QS Part 5: Compliance Menu - Transactions

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All of the following are done from the “Transactions” option in the Compliance Menu at the top right of the screen or the side tabs. This part of the software is where you can import or add information about participant account balances and financial activity. Transactions are added in “batches” and each batch may only include one transaction type.

Q.S. Tip: Always complete setting up sources, and investment accounts if using, prior to adding or uploading transaction batches; see Plan Specifications for details.