

# Business Online Banking

User Guide

**Transfers**

**DollarBank**<sup>®</sup>  
Let's get you there.

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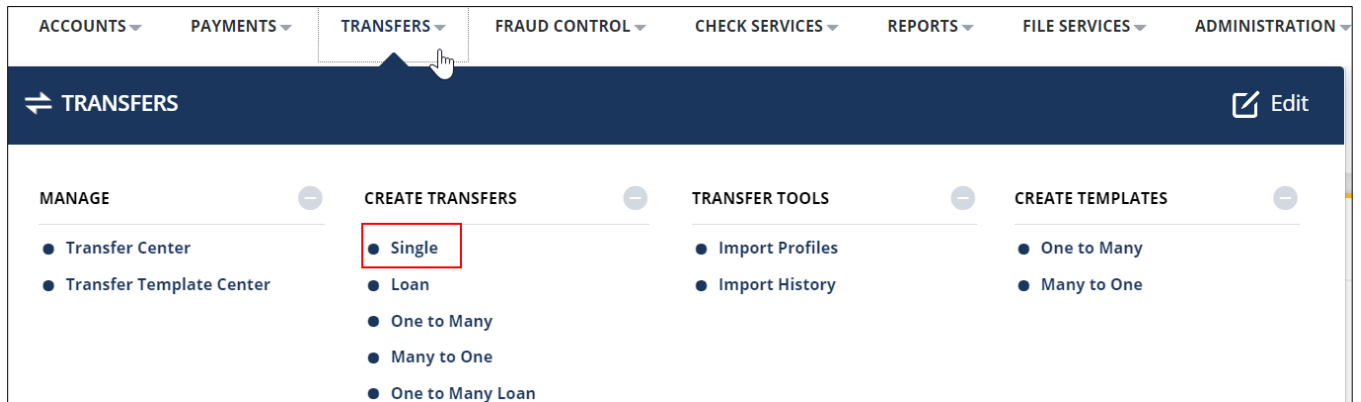
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## Create Transfers

### Task 1: Create a Single Transfer (Without a Transfer Template)

For a one-time single transfer, follow these steps.

**Step 1:** Click Transfers and under Create Transfers, select Single.



**Step 2:** Fill in all required information. Required fields are marked with an asterisk (\*).

The form displays the following fields and values:

- Transfer From \***: Active Link Sav 1 - xxxxxxxx2205 - 1903.86
- Transfer To \***: Active Link Chk 2 - xxxxxxxx7144 - 2580.71
- Amount \***: 11.11
- Date \***: 06/21/2021
- Frequency**:  One-Time Only,  Recurring
- Options**:  Add Memo Information

Below the form, there is a 'Memo' field with a character count of '22 of 128 Characters' and a 'Bill Payment Inventory' field.

Your Date options are:

- Today's date which will be processed on the current date. The cutoff time is 9:30 PM EST.
- Future date which will be processed on the date selected.

Select desired your Frequency for the transfer:

- One-Time Only
- Recurring: Select Recurring Schedule and Number of Payments options.

Memo Information is visible in the Transfer Center only when the transfer is Completed.

**Step 3:** Click Continue to review the transfer.

## PREVIEW TRANSFER

Before submitting, review the transfer instruction.

---

TRANSFER

Transfer From	Active Link Sav 1 - xxxxxxxx2205 - 1903.86
Transfer To	Active Link Chk 2 - xxxxxxxx7144 - 2580.71
Amount	\$ 11.11
Date	06/21/2021
Frequency	One-Time Only
Memo	Bill Payment Inventory

Cancel

Edit Transfer

Submit Transfer

**Step 4:** To make changes, click Edit Transfer. To cancel the whole transfer, click Cancel.

If everything is correct, click Submit Transfer. The Successful Submit message will appear with the transfer reference number.

**Successful Submit**

Transfer with reference number ZEPCAIQ6TT has been created successfully.

Transfer Center

**Step 5:** To see the transfer details, click Transfer Center.

<input checked="" type="checkbox"/>	06/21/2021	ZEPCAIQ6TT		Active Link Sav 1 <small>xxxxxxx2205</small>	Active Link Chk 2 <small>xxxxxxx7144</small>	Completed	One Time Only	\$ 11.11
<input type="checkbox"/>	06/21/2021	WO8NQ9L146		Active Link Chk 2 <small>xxxxxxx7144</small>	Active Link Sav 2 <small>xxxxxxx7144</small>	Completed	Every Week	\$ 11.10

Show / Hide Columns

Show 10 ▼

Reject

Delete

Approve

**NOTE:** If your company utilizes Dual Control on transfers, the transfer will be in the Pending area of the Transfer Center with the status of Pending Approval. If your company does not require Dual Control, the transfer will be in the Pending area of the Transfer Center with a status of Scheduled.

**NOTE:** Many to One or One to Many transfers have steps similar to above. For Many-to-One transfers, multiple From accounts are selected. For One-to-Many transfers, multiple To accounts are selected. Steps to select multiple accounts are shown in [task 6, steps 3-4](#).

