

Quick Reference Guide

Truist Treasury Manager

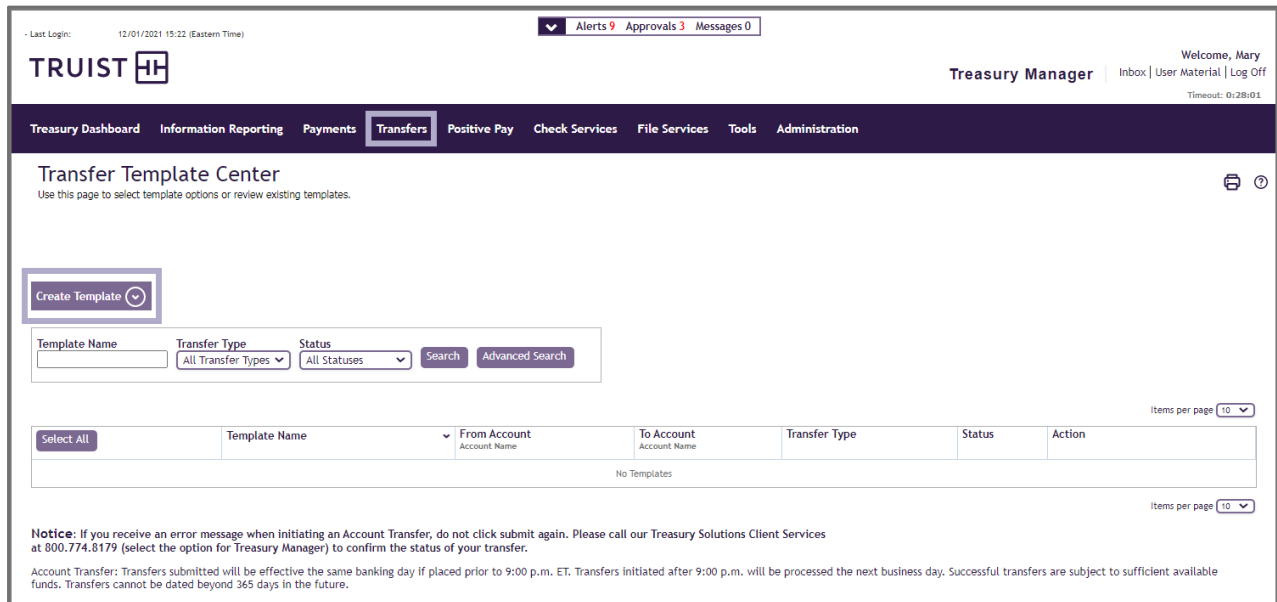
Creating a Transfer Template

The Truist Treasury Manager Transfers service allows you to transfer money between your Truist accounts on a real-time basis. When your account transfer is executed, Truist moves the amount of the transfer between the designated accounts. Account transfers will be reflected immediately in the credit and debit accounts. This document demonstrates the steps to create and use a One to Many transfer template.

Transfer Templates

To Create a One to Many Transfer Template:

1. From the main menu, select **Transfers**, then in the **Manage** section, click **Transfer Template Center**. The Transfer Template Center page displays.



2. Click the **Create Template** button.
3. Click **One to Many**. The Create One to Many Template page displays.

Create One to Many Template

Define template criteria from one account to multiple accounts. ?

* Required

Template Information

Template Name *

Transfer Type One to Many

Transfer From * Acct Number - Acct Nickname - Balance

Limit Amount

Options Activate template for use
 Allow amount to be changed
 Allow memo text to be changed
 Add memo information

Transfer To

Select Accounts

| Account Name | Account Number | Amount |
|----------------------|----------------|--------|
| No Accounts Selected | | |

Cancel

4. Enter the desired information into the **Template Name** field - for example, **“Weekly Payroll Transfer”**.
5. Select the **Transfer From** account.
6. Enter the desired information into the **Limit Amount** field, for example, **“100000”**.
7. Select the desired options. The **Activate template for use** checkbox is selected by default.
8. Click the **Select Accounts** button. The **Account List** popup displays.
9. Select the checkbox for the desired account, then click the **Done** button.

Transfer To

Select Accounts

Account List ✕

Help

Items per page (

| Select | Account Name | Account Number | Balance |
|--------------------------|------------------------|----------------|---------|
| <input type="checkbox"/> | abc123 Company 2 | 2234567891234 | \$0.00 |
| <input type="checkbox"/> | ABC123 Company Payroll | 3334567891234 | \$0.00 |

Done

Cancel

Items per page (

10. To use the template now, enter the desired information into the **Amount** field.

| Account Name | Account Number | Amount | Remove |
|------------------|----------------|----------------------|--------|
| abc123 Company 2 | 2234567891234 | <input type="text"/> | |

11. Click the **Continue** button. The Preview One to Many Template screen displays.

Preview One to Many Template
Review transfer template definitions.

Template Information

Template Name: Test
Transfer Type: One to Many
Transfer From: 1234567891234 -- ABC123 Company
Limit Amount:
Activate template for use: Yes
Allow amount to be changed: No
Allow memo text to be changed: No
Memo:
Transfer To:

| Account Name | Account Number | Amount |
|------------------------|----------------|----------|
| abc123 Company 2 | 2234567891234 | \$500.00 |
| ABC123 Company Payroll | 3334567891234 | \$250.00 |

Buttons: Submit Template, Edit Template, Cancel

12. Review your entries, then click the **Submit Template** button. Treasury Manager displays a message confirming the One to Many template's successful creation.

Getting Help

Click the **User Materials** link at the top right of any page or visit the Treasury Manager page of the **Treasury Resource Center** at truist.com/treasuryresourcecenter to access reference materials.

If you need additional assistance, contact Treasury Solutions Client Services at treasuryclientservices@truist.com or **800-774-8179**. Representatives are available from 8 am to 8 pm ET, Monday through Friday on bank business days.