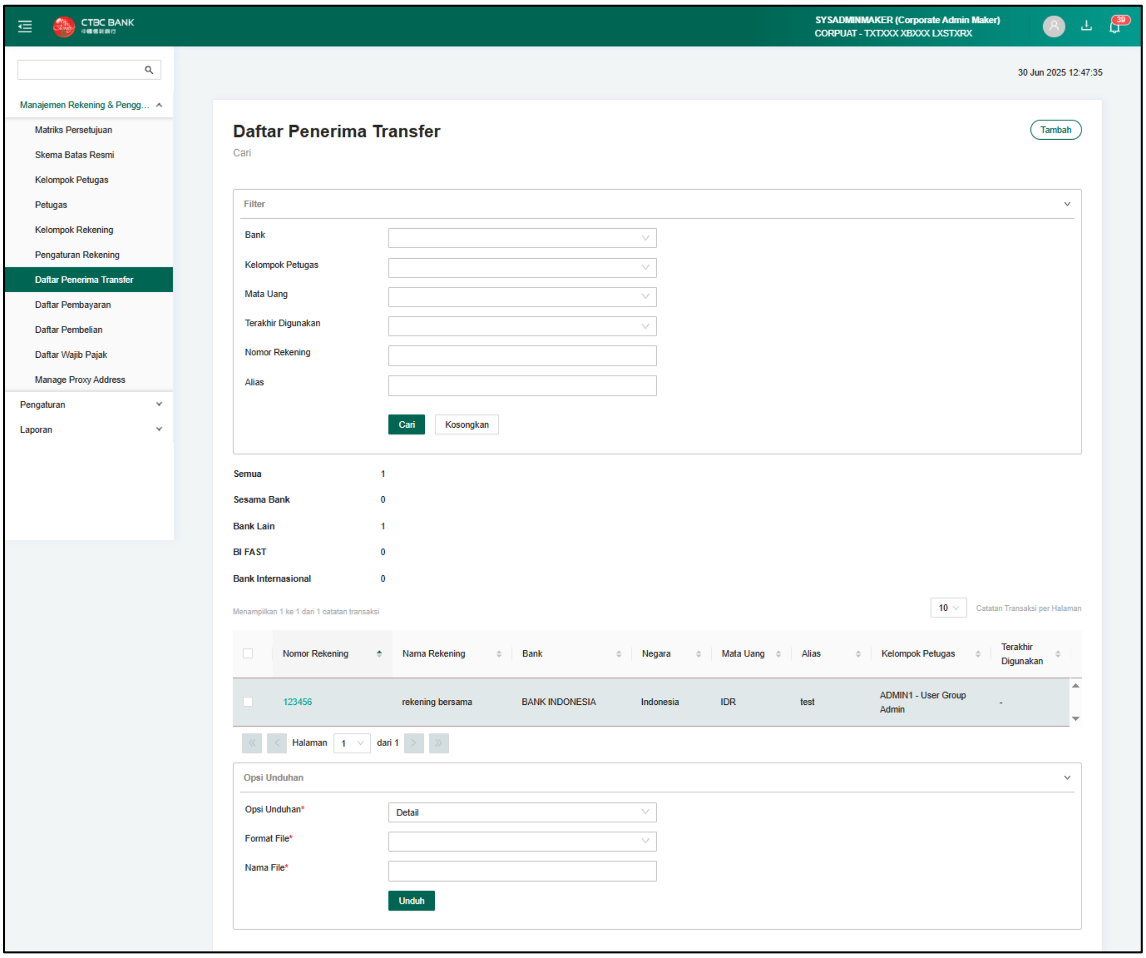
1. Transfer Recipient List

This menu allows the admin to register recipient details for use in transactions.

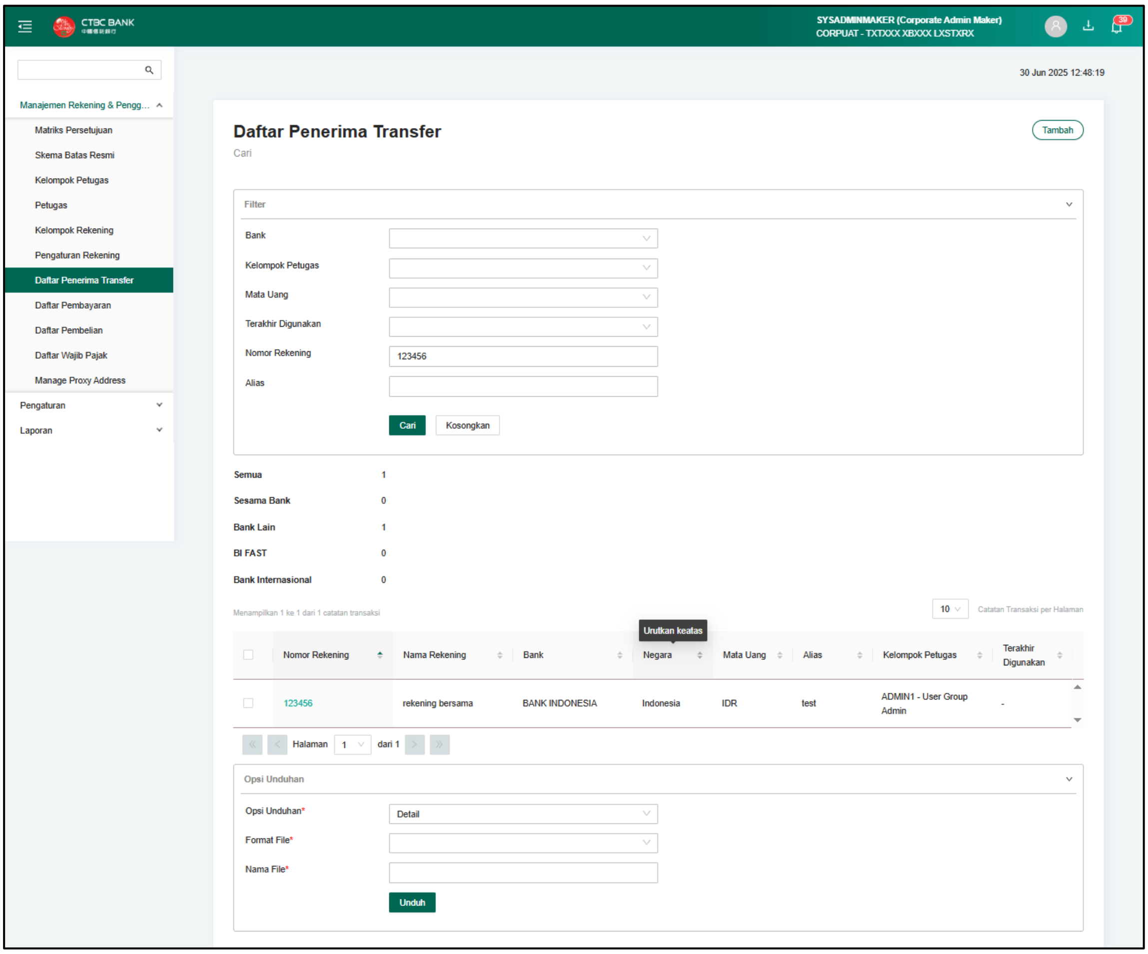
1.1 Search and View

Here are the steps to search and view the **Transfer Recipient List** details:

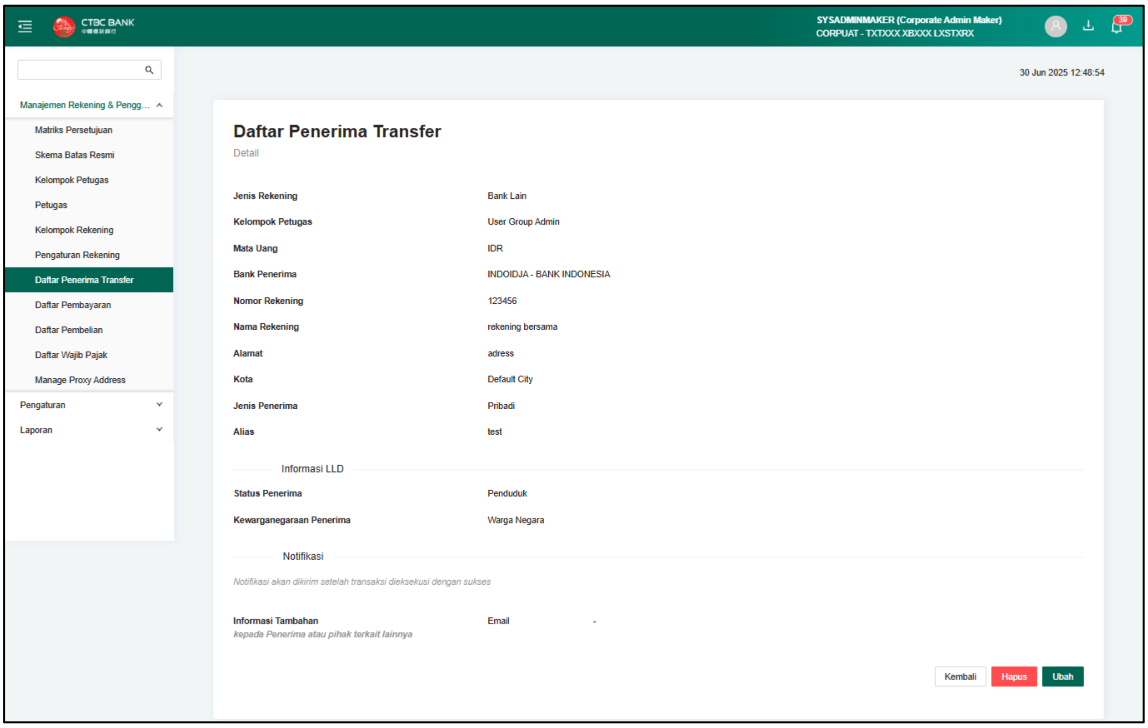
1. From the **Prime Cash** main menu, click **Account & User Management**, then click **Transfer Recipient List**. The **Transfer Recipient List Search** page will be displayed.