**Task 2: Create a Loan Transfer**

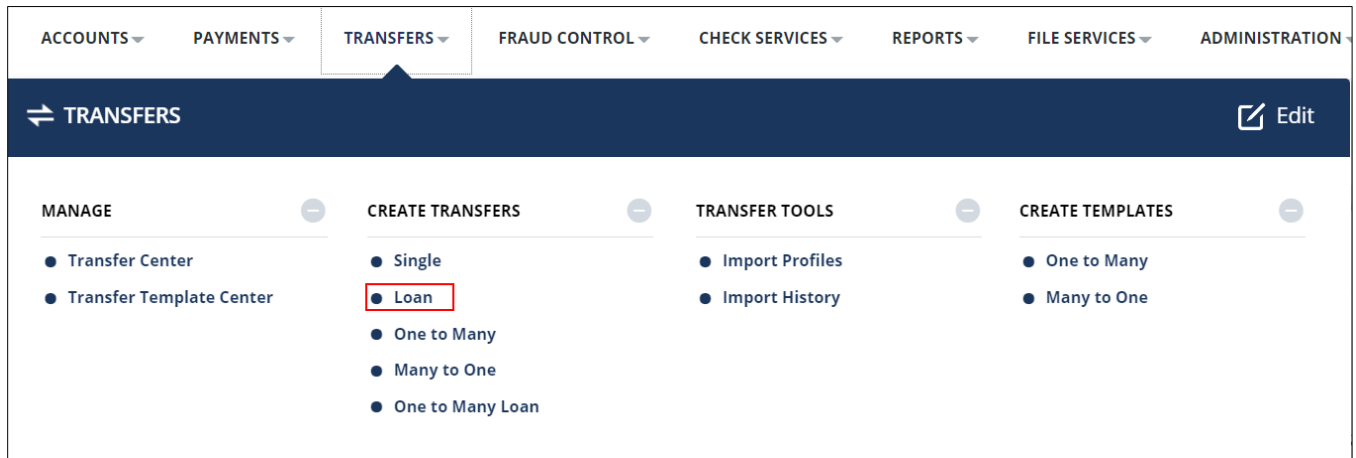
Transfers can be setup to loan accounts. There are two types of loan transfers:

- Single: From a single account to a single loan account.
- One to Many: From a single account to many loan accounts.

Below are the steps to perform a single loan transfer..

**NOTE:** For information on how loan payments are applied please contact your lender.

**Step 1:** Under Create Transfers, select Loan.



**Step 2:** Provide the loan transfer details. Required fields are marked with an asterisk (\*).

- Enter Loan Account.
- Other Amount Type allows the split of loan amount into Interest and Principal.
- Select Frequency and other options if required.

**TRANSFER** + Required Fields

Transfer From \* Active Link Chk 1 - xxxxxxx2205 - 8219.82 ?

Transfer To \* Loan - XXXXXXXXXXX0101 ?

Other Amount Type  Click for split amount options

Loan Principal Amount	75.00
Loan Interest Amount	25.00

Date \* 07/12/2021

Frequency  One-Time Only  Recurring

Recurring Schedule \* Every Month

Recurring Frequency and Memo Information are entered as an example.

Frequency  One-Time Only  Recurring

Recurring Schedule \* Every Month

Number of Payments

Continue Until Further Notice

Send 12 total transfers

End on This Date mm/dd/yyyy

Options  Add Memo Information

Memo 14 of 128 Characters Machinery Loan

Cancel Continue

**Step 3:** Click Continue.

**Step 4:** Review the transfer and if the information is accurate, click Submit Transfer.

PREVIEW LOAN TRANSFER
? Help

Before submitting, review the transfer instruction.

TRANSFER
Required Fields

Transfer From	Active Link Chk 1 - xxxxxxx2205 - 8219.82
Transfer To	Loan - XXXXXXXXXXX0101
Loan Principal Amount	75.00 USD
Loan Interest Amount	25.00 USD
Date	07/12/2021
Frequency	Every Month 12 transfers
Memo	Machinery Loan

Cancel
Edit Transfer
Submit Transfer

**Step 5:** The Successful Submit message will appear with the transfer reference number.

**Successful Submit**

Transfer with reference number UJ3FD1AMXF has been created successfully.

Transfer Center

To see the transfer details, click Transfer Center.

**MANAGE TRANSFERS**

ALL
PENDING

From	To	Transaction Number	Status	
07/05/2021	08/11/2021	UJ3FD1AMXF	All Statuses	<input type="text" value="Search"/>

ADVANCED SEARCH

<input type="checkbox"/>	Date	Transaction No.	From Account Account ID	To Account Account ID	Status	Frequency	Amount Calculated Amount
<b>VIEW PROCESSED</b>							
<input type="checkbox"/>	07/12/2021	UJ3FD1AMXF	Active Link Chk 1 xxxxxxx2205	Loan XXXXXXXXXXXX0101	Pending Approval (0 of 1)	Every Month	\$ 100.00

Show / Hide Columns
Show 10

Reject
Delete
Approve

**NOTE:** If your company utilizes Dual Control on transfers, the transfer will be in the Pending area of the Transfer Center with the status of Pending Approval. If your company does not require Dual Control, the transfer will be in the Pending area of the Transfer Center with a status of Scheduled.

