

# UNIBANK

## Payments & Transfers Enhanced Functionality

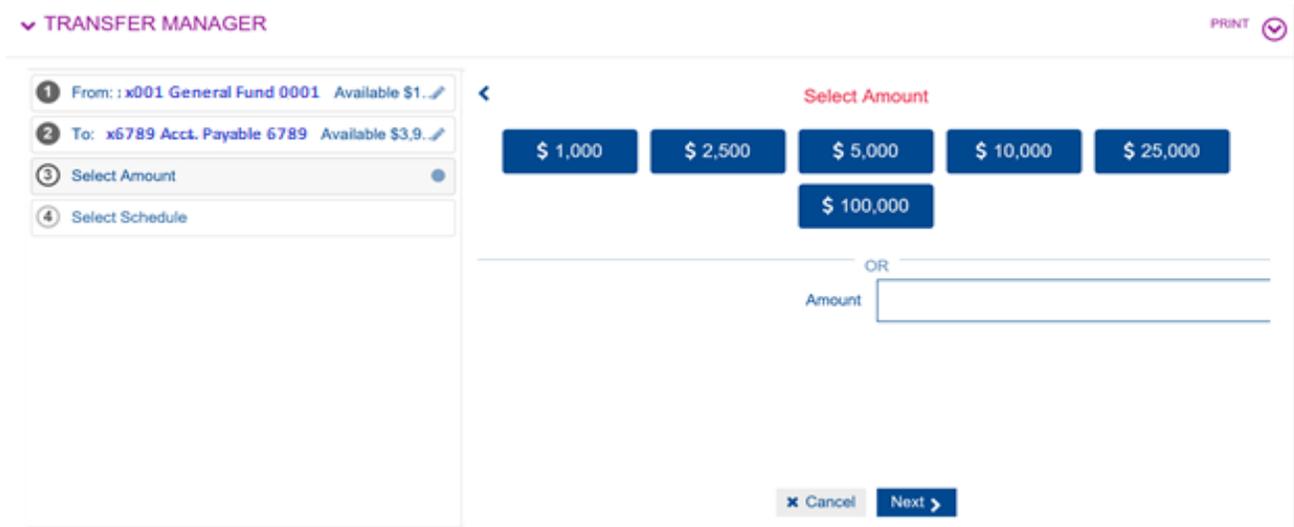
### 1. Click on Transfer

To initiate your transfer, click on *Transfers* from the main menu and select *Payments & Transfers* from the sub-menu to complete an internal transfer between your organization's UniBank accounts.



### 2. Select From and To Account

Select the account you want to transfer from and to or if you have saved a template, select the template you would like to use. (see step 5 to create and save a new template)

A screenshot of the UniBank 'TRANSFER MANAGER' interface. The interface is titled 'TRANSFER MANAGER' in purple. On the left, there is a list of steps: 1. From: x001 General Fund 0001 Available \$1... 2. To: x6789 Acct. Payable 6789 Available \$3,9... 3. Select Amount (highlighted) 4. Select Schedule. On the right, the 'Select Amount' step is active, showing a 'Select Amount' heading and several blue buttons with dollar amounts: \$ 1,000, \$ 2,500, \$ 5,000, \$ 10,000, \$ 25,000, and \$ 100,000. Below these buttons, there is an 'OR' label and a text input field for 'Amount'. At the bottom right, there are 'Cancel' and 'Next >' buttons. A 'PRINT' icon is visible in the top right corner.

# UNIBANK

### 3. Enter Amount to be Transferred

You can select a preset amount by clicking one of the blue tabs or enter a custom amount in the Amount Field Box.

TRANSFER MANAGER PRINT

1 From: : x001 General Fund 0001 Available \$1.   
 2 To: x6789 Acct. Payable 6789 Available \$3,9.   
 3 Select Amount   
 4 Select Schedule

Select Amount

\$ 1,000 \$ 2,500 \$ 5,000 \$ 10,000 \$ 25,000   
 \$ 100,000

OR   
 Amount

Cancel Next

### 4. Select Schedule Type

Immediate Transfer – Will transfer funds instantly.

One-Time Transfer – Gives you the option to schedule a future payment.

Recurring Transfer – Allows you setup repetitive automatic transfers.

TRANSFER MANAGER PRINT

1 From: : x001 General Fund 0001 Available \$1.   
 2 To: x6789 Acct. Payable 6789 Available \$3,9.   
 3 Amount: \$2.00   
 4 Select Schedule

Select Schedule Type

Immediate Transfer   
 One-Time Transfer   
 Recurring Transfer

Cancel

# UNIBANK

## 5. Review Transfer/Save Template

Review the details of your transfer and/or save the template if you would like to use the same template for a future transfer.

**TRANSFER MANAGER** PRINT

**Review Transfer**

From Account: x001 General Fund 0001  
To Account: x6789 Acct. Payable 6789  
Amount: \$2.00  
Schedule: Immediate Transfer  
Transfer Date: 05/06/2020  
Estimated Delivery: 05/06/2020

Description

Save as a Template  
Template Name

## 6. Submit Transfer/Add Additional Transfer/Review Transfer Again

You have the option to submit your transfer, add another transfer to process multiple transfers at the same time, or review the details of the transfer you are about to process.

**TRANSFER MANAGER** PRINT

**Transfer Ready**

# UNIBANK

## 7. Confirmation with Option to Print

TRANSFER MANAGER PRINT

- 1 Select From Account
- 2 Select To Account
- 3 Select Amount
- 4 Select Schedule

### Transfer Results

Success! Your confirmation number is 40556

From Account: **x001 General Fund 0001** - Available \$1,479.80  
To Account: **x6789 Acct. Payable 6789** - Available \$3,915.09  
Transfer Amount: \$2.00  
Schedule: Immediate Transfer  
Description:

[Done](#)



## 8. Screen-Shot Example of Multi-Transfers

If you processed more than one transfer in the same session, this is what the confirmation receipt will look like.

TRANSFER MANAGER PRINT

- 1 Select From Account
- 2 Select To Account
- 3 Select Amount
- 4 Select Schedule

### Transfer Results

Success! Your confirmation number is 40557

From Account: **x001 General Fund 0001** - Available \$415.09  
To Account: **x6789 Acct. Payable 6789** - Available \$4,979.80  
Transfer Amount: \$1,000.00  
Schedule: Immediate Transfer  
Description:

---

Success! Your confirmation number is 40558

From Account: **x001 General Fund 0001** - Available \$415.09  
To Account: **x6789 Acct. Payable 6789** - Available \$4,979.80  
Transfer Amount: \$2,500.00  
Schedule: Immediate Transfer

[Done](#)