

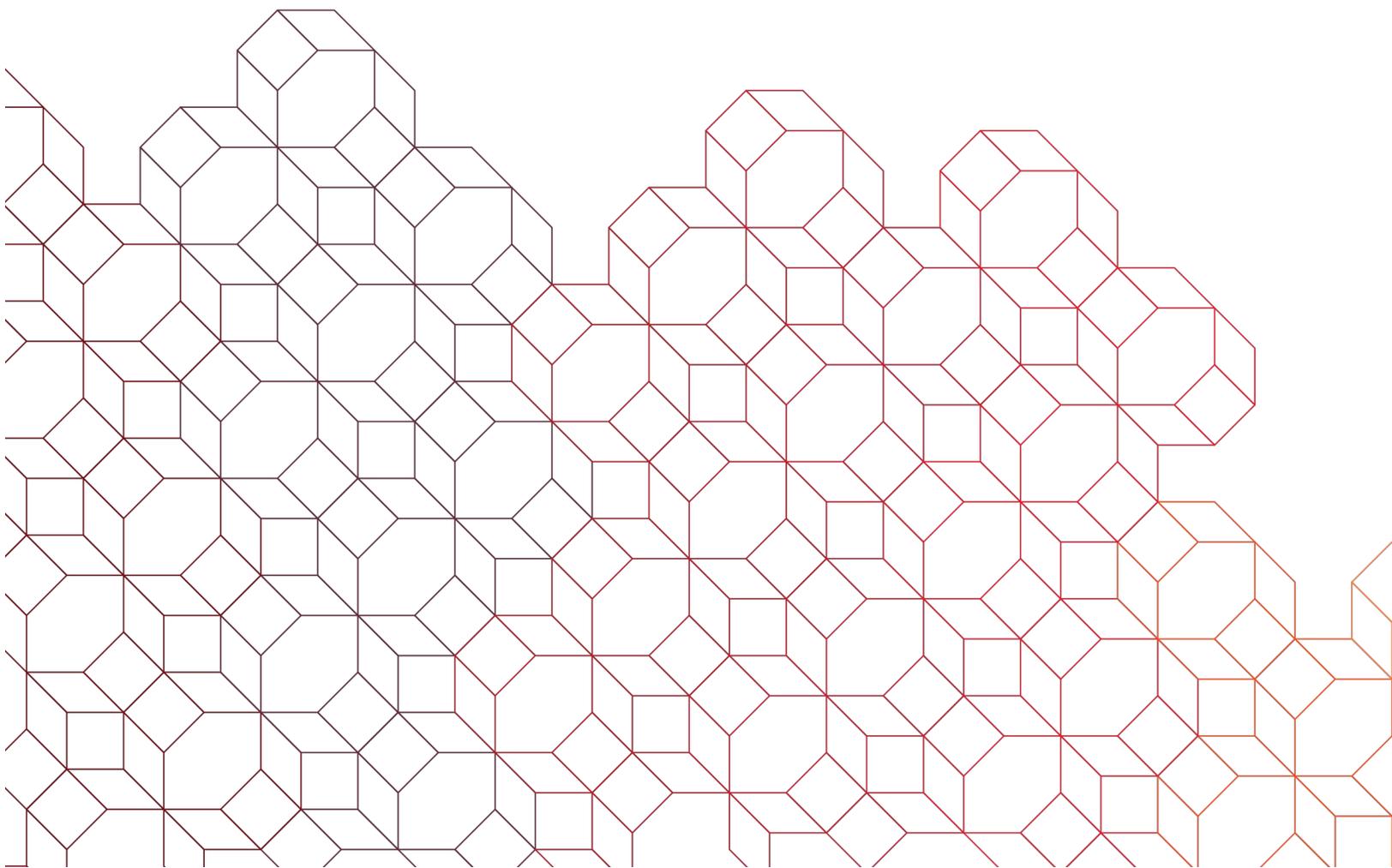


Recurring Transfers

This Quick Reference Guide will assist you with instruction to create and maintain recurring payments within the application. Recurring transfer instructions are the same for account-to-account transfers as well as loan payments / draws. **Note:** If user permissions require transfers have secondary approval, recurring transfers will only initiate and will require approval before it is released to the Bank. Use the table of contents below to navigate to different topics within this guide.