**NOTE:** For a One to Many Loan transfer, select the One to Many Loan option from menu and select multiple To loan accounts. The selection of multiple accounts is shown in [Task 6, steps 3-4](#).

The screenshot shows the 'TRANSFERS' menu with the following options:

- MANAGE**
  - Transfer Center
  - Transfer Template Center
- CREATE TRANSFERS**
  - Single
  - Loan
  - One to Many
  - Many to One
  - One to Many Loan** (highlighted)
- TRANSFER TOOLS**
  - Import Profiles
  - Import History
- CREATE TEMPLATES**
  - One to Many
  - Many to One

## Transfer Center

The Transfer Center allows users to view transfers and perform transfer activities.

### Task 3: Approve, Reject or Delete a Transfer

If your company requires Dual Control on transfers, the transfer will be in the Pending tab of the Transfer Center with the status of Pending Approval. Once approved, its status will change to Scheduled.

**Step 1:** To approve, reject or delete a transfer, select the checkbox next to the desired transfer.

**Step 2:** Click Approve, Reject or Delete as needed.

<input type="checkbox"/>	07/12/2021	QIDESZZUH0		Active Link Chk 2 xxxxxxx7144	Active Link Sav 2 xxxxxxx7144	Scheduled	Every Week	\$ 11.10
<input checked="" type="checkbox"/>	07/08/2021	9L1166OA8Q		Active Link Sav 1 xxxxxxx2205	Active Link Chk 1 xxxxxxx2205	Scheduled	Every Month	\$ 0.11
<input type="checkbox"/>	07/08/2021	A6KGCRQEM8		Active Link Chk 1 xxxxxxx2205	Active Link Sav 1 xxxxxxx2205	Scheduled	Every Week	\$ 0.11
<input type="checkbox"/>	07/07/2021	3LRVH6EI3R		Active Link Chk 1 xxxxxxx2205	Active Link Sav 2 xxxxxxx7144	Scheduled	One Time Only	\$ 9.90
<input type="checkbox"/>	07/05/2021	FWRDZKY0YR		Active Link Chk 2 xxxxxxx7144	Active Link Sav 2 xxxxxxx7144	Failed	Every Week	\$ 11.10

Show / Hide Columns Show 25 ▼



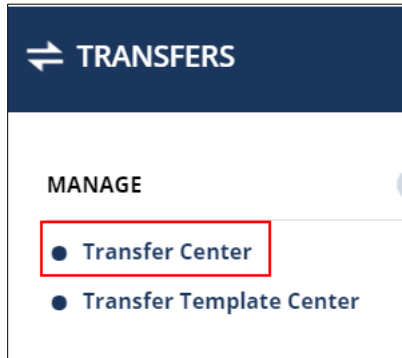
**NOTE:** To Reject or Approve the transfer, the user needs approver entitlement. The user (initiator) who creates the transfer cannot reject or approve a transfer. However, the initiator can delete a transfer they created.

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## Task 4: Search a Transfer

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**Step 1:** Under Manage, click Transfer Center.



By default, the Transfer Center displays all transfers under the All tab. To specifically view only the pending transfers, click the Pending tab.

**Step 2:** Enter your search criteria using any of the below:

- From and To dates: Type your desired dates or select them from the calendar.
- Transaction Number: Provide the specific transaction number to search.
- Status drop-down menu: Filter the transfer list by providing a specific status. Statuses available as search criteria are: All Processed, All Statuses, Awaiting Transmission, Completed, Confirmed, Deleted, Disallowed, Failed, Overdue, Partially Approved, Pending Approval, Received by Bank, Rejected, Scheduled, Security Violation and Sent.

**Step 3:** Click Search.

**TRANSFER CENTER**  
View transfer activity and perform various transfer tasks including creating a new transfer.

+ Create Transfer    Print    ? Help

**MANAGE TRANSFERS**

ALL    PENDING

From: 07/05/2021    To: 08/13/2021    Transaction Number: Enter Transaction Number    Status: All Statuses

Search    ADVANCED SEARCH

<input type="checkbox"/>	Date ▾	Transaction No.		From Account Account ID ▲	To Account Account ID ▲	Status ▲	Frequency ▲	Amount ▲ Calculated Amount
VIEW PROCESSED								
<input type="checkbox"/>	08/08/2021	6M1SLNQHGW		Active Link Sav 1 xxxxxxxx2205	Active Link Chk 1 xxxxxxxx2205	Scheduled	Every Month	\$ 0.11
<input type="checkbox"/>	07/28/2021	HFAW09CM6O		Active Link Chk 1 xxxxxxxx2205	Active Link Sav 1 xxxxxxxx2205	Scheduled	One Time Only	\$ 0.01
<input type="checkbox"/>	07/19/2021	VN5HC0JPF7		Active Link Chk 2 xxxxxxxx7144	Active Link Sav 2 xxxxxxxx7144	Scheduled	Every Week	\$ 11.10
<input type="checkbox"/>	07/15/2021	B32J19HHG4		Active Link Chk 1 xxxxxxxx2205	Active Link Sav 1 xxxxxxxx2205	Scheduled	Every Week	\$ 0.10

The columns displayed on the search screen can be sorted in ascending or descending order using the arrow besides column name.

