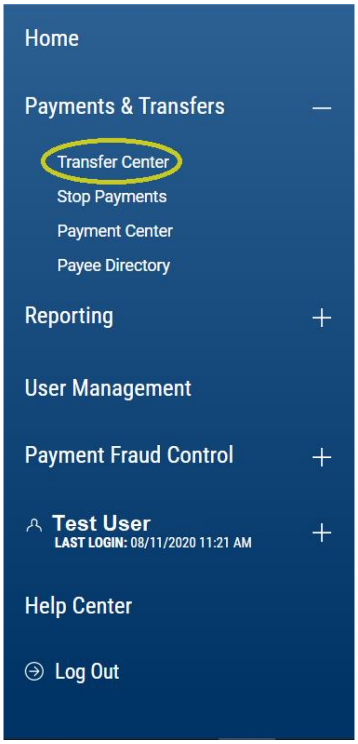
Quick Reference Guide – Transfer Center

The Transfer Center workspace provides all the tools you need to initiate, view and manage account transfers. In the Transfer Center, you can:

- Initiate one-time transfers; view, delete or modify scheduled transfers
- Set up recurring transfer instruction; view or delete recurring transfer series
- Create reusable transfer templates; view, delete or modify templates
- Import transfers from a file; view, create, modify or delete import maps

To access the Transfer Centers workspace, open the left navigation menu, click to expand the Payments & Transfers menu, then select the Transfer Center link.



Transfers Tab

The Transfers Tab displays all completed, in progress and future transfers that you have permissions to view, modify and/or delete. The Entry Method column indicates the nature of each transfer: whether it was created individually (either as freeform or by using a template), or whether it is one of a series created by a recurring transfer instruction.


TRANSFERS RECURRING TRANSFERS TRANSFER TEMPLATES IMPORT MANAGER

Initiate Transfer(s)

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ALL	ACTIONS	STATUS	ENTRY METHOD	FROM ACCOUNT	FROM ACCOUNT NAME	TO ACCOUNT	TO ACCOUNT NAME
☐	•••	Scheduled	Recurring Instruction 1308	36254512	Building Loan	10010003	Payroll Account
☐	•••	Deleted	Recurring Instruction 1301	10010001	Accounts Payable	10010003	Payroll Account
☐	•••	Deleted	Recurring Bessie	10010001	Accounts Payable	123123123	Office Supplies
☐	•••	Scheduled	Recurring Test1	10010001	Accounts Payable	87766667	CC
☐	•••	Scheduled	Recurring Arizona	10010001	Accounts Payable	36254512	Building Loan
☐	•••	Deleted	Recurring Instruction 1300	10010001	Accounts Payable	0010000003	Capital Account
☐	•••	Scheduled	Recurring Monthly Draw	10010001	Accounts Payable	36254512	Building Loan
☐	•••	Scheduled	Freeform	36254512	Building Loan	7777	Fleet Vehicles
☐	•••	Scheduled	Recurring Green123	10010001	Accounts Payable	123123123	Office Supplies
☐	•••	Scheduled	Recurring Instruction 1297	10010001	Accounts Payable	36254512	Building Loan

DELETE REJECT

As with other tabs and widgets, you can control and personalize the list view:

- Choose which columns are displayed or hidden, change the column order
- Filter the data, choose a column for the data sort order
- Save a useful combination of column and data settings for later reuse
- Print the list content or export it to a CSV file

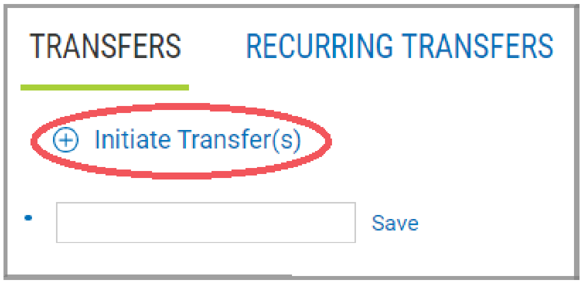
View and Manage Transfers

Click on the ••• in the Action column to get a pop-up menu of available actions for any entry on the list.

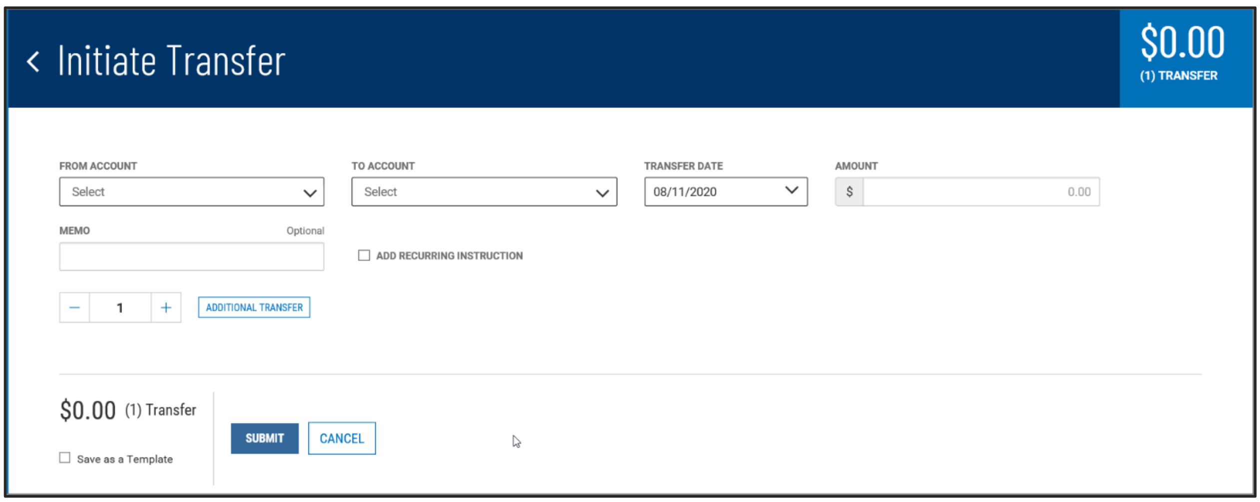
- **View**
  Displays the transfer details as read-only text.
- **Modify**
  Displays the transfer details with input fields so you can change some of the info. The input fields are exactly the same as those you use when initiating a transfer.
  NOTE: Modify is available only for transfers with status Scheduled (i.e., not for transfers that already have been executed or deleted).
- **Delete**
  Deletes the transfer.
  NOTE: Delete is available only for transfers with status Scheduled (i.e., not for transfers that already have been executed or deleted).