2. Select **Bank** or
3. Select **Officer Group** or
4. Select **Currency** or
5. Select **Last Used** or
6. Enter **Account Number** or
7. Enter **Alias**.
8. Click the **Search** button. A list of **specific Transfer Recipients** will be displayed.



9. Click the **Account Number** link. The **Transfer Recipient Details** page will appear.



10. The following buttons will appear on the **Transfer Recipient List Details** page:
    a. **Edit** button: To change the details of the **Transfer Recipient List**.

b. **Delete** button: To delete the **Transfer Recipient List**.

c. **Back** button: To return to the **Transfer Recipient List** Search page.

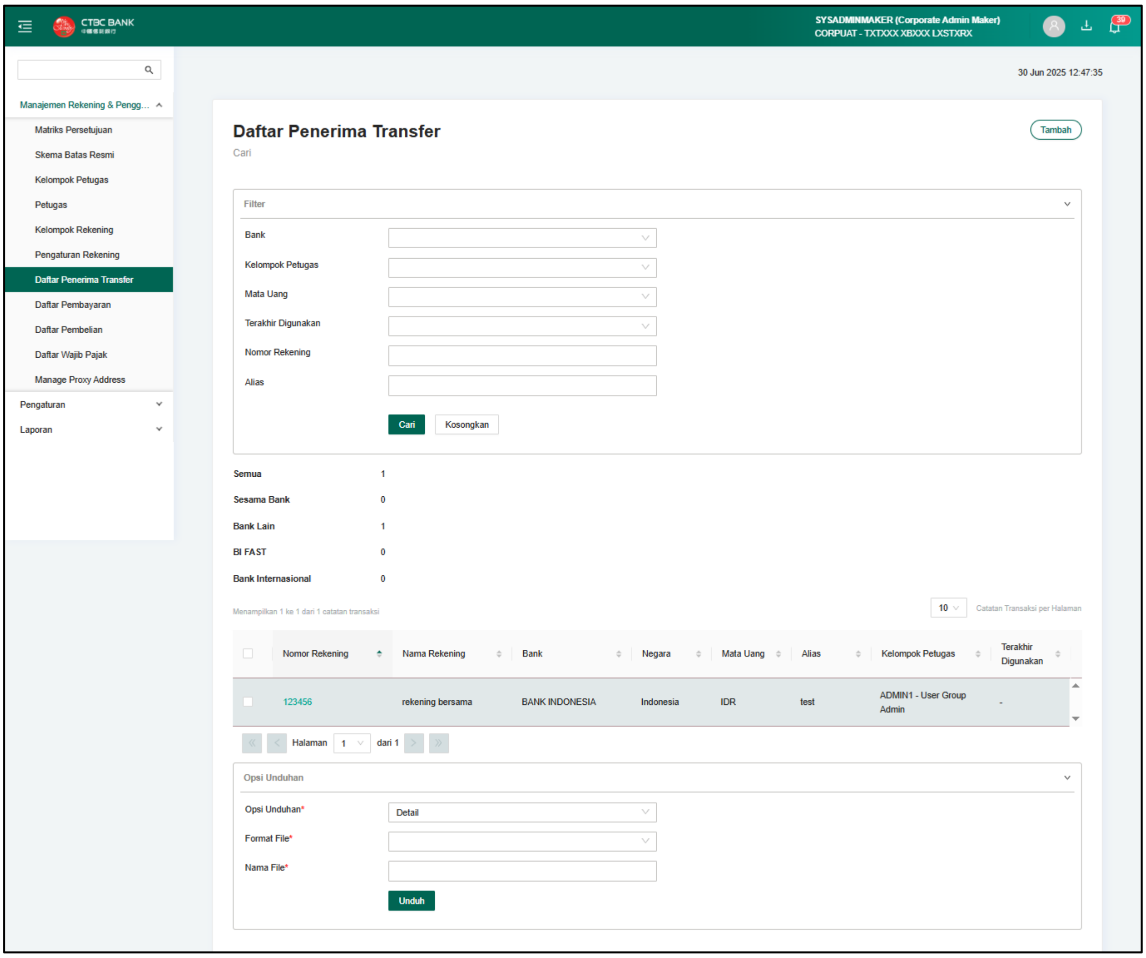
1.2 Add

There are two options for adding a **Transfer Recipient List** in the **Account & User Management** menu:

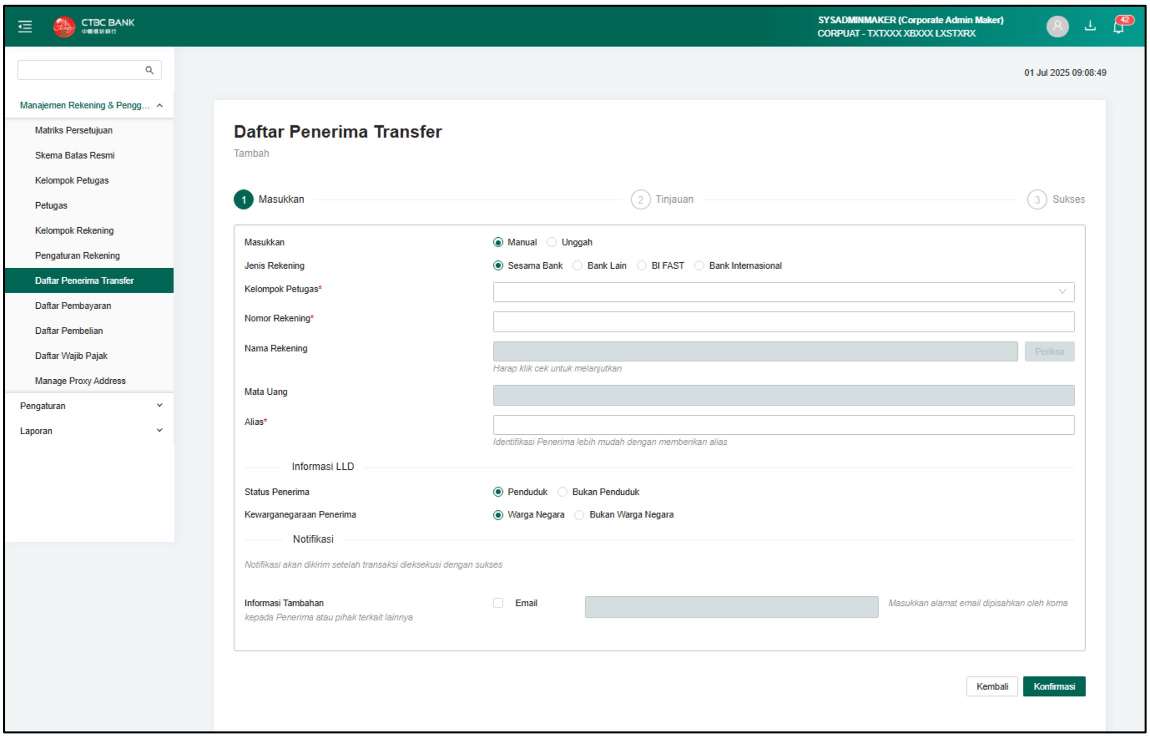
1.2.1 Manual

Here are the steps to add a **Transfer Recipient List** manually:

