1st Source Bank Helpful Hints: Transfers – One to Many / Many to One

BBO Treasury allows you to make additional types of deposit account transfers. Use the Create One to Many Transfer page to define instructions to transfer funds from one deposit account to multiple deposit accounts. Use the Create Many to One Transfer page to define instructions to transfer funds from multiple deposit accounts to one deposit account.

Creating A Transfer - One to Many

1. From the BBO Treasury Dashboard navigate to **Transfers**.
2. Under **Create Transfers** select **One to Many**.
3. Choose the **Transfer From** account of your choice from the dropdown to the right.
4. Select the **Date** to initiate the transfer.
5. 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.
6. 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.
7. Navigate to the **Transfer To** section and click on **Select Accounts**. Choose which accounts to transfer to by placing a checkmark in front of the **Account Nicknames**.
8. Click **Done**.
9. You will be returned to the Transfer To section. The **Amount** next to each account is blank. Click in each field and enter the dollar amount of the transfer you would like to make to the individual accounts.
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. The option is available to **Save As A Template** for future use. Otherwise, select **Transfer Center**.
14. When returned to the Transfer Center the transfer that was scheduled should be listed with the date and dollar amounts entered.

Creating A Transfer - Many to One

1. From the BBO Treasury Dashboard Navigate to **Transfers**.
2. Under **Create Transfers** Click **Many to One**.
3. Choose the **Transfer To** account of your choice from the dropdown to the right.
4. Select the **Date** to initiate the transfer.
5. Click on the **Frequency** of the transfer. To create a one-time transfer, select **Single**.
    Additional information will be required if you select recurring.
6. Check the box next to **Add Memo Information** in the **Options** section to enter a memo such as a reason description to accompany your transfer.
7. Navigate to the **Transfer From** section and click on **Select Accounts**. Choose which accounts to transfer from by placing a checkmark in front of the **Account Nicknames**.
8. Click **Done**.
9. You will be returned to the **Transfer From** section. The **Amount** next to each account is blank. Click in each field and enter the dollar amount of the transfer you would like to make from the individual accounts.
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. The option is available to **Save As A Template** for future use. Otherwise, select **Transfer Center**.
14. When returned to the Transfer Center the transfers that were scheduled should be listed with the date and dollar amounts entered.