Initiate Transfers

To initiate a transfer, click the Initiate Transfer(s) link:



When you click the link, it expands to show all of the fields that define an account transfer.
NOTE: All fields are required unless explicitly labeled *Optional*.



To initiate a single one-time transfer

Fill out all required fields (plus the optional Memo field, if relevant), then click Submit. The on screen confirmation will show that your transfer was sent to the financial institution for processing.

HINT: If this is a transfer that you're likely to repeat, click the Save as a Template checkbox, and enter a good descriptive name in the input field. Later you can initiate a similar transfer from the Transfer Templates tab by using this template.

Approvals

Your financial institution may require approval for account transfers; if this is the case then the on screen confirmation will indicate the approval requirement:

Your transfer will remain in a Requires Approval status until another user approves it.

To initiate multiple one-time transfers

Set the number control by using the + and - buttons, then click the Additional Transfer button; for each additional transfer, the system will add a panel with a new set of input fields. (If you find you don't need an additional transfer panel, you can leave the fields blank or you can click the X at its top right-hand corner to delete it from the screen.)

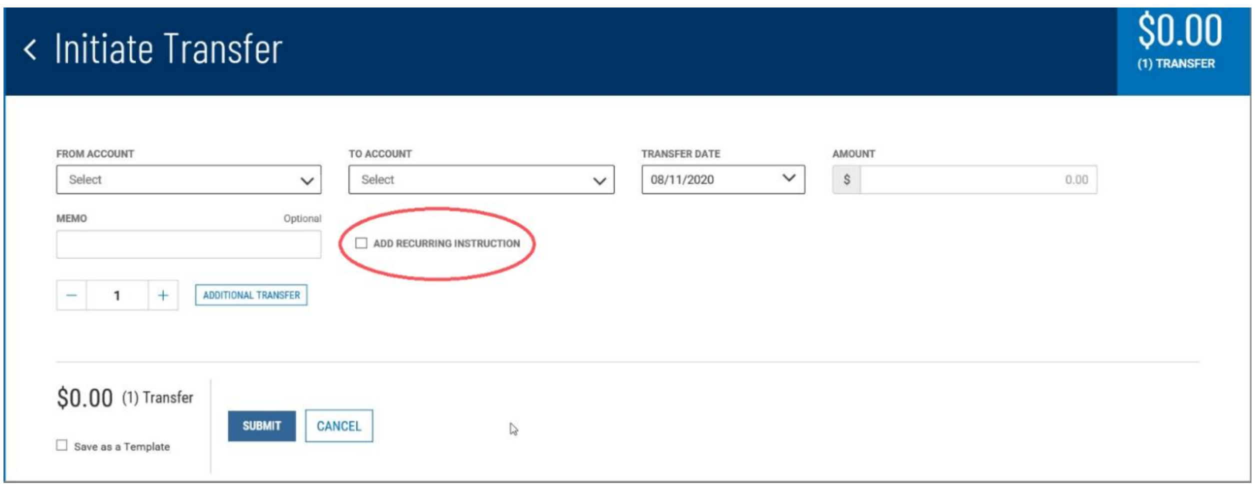
Fill out all required fields (plus the optional Memo field, if relevant) for each transfer, then click Submit.

Approvals

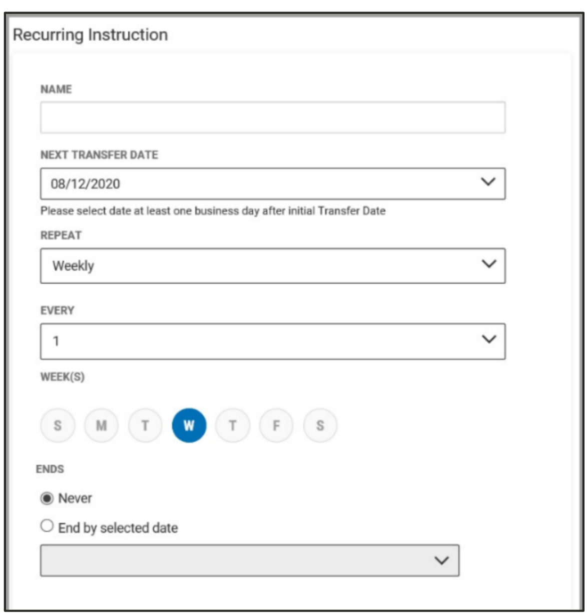
As described earlier for a single one-time transfer, if your financial institution requires approval then the on screen confirmation will say so and your transfers will remain in a Requires Approval status until another user approves them.

To add a new recurring transfer series

Click the Add Recurring Instruction checkbox:



The system will display the Recurring Instruction panel:



Fill out all of the fields, then click Submit. Give each recurring series a good descriptive name, for ease of management later.
NOTE: You can set up only one recurring transfer at a time.