In the above example, the default search results are in descending order of the Date. Click the arrow besides Amount to view the search results in descending order of Amount values as shown below.

**TRANSFER CENTER**  
View transfer activity and perform various transfer tasks including creating a new transfer.

+ Create Transfer    Print    ? Help

**MANAGE TRANSFERS**

ALL    PENDING

From: 07/05/2021    To: 08/13/2021    Transaction Number: Enter Transaction Number    Status: All Statuses    Search    ADVANCED SEARCH

<input type="checkbox"/>	Date ▲	Transaction No.	From Account Account ID ▲	To Account Account ID ▲	Status ▲	Frequency ▲	Amount ▼ Calculated Amount
<b>VIEW PROCESSED</b>							
<input type="checkbox"/>	07/12/2021	UJ3FD1AMXF	Active Link Chk 1 xxxxxxx2205	Loan XXXXXXXXXX0101	Overdue	Every Month	\$ 100.00
<input type="checkbox"/>	07/07/2021	EZYUSI3ZWE	Active Link Chk 1 xxxxxxx2205	Loan XXXXXXXXXX0101	Overdue	One Time Only	\$ 100.00
<input type="checkbox"/>	07/12/2021	QIDESZZUH0	Active Link Chk 2 xxxxxxx7144	Active Link Sav 2 xxxxxxx7144	Completed	Every Week	\$ 11.10
<input type="checkbox"/>	07/19/2021	VN5HC0JPF7	Active Link Chk 2 xxxxxxx7144	Active Link Sav 2 xxxxxxx7144	Scheduled	Every Week	\$ 11.10

Use the Advanced Search option for more detailed search criteria.

- Transfer Information: Transfer Type, Status and Number.
- Transfer Details: Date, Payment Amount, Currency, From Account and To Account.

**MANAGE TRANSFERS**

ALL    PENDING

From: mm/dd/yyyy    To: mm/dd/yyyy    Transaction Number: Enter Transaction Number    Status: All Statuses    Search    **ADVANCED SEARCH**

### Task 5: View Details of a Transfer

On the main Transfer Center screen, enter your search criteria to find your desired transfer.

**Step 1:** To view the details of the transfer, click the eye icon next to the Transaction No.

**MANAGE TRANSFERS**

ALL    PENDING

From: 07/05/2021    To: 08/04/2021    Transaction Number: Enter Transaction Number    Status: All Statuses    Search    ADVANCED SEARCH

<input type="checkbox"/>	Date ▼	Transaction No.	From Account Account ID ▲	To Account Account ID ▲	Status ▲	Frequency ▲	Amount ▲ Calculated Amount
<b>VIEW PROCESSED</b>							
<input type="checkbox"/>	07/28/2021	HFAWO9CM60	Active Link Chk 1 xxxxxxxx2205	Active Link Sav 1 xxxxxxxx2205	Scheduled	One Time Only	\$ 0.01
<input type="checkbox"/>	07/15/2021	B32J19HHG4	Active Link Chk 1 xxxxxxxx2205	Active Link Sav 1 xxxxxxxx2205	Scheduled	Every Week	\$ 0.10

**Step 2:** The View Transfer screen will display the transfer details.

**TRANSFER** ⚠ Required Fields

Transfer From	Active Link Chk 1 - xxxxxxxx2205
Transfer To	Active Link Sav 1 - xxxxxxxx2205
Amount	\$ 0.01
Date	07/28/2021
Status	Scheduled
Transaction Number	HFAWO9CM60
Frequency	One-Time Only

## Create Templates

Transfer templates can be saved and used for performing future transfers. Templates simplify the process of performing frequent or recurring One to Many and Many to One transfers.

### Task 6: Create a One-To-Many Transfer Template

**Step 1:** Under Create Templates, select One to Many.

**Step 2:** Enter the required fields marked by an asterisk (\*).

- To limit the amount of the transfer, enter the amount under Limit Amount.
- Under Options, select Allow Amount to be Changed or Add Memo Information as needed.

**TEMPLATE INFORMATION** \* Required Fields

Template Activation:  Active  Inactive

Template Name \*: Checks Printing Bill

Transfer From \*: Active Link Sav 1 - xxxxxxxx2205 - 1917.93

Limit Amount: 11.22 USD

Options:
   
 Allow Amount to be Changed
   
 Add Memo Information

Memo: 19 of 128 Characters
   
 To Printing Company

Allow Memo Text to be Changed

**Step 3:** In the Transfer To section, click Select Accounts to open the Account List overlay.

**TRANSFER TO**

[Select Accounts](#)

Account Nickname ▲	Account Number ▲	Currency ▲	Amount* ▲
NO ACCOUNTS SELECTED			

[Cancel](#)

**Step 4:** Select the accounts you wish to transfer to and then click Done.

**Step 5:** Enter the amounts you wish to transfer to the selected accounts. Ensure the total transferred amount is within the Limit Amount set earlier.

