

Creating transfers

Banno Online can create one-time transfers, future-dated transfers, and recurring transfers.

The end user must have at least two accounts set up with Banno Online to complete a transfer. Future-dated transfers and recurring transfers are available only for JHA core institutions.

1. Select an option.
 - Select **Transfers** from the main Banno Online menu.
 - Select **Transfer** in the quick actions section of the dashboard.
 - Select **Make a transfer** or, for credit unions, select **Transfer to a member** from the *Transfers* section of the dashboard. The *Transfers* section of the dashboard only appears if your institution has enabled scheduled transfers. Similarly, the member transfer option only appears if your institution has member-to-member transfers enabled.
2. Select the account you want to transfer funds from, and then select an account for the destination.
3. Enter the transfer amount.
4. Choose a situation and follow the corresponding steps.

Situation	Steps
Creating a one-time transfer	Select Submit .
Creating a one-time scheduled transfer	This option is only available for financial institutions using a JHA core. <ol style="list-style-type: none">a. Select More options.b. Select the Date field.c. Select a date for the transfer if you want something other than the <i>Soonest available</i> default.d. Select Submit.
Creating a recurring transfer	This option is only available for financial institutions using a JHA core. <ol style="list-style-type: none">a. Select More options.b. Select a date for the repeating transfer to start.c. Change the Frequency field.d. Select Submit.

TIP:

If your transfer is an immediate, internal transfer, you can add a memo note by selecting **More options** and completing the **Memo** field.