IMPORTANT!
If you set up a recurring transfer from the Transfers tab, you will get an immediate transfer plus the scheduled recurring ones.

If you want to set up a recurring transfer series without an immediate transfer to start, use the Recurring Transfers tab.

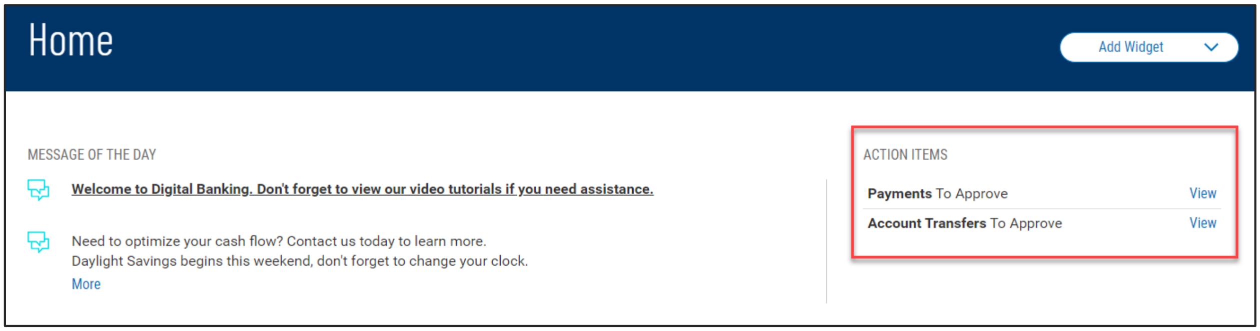
Approvals

If your financial institution requires approval then the on screen confirmation will say so and your transfers will remain in a Requires Approval status until another user approves them.

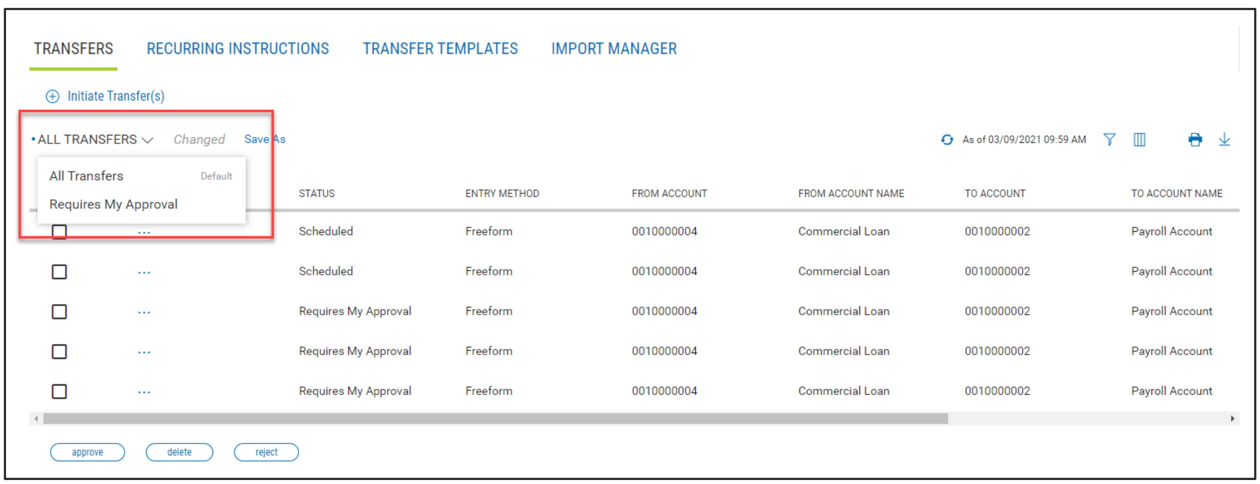
NOTE: Each transfer in a recurring transfers series requires its own explicit approval. That is, an approver can't give a "blanket" approval for the series as a single entity.

Approval Process

If you have Transfer Approval permissions, you will be notified on the Home workspace that there are transfers for you to approve.



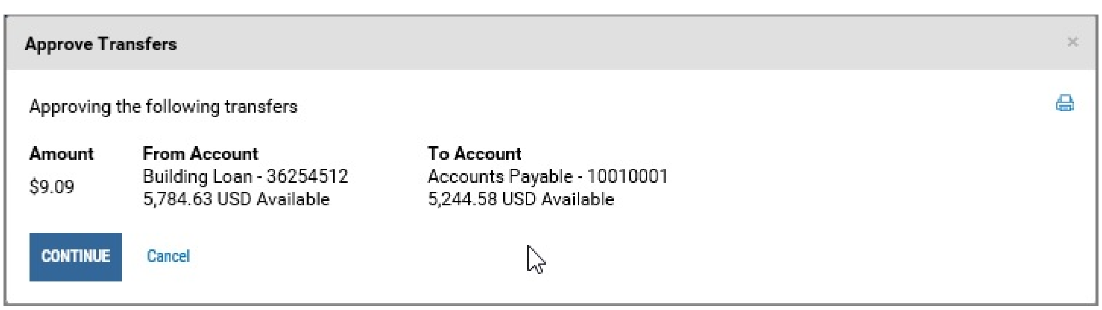
Clicking to view, will take you to the Transfer Center and you will have a Requires My Approval list view in the Transfers tab to approve or reject one-time or recurring transfers.



Select to view the Requires My Approval list view to see all of the transfers that you are able to Approve, Delete or Reject.