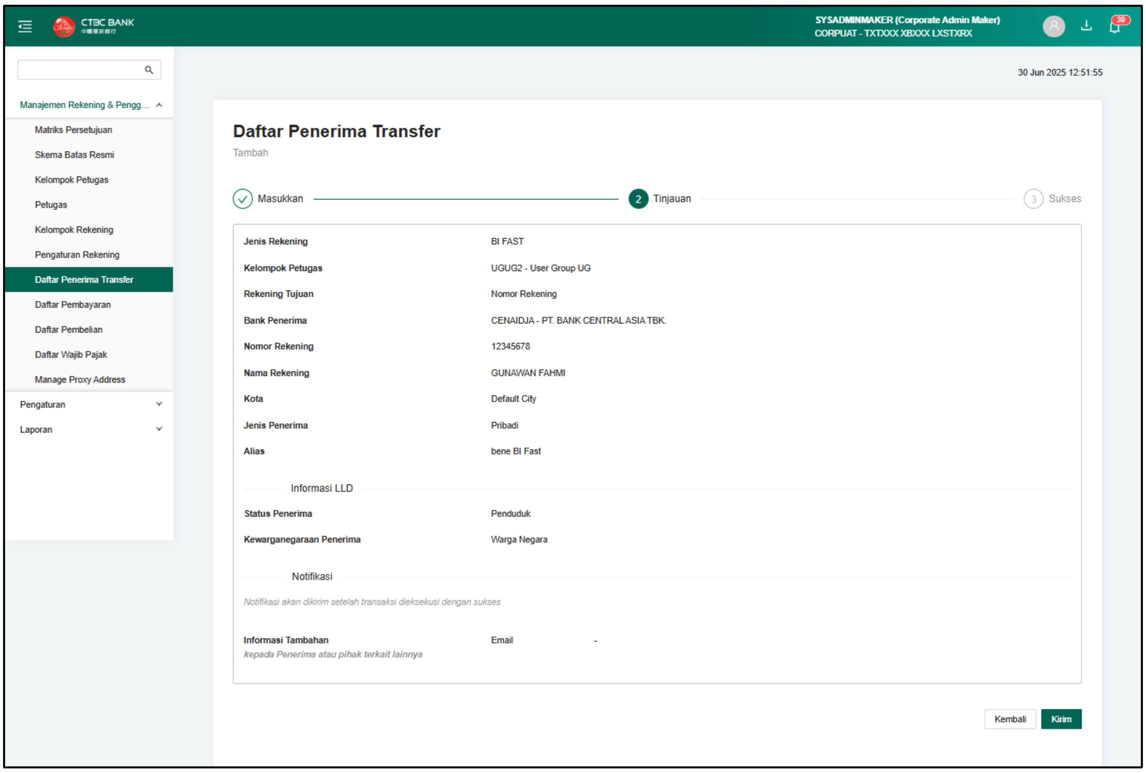
1. From the **Prime Cash** main menu, click **Account & User Management**, then click **Transfer Recipient List**. The **Transfer Recipient List Search** page will be displayed.



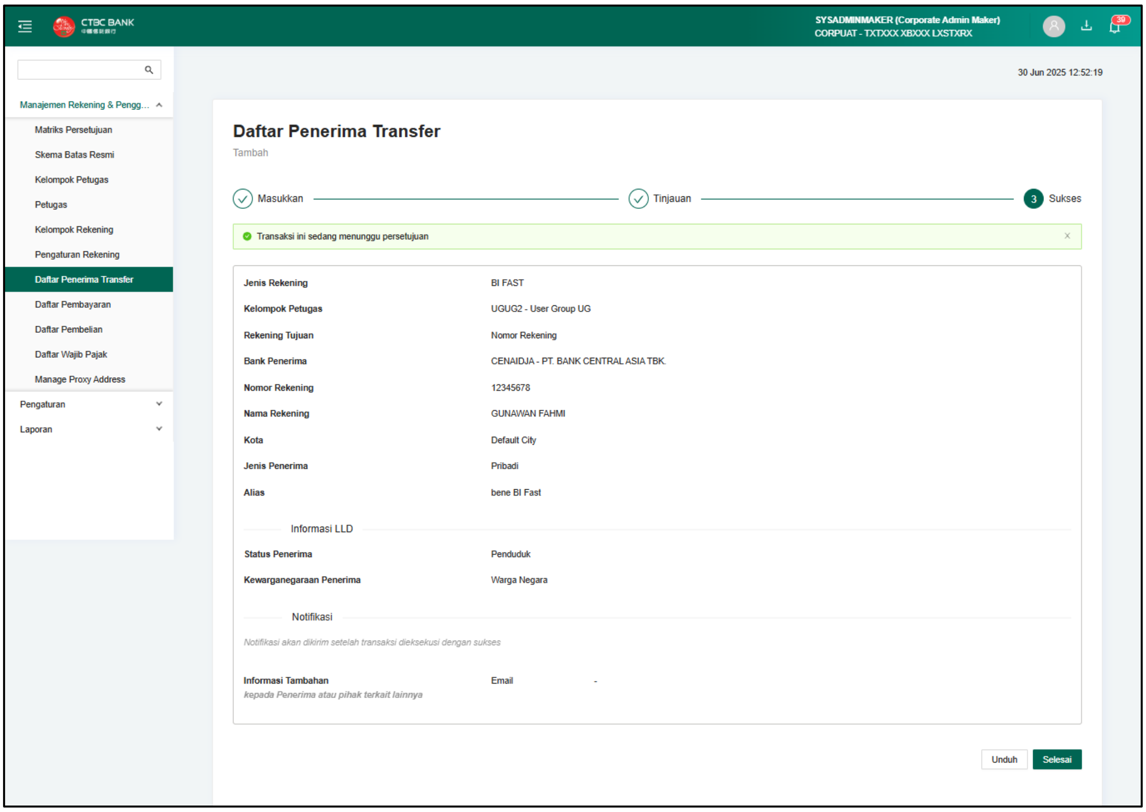
2. Click the **Add** button. The **Add Transfer Recipient List** page will appear.



3. Select **Enter** = **Manual** (**Required**).
4. Select **Account Type** (**Required**).
5. Select **Officer Group** (**Required**).
6. Select **Account Number** (**Required**).
7. Click the **Check** button.
8. Enter **Alias** (**Required**).
9. Enter **LLD Information** (**Required**).
10. Enter **Notification** (**Optional**).
11. Click the **Back** button to return to the previous page or click the Confirm button to continue the process.
12. Click the **Confirm** button. The **Add Transfer Recipient Confirmation** page will appear.



13. Click the **Back** button to return to the previous page or click the **Submit** button to continue the process.
14. Click the **Submit** button. The **Add Transfer Recipient List Results** page will appear with the message "**This transaction is pending approval.**".

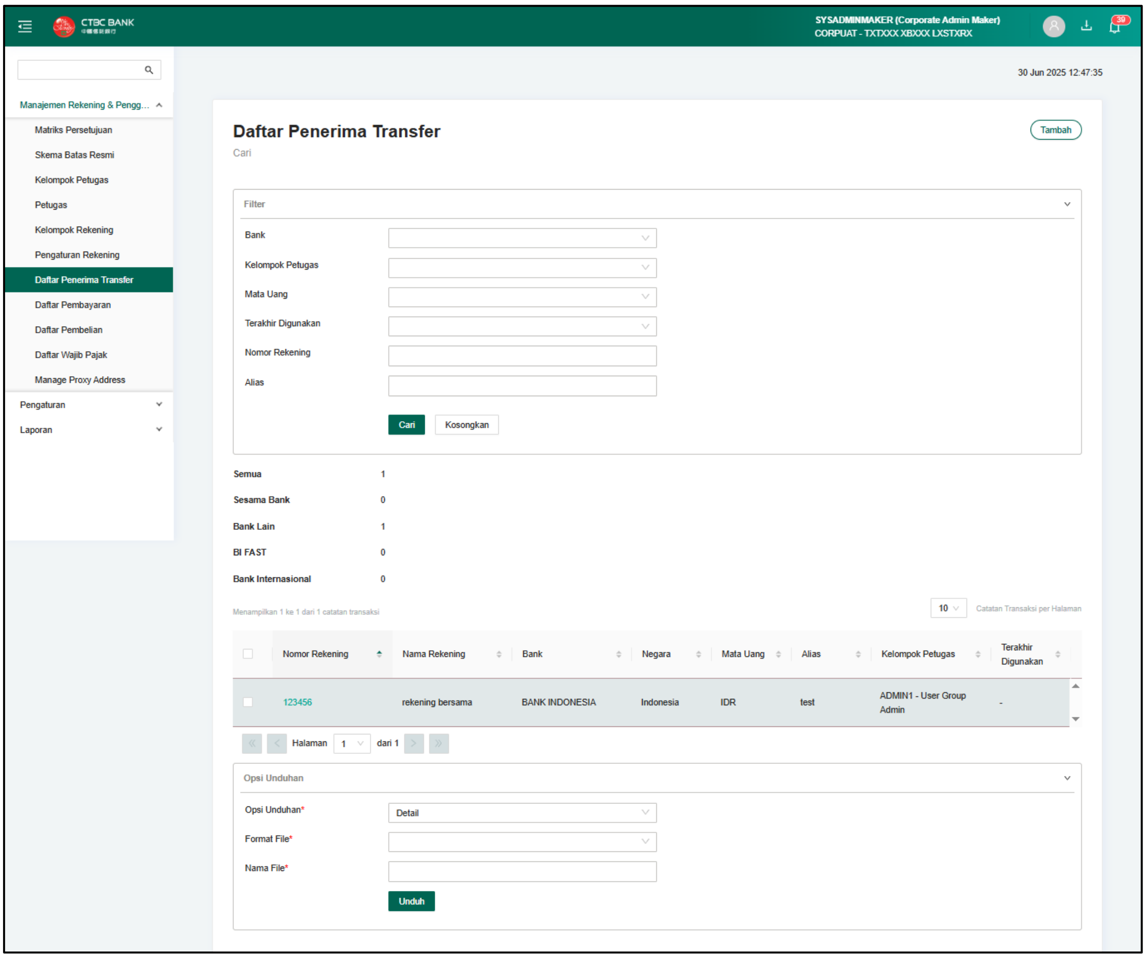


15. Click the **Download** button to download the page or click the **Done** button to return to the **Transfer Recipient List Search** page.

