




How to Move Funds with Online Banking

First, you need to click on Account Information and then Transfer Summary. Next, you will need to select the account number from the Account Number drop-down list above the Transfer Summary table or choose "All" if you want to see all of your loans.

Creating a Template

Before you can move any money you first need to set up a template with your bank account information. A template defines the relationship between Farm Credit and an external bank account. You must create a separate template for each Transfer In and Transfer Out for each bank account you wish to use. The system will automatically set up an Internal Transfer if the loan has money available to disburse. Once you have set up templates they will always appear in the Record Type Column. If you have pending transfers they will appear in the Record Type column as a transaction. To set up a template please use the following steps:

1. Click on the Create new  icon
2. Fill in all of the information
 - Transfer Type (Transfer In or Transfer Out)
 - Customer Number
 - Account (Loan number)
 - External Routing Number
 - External Account Number
 - External Account Type
 - Memo (optional)
3. Click Submit in the bottom right hand corner

Now that you have the templates built you are ready to make a Transaction. Transactions may be created, modified or deleted until 5 PM CST; after that time the transaction will be processed and cannot be modified or deleted. External Transfers are effective at least one business day in the future. Internal transfers are effective the same business day if set up before 5 PM CST. Some common types of transactions are as follows:

Transfer Funds to Checking

Send funds from my Farm Cash Management Account to my Bank Checking Account:

1. Highlight the Template that shows Transfer Out and your FCM loan number
2. Click the Add Transaction button in the bottom right hand corner
3. Fill in all of the information
4. Click Submit in the bottom right hand corner

Transfer Funds From Checking

Make a payment from my checking account to my operating loan.

1. Highlight the Template that shows Transfer In and your Operating loan number
2. Click the Add Transaction button in the bottom right hand corner
3. Fill in all of the information
4. Click Submit in the bottom right hand corner

Internal Transfer between Farm Credit Accounts

Move Funds from my Operating loan to my Real Estate loan.

1. Highlight the Template that shows Internal Transfer and your Operating loan number
2. Click the Add Transaction button in the bottom right hand corner
3. Fill in all of the information
4. Click Submit in the bottom right hand corner

Any time you create, modify or delete a template or a transaction you will receive an email notifying you of the action you have taken.