Approve a Single Transfer

To approve a single transfer, click the ••• in its Action column and click Approve. The system will display a dialog box with details:



Click Continue to complete the approval; the display will update so that the approved transfer is no longer displayed in the filtered list (because it's no longer in Requires My Approval status). An on screen confirmation shows that the transfer was approved, and you can click the > button to see the transfer details

Approve Multiple Transfers

To "bulk-approve" several transfers at once, click each transfer's checkbox and then click the Approve button at the bottom of the list. The system will display a dialog box with the details for all of the selected transfers; click Continue to complete the approval process.

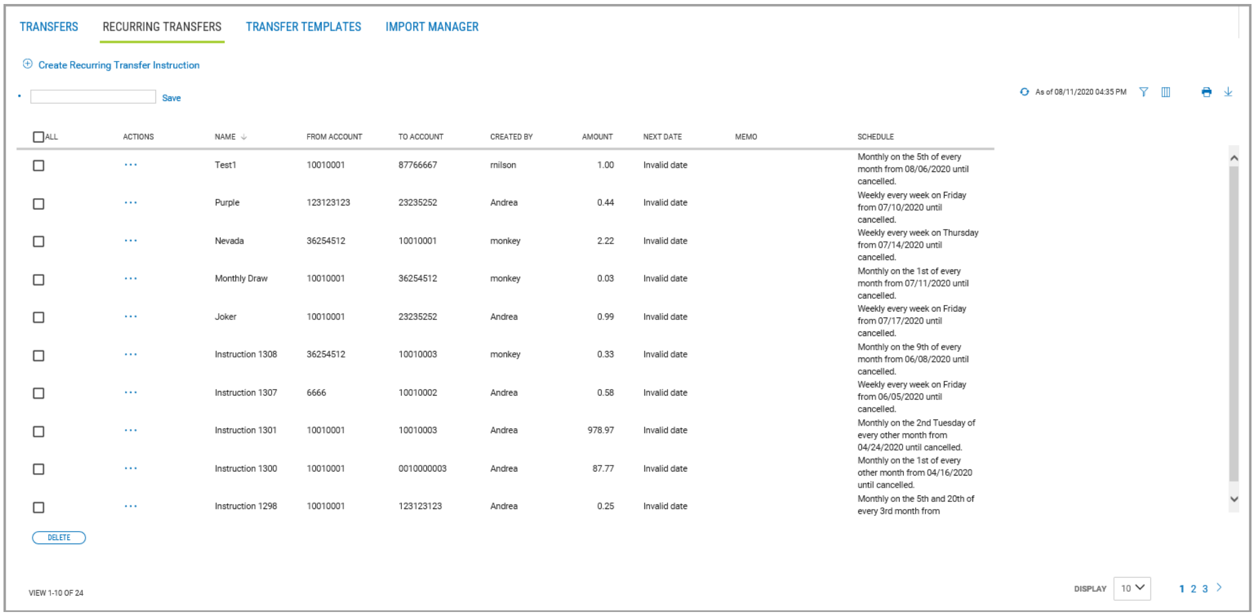
The on screen confirmation display is similar to those described earlier for a single transfer, just adapted for multiple transfers.

Reject Single or Multiple Transfers

The process for rejecting transfers is identical to that for approving them, just select Reject as the action for a single transfer or click the Reject Button to "bulk-reject" several transfers at once.

Recurring Transfers Tab

The Recurring Transfers Tab list contains all recurring transfer instructions that you have permissions to view, modify and/or delete. Unlike the Transfers tab, this list does NOT show individual transfers.

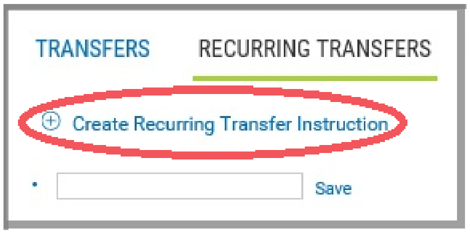


As with other tabs and widgets, you can control and personalize the list view:

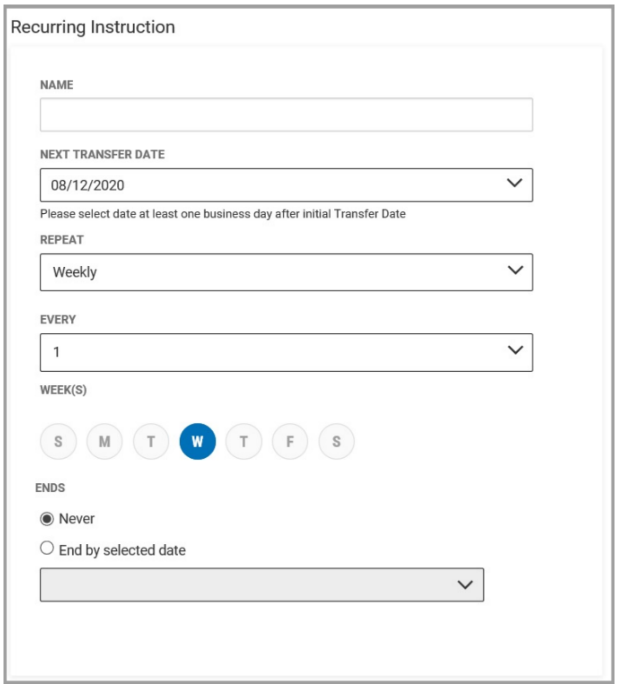
- Choose which columns are displayed or hidden, change the column order
- Filter the data, choose a column for the data sort order
- Save a useful combination of column and data settings for later reuse
- Print the list content or export it to a CSV file

Add a recurring transfer series

Click the Add Recurring Instruction checkbox:



The system will display the Recurring Instruction panel:



Fill out all of the fields, then click Submit.
NOTE: You can set up only one recurring transfer at a time.

