

Quick Reference Guide

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# Transfer Templates

**JHA** Treasury Management™

*Last Updated: July 28, 2022*

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# Transfer Templates

**Overview:** Users can create and save transfer templates to quickly initiate internal transfers. Templates can be set up to fund transfers from one account to another, from one account to multiple accounts, or multiple accounts to one. In addition, templates can be set up for cash concentration purposes.

## Benefits for the Customers?

- Payment creation simplicity and efficiency.
- Once a template has been saved, templates will be accessible through the menu option Transfer Templates which allows users to select one or more templates to initiate at one time.
- Within the Transfer Templates listing, users can filter the results, create payments from a single selected template, modify a template, print the template listing or details.

# Transfer Templates

## Back Office – Company – Product Features

**Edit Transfer**

Daily Limit:  Allow Loan Payment While Past Due:  YES

Approval:

Template Approval:  1

Manage From/To Accounts

Transfer Eligible Accounts

Account Number	CIF Number	Account Name	Core Status	Treasury Status	Actions
5001953 <i>Checking</i>	CAA0010	Checking	Dormant	<input checked="" type="checkbox"/> ACTIVE	Actions
5002021 <i>Checking</i>	CAA0010	Checking	Active	<input checked="" type="checkbox"/> ACTIVE	Actions
575 <i>Loan</i>	E000005	Loan	Mature, not paid	<input checked="" type="checkbox"/> ACTIVE	Actions
2120 <i>Loan</i>	E000005	Loan	Mature, not paid	<input checked="" type="checkbox"/> ACTIVE	Actions
3333 <i>Time Deposit</i>	E000005	Time Deposit	Active	<input checked="" type="checkbox"/> ACTIVE	Actions

### 1. Company Configuration - Approvals

To set the number of approvers required for a newly created template:

1. Select a company from the Company Search
2. Navigate to their Company Details page and select the Transfers link in under Product Features.
3. The Number of template approvers can be set at none, one, two or three.

**Note:** Changes to the Template Approval setting will not impact the Company's approval requirements when initiating a transfer.

# Transfer Templates

## Back Office – User Information – Transfer Entitlements

Transfer/Loan Payment Entitlements								
Account Name ↕	Create Internal Transfer/Loan Payment	Edit Internal Transfer/Loan Payment	Delete Internal Transfer/Loan Payment	Approve Internal Transfer/Loan Payment	Create Internal Transfer Template	Edit Internal Transfer Template	Delete Internal Transfer Template	Approve Internal Transfer Template
19842020	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20201984	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
667788	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19842021	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
102148877	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### 1. User Information – Transfer Entitlements

Entitlements for a channel user can be updated in Back Office or Channel by accessing their User Information page and selecting the Transfers tab.

- **Create:** Allows the user to create a template
- **Edit:** Allows the user to edit the entire template
- **Delete:** Allows the user to delete a template
- **Approve:** Allows the user to approve a template

**Note:** Create Transfer entitles a user to create a transfer manually or by initiating a template from their template list.

# Transfer Templates

## Back Office – Reporting

Date/Time	User Name	Login Id	User Type	Activity Type	Activity
07/25/2022 02:52 PM	Mark Matthews	MARKM			Searched Transfer Templates
07/25/2022 02:52 PM	Mark Matthews	MARKM			Navigated to Transfer Templates
07/25/2022 02:52 PM	Mark Matthews	MARKM			Searched Transfer Templates
07/25/2022 02:52 PM	Mark Matthews	MARKM			Navigated to Create Transfer from Template
07/25/2022 02:50 PM	Mark Matthews	MARKM			Searched Transfer Templates
07/25/2022 02:50 PM	Mark Matthews	MARKM			Navigated to Create Transfer from Template
07/25/2022 02:44 PM	Mark Matthews	MARKM			Searched Transfer Templates
07/25/2022 02:44 PM	Mark Matthews	MARKM			Navigated to Create Transfer from Template
07/25/2022 02:40 PM	Mark Matthews	MARKM			Searched Transfer Templates
07/25/2022 02:40 PM	Mark Matthews	MARKM			Navigated to Transfer Templates
07/25/2022 02:39 PM	Mark Matthews	MARKM			Navigated to Dashboard

### 1. Customer Activity Report

Displays user activity related to Transfer Templates.

