

ACCOUNT MANAGER

Importing transactions from CBO into Account Manager

Step 1 – Exporting the BAI File from CBO

In CBO > Manage Payments / Manage Reports / Download data extract¹:

- Click “Create Export” (located at bottom of screen)
- Select “Export Type” = BAI Export
- Enter suitable file name e.g. Date range of transactions*
- Select Date Range required
- Select Account Details required
- Click “Create Export”
- Select “Download” using “Actions” dropdown (and save securely)

The screenshot displays the 'Export Data' form within the Lloyds Bank Account Manager. The form is titled 'Export Data' and includes the following sections:

- Export Type:** A dropdown menu set to 'BAI Export'.
- File Name:** A text input field with a small 'i' icon to its right.
- Date Range:** A section with radio buttons for 'Previous Business Day', 'Previous Week', 'Previous Month', 'Current Day', and 'Date Range' (which is selected).
- Start Date:** A date picker field.
- End Date:** A date picker field.
- Account Details:** A section with a '2/2 Selected' indicator.
- Filters:** Radio buttons for 'All Items', 'Include Items', and 'Exclude Items'. Below these are fields for 'Select field', 'Search', 'Add More', and 'Clear Filter'.

At the bottom of the form are three buttons: 'Create Export', 'Clear', and 'Cancel'. The top of the page shows the Lloyds Bank logo, 'COMMERCIAL BANKING', a help icon, a notification icon with '0', and user information: 'Client ID: 22419888 Welcome Thulasi! You last logged in on 25 May 2017, 15:12.' and a 'Logout' button. A sidebar on the right contains 'Tasks' and 'Payments' sections with various icons.

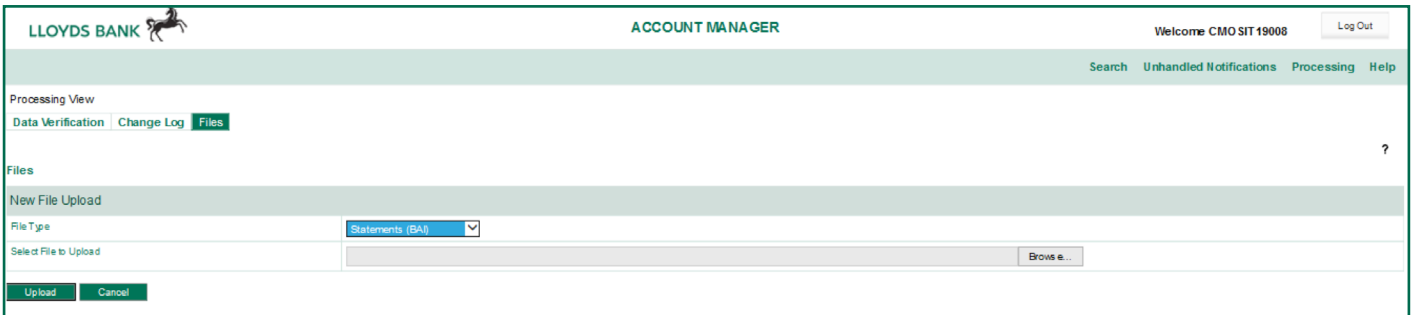
¹ Note: These 3 steps can be created as a “Quick Action” on CBO

*Please only download transactions associated with required date range

Step 2 – Import into Account Manager

In Account Manager > Processing / Files:

- Select “File Upload”
- File options displayed
- Select “Statements” in “File Type” dropdown
- Select Browse (file menu will be displayed)
- Select the file you wish to upload e.g. Date range of transactions
- Select “Upload” (file will be uploaded) and clarification on status will be provided
- Select file and search
- Clarify status of upload referred by (“TOTACCP”) via the file option and search of upload file*
- Once file accepted, transactions are routed to virtual accounts



The screenshot displays the 'ACCOUNT MANAGER' interface. At the top left is the Lloyds Bank logo. The top right shows the user 'Welcome CMO SIT 19008' and a 'Log Out' button. Below the header is a navigation bar with 'Search', 'Unhandled Notifications', 'Processing', and 'Help'. The main content area is titled 'Processing View' and includes tabs for 'Data Verification', 'Change Log', and 'Files'. Under the 'Files' section, there is a 'New File Upload' form. The 'File Type' dropdown is set to 'Statements (BA)'. Below it is a 'Select File to Upload' field with a 'Browse...' button. At the bottom of the form are 'Upload' and 'Cancel' buttons.

* If file is Rejected, click into the file details to identify reason for rejection