N Touch Treasury Transfer Guide

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Transfer

Within **Payments** > **Transfer**, you can create various internal transfers, view the transfer list, search transfers, and approve or reject transfers.

TIP

You may be prompted for authentication by receiving a text or phone call that requires you to respond with a code combined with a PIN, within a time limit.

Three icons appear throughout the *Transfer* view. Hover over or select these icons to view an informational message.

When this icon appears beside a transfer, it means that there is an information message available for this transfer.

When this icon appears beside a transfer, it means that the transfer has been changed.

When this icon appears beside a transfer, it means that the transfer has an error.

A negative account balance appears in red, and a positive account balance appears in black beneath the account numbers.

NOTE

If you hover over the *Approval* status bar, approver information appears. This information includes all approvers who approved that transaction, and eligible approvers who can approve it.

Create Transfer

Use the *Create Transfer* view to create a one-to-one transfer, one-to-many transfer, or many-to-one transfer.

On the *Search Accounts* screen that opens when entering the **Transfer From** and **Transfer To** account information, you can narrow the search results by filtering on the **Account Number** or **Account Name**.

Creating a One-to-One Internal Transfer

Use this option to submit a one-time or future-dated transfer from one account to another account.

TIP

You may be prompted for authentication by receiving a text or phone call that requires you to respond with a code combined with a PIN, within a time limit.

1. Go to **Payments** > **Transfer** > **Create Transfer**.
2. On the *Create a Transfer* tab, select *One-to-One Transfers*.
3. Complete the fields.

Transfer From

Start typing the account number in this field, and the matching entry auto-completes. You can also select an account from the *Search Accounts* screen using the search feature. The available balance appears in the *Balance* column.

Transfer To

Start typing the account number in this field, and the matching entry auto-completes. You can also select an account from the *Search Accounts* screen using the search feature. The available balance appears in the *Balance* column.

Amount

Enter the amount of the transfer. The field auto-formats to add a dollar sign, commas, and cents.

Frequency

Select one of the following options:

- *One Time*
- *Weekly*
- *Every Two Weeks*
- *Twice a Month*
- *Monthly*
- *Quarterly*
- *Every Six Months*
- *Yearly*

If any option except *One Time* is selected, you are not able to select **Add Another Transfer** from this page.

Depending on your selection, you may be prompted to enter data in the following field options:

- **Effective Date**
- **Repeat On Day** or **Repeat On Days**
- **Repeat On**
- **Start On**
- **End On**

Transfer Date

Select the date of the funds transfer using the calendar feature.

Memo

Enter information related to the funds transfer.

4. Select **Add Another Transfer**, if necessary.

   This option allows the user to initiate multiple one-to-one transfers at one time.
5. Select **Review**.
   You proceed to the *Review* tab.
6. Review the transfer information entered to ensure that it is accurate.
7. Select **Confirm**.
   The *Internal Transfer Confirmation* screen appears.

From the *Internal Transfer Confirmation* screen, you can take the following actions:

- **Create Another Transfer**

- **View Transfer List**

> **TIP**
> Select **Download** to download the information into PDF format. A **Print** option is also available.

Creating a One-to-Many Internal Transfer

Use this option to submit a one-time or future-dated transfer from one account to multiple accounts.

> **TIP**
> You may be prompted for authentication by receiving a text or phone call that requires you to respond with a code combined with a PIN, within a time limit.

1. Go to **Payments** > **Transfer** > **Create Transfer**.
2. On the *Create a Transfer* tab, select *One-to-Many Transfers*.
3. Complete the fields.

Transfer From

Start typing the account number in this field, and the matching entry auto-completes. You can also select an account from the *Search Accounts* screen using the search feature. The available balance appears in the *Balance* column.

Transfer Date

Select the date of the funds transfer using the calendar feature.

Transfer To

Start typing the account number in this field, and the matching entry auto-completes. You can also select an account from the *Search Accounts* screen using the search feature. The available balance appears in the *Balance* column.

Amount

Enter the amount of the transfer. The field auto-formats to add a dollar sign, commas, and cents.

> **NOTE**
> A minimum of two **Transfer To** accounts are required.

4. Select **Memo** to enter additional information about the funds transfer.
5. Select **Add** to add an additional **Transfer To** row.

> **TIP**
> Repeat this step as many times as necessary to establish additional transfer details.

6. Select **Review**.
   You proceed to the *Review* tab.
7. Review the transfer information entered to ensure that it is accurate.

