



1st Source Bank Helpful Hints: **Transfers – How to Create a Deposit Account Transfer**

Use the Transfer menu on the BBO Treasury dashboard to define instructions to create a single transfer from one deposit account to another deposit account.

Creating A Transfer - Single

1. From the BBO Treasury Dashboard navigate to **Transfers**.
2. Under **Create Transfers** select **Single**.
3. Choose the **Transfer From** account of your choice from the dropdown to the right.
4. Use the dropdown to select the **Transfer To** account of your choice.
5. Click in the **Amount** field and enter the dollar amount you would like to transfer.
6. Select the **Date** to initiate the transfer.
7. Click on the **Frequency** of the transfer. To create a one time transfer select **One Time Only**.
Additional information will be required if you select recurring.
8. Check the box next to **Add Memo Information** in the **Options** section to enter a memo such as an invoice number or a reason description to accompany your transfer.
9. Select **Continue**.
10. Review the information. Click **Edit Transfer** if any changes are needed. You may also be required to enter your **Password**. Enter your password then click **Submit Transfer**.
11. A **Successful Submit** message should appear along with a reference number.
12. Select **Transfer Center**.
13. When returned to the Transfer Center the transfer that was scheduled should be listed with the date and dollar amounts entered.