



Transfer Money to Multiple Accounts

1. Click **Money Movement > Transfer money > Manage templates**.
2. Select the template you want to use for the transfer request and click **Continue**.
3. **Optional:** In the **Control** field, change the maximum dollar amount allowed for the transfer.
4. **Optional:** Change the **Description** of the transfer.
5. In the **Amount** field, type the transfer amount for each detail account. The **Variance amount** is the difference between the **Control amount** and the sum of the detail account amounts.
6. Click **Continue**.
7. Perform one of the following actions:
 - o Click the **Submit for approval** link to submit the request into the approve/transmit queue.
 - o Click **Approve** to approve the request.
 - o Click **Transmit** to approve and transmit the request.

Edit Transfer Template

When a template is modified, then any unapproved scheduled requests associated with the template require re-approval. Scheduled requests that are approved and ready for transmit are unaffected by template changes.

1. Click **Money Movement > Transfer money > Manage templates**.
2. Click the link in the **Template Name** column of the template you want to edit.
3. Click the **Edit template** link.
4. Edit the template as needed:
 - o **Template name** (up to 20 characters).
 - o **Credit/destination account** or **Debit/source account** (depending on the transfer direction).
 - o **Maximum transfer amount**. The maximum dollar amount that can be transferred into or out of the main account per detail account.
 - o **Description** (up to 36 alphanumeric characters).
 - o **Credit/Destination Accounts** or **Debit/Source Accounts** (depending on the transfer direction):
 - Click the **Account** drop-down arrow and select an account. This account cannot be the same as the **Credit/destination account** or **Debit/source account** (depending on the transfer direction).
 - Type a **Default Amount**. A default amount of 0.00 is assigned by the system for each detail account.
 - o Click **Save changes**.



Delete a Transfer Template

Please note, a template cannot be recovered once deleted.

1. Click **Money Movement > Transfer money > Manage templates**.
2. Click the link in the **Template Name** column of the template you want to delete.
3. Click the **Delete template** link.
4. Verify the template as needed and then click **Delete**.