# ACCOUNT MANAGER

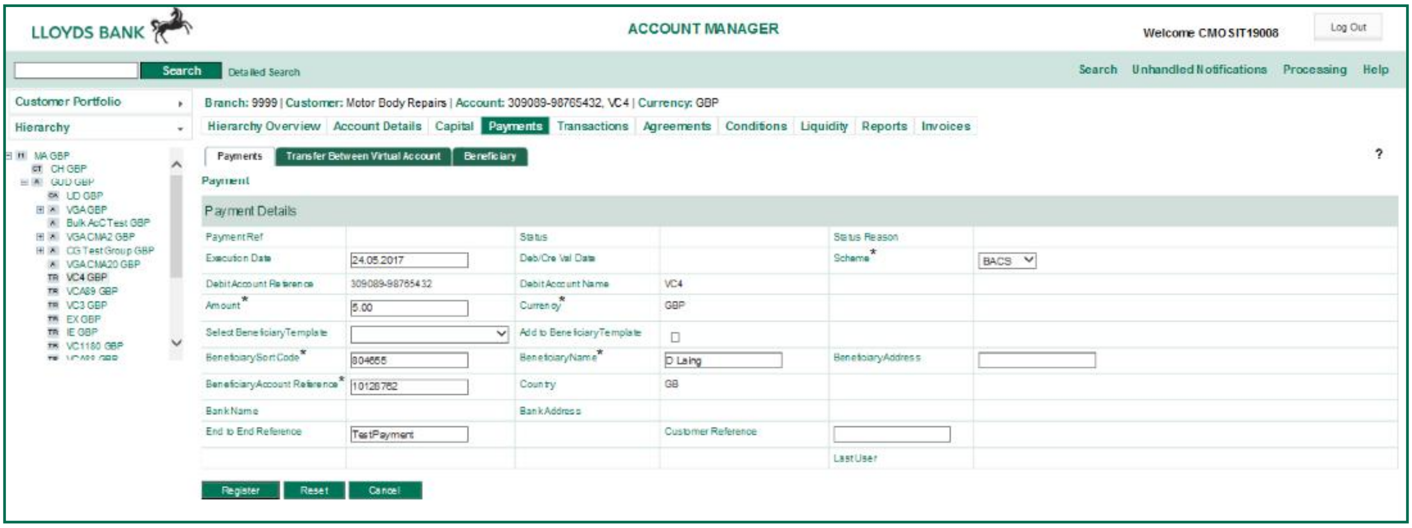
## Creating payments in Account Manager and exporting to CBO

## Step 1 – Create Payment in Account Manager

### When entering a single payment

### In Account Manager > Transaction Account / Payments / New Payment

- Complete mandatory payment fields  and click “Register”
- Select Master Virtual Account  -> Payments tab -> Payments for Export -> Export Payments button
- Click on download icon next to file line item
- Click download to CSV button
- Save the file locally
- The status ‘Pending AC execution’ will be provided.