IMPORTANT!
If you set up a recurring transfer from the Recurring Transfers tab, you will get only the scheduled recurring ones – you will not get an immediate transfer to start the series right away.

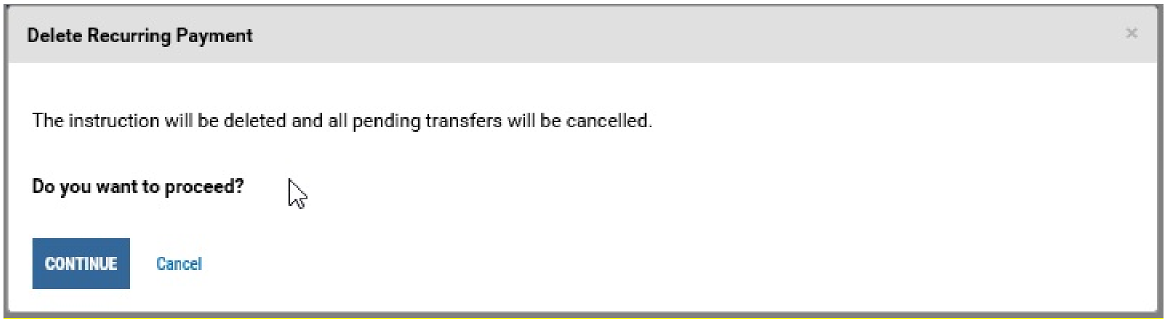
If you want to set up a recurring transfer plus an immediate transfer all in one action, use the Transfers tab.

Approval Process - Recurring

There is no approval process for setting up a recurring transfer instruction – if your financial institution requires transfer approvals, each transfer in the series will need its own explicit approval. See the Transfers Tab Approval Process section for details.

Delete a Recurring Transfer Series

To delete one recurring transfer instruction, click the ••• in its Action column and click Delete. The system will display a dialog box with details:



Click Continue to complete the deletion; the display will update and the deleted series will be gone. An on sc reen confirmation shows that the instruction was deleted successfully, and you can click the > button to see the details

Delete Multiple Recurring Transfer Series

To “bulk-delete” several instructions at once, click each transfer’s checkbox and then click the Delete button at the bottom of the list. The system will display a dialog box with the details for all of the selected instruction; click Continue to complete the approval process.

The on screen confirmation is similar to those described earlier for a single recurring transfer instruction, just adapted for multiple instructions.

Transfer Templates Tab

Transfer Templates are pre-defined sets of transfer information that you can reuse.

The Transfer Templates list view shows all transfer templates that you have permissions to view, modify, delete and/or use to initiate a transfer. Any time you initiate a transfer on the Transfers tab, you can save its information in a template; you also can create new transfer templates here.

ALL	ACTIONS	TEMPLATE NAME	FROM ACCOUNT NAME	FROM ACCOUNT NUMBER	TO ACCOUNT NAME	TO ACCOUNT NUMBER	AMOUNT	MEMO	CREATED BY
	•••	Hello!	Payroll Account	10010003	Building Loan	36254512	2,500.00		
	•••	Just Once	Test Acct	123456789	savings account	23235252	0	Anytime	
	•••	lksdjflks	Accounts Payable	10010001	Office Expenses	10010002	250.00	ffff	Andrea
	•••	Mobile test	Accounts Payable	10010001	Building Loan	36254512	5.00	Mobile test	Miller
	•••	Peter Test	Payroll Account	10010003	Office Expenses	10010002	0		
	•••	Press Suit	Accounts Payable	10010001	Test Acct	123456789	89.00	Press Suit	
	•••	Purple99999	Accounts Payable	10010001	Office Expenses	10010002	0.44		Andrea
	•••	sdfsd	savings account	23235252	Equipment LOC	6666	45.34		jaymie
	•••	Team Payroll	Payroll Account	10010003	Office Expenses	10010002	58.00		
	•••	Team Payroll 2	Payroll Account	10010003	Office Expenses	10010002	58.00		

As with other tabs and widgets, you can control and personalize the list view:

- Choose which columns are displayed or hidden, change the column order
- Filter the data, choose a column for the data sort order
- Save a useful combination of column and data settings for later reuse
- Print the list content or export it to a CSV file

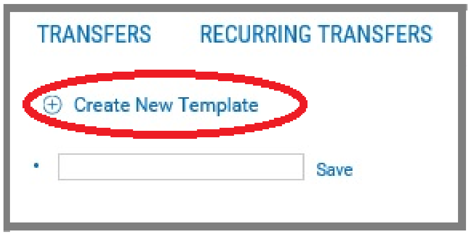
View, Manage and Use Templates

Click the ••• in the Action column to get a pop-up menu of available actions for any entry on the list.

