



# Make an Internal Transfer

1. Click **Money Movement > Transfer money - internal**.
2. Select a **From account** option. This is the account that is debited.
3. Select a **To account** option. This is the account that is credited.
4. In the **Amount** field, type the dollar amount you want to transfer.
5. **Optional:** type a description of the transfer (up to 35 alphanumeric characters).
6. Select a **Frequency** option:

Option	Description
<b>Frequency</b>	<b>Today only.</b> Sends the transaction once on today's date.
	<b>One time.</b> Sends the transaction once on a date in the future.
	* <b>Weekly.</b> Sends the transaction on the same day each week. The date provided in the <b>Next send on</b> field determines the day on which the transaction is sent.
	* <b>Every other week.</b> Sends the transaction on the same day every other week. The date provided in the <b>Next send on</b> field determines the day on which the transaction is sent.
	<b>Twice a month - the 15th and last day of the month.</b> Sends the transaction on the 15th and last day of the month unless those dates fall on a day when transactions are not processed, such as a holiday.
	* <b>Monthly.</b> Sends the transaction on the same date every month. The date provided in the <b>Next send on</b> field determines the day on which the transaction is sent.
	<b>Monthly - last day of the month.</b> Sends the transaction on the last day of each month unless those dates fall on a day when transactions are not processed, such as a holiday.
	* <b>Every three months.</b> Sends the transaction on the same day every three months. The date provided in the <b>Next send on</b> field determines the day on which the transaction is sent.
	<b>Every three months - last day of the month.</b> Sends the transaction on the last day of the month, every three months.
	* <b>Every six months.</b> Sends the transaction on same day every six months. The date provided in the <b>Next send on</b> field determines the day on which the transaction is sent.



	<b>Every six months - last day of the month.</b> Sends the transaction on the last day of the month, every six months; unless those dates fall on a day when transactions are not processed, such as a holiday.
	* <b>Yearly.</b> Sends the transaction on the same date every year. The date provided in the <b>Next send on</b> field determines the day on which the transaction is sent.
	<b>Custom.</b> Sends the transaction based on a custom schedule with dates you specify. At least one date is required but only 25 custom dates can be scheduled at one time.

7. If applicable, type the start date of the recurring transfer in the **Next send on** field. Recurring and one-time future dated requests must be scheduled to start on non-holiday weekdays (Monday through Friday). Recurring requests that fall on non-processing days are automatically moved to either the previous or next processing day, depending on which of the **Processing options** you select.
8. If applicable, select an **End on** option for the recurring transfer:

Option	Description
<b>Continue indefinitely</b>	Sends the transaction indefinitely using the <b>Frequency</b> you defined.
<b>Continue until this date</b>	Sends the transaction until the date you specify. If this option is selected, enter a date in the adjacent field.
<b>Continue for this many occurrences</b>	Sends the transaction on the Frequency selected for a set number of times. For example, if you select <b>Weekly</b> for the <b>Frequency</b> and enter 4 for the occurrences, the transaction is sent on the same day every week for four weeks.

9. If applicable, select one of the **Processing options** in the event that the transfer request falls on a non-processing date. A processing option is not needed for a one time request.
10. Click **Continue**.
11. Verify the transfer as needed and perform one of the following actions:
  - Click the **submit for approval** link to submit the transfer for approval by other users in the company.
  - Click **Approve** to approve and schedule the request.
  - Click **Transmit** to approve and transmit the request.



# Edit an Internal Transfer

Requests can be edited prior to 12:00:01 A.M. ET on the date on which it is scheduled to be sent.

1. Click **Money Movement > Transfer Money**.
2. Click the **Edit request** link beside the transfer you want to change.
3. Modify the transfer as needed and then click **Continue**.
4. Verify the changes and then perform one of the following actions:
  - Click **Approve** to approve and schedule the request.
  - Click the **submit for approval** link to submit the transfer for approval by other users in the company.