Quick Reference Guide

Transfer Templates

JHA Treasury Management™

Last Updated: July 28, 2022

Transfer Templates

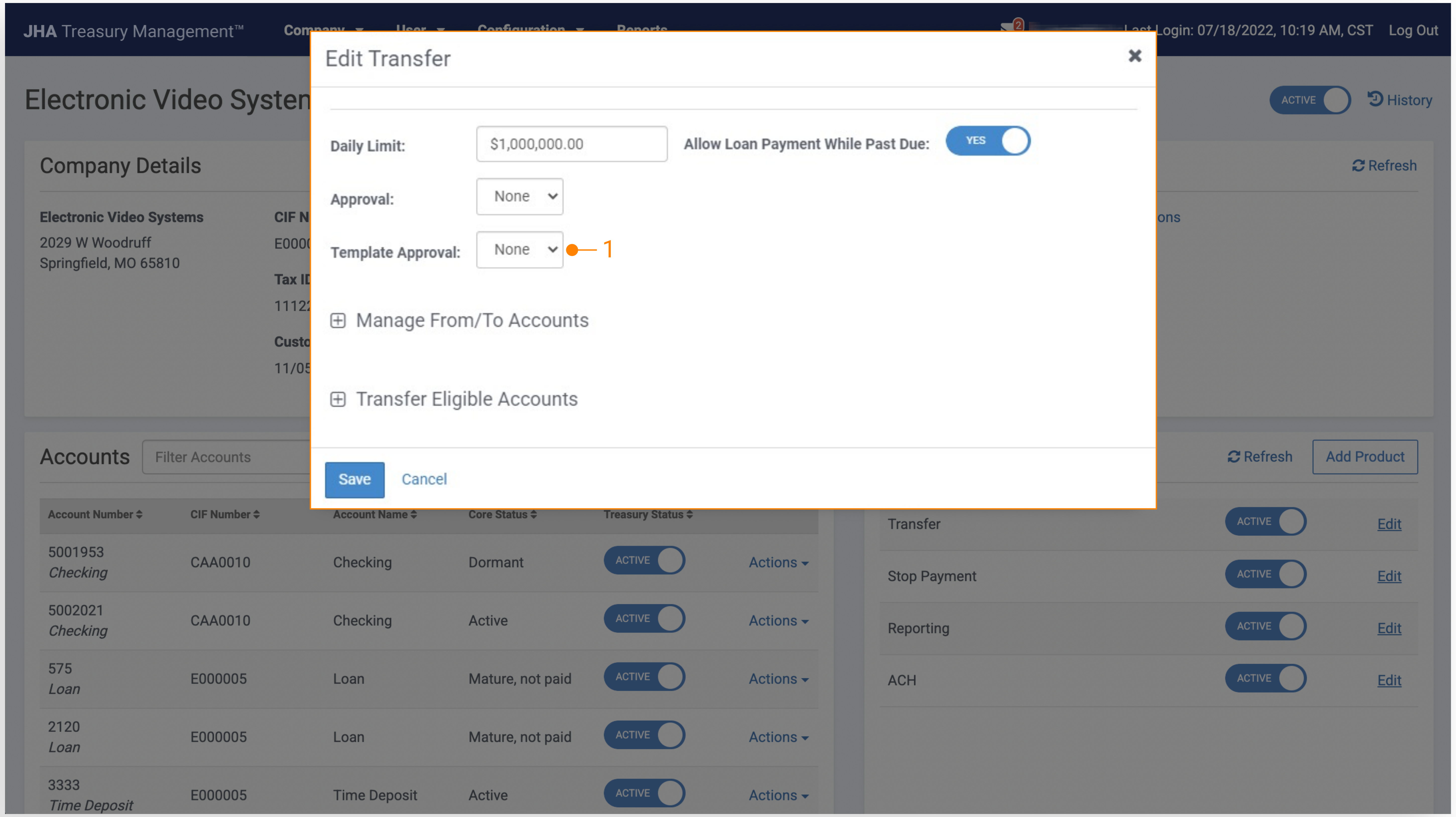
Overview: Users can create and save transfer templates to quickly initiate internal transfers. Templates can be set up to fund transfers from one account to another, from one account to multiple accounts, or multiple accounts to one. In addition, templates can be set up for cash concentration purposes.