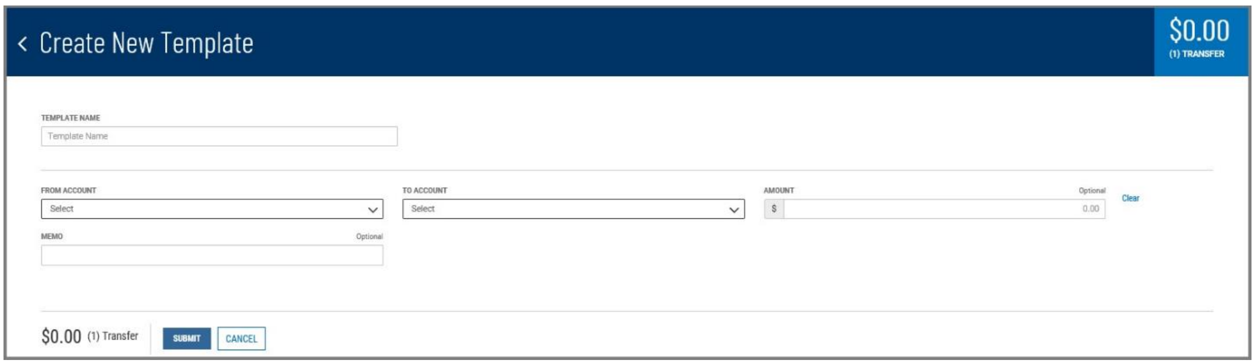
- **View**
  Displays the template details as read-only text.
- **Modify**
  Displays the template details with input fields so you can change some of the info. The input fields are exactly the same as those you use when creating a template.
- **Delete**
  Deletes the template.
- **Initiate Transfer**
  Initiates a transfer using the template. The system displays a panel very similar to the one for initiating a transfer from the Transfers tab; you can modify the Date, Amount and Memo fields but the From Account and To Account fields are locked.

Create A New Template

Click on the Create New Template link:



The system will display the Create New Template panel:



Fill out the From Account and To Account, and give the template a good descriptive name. Note that the Amount and Memo fields are optional here; you can fill them with default values or leave them blank in the template. Either way, you will be able to modify them when you use the template to initiate a transfer.

Import Manager Tab

Premier can import transfer definitions from external files. This is useful if you have third-party software that generates files of transfer instructions; you just have to define a map so the system knows how to locate the required data elements in your file.

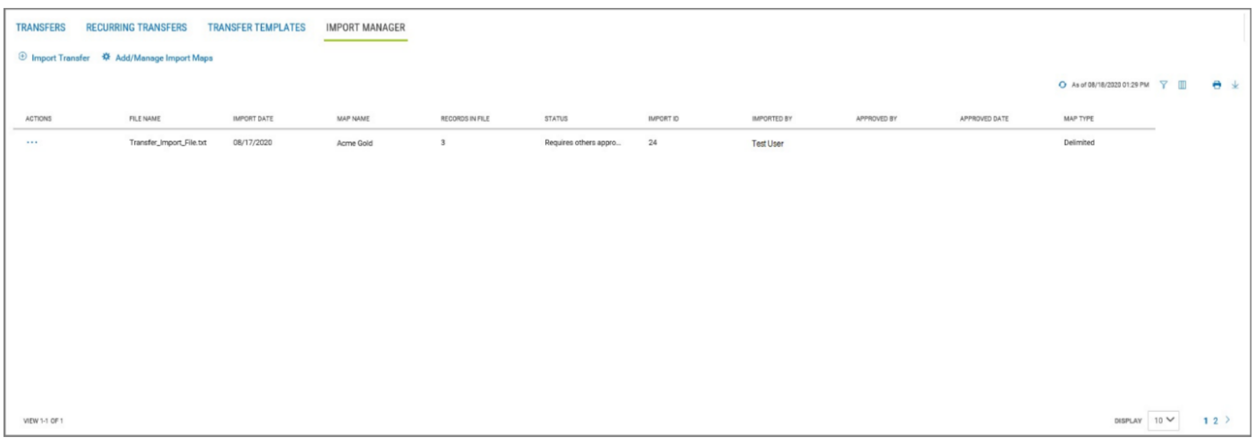
IMPORTANT!
Imported transfers can be current-dated or future-dated, but <u>all of the transfers in an import file must have the same processing date</u>. If you want to import a set of transfers with different dates, break them up into separate files, each containing transfers with the same processing date.

DBIQ-P treats import files as a block:

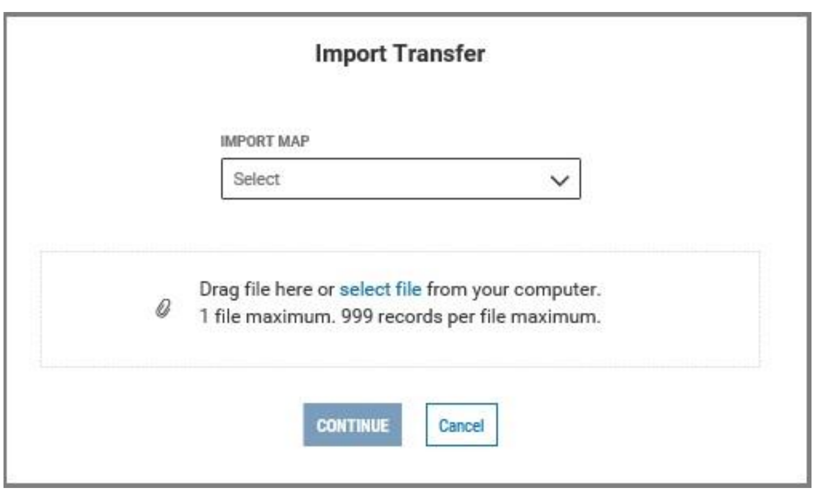
- A file import either succeeds and all transfers are imported, or it fails and no transfers are imported – even if only one of the transfer records resulted in an error.
- If your financial institution requires approval for imports, you just have to get one approval for the file – you don't need a separate approval for each imported transfer.

Import a Transfer File

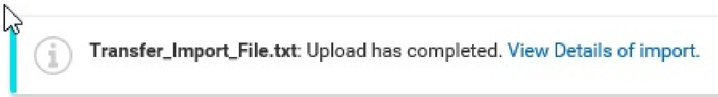
In order to import a file, you must have a map that defines its layout. If you don't already have a map set up for the file you wish to import, see the manage Import Maps and Create a Map sections for instructions.