**Step 6:** Click Continue.

**Step 7:** Review the template information. If any changes are needed, click Edit Template. If everything is accurate, click Submit Template.

PREVIEW ONE TO MANY TEMPLATE
? Help

Use this page to review transfer template information.

TEMPLATE INFORMATION

Template Activation	Active
Template Name	Checks Printing Bill
Transfer From	Active Link Sav 1 - xxxxxxx2205 - 1917.93
Limit Amount	11.22 USD
Allow Amount to be Changed	No
Allow Memo Text to be Changed	No
Memo	To Printing Company

TRANSFER TO

Account Nickname	Account Number	Amount
Active Link Chk 2	xxxxxxx7144	\$ 5.00
Active Link Sav 2	xxxxxxx7144	\$ 5.00

Show 10

Cancel
Edit Template
Submit Template

**Step 8:** The Successful Submit message will appear.

**Successful Submit**  
Template Check printing bill is successfully created.

Template Center

**Step 9:** Click Template Center.

**Step 10:** If Dual Authorization is enabled at the Company Services level, the template status will be Pending Approval until the template is approved by a user with an approver entitlement.

	Template Name	From Account Account ID	To Account Account ID	Transfer Type	Status	Action
<input checked="" type="checkbox"/>	Checks Printing Bill	xxxxxxx2205 Active Link Sav 1	xxxxxxx7144 Active Link Chk 2 ...	One to Many	Pending Approval	▼

**NOTE:** Steps to create a Many to One transfer template are the same as above, except you will select multiple From accounts and a single To account.

## Transfer Template Center

### Task 7: Create a Transfer using a One to Many Template

**Step 1:** Under Manage, select Transfer Template Center.

**Step 2:** Click the checkbox next to template's name.

**Step 3:** Select Create Transfer from the Action list

**MANAGE TEMPLATES**

Template Name: onetomanyjune16 | Transfer Type: One to Many | Template Status: Approved

Template Name	From Account Account ID	To Account Account ID	Transfer Type	Status	Action
<input checked="" type="checkbox"/> onetomanyjune16	xxxxxxx2205 Active Link Chk 1	xxxxxxx2205 Active Link Sav 1 ...	One to Many	Approved	<ul style="list-style-type: none"> <li>Edit Template</li> <li><b>Create Transfer</b></li> </ul>

Buttons: Reject, Delete, Approve

**Step 4:** All the details will get auto populated from the template. Click Continue.

**Step 5:** Review the transfer. Edit the details if changes are required and the template allows.

**Step 6:** Click Submit Transfer if the details are accurate.

**TRANSFER TO**

Account Nickname	Account Number	Amount
Active Link Sav 1	xxxxxxx2205	\$ 6.00
Active Link Sav 2	xxxxxxx7144	\$ 4.00

Buttons: Cancel, Edit Transfer, Submit Transfer

**Successful Submit**  
Transfer with reference number P11P58X57U, G2QW9P8BR1 has been created successfully.

Transfer Center

**Step 7:** The Success Submit message will appear with the reference number for each transfer.

**NOTE:** You can also create templates from the Transfer Template Center by clicking Create Template .



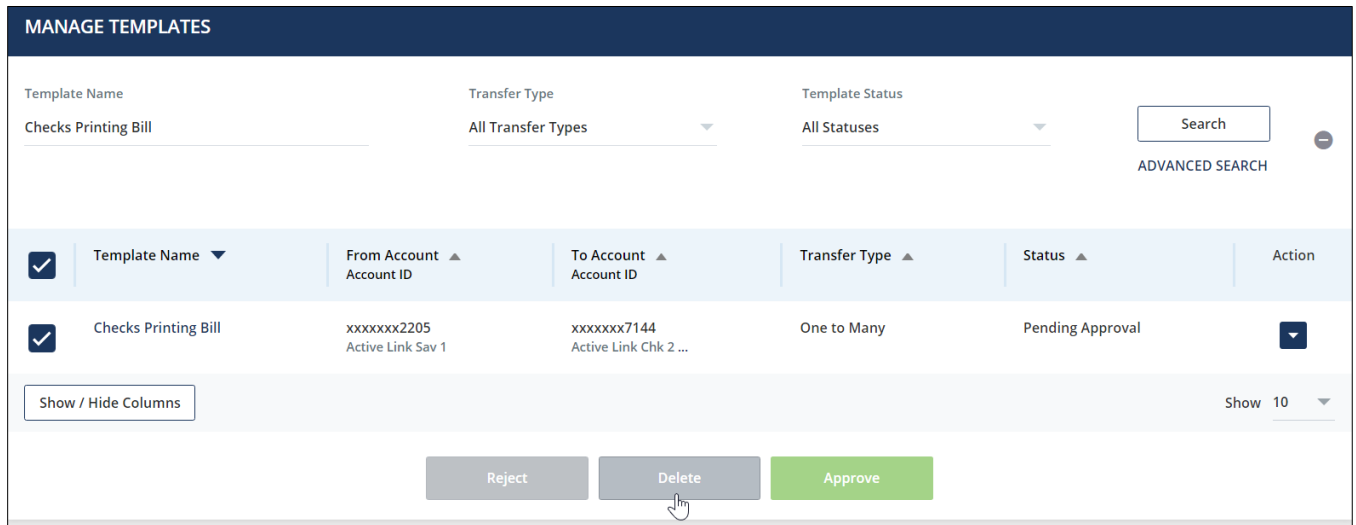
## Task 8: Delete a Transfer Template

Transfer templates can be deleted in two ways.

