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Internal Transfer Templates

May 2025

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# Internal Transfer Templates

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## Purpose

This learning guide provides detailed instructions on how to add, edit, and delete transfer templates.

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# Internal Transfer Templates

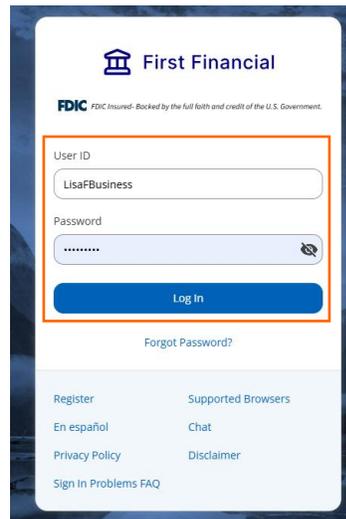
## Internal Transfer Templates

Transfer Templates allow users to move money between internal accounts. The purpose of the template is to control transfers from and to internal accounts.

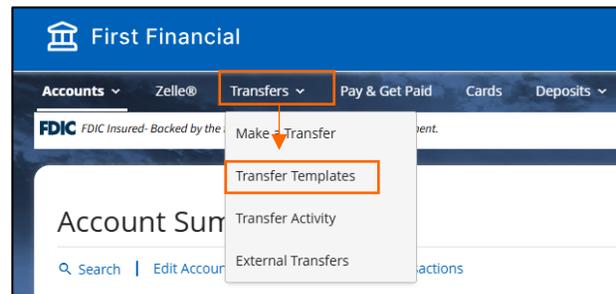
## Accessing Transfer Templates

Follow the steps below to access Transfer Templates:

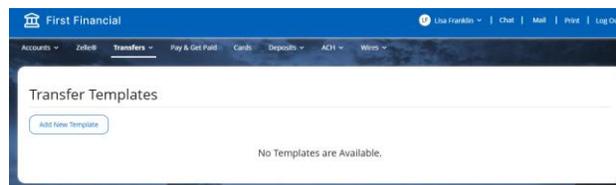
1. Log in to the Business portal: Enter your *User ID* and *Password*, then select the *Log In* button.



2. Select the *Transfers* tab, then select *Transfer Templates* from the menu.



3. The **Transfer Templates** homepage displays.



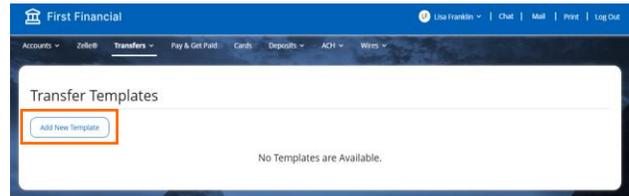
Existing templates display in the Transfer Templates view. If templates do not exist, the view displays blank.

# Internal Transfer Templates

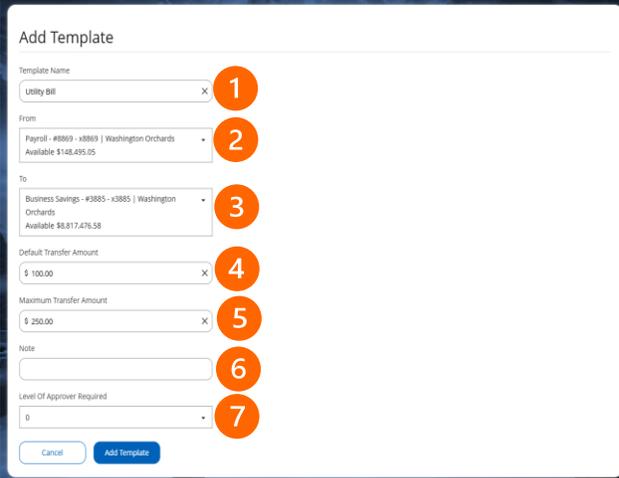
## Adding New Templates

Follow the steps below to add a new template:

1. Select the *Add New Template* button on the **Transfer Templates** homepage.



2. Enter the following information on the **Add Template** view:
  1. *Template Name* - name of the template (choose any name).
  2. *From* – the account the funds will be debited from.
  3. *To* – the account the funds will be deposited into.
  4. *Default Transfer Amount* – the transfer template dollar amount.
  5. *Maximum Transfer Amount* – the total allowable dollar amount for a given transfer. This amount must exceed the default transfer amount.
  6. *Note* – specific notes about the transfer.
  7. *Level of Approver Required* - the level of the person who will approve the transfer. For dual control, the person must be a higher level than the person creating the transfer. Select zero, one, or two depending on the level of the person you need to approve the template.