Click the Import Transfer link to start. The system will display the Import Transfer screen:



Select the appropriate map from the dropdown, and either click the “select file” link and locate the transfer file within the dialog box, or drag-and-drop the transfer file, then click Continue. You’ll see an on screen confirmation like this:



Click the View Details of Import link to see a summary of what was imported. (If the import failed, the details will help you understand how to fix your file and try again.) Your import will now display in the list with a status of Failed, Success or Requires Others Approval.

If the import was successful, there are several possible paths for what happens next:

Import status “Success”

- If the transfers are current-dated, they are processed right away.
- If the transfers are future-dated, they are held with all other future-dated transfers, and will be processed on the appropriate date.

In either case, you can see the imported transfers on the Transfers tab list.

Import status “Requires Others Approval”

If your financial institution requires approval for imported transfers, the file will stay in this status until another user with approval permissions approves it.

Approval Process

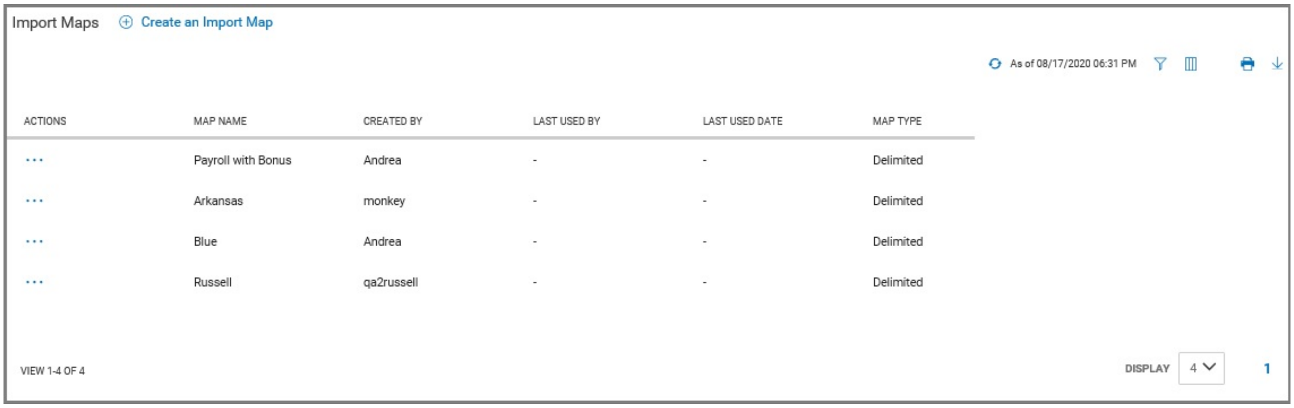
If you have approval permissions, navigate to the Import Manager tab and set the filter

Click the ••• in the Action column to get a pop-up menu of available actions for any entry on the list.

- **View**
  Displays the import details as read-only text.
- **Approve**
  Approve the imported transfers. They will be processed right away if current-dated, or held with all other future-dated transfers, and will be processed on the appropriate date.
- **Delete**
  Delete the imported transfers.

Manage Import Maps

Click the Add/Manage Import Maps link. The system displays a list of import maps:

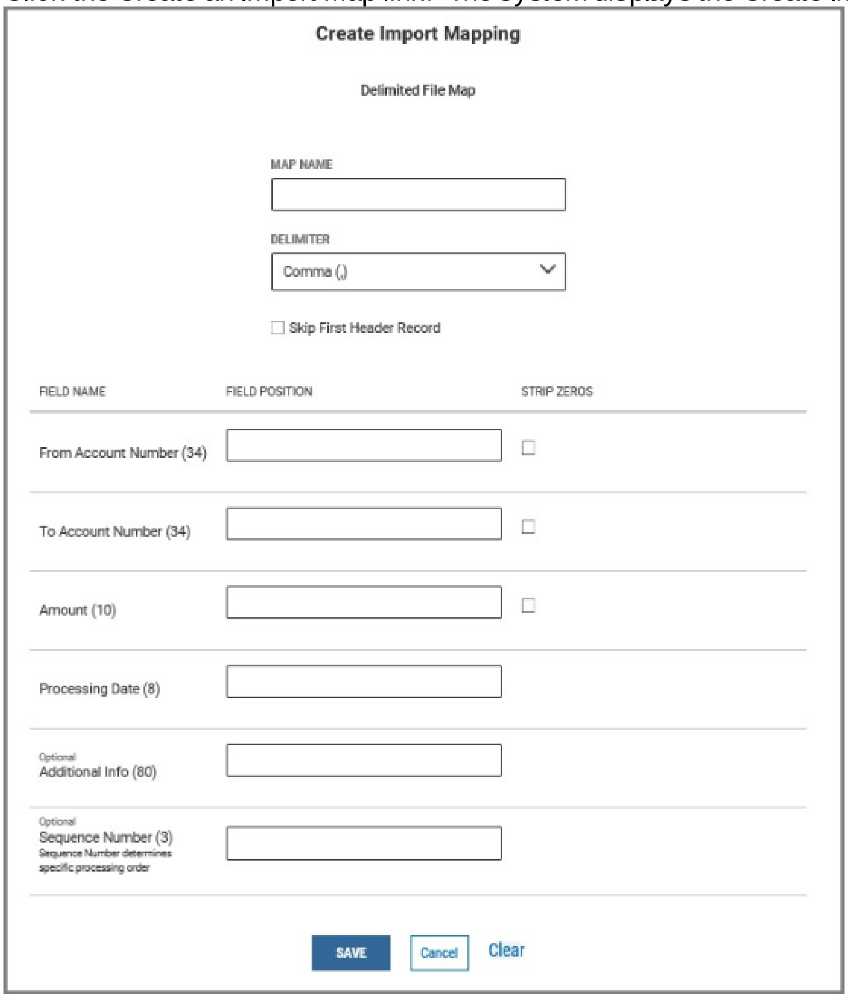


Click the ••• in the Action column to get a pop-up menu of available actions for any entry on the list.