### Delete button:

**Step 1:** Under Manage, click Transfer Template Center.

**Step 2:** Select the checkbox next to the desired template.



**Step 3:** Click Delete.

**Step 4:** Confirm by clicking Delete on the Delete Template screen.

**Step 5:** The Successful Submit message will appear.



### Action dropdown:

**Step 1:** In the Transfer Template Center select the desired template. click the Action dropdown then select Edit Template.



<input checked="" type="checkbox"/>	Template Name ▼	From Account Account ID ▲	To Account Account ID ▲	Transfer Type ▲	Status ▲	Action
<input checked="" type="checkbox"/>	many to one june 16	xxxxxxx7144 Active Link Chk 2 ...	xxxxxxx2205 Active Link Sav 1	Many to One	Approved	▼

Show / Hide Columns

Reject Delete Approve

Edit Template >  
Create Transfer >

**Step 2:** On the Edit Template screen, click Delete Template.

## Task 9: Approve a Template

**Step 1:** Under Manage, click Transfer Template Center. Select the checkbox next to the desired template and click Approve to initiate the approval process.

MANAGE TEMPLATES

Template Name: bank3    Transfer Type: All Transfer Types    Template Status: All Statuses    Search    ADVANCED SEARCH

<input checked="" type="checkbox"/>	Template Name ▼	From Account Account ID ▲	To Account Account ID ▲	Transfer Type ▲	Status ▲	Action
<input checked="" type="checkbox"/>	bank3	xxxxxxx7144 Active Link Chk 2	xxxxxxx7144 Active Link Sav 2 ...	One to Many	Pending Approval	▼

Show / Hide Columns    Show 10 ▼

Reject Delete Approve

**Step 2:** The Authorize Template screen will be displayed. Click Approve to confirm the approval process.

AUTHORIZE TEMPLATE    ? Help


Use this page to Authorize the account transfer template.


SELECTED TRANSFERS

Template Name	From Account Account ID	To Account Account ID	Transfer Type	Status	Authorization Memo
bank3	xxxxxxx7144 Active Link Chk 2	xxxxxxx7144 Active Link Sav 2 ...	One to Many	Pending Approval	

Cancel Approve


The Successful Submit message will appear and the template Status will change to Approved.

 **Successful Submit**  
Template bank3 is successfully Approved.

<input checked="" type="checkbox"/>	bank3	xxxxxxx7144 Active Link Chk 2	xxxxxxx7144 Active Link Sav 2 ...	One to Many	Approved	
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## Task 10: Reject a Template

**Step 1:** Under Manage, click Transfer Template Center. Select the template and click Reject.

<input checked="" type="checkbox"/>	Template Name ▼	From Account Account ID ▲	To Account Account ID ▲	Transfer Type ▲	Status ▲	Action
<input checked="" type="checkbox"/>	bank4	xxxxxxx2205 Active Link Sav 1	xxxxxxx7144 Active Link Chk 2 ...	One to Many	Pending Approval	

Show / Hide Columns Show 10 ▼

**Step 2:** The Reject Template screen will be displayed. Provide Memo Information as needed and click Reject.

 **REJECT TEMPLATE** ? Help


Use this page to Reject the account transfer template.

---


**SELECTED TRANSFERS** -

Template Name	From Account Account ID	To Account Account ID	Transfer Type	Status	Authorization Memo
bank4	xxxxxxx2205 Active Link Sav 1	xxxxxxx7144 Active Link Chk 2 ...	One to Many	Pending Approval	incorrect amount

The Successful Submit message will be displayed.

 **Successful Submit**  
Template bank4 rejected successfully.

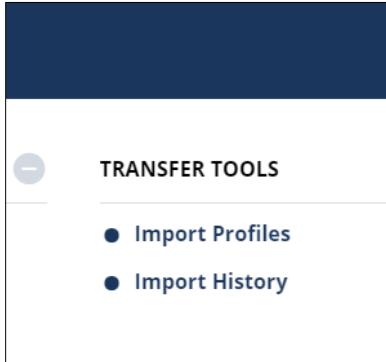
The status will change from Pending Approval to Rejected.

<input checked="" type="checkbox"/>	bank4	xxxxxxx2205 Active Link Sav 1	xxxxxxx7144 Active Link Chk 2 ...	One to Many	Rejected	
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## Transfer Tools

Under Transfer Tools, there are two options:

- **Import Profiles:** Use to create import profiles and import transfer files.
- **Import History:** Use to view and manage existing profiles.



