5.2. Vendor Uploads

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If the plan assets are with a vendor that ftwilliam.com has an upload link for, you can go to that vendor's TPA website and download a transaction file for the period you want. If you have added the vendor and the plan ID (under Plan Specifications/Sources & Investment Accounts) you can go to Transactions=>Vendor Uploads to see a link to upload the file. There are also links to download the last file uploaded, and to map sources - note that you will need to map sources prior to uploading a file for the first time.

Q.S. Tip: See the full User Guide or contact support@ftwilliam.com for a list of vendors and file types. There's also a list posted in the User Forum under "Transactions".

Q.S. Tip: When you have finished processing for the current year you should create and post an ending balance batch to prepare for the next plan year.an ending balance batch to prepare for the next plan year.