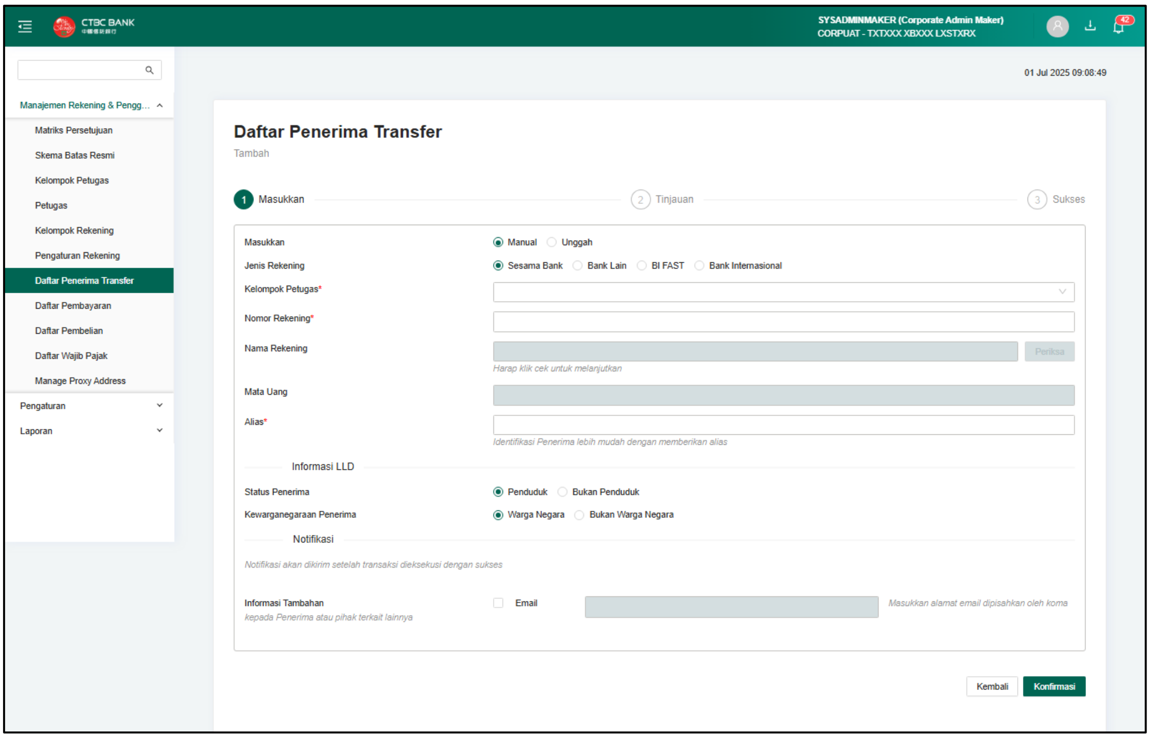
1.2.1 Upload

Here are the steps to **add a Transfer Recipient List** by Uploading:

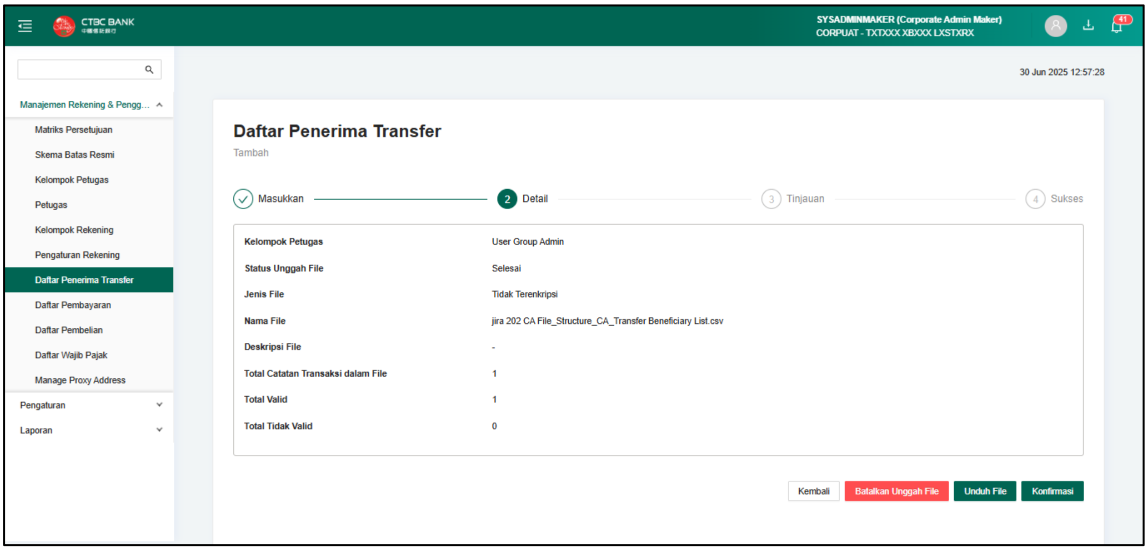
1. From the **Prime Cash** main menu, click **Account & User Management**, then click **Transfer Recipient List**. The **Transfer Recipient List** Search page will appear.



2. Click the **Add** button. The **Add Transfer Recipient List** page will appear.



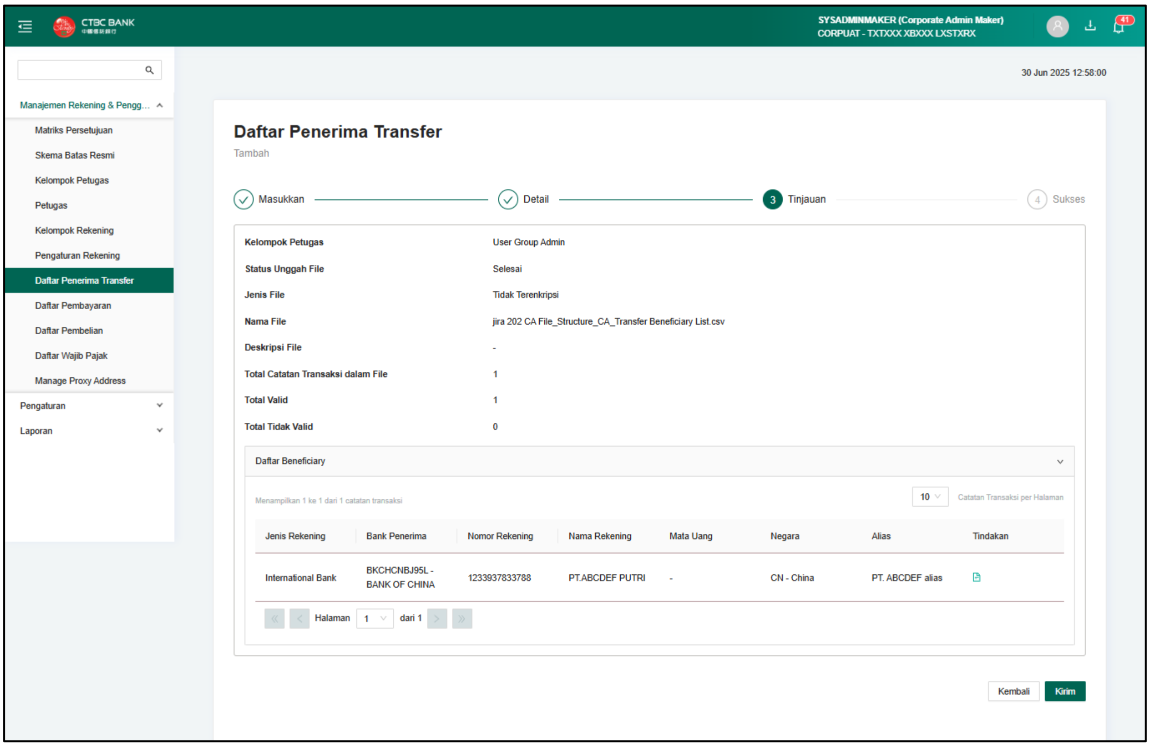
3. Select **Enter** = **Upload** (**Required**).
4. Select the **Officer Group** (**Required**).
5. Enter the **File Upload** (**Required**).
6. Enter a **File Description** (**Optional**).
7. Click the **Upload** button. The uploaded file will appear in the **File Upload List.**
8. Click the **Currency** button to refresh the File Upload Process.
9. Click the **File Name** link. The **Add Transfer Recipient Details** page will appear.