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Creating a Recurring Transfer

Recurrence Information

Make Recurring

Repeat

Every
 week

Sun
Mon
Tue
Wed
Thu
Fri
Sat

Ends
 Upon Further Notice
 After Occurrences
 On a selected date

If Transfer Date falls on a non-business day, transfer funds on:
 Previous business day
 Next business day
 Do not transfer funds

*** Recurring Payment Description**

Make Recurring:
 If "Make Recurring" is selected on an account-to-account transfer, loan payment or draw, the recurring schedule options appear.

- Select how often it will occur from "Repeat" options of either by week or month.
- Select when it will occur, weekly/monthly, every other, etc.
 - For daily recurrence, select each business day of "Every" 1 week.
 - For monthly, select the calendar day of the month.
- Indicate when or if the recurrence will "End".
- You must elect if the transaction goes the business day before or after should a transfer date fall on a non-banking day.
- In the "Recurring Payment Description" field, input content providing the recurring description.

Complete the remaining transfer information.

After a recurring transfer is created, it is displayed in the list view. A template code is automatically assigned and the entry method helps to further identify it is Recurring, for easy filtering, sorting or creating a custom view.

[+ Add a Transfer](#)
 [+ Add a Loan Draw](#)
 [+ Add a Loan Payment](#)
08/01/2024 08:49 AM

Success. Payment Auto Approved

ID: 2687
 Payee: 0130000023
 Payment Date: 08/12/2024
 Payment Amount: 500.00 USD
 From Account: 0130000022
 Payment Type: Transfer
 Template Code: TRANSFER08012024094714

Filter
All Transfers

Transfer From 0130000022

<input type="checkbox"/> All	Actions	Template Code	Transfer Date	Amount	Payment Type	Transfer From	Transfer To	Status	Entry Method
<input type="checkbox"/>	View	TRANSFER08012024094714	08/12/2024	500.00	Transfer	0130000022	0130000023	Approved	Recurring Payment

Viewing 1-1 of 1 records
Display per page < Page of 1 >

If transfers require approval, then recurring transfers will require approval for each initiated occurrence before final release to the bank. Once approved, the next recurring will initiate. **DO NOT** approve the next transfer until no more than the day before the scheduled "Transfer Date".



Stopping a Recurring Transfer

<input type="checkbox"/> All	Actions	Template Code	Transfer Date	Amount	Payment Type	Transfer From	Transfer To	Status	Created By	Last Modified By
<input type="checkbox"/>	View	TRANSFER07152024162730	07/15/2024	1,000.00	Transfer	2222222	0130000022	Approved	TINAADMIN@BASIC	
<input type="checkbox"/>	View	1145409	07/15/2024	500.00	Transfer	456789654	0130000021	Approved	TINAADMIN@BASIC	
<input type="checkbox"/>	View	1143426	07/15/2024	500.00	Transfer	2222222	0130000023	Approved	TINAADMIN@BASIC	TINAADMIN@BAS
<input type="checkbox"/>	View	LOANPAY05242024140146	07/19/2024	500.00	Loan Payment	456789654	0130000021	Entered	RACHELADMIN@BASIC	
<input type="checkbox"/>	View		07/11/2024	6,000.00	Loan Draw	0130000021	0130000022	Rejected	TINAADMIN@BASIC	

If you wish to cancel a recurring transfer, navigate to the Transfers List View.

- Locate the pending recurring transfer and from the "Actions" menu, select "Stop Recurrence".

Warning ✕

Are you sure you want to stop these payments from being created automatically? The current payment will be Deleted.

Would you like to proceed anyway?

OK Cancel

Stopping recurring transfers will stop the pending and all future transfers. A warning message appears informing the user of this. Click "OK" to continue. To not delete the recurring click "Cancel" which will direct you back to the Transfers List View.

[+ Add a Transfer](#)
[+ Add a Loan Draw](#)
[+ Add a Loan Payment](#)
[Export](#)
[Print](#)
07/15/2024 03:54 PM

✓ 1 Transfer Recurrence Stopped

ID: 2199
 Payee: 0130000023
 Payment Date: 07/15/2024
 Payment Amount: 500.00 USD
 From Account: 0130000021
 Payment Type: Transfer
 Template Code: TRANSFER07152024143426

After you click "OK", a message is displayed confirming the recurring transfer has stopped and will show in the List View with a status of "Deleted".