8. Select **Confirm**.
   The *Internal Transfer Confirmation* screen appears.

From the *Internal Transfer Confirmation* screen, you can take the following actions:

- **Create Another Transfer**
- **View Transfer Activity**

> **TIP**
> Select **Download** to download the information into PDF format. A **Print** option is also available.

Creating a Many-to-One Internal Transfer

Use this option to submit a one-time or future-dated transfer from multiple accounts into one account.

> **TIP**
> You may be prompted for authentication by receiving a text or phone call that requires you to respond with a code combined with a PIN, within a time limit.

1. Go to **Payments** > **Transfer** > **Create Transfer**.
2. On the *Create a Transfer* tab, select *Many-to-One Transfers*.
3. Complete the fields.

Transfer To

Start typing the account number in this field, and the matching entry auto-completes. You can also select an account from the *Search Accounts* screen using the search feature. The available balance appears in the *Balance* column.

Transfer Date

Select the date of the funds transfer using the calendar feature.

Transfer From

Start typing the account number in this field, and the matching entry auto-completes. You can also select an account from the *Search Accounts* screen using the search feature. The available balance appears in the *Balance* column.

Amount

Enter the amount of the transfer. The field auto-formats to add a dollar sign, commas, and cents.

> **NOTE**
> A minimum of two **Transfer From** accounts are required.

4. Select **Memo** to enter additional information about the funds transfer.

5. Select **Add** to add an additional **Transfer From** row.

Tip

> Repeat this step as many times as necessary to establish additional transfer details.

6. Select **Review**.
   You proceed to the *Review* tab.
7. Review the transfer information entered to ensure that it is accurate.
8. Select **Confirm**.
   The *Internal Transfer Confirmation* screen appears.

From the *Internal Transfer Confirmation* screen, you can take the following actions:

- **Create Another Transfer**
- **View Transfer Activity**

> **TIP**
> Select **Download** to download the information into PDF format. A **Print** option is also available.

Transfer Activity

Use the *Transfer Activity* view to look at a list of transfers with various statuses and also view transaction history.

You can search for a specific transfer, or approve, reject, and cancel transfers from this view.

In the *Transfer Activity* panel, select the **Transaction ID** to expand details about the payment ID. This information is the same as what is available in the table, along with comments and audit information that apply to this transaction. You are also able to select **Edit Transfer** from this expanded view when the payment is in a status of *Pending Approval*, *Approval Rejected*, *Scheduled*, *Canceled*, or *Failed*.

Searching Transfers

1. Go to **Payments** > **Transfer** > **Transfer Activity**.
2. Complete the fields in the *Search Transfers* panel, as necessary.

Transfer Date

Select either *Date Range* or *Specific Date* from this drop-down list, and then enter the date of the funds transfer using the calendar feature.

Status

Select any combination of the following options for the transfer status:

- *Select All*
- *Pending Approval*
- *Scheduled*
- *Submitted*
- *Approval Rejected*

- *Cancelled*
- *Failed*

All statuses are selected by default.

Account

Select *Both*, *From*, or *To*, and then select the appropriate **From** or **To** account numbers from the drop-down lists available.

Amount

Select *Specific Amount* or *Range* from the drop-down list. Then, enter the amounts in the text boxes available.

Transaction ID

Enter the transaction ID that generated when the transfer was submitted.

Created Date

Select either *Range* or *Specific Date* from the drop-down list, and then enter the date using the calendar feature.

3. Select **Search**.
   The *Transfer Activity* screen updates with transactions matching the criteria entered, and the number of results appears at the bottom. The *Transfer Activity* allows you to view and work with transfers that are in the following statuses: *Pending Approval*, *Approval Rejected*, *Scheduled*, *Cancelled*, or *Failed*.

Select **Reset** for the fields to return to their default settings.

Editing a Scheduled Transfer

The *Transfer Activity* list allows you to view and work with transfers that are in the following statuses: *Pending Approval*, *Approval Rejected*, *Scheduled*, *Cancelled*, or *Failed*.

> **TIP**
> You may be prompted for authentication by receiving a text or phone call that requires you to respond with a code combined with a PIN, within a time limit.

> **TIP**
> Select **Download** to download the information into PDF format. A **Print** option is also available.

1. Go to **Payments** > **Transfer** > **Transfer Activity**.
2. Select the **Transaction ID** of the transfer to change.
3. Select **Edit Transfer**.
4. Edit the fields, as necessary.
5. Select **Confirm**.
   The *Confirm Resubmission* dialog box appears.
6. Enter a comment in the field, and then select **Resubmit Transfer**.