### Task 11: Create a Many to One Transfer Using a User-Defined Import Profile

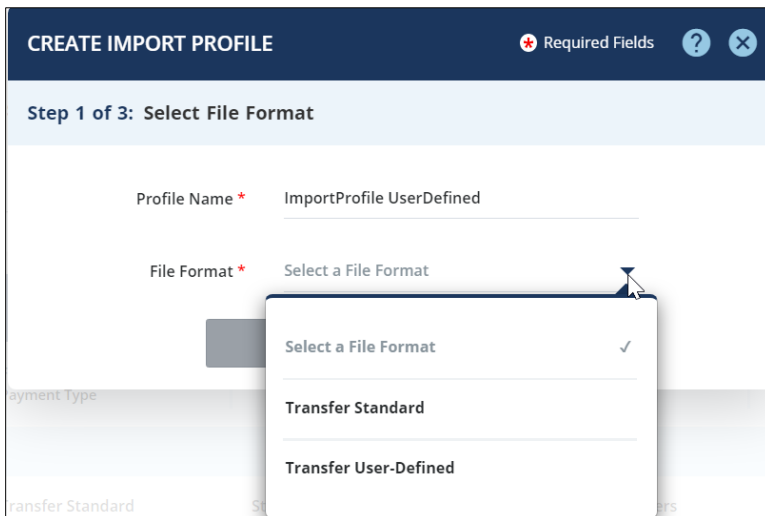
Transfer import profiles enable the import of multiple transfer transactions in one single file. There are two types of profiles:

- **Standard:** Available fields are pre-defined and cannot be changed by user.
- **User-Defined:** Available fields can be changed and re-arranged.

**Step 1:** To create an import profile, select Import Profiles and click Create Profile.



**Step 2:** Enter a profile name and select Transfer User-Defined as the file format. Click Next.



**Step 3:** On this screen, customize the fields as needed.

Under the Profile Information section, select below details:

- Profile Access (Private or Public).
- Date format (MMDDYY, MMDDYYYY, DDDMMYY, etc.).

If you want the profile to check for duplicate files and reject duplicates, select the Options checkbox.

Under Import Field Selection, you can make the required changes by selecting fields to be included in the file. You can also change the order of fields in the file by selecting and moving them up or down.

Fields marked with an asterisk (\*) are mandatory fields and cannot be removed from the profile. The additional fields available for selection can be added/removed using the left/right arrow signs. The Move All button will allow the user to remove/add all the selectable fields at once.

The top/bottom arrow allows the user to change the arrangement/ order of the selected fields.

**Step 4:** When done with arranging and selecting the required fields, click Next.

In the below screen, Currency has been moved from Available Fields left to right. Then moved up two times, using the arrow buttons.

**Step 5:** Review your selections on the Preview Import Profile screen.

- Click Back if any changes are needed.
- Click Submit Profile if everything is correct.


**PREVIEW IMPORT PROFILE**

Step 3 of 3: Use this page to review Import Profile information

**PROFILE INFORMATION**

Profile Name	ImportProfileUserDefined
File Format	Transfer User-Defined
Payment Type	Transfers
File Type	Comma Separated (,)
File Content Type	Non-Repetitive Transfers
Profile Access	Private
Date Format	MMDDYY
Check for Duplicates	No


The Success Submit message will appear.




Successful Submit  
Import profile ImportProfileUserDefined has been successfully created.

Manage Profiles




**NOTE:** To create a Standard Import Profile, select the Transfer Standard file format. You will not need to customize any field selections for this profile type.

**Step 6:** Click Manage Profiles. The newly created import profile will appear on the Manage Transfer Import Profiles screen.


MANAGE TRANSFER IMPORT PROFILES

+ Create Profile
  Print
 Help

IMPORT PROFILES

Profile Name ▼	File Format ▲ Payment Type	File Type ▲	File Content ▲	Access ▲	Actions
VIEW LAST MODIFIED BY 					
UIP User-Defined import profile	Transfer User-Defined SINGLE	Comma Separated (,)	Non-Repetitive Transfers	Private	<span style="background-color: #4caf50; color: white; padding: 2px 5px; border-radius: 3px; font-weight: bold;">Import</span> <span style="margin-left: 5px;"></span> <span style="margin-left: 5px;"></span>

**Step 7:** To import a transfer file, click Import.

**Step 8:** On the Import File screen, click Browse and select your desired file.

**Step 9:** Click Import File.

**Step 10:** You will be redirected to Transfer Import History screen and the status of the import will be visible as below:

Date/Time (EDT) ▼	Profile Name ▲	Path/Filename ▲	User ID ▲	File Size ▲	Status ▲
06/17/2021 03:08	UIP User-defined import profile	import profile.txt	gfttest11@10128_dollar	1KB	Completed
06/17/2021 02:51	UIP User-defined import profile	import profile.txt	gfttest11@10128_dollar	1KB	Failed

- While the file is being processed, the Status will be Processing.
- Once the file has successfully been processed, the Status will change to Completed.
- If a file fails to process, the Status will be Failed. Click Failed to see the Import Log Information and the reason for failure.
- Edit the import file as needed and try to resubmit

