

## Create a New Transfer Template

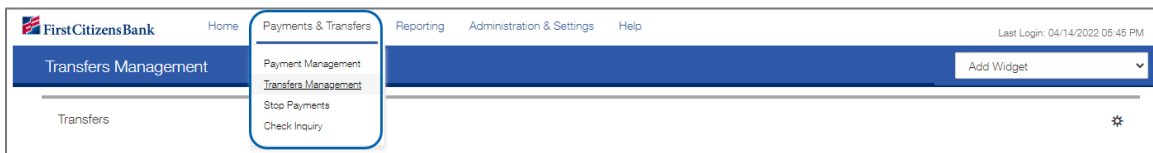
During conversion, existing Transfer Templates will not convert to Commercial Advantage.

Transfer Templates are for internal transfers between First Citizens accounts either directly related or within a Related Entity relationship within the bank. Templates can be saved for additional use and may include recurring options.

**Note:** Setting up the Template does not set up the payment. Once the template is created, select Add New Transfer and then Select Transfer Template to create the payment.

To add a Transfer Template,

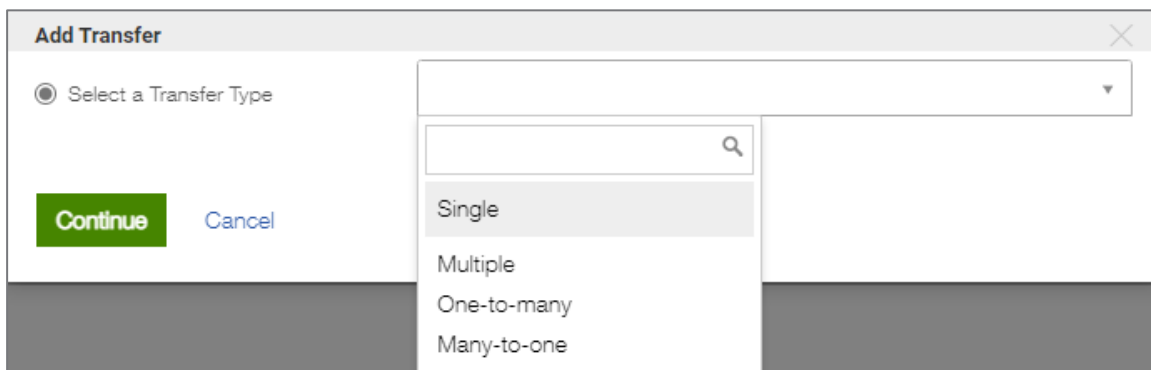
1. From the Home page, select **Payments & Transfers** and then **Transfers Management**.



2. Select **Add a New Template**.



3. **Select a Transfer Type** from the drop-down list and then **Continue**.
  - Single – A single From/To Transfer.
  - Multiple - Multiple individual From/To Transfers within the same workflow.
  - One-to-Many - A single From Account to multiple To Accounts.
  - Many-to-one - Multiple From Accounts transferring to a single To Account.



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## 4. Complete required fields:

- Template Code – brief description.
- Template Description – brief description.
- Signatures – Used to set the number of approval signatures required to create payments using this template.
- Restrict Checkbox – Select to restrict access to the template.
- From Account – select from the drop-down list.
- To Account – select from the drop-down list.

## 5. Select the **Make Recurring** checkbox, if applicable, for the recurring payment options.

- **Start Date** – Select a start date from the calendar widget. Upon approval of the Template, this will create the first upcoming payment in the Payments List View.
- **Repeat Every** – Select a recurring option of once every 1-4 weeks or months.
- **On** - Select a Day or Days of the week or month for the recurrence, depending on the repeat schedule selected.
- **Ends** – Select one of the following options:
  - Upon Future notice – schedule will continue until cancelled.
  - Enter a specific number of occurrences.
  - Enter or select an end date from the calendar widget.
- Select a transfer option to use if the transfer date falls on a non-business day: Previous Business Day, Next Business Day or to skip the payment by selecting Do Not Transfer Funds.

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6. Select **Save** to continue. A success message will display. The Template is placed in a Modified or Approved status, depending on user entitlements.



7. Once Entered and Approved, a Template can be used to create a Payment or Copy as a new Template in the Template List View. The Template can also be copied as another Template with a new name, description, and recurrence, as needed.