10. The following buttons will appear on the **Transfer Recipient Details** page:
    a. **Back** button to return to the previous page.
    b. **Cancel Transaction** button to cancel the transaction.
    c. **Download** File button to download the file.

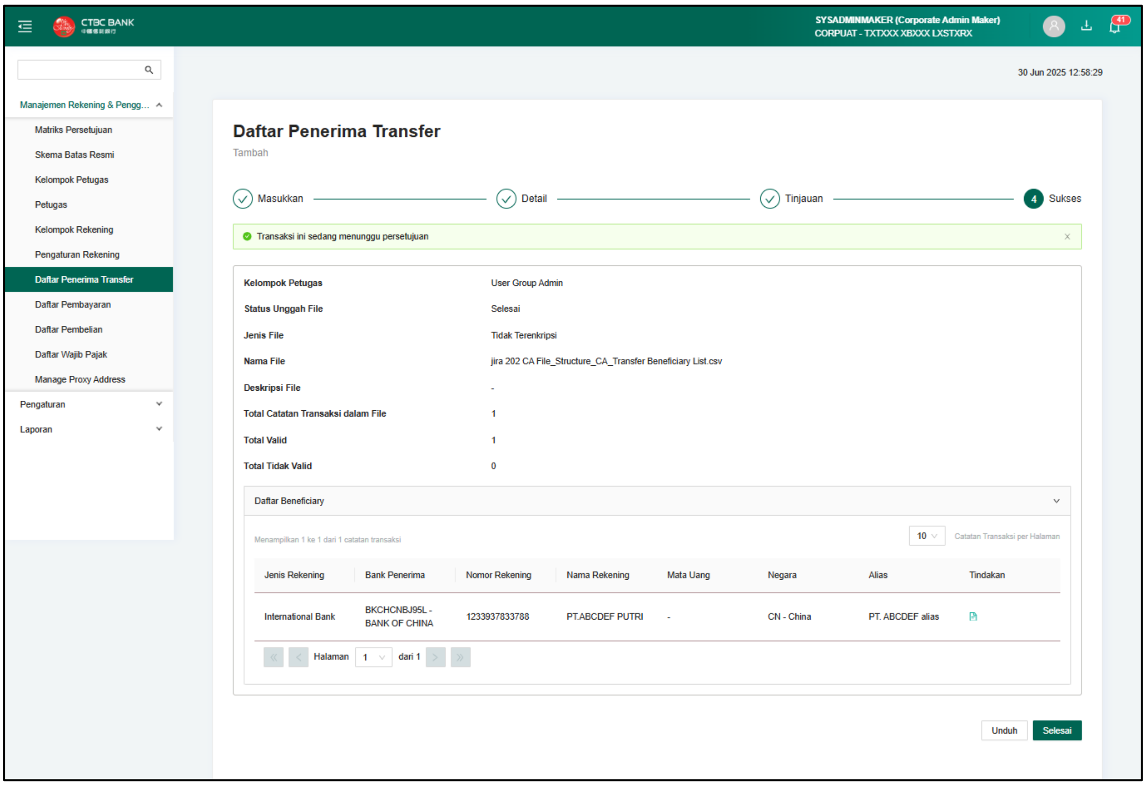
d. **Confirm** button to continue the upload process.

11. Click the **Confirm** button. The **Add Transfer Recipient Confirmation** page will appear.



12. Click the **Back** button to return to the previous page or click the **Submit** button to continue the process.

13. Click the **Submit** button. The **Add Transfer Recipient List** Results page will appear with the message "**This transaction is pending approval**.".

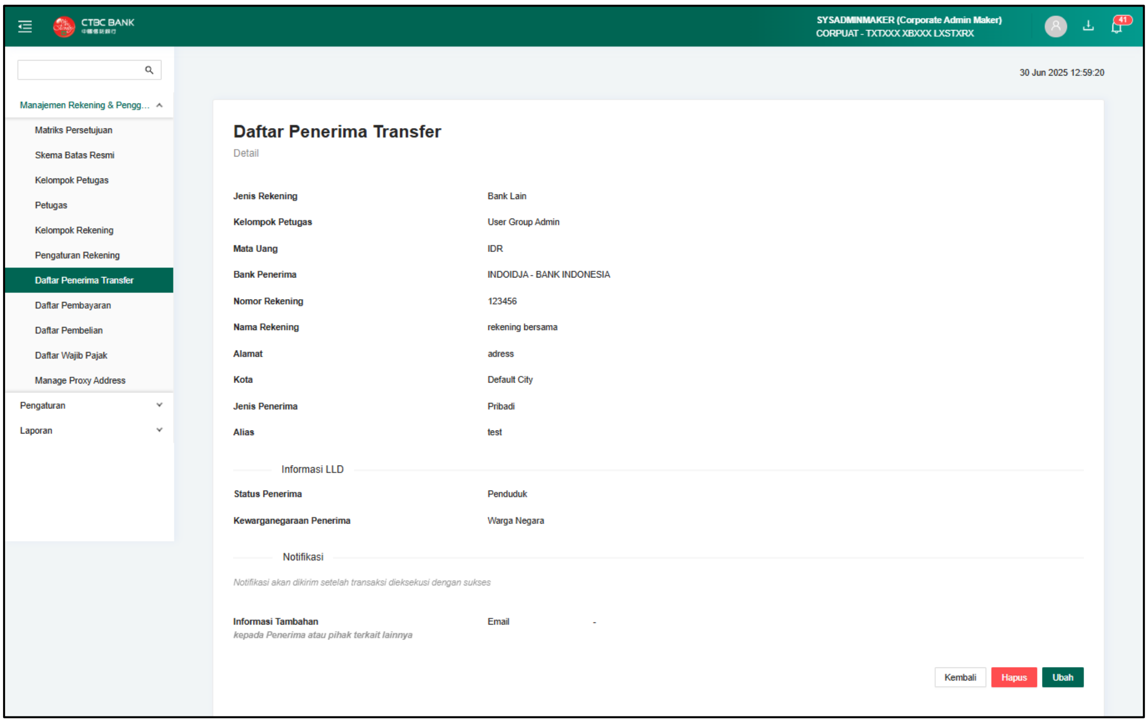


14. Click the **Download** button to download the page or click the **Done** button to return to the **Transfer Recipient List Search** page.

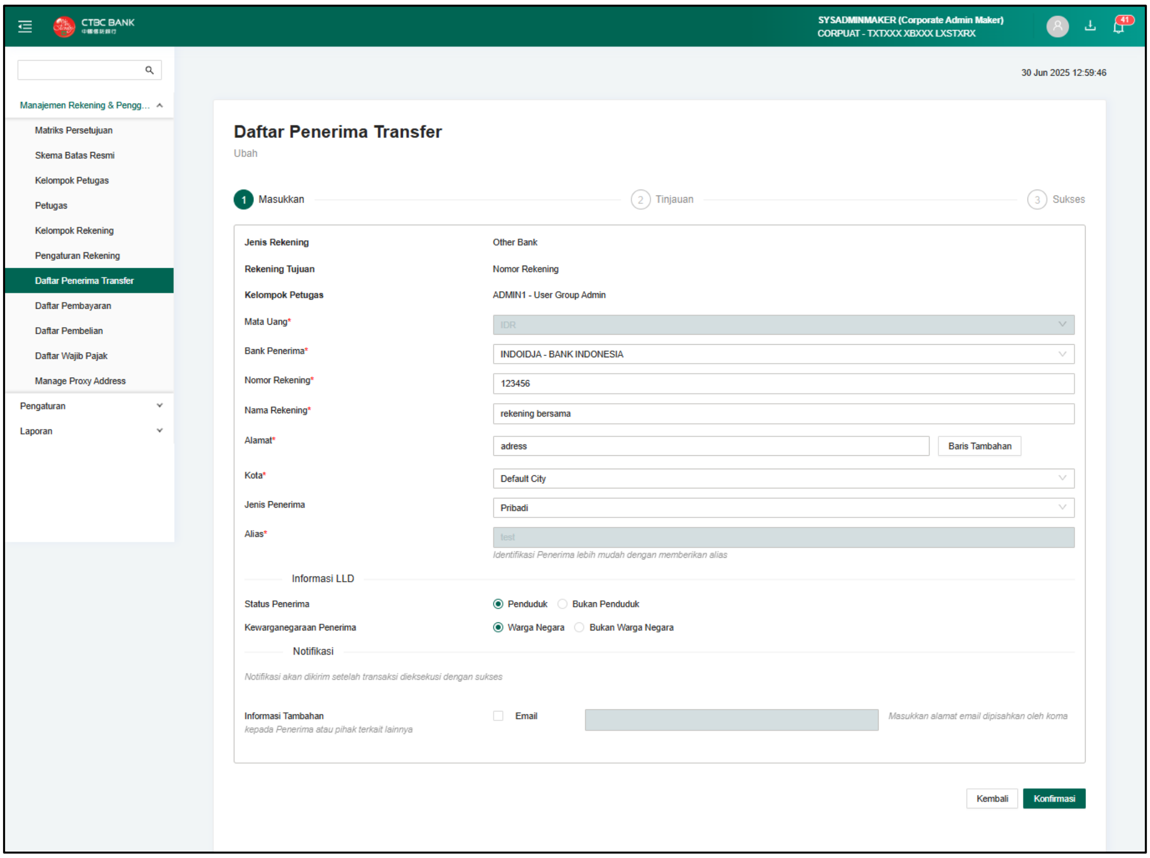
1.3 Edit

Here are the steps to edit the **Transfer Recipient List** in the **Account & User Management** menu:

1. Go to the **Transfer Recipient List Details** page. The **Transfer Recipient List Details** page will be displayed.

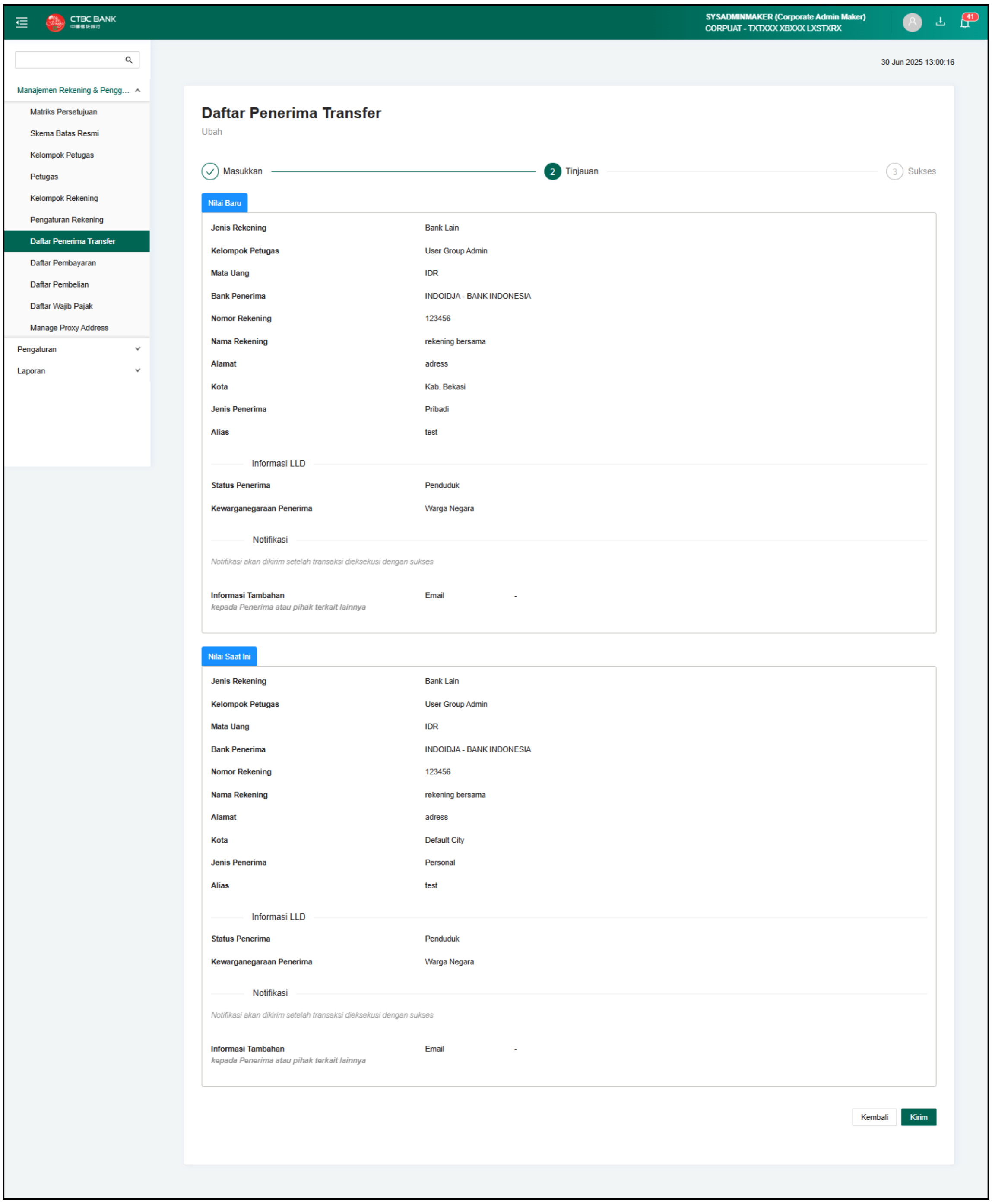


2. Click the **Change** button. The **Change Transfer Recipient List** page will appear.

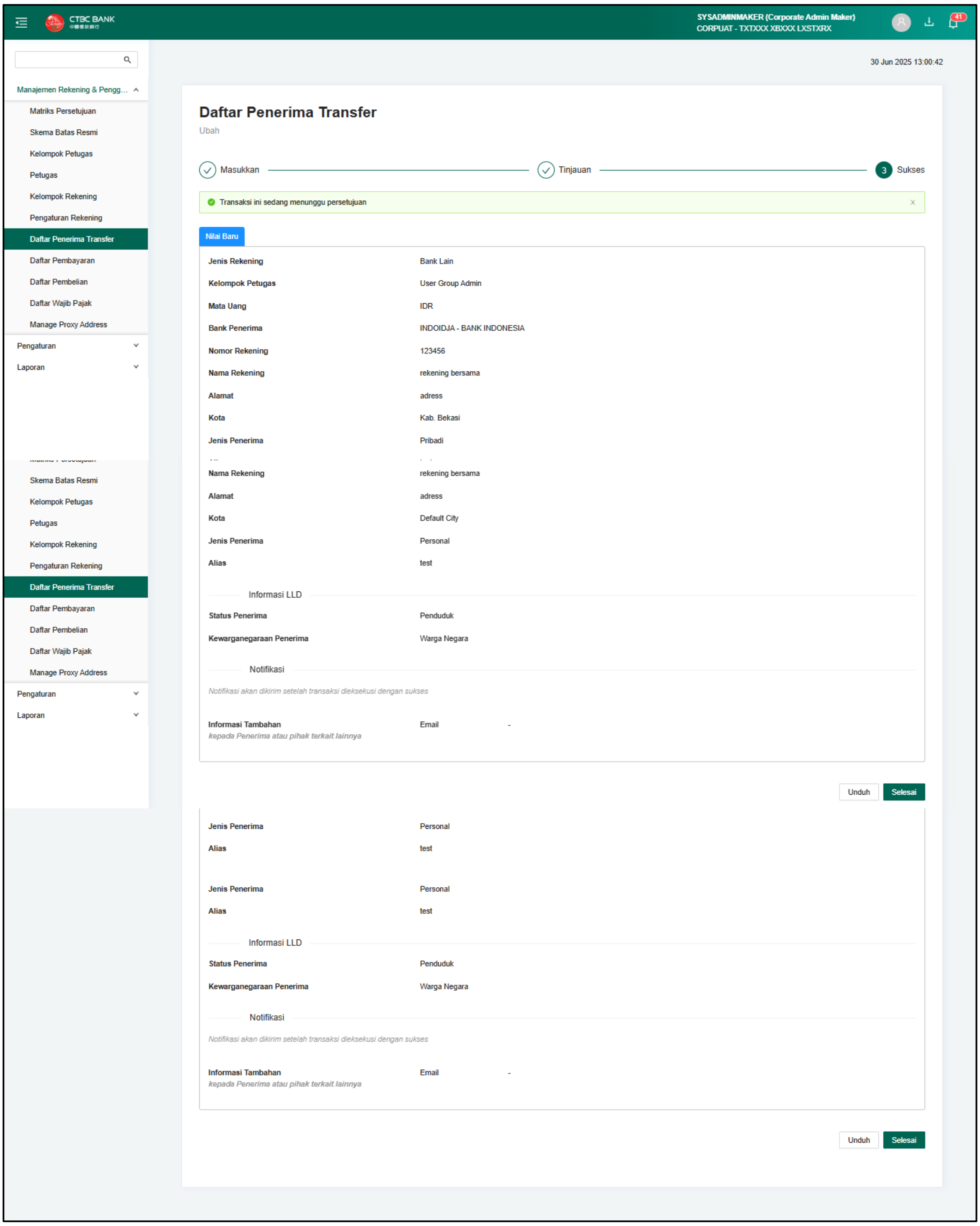


3. Make any necessary changes.
4. Click the **Back** button to return to the previous page or click the **Confirm** button to continue the process.