**Step 11:** Go to Transfer Center to review the transfers.

MANAGE TRANSFERS							
ALL		PENDING					
From	To	Transaction Number		Status			
06/22/2021	06/22/2021	Enter Transaction Number		All Statuses			Search
ADVANCED SEARCH							
<input type="checkbox"/>	Date ▼	Transaction No.	From Account Account ID ▲	To Account Account ID ▲	Status ▲	Frequency ▲	Amount ▲ Calculated Amount
VIEW PROCESSED							
<input type="checkbox"/>	06/22/2021	SMXJET0BK9	Active Link Chk 2 xxxxxxxx7144	Active Link Sav 1 xxxxxxxx2205	Completed	One Time Only	\$ 11.88
<input type="checkbox"/>	06/22/2021	40IMV9YY39	Inactive Chk 1 xxxxxxxx8641	Active Link Sav 1 xxxxxxxx2205	Completed	One Time Only	\$ 11.11
<input type="checkbox"/>	06/22/2021	B62RJYCUHR	Active Link Chk 1 xxxxxxxx2205	Active Link Sav 1 xxxxxxxx2205	Completed	One Time Only	\$ 11.66

## Task 12: View Import History Status

**Step 1:** Under Transfer Tools, click Import History.  
The screen will display import information and logs.

TRANSFER IMPORT HISTORY						Refresh	Print	Help
Use this page to view import and log information								
IMPORT HISTORY								
Date/Time (EDT) ▼	Profile Name ▲	Path/Filename ▲	User ID ▲	File Size ▲	Status ▲			
06/17/2021 03:08	UIP User-defined import profile	import profile.txt	glftest11@10128_dollar	1KB	Completed			
06/17/2021 02:51	UIP User-defined import profile	import profile.txt	glftest11@10128_dollar	1KB	Failed			
06/17/2021 02:50	UIP User-defined import profile	import profile_incorrectdate.txt	glftest11@10128_dollar	1KB	Failed			

**Step 2:** Click Failed status.

**Step 3:** Error message shows the error. Correct data and import again.

IMPORT LOG INFORMATION

Path/Filename	import profile_incorrectdate.txt
Date/Time	06/17/2021 02:50 (Eastern Time)
Status	Failed

Line # ▲	Field Position ▲	Field Position Name ▲	Error Message ▲
1	7	DATE	Date format is not valid. MMdyy is the valid date format.

Show 10 ▼

Cancel

### Task 13: Edit Import Profiles

**Step 1:** On Manage Transfer Import Profile screen click Edit (yellow icon).

MANAGE TRANSFER IMPORT PROFILES

Create Profile
 Print
 Help

IMPORT PROFILES

Profile Name ▲	File Format ▲ Payment Type	File Type ▲	File Content ▲	Access ▲	Actions
VIEW LAST MODIFIED BY					
Standard Profile July	Transfer Standard N/A	Standard CSV	Non-Repetitive Transfers	Private	<span style="background-color: #4CAF50; color: white; padding: 2px 5px; border: 1px solid #ccc; margin-right: 5px;">Import</span> <span style="background-color: #FFC107; color: white; padding: 2px 5px; border: 1px solid #ccc; margin-right: 5px;"></span> <span style="background-color: #F44336; color: white; padding: 2px 5px; border: 1px solid #ccc;"></span>

**Step 2:** Edit Import Profile screen will be displayed. Make the required changes and click Next.



**EDIT IMPORT PROFILE** ? ×

Profile Name	Standard Profile July
File Format	Transfer Standard
File Content Type	Non-Repetitive Transfers
Profile Access	<input checked="" type="radio"/> Private <input type="radio"/> Public <span style="color: orange; font-weight: bold;">?</span>
Options	<input checked="" type="checkbox"/> Check for duplicate files and reject duplicates <input type="checkbox"/> Check record counts <input type="checkbox"/> Check hash totals

Cancel
Next

**Step 3:** Review the profile details and if correct click Submit Profile. The Successful Submit message will appear.

**PREVIEW IMPORT PROFILE** ? ×

Profile Name	Standard Profile July
File Format	Transfer Standard
File Content Type	Non-Repetitive Transfers
Profile Access	Private
Check for Duplicates	Yes
Check record counts	No
Check hash totals	No

✓

**Successful Submit**

Import profile Standard Profile July has been successfully modified.





Manage Profiles

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## Task 14: Delete Import Profile


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**Step 1:** On Manage Transfer Import Profile screen, click Delete (red icon).

IMPORT PROFILES					
Profile Name ▲	File Format ▲ Payment Type	File Type ▲	File Content ▲	Access ▲	Actions
					◀ VIEW LAST MODIFIED BY ▶
Standard Profile	Transfer Standard N/A	Standard CSV	Non-Repetitive Transfers	Private	<a href="#">Import</a>  
StdJune16	Transfer Standard N/A	Standard CSV	Non-Repetitive Transfers	Public	<a href="#">Import</a>  

**Step 2:** The Delete Import Profile screen will appear. Click Delete.

**Step 3:** The Successful Submit message will appear:



**Successful Submit**

Import profile StdJune16 has been successfully deleted.

[Manage Profiles](#)



**Treasury Management**

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