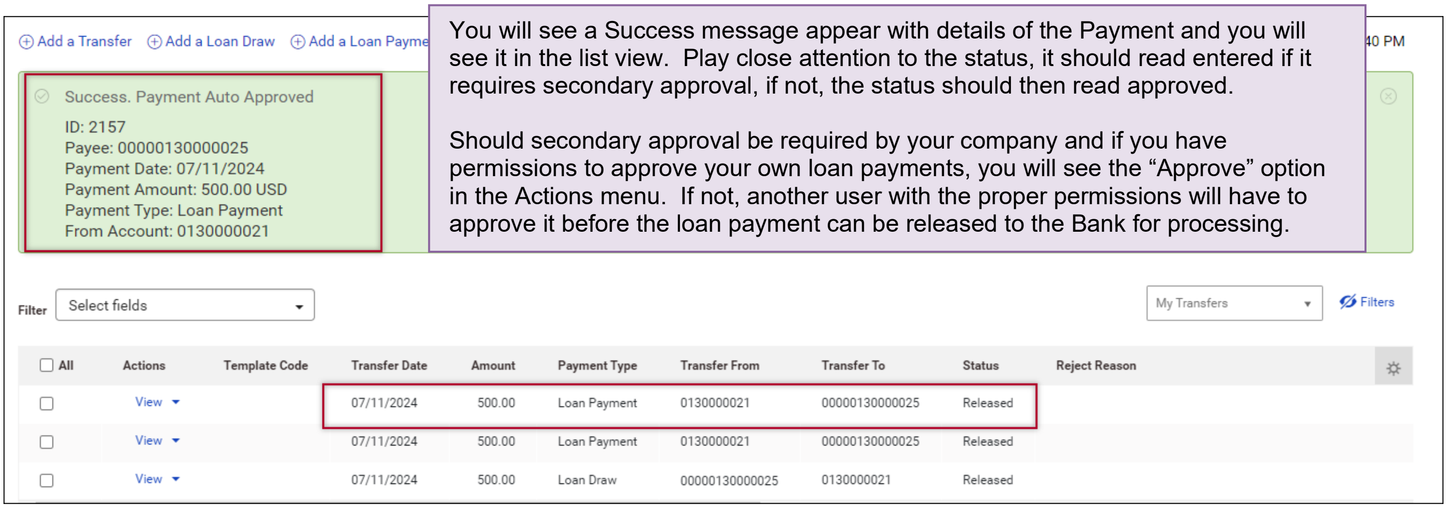
Single Loan Payment



To create a Loan Payment:

- Click "Add a Loan Payment" link from the Transfers List View.
- You are directed to the new Loan Payment screen.
- Select the "Transfer From" account.
- Select the "Loan Account" to apply the payment.
- The "Transfer Date" will auto populate with the next available business date, even today, change if needed.
- Input the "Amount" of the payment.
- Select how the payment is to be "Applied" either "Standard Amount" or "Principal Only".

- Optional – Input "Comments" for the payment.
- "Make Recurring" check box, select to have this draw automatically initiate on a scheduled basis and define the schedule. Refer to the Recurring Payments guide for instructions.
- Once all data has been supplied, click "Submit".



You will see a Success message appear with details of the Payment and you will see it in the list view. Play close attention to the status, it should read entered if it requires secondary approval, if not, the status should then read approved.

Should secondary approval be required by your company and if you have permissions to approve your own loan payments, you will see the "Approve" option in the Actions menu. If not, another user with the proper permissions will have to approve it before the loan payment can be released to the Bank for processing.