- **View**
  Displays the map details as read-only text.
- **Modify**
  Displays the map details with input fields so you can change some of the info. The input fields are exactly the same as those you use when creating a map.
- **Delete**
  Deletes the map.

Create an Import Map

Click the Create an Import Map link. The system displays the Create Import Mapping screen:



Every map is tailored to a specific type of file. The map tells DBIQ-P how to parse the file and find all of the required data elements so that the system can generate the appropriate account transfer transaction records. DBIQ-P assumes that there will be one transfer record per line.

Map Name: Give your new map a good descriptive name.

Delimiter: Select the appropriate delimiter (data field separator) from the dropdown. DBIQ-P is designed to work with all of the standard delimiter characters:

- Comma (,)
- Asterisk (*)
- Colon (:)
- Semicolon (;)
- Backslash (\)
- Forward Slash (/)
- Pipe (|)
- Tab (‘   ‘)

Skip Header Record: Click the checkbox if the first record in your file has “column header” names rather than transfer data.

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There are six transfer data fields, four of which are always required and two that are optional. Your map assigns each field a number to specify the location in which the fields appear in your file's records. (You could think of it as the column number in a spreadsheet.)

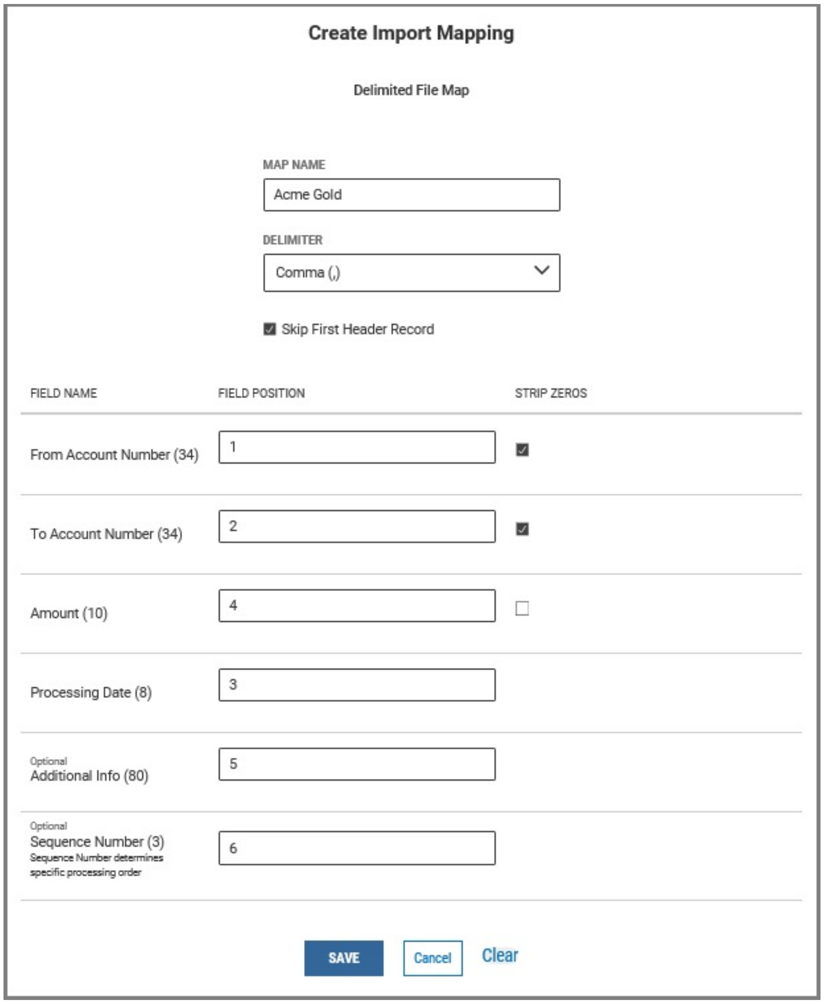
Field Name	**Description**	**Remarks**
From Account Number	Funding (debit) account	Click the Strip Zeros checkbox if your file pads account numbers with leading zeroes but they are not padded in Premier
To Account Number	Receiving (credit) account	Click the Strip Zeros checkbox if your file pads account numbers with leading zeroes but they are not padded in Premier
Amount	Dollar amount to be transferred	Click the Strip Zeros checkbox if your file pads amount fields with leading zeroes
Processing Date	Date on which the transfer is to be executed	Format is *mmddyyyy*
Additional Info	Typically the transfer memo, if applicable	Optional
Sequence Number	The order in which you want the transfers processed, if applicable	Optional; use only if there are dependencies between transfers (i.e., if one transfer will fail for Non-sufficient Funds, if it's processed before another related one)

Example

Suppose you had a file that looked like this:

```
From,To,Date,Amt,Memo,Sequence
0000100123,0000200348,09012020,2000.00,Capital account,1
0000200455,0000100892,09012020,766.53,Operating account,2
0000200348,0000300464,09012020,1200.00,Sep loan payment,3
```

You would set up a map that looked like this:



Note these details:

- There's a header record that has to be skipped
- Leading zeroes will be stripped from the account numbers
- The date field precedes the amount field in the file, so the assigned field positions are 4 and 3, respectively