

Recurring Transfers

As shared in the lead-up to the platform migration from NetBranch/Online Access to Virtual Branch Next, scheduled recurring transfers which were built inside of NetBranch/Online Access did not transfer over into the updated online banking platform Virtual Branch Next.

Note: This does not affect items set up in Bill Pay, nor does it affect items set up via ACH or payroll allocations.

After the 3/21/24 conversion, recurring scheduled transfers can then be re-built in the Transfers tab of Virtual Branch Next.

- Select the From Account
- Select the To Account
- Enter the Desired Amount of the transfer
- Utilize the Make Recurring option to enter the Frequency, First Transfer Date, and Number of Times to Recur
 - Notes:
 - Transfers can be scheduled to recur for a maximum of 10 years
 - Scheduled transfers are processed Monday through Friday at 2:00 pm Eastern/1:00 pm Central, excepting federal holidays.
 - Recurring scheduled transfers which fall on weekends or federal holidays are processed on the business day prior.

The screenshot shows the 'Transfer Money' form in the Virtual Branch Next interface. The form is titled 'Transfer Money' and is located under the 'Transfers' tab. It contains the following fields and options:

- From:** A dropdown menu with the text 'Select an Account' and a downward arrow.
- To:** A dropdown menu with the text 'Select an Account' and a downward arrow.
- Amount:** A text input field containing '\$0.00'.
- Date:** A text input field containing '3/27/2024' and a calendar icon.
- Make recurring:** A blue link text next to the date field.
- Buttons:** A blue 'Review' button and a white 'Cancel' button.

Transfer Money

From:

*740=008 SHARE DRAFT (Che... \$3,786... ▾

To:

*740=000 PRIME SHARE (Savings... \$7.... ▾

Amount:

\$1.00

Frequency: ?

Weekly ▾

First Transfer Date:

3/27/2024



[Make immediate](#)

Number of Recurring Transfers:

999

[Review](#)

[Cancel](#)