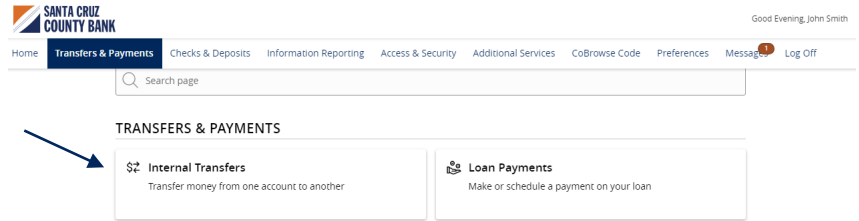


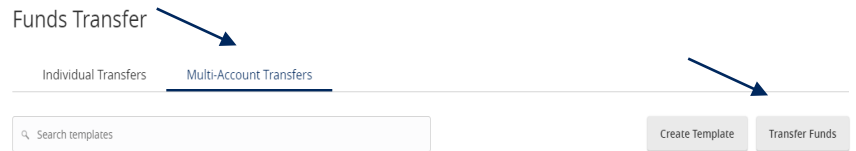
# Multi Account Transfers Guide

## Transfer Funds

1. Select the 'Transfers & Payments' menu, then select 'Internal Transfers'.



2. Select the 'Multi-Account Transfers' tab.

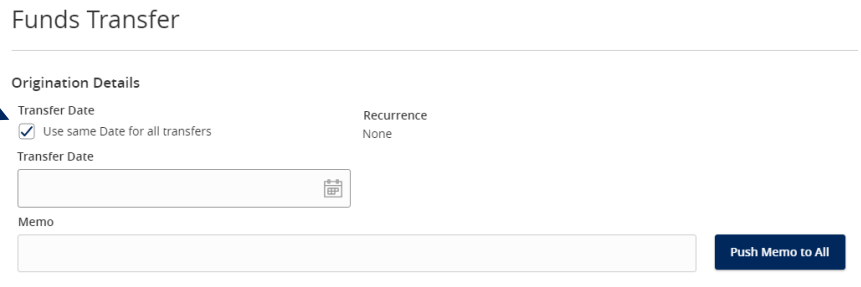


3. Select 'Transfer Funds'.

4. Click the 'Use same Date for all transfers' check box to automatically set the same date for all transfers being initiated.

Or leave the 'Use same Date for all transfers' check box unselected to individually set the date for each transfer.

**Optional:** Enter a memo and click 'Push Memo to All' to automatically push the same memo to all transfers listed.



# Multi Account Transfers Guide

5. Select the 'From' and 'To' Account for each transfer.

6. Enter the Amount for each transaction.

7. Review the information on the screen for accuracy, and select submit.

**Note:** Funds transfers are processed in the order that they appear on the screen.

## Creating a Template

8. To create a transfer template, select 'Create Template'.



Questions? We're here to help. [eBanking@sccountybank.com](mailto:eBanking@sccountybank.com). 831.457.5000 option 1



# Multi Account Transfers Guide

- 9. Enter the 'Template Name'.
- 10. Select the link below 'Template Access Rights' to designate the users who should have access to the template.

## Funds Transfer

### Template Properties

Template Name

Sample

Template Access Rights  
2 of 2 user roles selected

- 11. Select the 'From' and 'To' Account for each transfer.

## Funds Transfer

### Template Properties

Template Name

Sample

Template Access Rights  
2 of 2 user roles selected

- 12. Enter the Amount for each transaction.

### Origination Details

Memo

Push Memo to All

- 13. Review the information for accuracy. Then select 'Save'.

### Transfers (2)

Find accounts in transfer

From Account	To Account	Amount
Business Basic 9999 \$6.56	Acct Analysis 9996 \$1.57	\$ 10.00
Acct Analysis 9996 \$1.57	Acct Analysis 9997 \$6.36	\$ 20.00
+ Add another transfer		

\$30.00  
2 transfers

Cancel Save

**Note:** Funds transfers are processed in the order that they appear on the screen.