Your transfer has been resubmitted.

Approving or Rejecting a Transfer

> **TIP**
> You may be prompted for authentication by receiving a text or phone call that requires you to respond with a code combined with a PIN, within a time limit.

1. Go to **Payments** > **Transfer** > **Transfer Activity**.
2. Select the check box beside the **Transaction ID** to approve or reject.
3. Select either **Approve** or **Reject**.
   A *Confirm Approval* or *Confirm Rejection* dialog box appears.
4. Enter **Comments** for the approval or rejection, if necessary.
5. Select either **Approve Transfer** or **Reject Transfer**.

Canceling a Transfer

The *Transfer Activity* list allows you to view and work with transfers that are in the following statuses: *Pending Approval*, *Approval Rejected*, *Scheduled*, *Cancelled*, or *Failed*.

> **TIP**
> You may be prompted for authentication by receiving a text or phone call that requires you to respond with a code combined with a PIN, within a time limit.

> **TIP**
> Select **Download** to download the information into PDF format. A **Print** option is also available.

1. Go to **Payments** > **Transfer** > **Transfer Activity**.
2. Select **Cancel Transfer** beside the transaction to cancel.
   The *Confirm Cancellation* dialog box appears.
3. Enter a comment in the field, and then select **Cancel Transfer**.
   You receive a confirmation message that your transfer has been successfully canceled.

Recurring Transfers

Use the *Recurring Transfers* view to locate, approve, reject, and cancel a recurring transfer series.

You can view and work with recurring transfers that are in the following statuses: *Pending Approval*, *Approval Rejected*, *Scheduled*, *Cancelled*, or *Failed*.

In the *Recurring Transfers* panel, select the **Transaction ID** to view the frequency of the transaction, extra notes, and audit information.

Note

> If you hover over the *Approval* status bar, approver information appears. This information includes all approvers who approved that transaction, and eligible approvers who can approve it.

Searching Recurring Transfers

1. Go to **Payments** > **Transfer** > **Recurring Transfers**.
2. Complete the fields in the *Search Recurring Transfers* panel, as necessary.

Status

Select any combination of the following options for the transfer status:

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

All statuses are selected by default.

Account

Select *Both*, *From*, or *To*, and then select the appropriate **From** or **To** account numbers from the drop-down lists available.

Transaction ID

Enter the transaction ID that generated when the transfer was submitted.

Frequency

Select any combination of the following options:

- *One Time*
- *Weekly*
- *Every Two Weeks*
- *Twice a Month*
- *Monthly*
- *Quarterly*
- *Every Six Months*
- *Yearly*

All options are selected by default.

Transfer Amount

Select either *Specific Amount* or *Amount Range* from the drop-down list, and then enter the amount of the recurring transfer.

Next Transfer Date

Select either *Date Range* or *Specific Date* from the drop-down list. Then, enter the dates of the transfer in the text boxes available using the calendar feature.

Created Date

Select either *Range* or *Specific Date* from the drop-down list, and then enter the date using the calendar feature.

3. Select **Search**.
   Recurring Transfers updates with transactions matching the criteria entered. The *Recurring Transfers* view allows you to view and work with transfers that are in the following statuses: *Pending Approval*, *Approval Rejected*, *Scheduled*, *Cancelled*, or *Failed*.

> **TIP**
> Select **Reset** for the fields to return to their default settings.

Approving or Rejecting a Recurring Transfer

1. Go to **Payments** > **Transfer** > **Recurring Transfers**.
2. In the *Recurring Transfer List* panel, select the check box beside the **Transaction ID** to approve or reject.
3. Select either **Approve** or **Reject**.
   An *Approve Transfers* or *Reject Transfers* dialog box appears.
4. Enter **Comments** appropriate for the approval or rejection.
5. Select either **Approve Transfers** or **Reject Transfers**.

Canceling a Recurring Transfer Series

> **TIP**
> You may be prompted for authentication by receiving a text or phone call that requires you to respond with a code combined with a PIN, within a time limit.

1. Go to **Payments** > **Transfer** > **Recurring Transfers**.
2. Select **Cancel Series** beside the recurring transfer to cancel.
   A *Confirm Cancellation* confirmation dialog box appears.
3. Enter **Comments** appropriate for the cancellation.
4. Select **Cancel Recurring Series**.
   The series is successfully canceled.