Filter Select fields All Transfers v [Filters](#)

<input type="checkbox"/> All	Actions	Template Code	Transfer Date	Amount	Payment Type	Transfer From	Transfer To	Status	Created By	Last Modified By
<input type="checkbox"/>	View	TRANSFER07152024162730	07/15/2024	1,000.00	Transfer	2222222	0130000022	Deleted	TINAADMIN@BASIC	
<input type="checkbox"/>	View	TRANSFER07152024145409	07/15/2024	500.00	Transfer	456789654	0130000021	Approved	TINAADMIN@BASIC	
<input type="checkbox"/>	View	TRANSFER07152024143426	07/15/2024	500.00	Transfer	0130000021	0130000023	Deleted	TINAADMIN@BASIC	TINAADMIN@BAS



Editing a Recurring Transfer

<input type="checkbox"/> All	Actions	Template Code	Transfer Date	Amount	Payment Type	Transfer From	Transfer To	Status	Created By	Last Modified By
<input type="checkbox"/>	View	TRANSFER07152024162730	07/15/2024	1,000.00	Transfer	2222222	0130000022	Approved	TINAADMIN@BASIC	
<input type="checkbox"/>	View	Stop Recurrence	07/15/2024	500.00	Transfer	456789654	0130000021	Approved	TINAADMIN@BASIC	
<input type="checkbox"/>	View	Modify Recurrence	07/15/2024	500.00	Transfer	2222222	0130000023	Approved	TINAADMIN@BASIC	TINAADMIN@BAS
<input type="checkbox"/>	View	Unapprove								
<input type="checkbox"/>	View	LOANPAY05242024140146	07/19/2024	500.00	Loan Payment	456789654	0130000021	Entered	RACHELADMIN@BASIC	
					Loan Draw	0130000021	0130000022	Rejected	TINAADMIN@BASIC	

If you wish to modify a recurring transfer, navigate to the Transfers List View.

- Locate the pending recurring transfer and from the "Actions" menu, select "Modify Recurrence".

- Once the transfer is displayed, make necessary changes to the recurrence, verify the changes made and click "Submit". Other fields may be edited if needed (fields that are gray cannot have changes made).

← Modify Recurrence (ID 2207)

ⓘ All payments created in this series will use this information going forward.

Transfer Information

* Transfer From

Recurrence Information

Make Recurring

Repeat

Week(s) ▼

Every

1 week

Sun Mon Tue Wed Thu Fri Sat

Ends

Upon Further Notice
 After - 1 + Occurrences
 On a selected date

📅

If Transfer Date falls on a non-business day, transfer funds on:

Previous business day
 Next business day
 Do not transfer funds

*** Recurring Payment Description**

transfer

> Recurrence History

500.00 USD on 15 Jul 2024

Submit
Cancel



Editing a Recurring Payment cont'd.

Warning

The entered value date 07/15/2024 for the payment does not match the recurring payment schedule. The expected value date is 07/16/2024. If you would like to correct this, click cancel.

Would you like to proceed anyway?

[Continue](#) [Cancel](#)

- A "Warning" message may appear based upon the change made, ex: the current/next payment is set to go today, but the recurring is being changed to a different day.
- Click "Cancel" to make any changes needed.
- If no changes are needed, click "Continue".

⊕ Add a Transfer ⊕ Add a Loan Draw ⊕ Add a Loan Payment 📄 Export 🖨 Print 🔄 07/15/2024 04:39 PM

🔍 Success. Payment Auto Approved 📄 Details

ID: 2221
Payee: 0130000023
Payment Date: 07/15/2024
Payment Amount: 1,500.00 USD
From Account: 0130000021
Payment Type: Transfer
Template Code: TRANSFER07152024173816

Filter All Transfers 🔍 Filters

All Transfers

<input type="checkbox"/> All	Actions	Template Code	Transfer Date	Amount	Payment Type	Transfer From	Transfer To	Status	Created By	Last Modified By
<input type="checkbox"/>	View	TRANSFER07152024173816	07/15/2024	1,500.00	Transfer	0130000021	0130000023	Approved	TINAADMIN@BASIC	TINAADMIN@BASIC

After you click "Submit", a message is displayed confirming the recurring payment has changed and is in an "Entered" or "Approved" status in the list view.