5. Click the **Confirm** button. The **Confirm Change Transfer Recipient List** page will appear.



6. Click the **Back** button to return to the previous page or click the **Submit** button to continue the process.
7. Click the **Submit** button. The **Change Transfer Recipient List** Results page will appear with the message "**This transaction is pending approval**.".



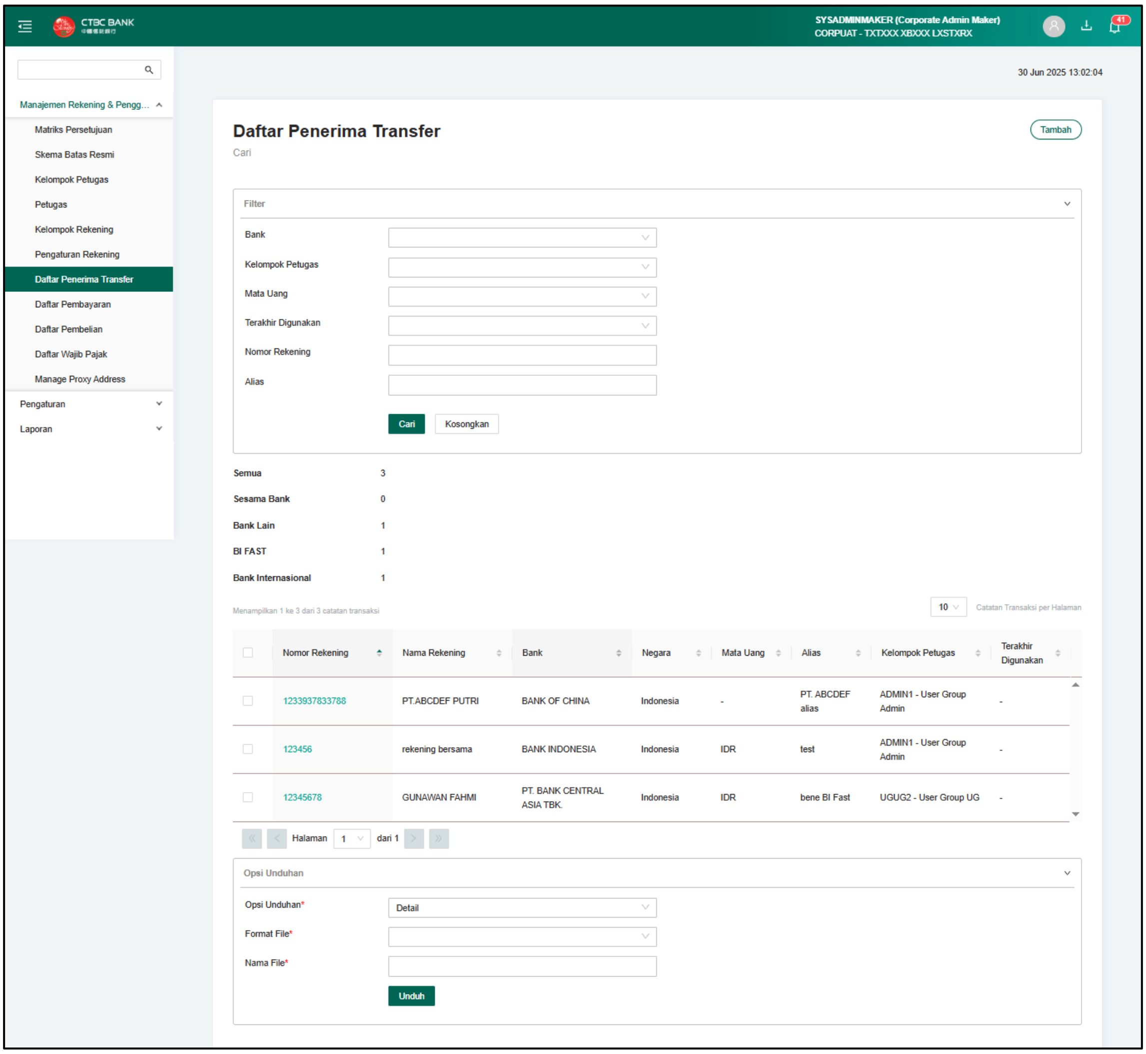
8. Click the **Download** button to download the page or click the **Done** button to return to the **Transfer Recipient List Search** page.

1.4 Delete

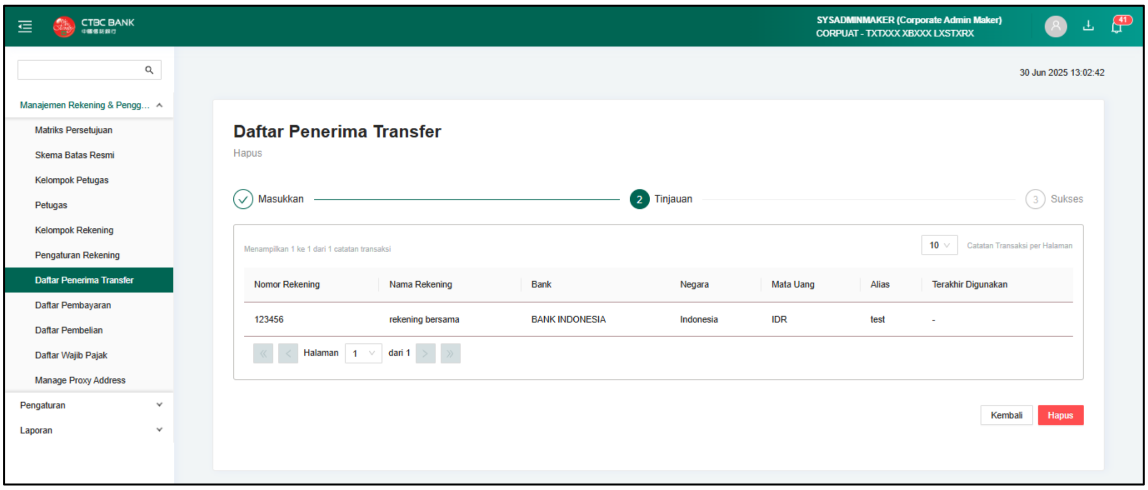
1.4.1 Delete from List

Here are the steps to remove a **Transfer Recipient from the list** in the **Account & User Management** menu:

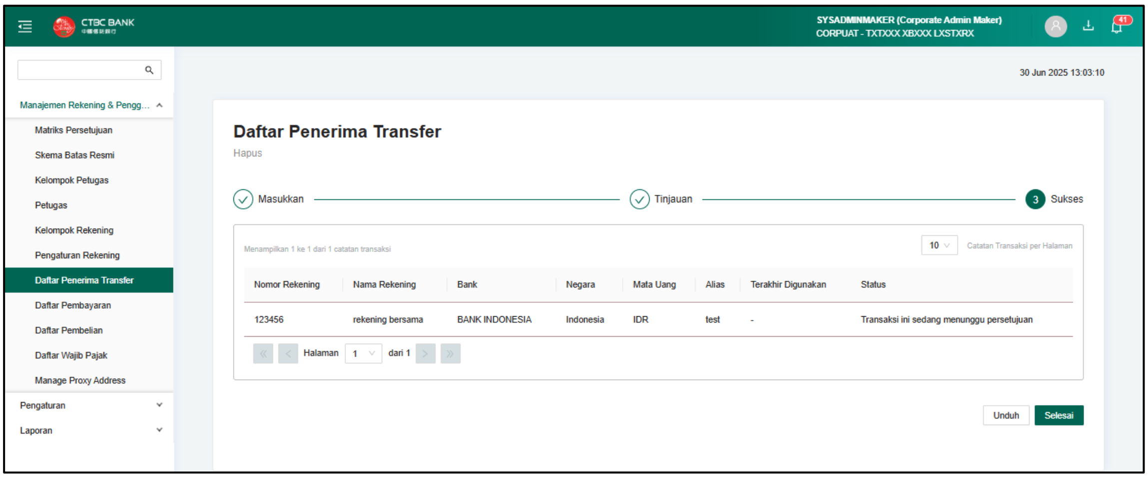
1. From the **Prime Cash** main menu, click **Account & User Management**, then click **Transfer Recipient List**. The **Transfer Recipient List Search** page will be displayed.



2. Check the list and then click the **Delete** button. The **Delete Transfer Recipient List Confirmation** page will appear.



3. Click the **Back** button to return to the previous page or click the **Delete** button to continue the process.
4. Click the **Delete** button. The **Delete Transfer List Results** page will appear with the message "**This transaction is pending approval**.".