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



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	☐	☐	☐	☐	☐	☐	☐	☐
20201984	☐	☐	☐	☐	☐	☐	☐	☐
667788	☐	☐	☐	☐	☐	☐	☐	☐
19842021	☐	☐	☐	☐	☐	☐	☐	☐
102148877	☐	☐	☐	☐	☐	☐	☐	☐

1. User Information – Transfer Entitlements

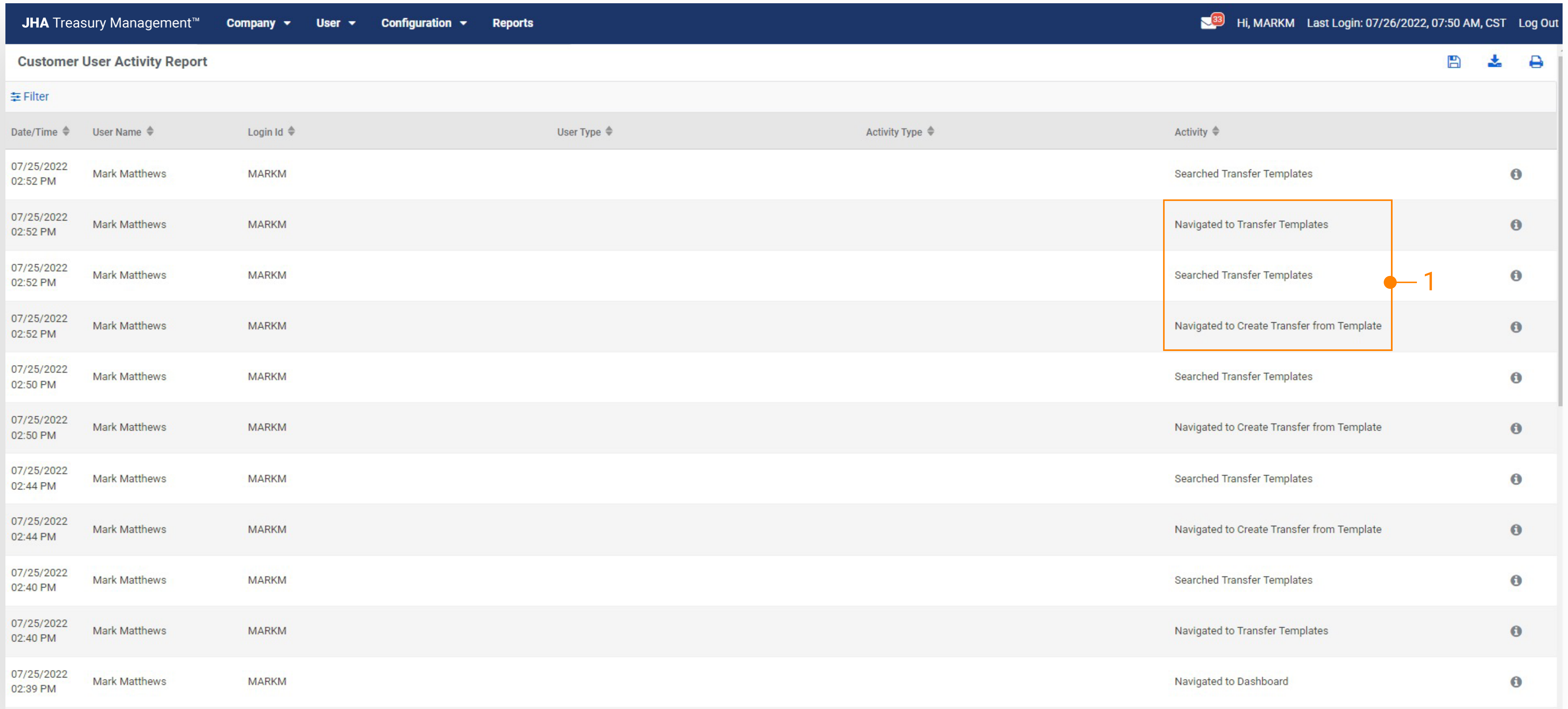
Entitlements for a channel user can be updated in Back Office or Channel by accessing their User Information page and selecting the Transfers tab.

