



## 1st Source Bank Helpful Hints: Loans – How to Create a Loan Payment

Use the Create Loan Transfer page to make a loan payment by defining instructions to transfer funds from a non-loan account to a loan account. BBO Treasury also allows the Use of Create One to Many Loan Transfers to define instructions to transfer funds from one account to multiple loan accounts.

### Creating A Single Loan Payment

1. From the BBO Treasury Dashboard navigate to **Transfers**.
2. Under **Create Transfers** select **Loan**.
3. Click the Transfer type you wish to create, either **Loan Payment** or **Principal Paydown**.
4. Choose the **Transfer From** deposit account of your choice from the dropdown to the right.
5. Select the loan account of your choice from the dropdown to the right of **Transfer To**.
6. The loan **Account Summary** will display on the right side of the Transfer screen.
7. The **Amount** will default to the next payment due but can be modified.
8. Enter the **Date** to apply the payment to the loan selected. You can manually type the date or use the calendar.
9. Check the box next to **Add Memo Information** in the **Options** section to enter a memo if needed.
10. Click **Continue**.
11. 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**.
12. A **Successful Submit** message should appear along with a reference number.
13. Click **Transfer Center**.
14. When returned to the Transfer Center the loan payment that was scheduled should be listed with the date and dollar amounts entered.

## Creating a One to Many Loan Payment

1. From the BBO Treasury Dashboard navigate to **Transfers**.
2. Under **Create Transfers** select **One To Many Loan**.
3. Choose the **Transfer From** deposit account of your choice from the dropdown to the right.
4. Enter the **Date** to apply the payment to the loan selected. You can manually type the date or use the calendar.
5. Check the box next to **Add Memo Information** in the **Options** section to enter a memo if needed.
6. Navigate to the **Transfer To** section and click on **Select Accounts**. Choose which loan accounts to create payments for by placing a checkmark in front of the **Account Nicknames**.
7. Click **Done**.
8. You will be returned to the Transfer To section. The **Amount** next to each loan account is blank. Click in each field and enter the dollar amount of the transfer you would like to make to the individual loans.
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. Click **Transfer Center**.
13. When returned to the Transfer Center the loan payments that were scheduled should be listed with the date and dollar amounts entered.