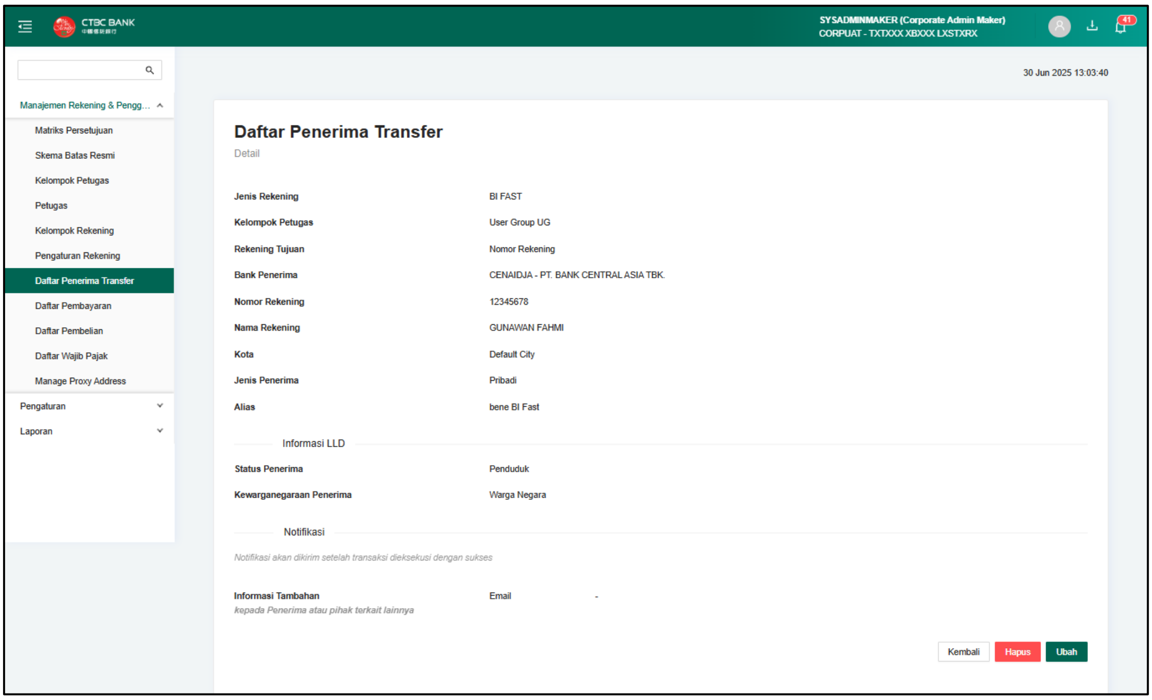


5. Click the **Download** button to download the page or click the **Done** button to return to the **Transfer Recipient List Search** page.

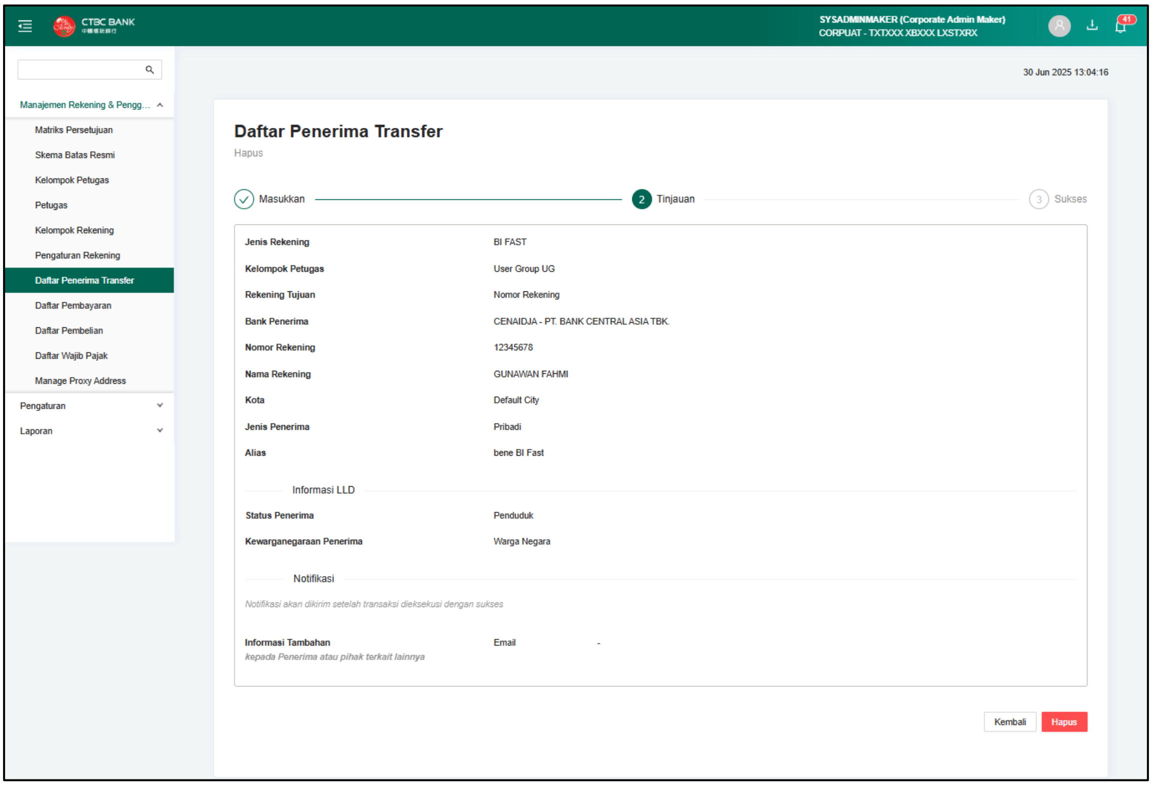
1.4.2 Delete from Detail

Here are the steps to remove a **Transfer Recipient** from the details in the **Account & User Management** menu:

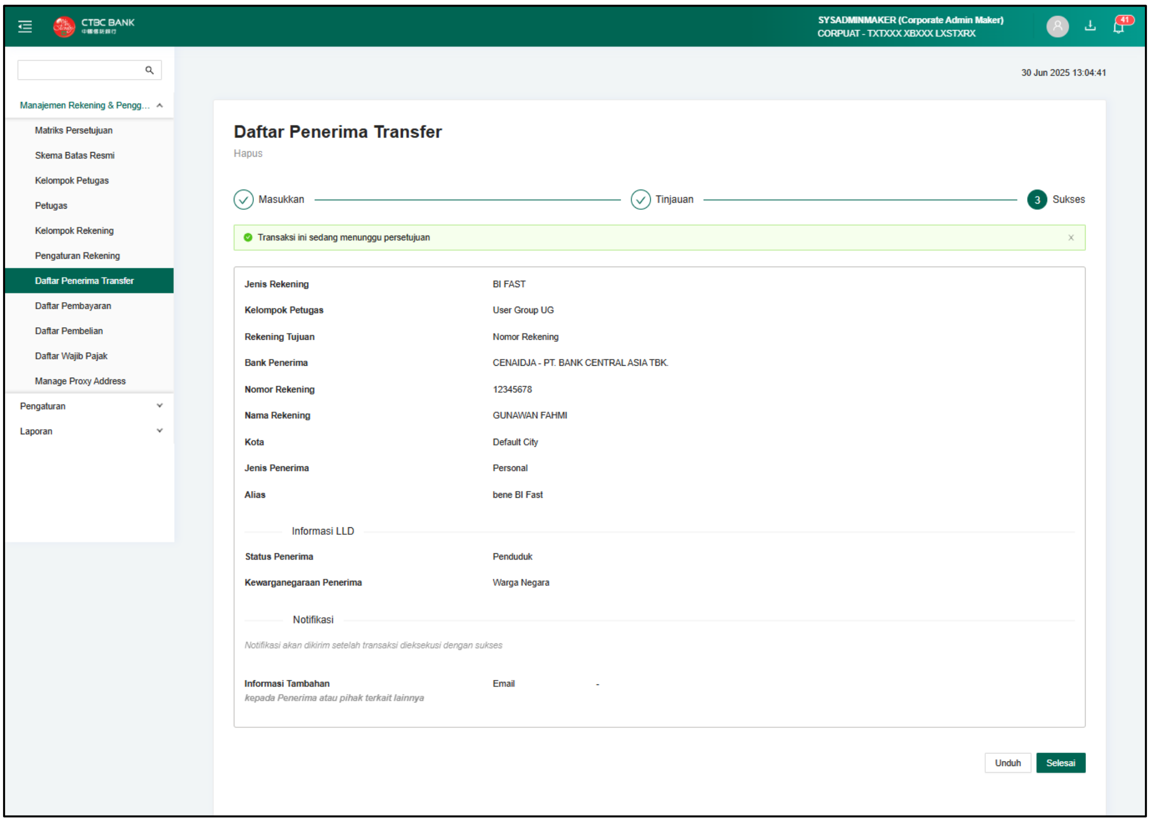
1. Go to the **Transfer Recipient List Details** page. The **Transfer Recipient List Details** page will be displayed.



2. Click the **Delete** button. The **Delete Transfer Recipient List Confirmation** page will appear.



3. Click the **Back** button to return to the previous page or click the **Delete** button to continue the process.
4. Click the **Delete** button. The **Delete Transfer List Results** page will appear with the message "**This transaction is pending approval**.".



5. Click the **Download** button to download the page or click the **Finish** button to return to the **Transfer Recipient List Search** page.