- **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



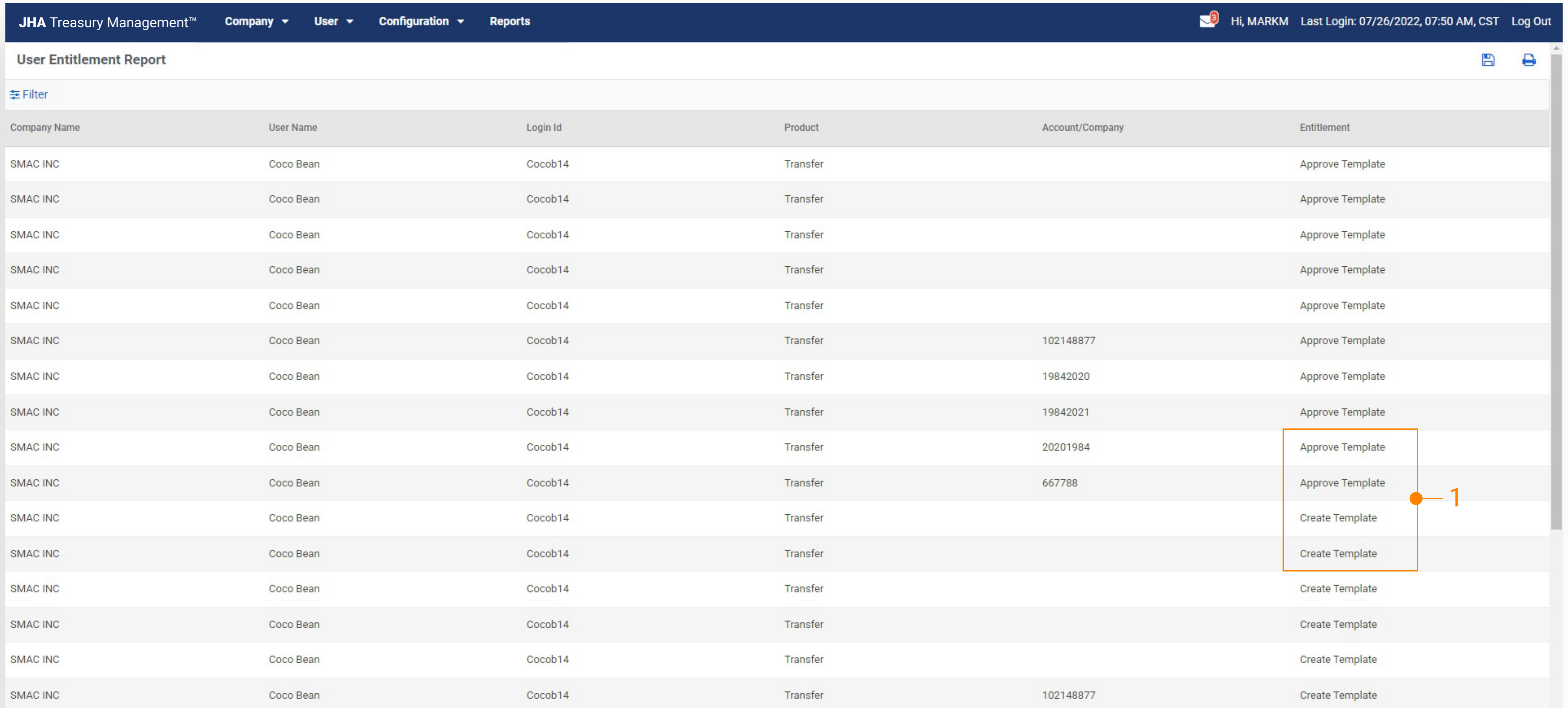
Date/Time	User Name	Login Id	User Type	Activity Type	Activity
07/25/2022 02:52 PM	Mark Matthews	MARKM			Searched Transfer Templates
07/25/2022 02:52 PM	Mark Matthews	MARKM			Navigated to Transfer Templates
07/25/2022 02:52 PM	Mark Matthews	MARKM			Searched Transfer Templates
07/25/2022 02:52 PM	Mark 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