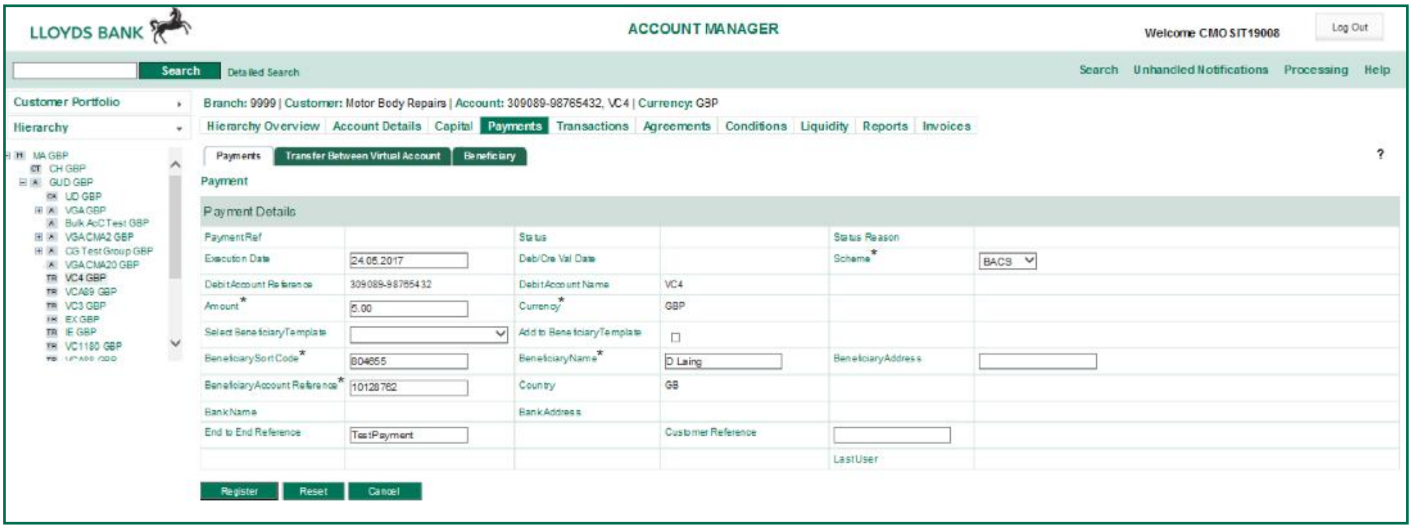

LLOYDS BANK

## Step 1 – Create Payment in Account Manager

### When uploading payments in bulk

### In Account Manager > Processing / Files / File Upload/ File Type as ‘Payment Initiation’:

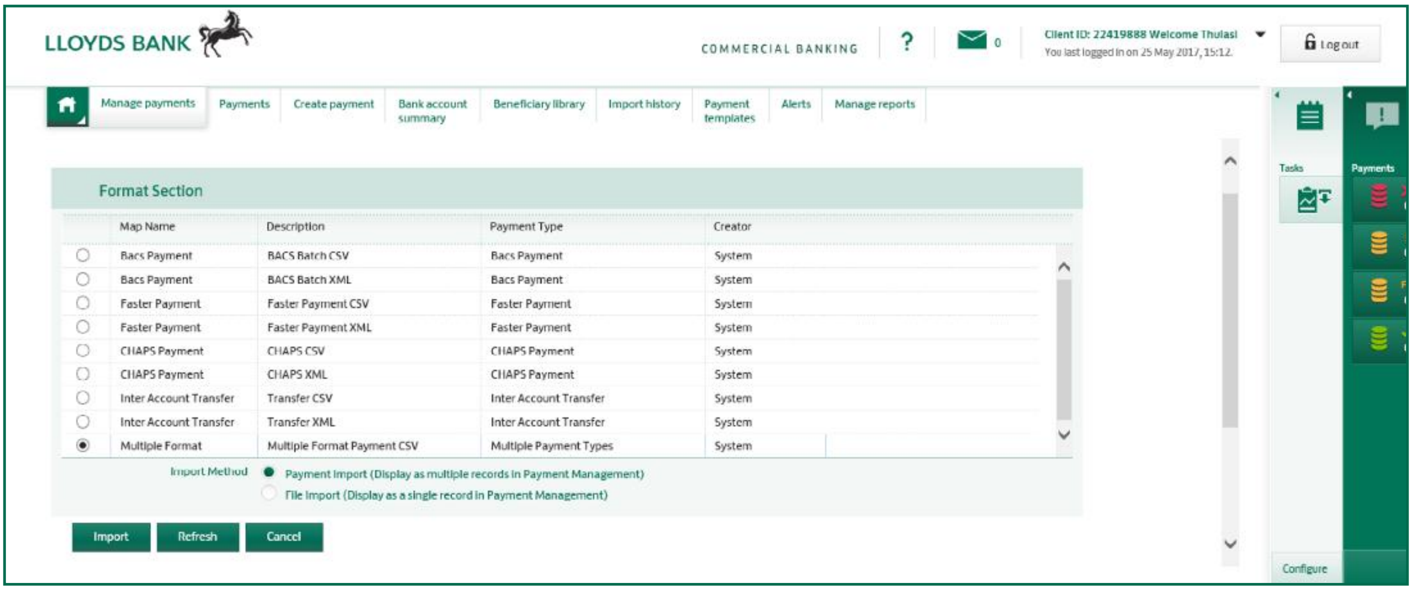
- Follow steps 2 – 5 as above



## Step 2 – Import into CBO

### In CBO > Manage Payments / Import:

- Select the correct payment type file or if submitting multiple payment types, select the multiple format option.
- Select import method as "Payment Import"
- Browse and select the payment file downloaded from Account Manager in Step1
- Check import results in "Import History" menu
- Complete necessary approvals based on approval configuration and user role
- Payments in "Approved" status will be executed by CBO's payment engine and downstream LBG payment systems.



## Step 2 – Import into CBO

### In CBO > Manage Payments / Import:

All payments will need to be executed by the following times or payments will not be executed

| | |
|---|---|
| CBO | 17:10 |
| BACs | 16:40 |
| FPS | 23:45 |
| IET | 23:35 |

It is not recommended to import the file after the specified times as this may cause reconciliation issues within Account Manager.