A screenshot of the 'Add Template' form in the First Financial interface. The form fields are numbered with orange circles: 1. Template Name (text input, value: 'Utility Bill'), 2. From (dropdown menu, value: 'Payroll - #8869 - #8869 | Washington Orchards Available \$148,495.05'), 3. To (dropdown menu, value: 'Business Savings - #3885 - #3885 | Washington Orchards Available \$8,817,476.58'), 4. Default Transfer Amount (text input, value: '\$ 100.00'), 5. Maximum Transfer Amount (text input, value: '\$ 250.00'), 6. Note (text input, empty), and 7. Level Of Approver Required (dropdown menu, value: '0'). At the bottom are 'Cancel' and 'Add Template' buttons.

# Internal Transfer Templates

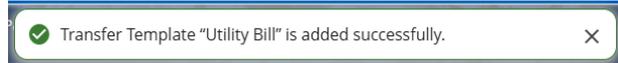
3. Select the *Add Template* button to save the changes.

The 'Add Template' form contains the following fields:

- Template Name: Utility Bill
- From: Payroll - #8869 - x8869 | Washington Orchards (Available \$148,495.05)
- To: Business Savings - #3885 - x3885 | Washington Orchards (Available \$8,817,476.58)
- Default Transfer Amount: \$ 100.00
- Maximum Transfer Amount: \$ 250.00
- Note: (empty)
- Level of Approver Required: 0

Buttons: Cancel, Add Template (highlighted)

4. A confirmation displays indicating the transfer template was added.



## Editing Transfer Templates

Follow the steps below to edit a Transfer Template:

1. Select the arrow pointing to the Template Name.

Template Name	From	To	Default Amount
> Utility Bill	Payroll - #8869 - x8869   Washington Orchards	Business Savings - #3885 - x3885   Washington Orchards	\$100.00

1-1 of 1 Items

2. The **Template Details** display.  
Select the *Edit Template* hyperlink.

Transfer Templates

Template Name	From	To	Default Amount
Utility Bill	Payroll - #8869 - x8869   Washington Orchards	Business Savings - #3885 - x3885   Washington Orchards	\$100.00

TEMPLATE DETAILS

Type: Host

Maximum Amount: \$250.00

Level of Approver: 0

Note: (empty)

Buttons: Edit Template (highlighted), Delete Template

1-1 of 1 Items

## Internal Transfer Templates

3. Make the necessary changes on the **Edit Template** view, then select the **Save** button to save the changes.

**Edit Template**

Template Name  
Utility Bill

From  
Payroll - #8869 - x8869 | Washington Orchards  
Available \$148,495.05

To  
Business Savings - #3885 - x3885 | Washington Orchards  
Available \$8,817,476.58

Default Transfer Amount  
\$ 100.00

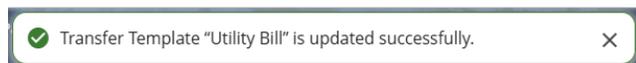
Maximum Transfer Amount  
\$ 250.00

Note

Level Of Approver Required  
0

Cancel Save

4. A confirmation displays indicating the Transfer Template was updated.



## Deleting Transfer Templates

Follow the steps below to delete a Transfer Template:

1. Select the arrow pointing to the Template Name.

**Transfer Templates**

Add New Template

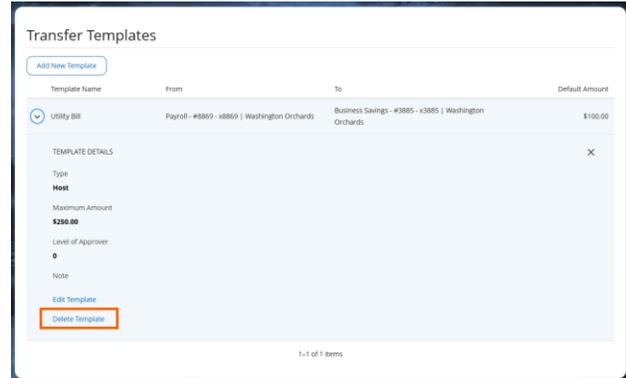
Template Name	From	To	Default Amount
Utility Bill	Payroll - #8869 - x8869   Washington Orchards	Business Savings - #3885 - x3885   Washington Orchards	\$100.00

1 of 1 Items

# Internal Transfer Templates

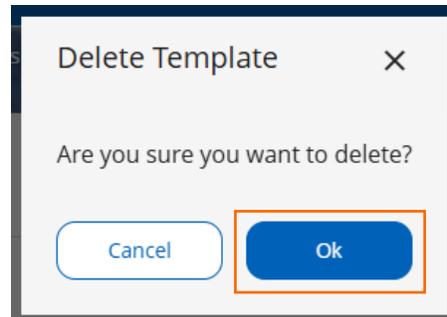
2. The **Template Details** display.

Select the *Delete Template* hyperlink.



3. A popup displays to confirm the delete request.

Select *OK* to delete the template.



4. A confirmation displays indicating the Transfer Template was deleted.