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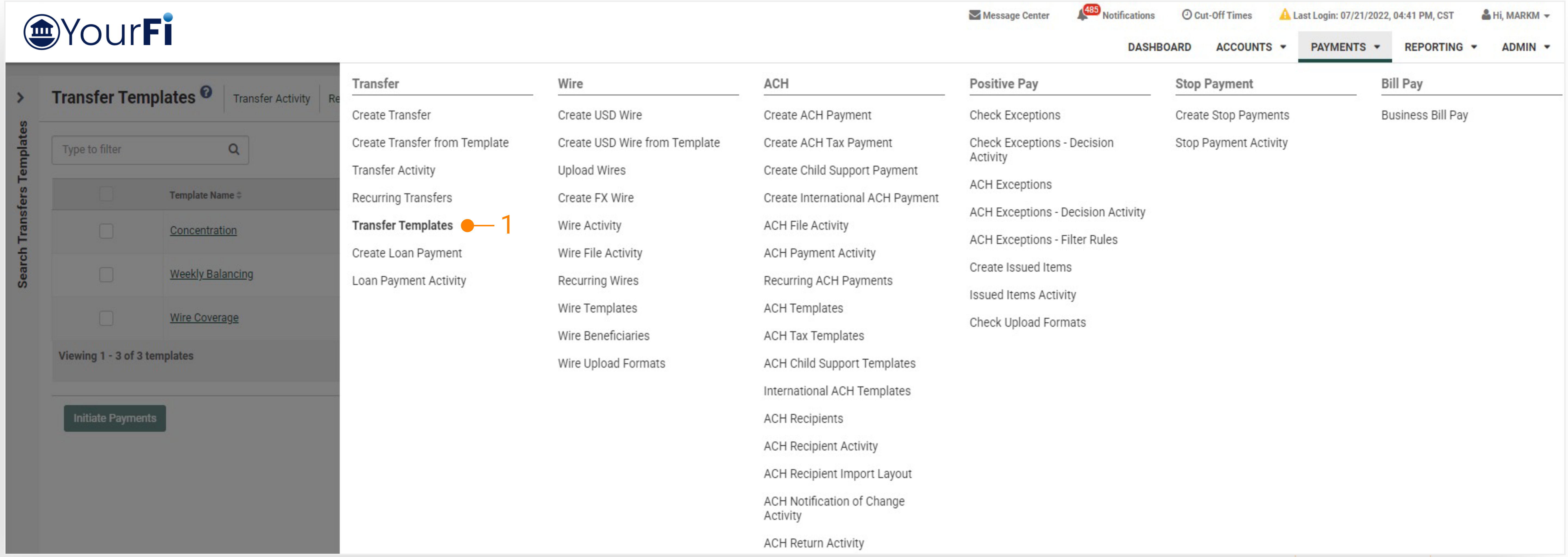
1 User Entitlement Report

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

Transfer Templates - Navigation

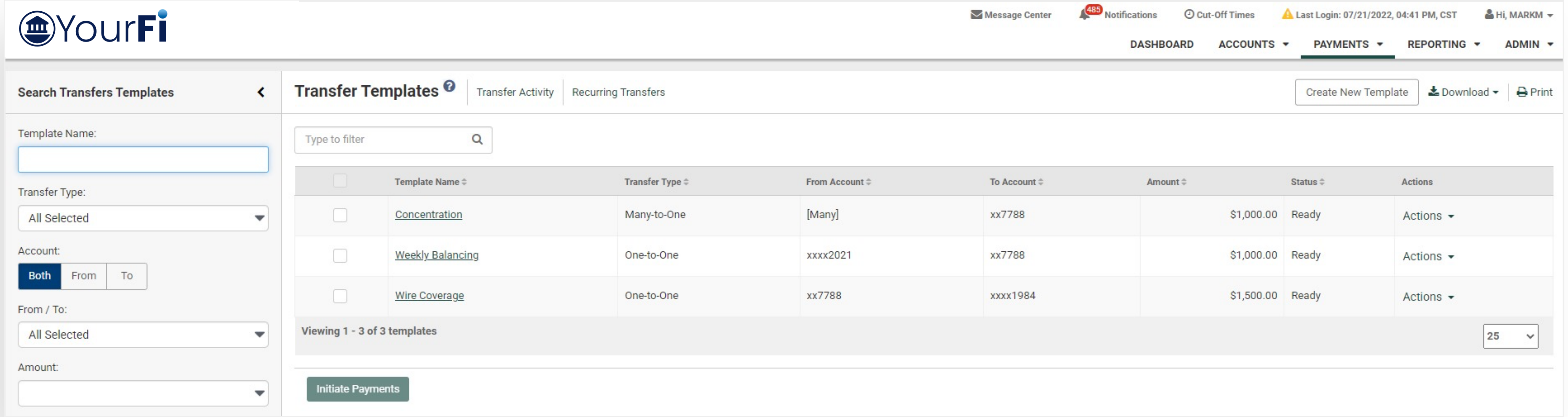


1. Transfer Templates

   Main Navigation Menu > Payments > Transfer

Transfer Templates

Create Transfer from Template



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.

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.