# Transfer Templates

## Back Office – Reporting

**JHA Treasury Management™** Company User Configuration Reports HI, MARKM Last Login: 07/26/2022, 07:50 AM, CST Log Out

### User Entitlement Report

Filter

Company Name	User Name	Login Id	Product	Account/Company	Entitlement
SMAC INC	Coco Bean	Cocob14	Transfer		Approve Template
SMAC INC	Coco Bean	Cocob14	Transfer		Approve Template
SMAC INC	Coco Bean	Cocob14	Transfer		Approve Template
SMAC INC	Coco Bean	Cocob14	Transfer		Approve Template
SMAC INC	Coco Bean	Cocob14	Transfer		Approve Template
SMAC INC	Coco Bean	Cocob14	Transfer	102148877	Approve Template
SMAC INC	Coco Bean	Cocob14	Transfer	19842020	Approve Template
SMAC INC	Coco Bean	Cocob14	Transfer	19842021	Approve Template
SMAC INC	Coco Bean	Cocob14	Transfer	20201984	Approve Template
SMAC INC	Coco Bean	Cocob14	Transfer	667788	Approve Template
SMAC INC	Coco Bean	Cocob14	Transfer		Create Template
SMAC INC	Coco Bean	Cocob14	Transfer		Create Template
SMAC INC	Coco Bean	Cocob14	Transfer		Create Template
SMAC INC	Coco Bean	Cocob14	Transfer		Create Template
SMAC INC	Coco Bean	Cocob14	Transfer		Create Template
SMAC INC	Coco Bean	Cocob14	Transfer	102148877	Create Template

### 1 User Entitlement Report

Access to view / filter by user entitlements specifically for Transfer Templates.

# Transfer Templates

## Transfer Templates - Navigation

The screenshot shows the YourFi web application interface. At the top, there is a navigation bar with the YourFi logo and several utility links: Message Center, Notifications (with a red '435' badge), Cut-Off Times, Last Login: 07/21/2022, 04:41 PM, CST, and a user profile for HI, MARKM. Below the navigation bar is a main menu with categories: DASHBOARD, ACCOUNTS, PAYMENTS (highlighted), REPORTING, and ADMIN. The main content area is titled 'Transfer Templates' and features a search bar and a list of templates: Concentration, Weekly Balancing, and Wire Coverage. Below the search bar is an 'Initiate Payments' button. The main menu is organized into columns: Transfer, Wire, ACH, Positive Pay, Stop Payment, and Bill Pay. The 'Transfer Templates' item under the 'Transfer' column is highlighted with an orange circle and the number '1'.

Transfer	Wire	ACH	Positive Pay	Stop Payment	Bill Pay
Create Transfer	Create USD Wire	Create ACH Payment	Check Exceptions	Create Stop Payments	Business Bill Pay
Create Transfer from Template	Create USD Wire from Template	Create ACH Tax Payment	Check Exceptions - Decision Activity	Stop Payment Activity	
Transfer Activity	Upload Wires	Create Child Support Payment	ACH Exceptions		
Recurring Transfers	Create FX Wire	Create International ACH Payment	ACH Exceptions - Decision Activity		
<b>Transfer Templates</b> 1	Wire Activity	ACH File Activity	ACH Exceptions - Filter Rules		
Create Loan Payment	Wire File Activity	ACH Payment Activity	Create Issued Items		
Loan Payment Activity	Recurring Wires	Recurring ACH Payments	Issued Items Activity		
	Wire Templates	ACH Templates	Check Upload Formats		
	Wire Beneficiaries	ACH Tax Templates			
	Wire Upload Formats	ACH Child Support Templates			
		International ACH Templates			
		ACH Recipients			
		ACH Recipient Activity			
		ACH Recipient Import Layout			
		ACH Notification of Change Activity			
		ACH Return Activity			

### 1. Transfer Templates

Main Navigation Menu > Payments > Transfer

# Transfer Templates

## Create Transfer from Template

The screenshot displays the 'Transfer Templates' page in the YourFi system. The page header includes the YourFi logo, a message center, notifications, and user information. The main content area features a search bar and a table of templates. The table has columns for Template Name, Transfer Type, From Account, To Account, Amount, Status, and Actions. Three templates are listed: Concentration (Many-to-One), Weekly Balancing (One-to-One), and Wire Coverage (One-to-One). A green 'Initiate Payments' button is located at the bottom of the table.

Template Name	Transfer Type	From Account	To Account	Amount	Status	Actions
Concentration	Many-to-One	[Many]	xx7788	\$1,000.00	Ready	Actions
Weekly Balancing	One-to-One	xxxx2021	xx7788	\$1,000.00	Ready	Actions
Wire Coverage	One-to-One	xx7788	xxxx1984	\$1,500.00	Ready	Actions

### To Create a Template

1. Select Transfer Templates.
2. From the Transfer Templates list page select the Create New Template button.

### To Approve a Template

1. Select Transfer Templates.
2. Click the Actions drop down for the template and select Approve or Reject.  
Or
3. Click the template name to navigate to the Template Details page.
4. Select the Approve or Reject button.

### To Make a Transfer Using a Template

1. Select Create Transfer from Template.
2. Select the checkbox for the template that you want to initiate.  
Or
3. Select Transfer Templates.
4. Click the Actions dropdown for the template that you want to initiate.
5. Select Initiate.

# Transfer Templates

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## Create Transfer from Template

### Key things to know:

1. Templates will be available on the Transfer Templates page to all users that have Transfer Template entitlements for every account in the template.
2. Changes cannot be made to a template while it is pending approval.
3. When initiating a transfer from a template the user can update the Amount, Frequency, Transfer Date and memo fields for that payment.
4. One template can be selected per initiation.

**CAUTION:** When creating a transfer from a template, any changes made to the template will only apply to that transfer.

To save changes to a template select Edit from the Actions dropdown for that template.