

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.

The screenshot shows the Lloyds Bank Account Manager interface. At the top, it says 'LLOYDS BANK' with a logo and 'ACCOUNT MANAGER'. The user is logged in as 'Welcome: CMO SIT19008'. The main navigation bar includes 'Search', 'Unhandled Notifications', 'Processing', and 'Help'. The left sidebar shows a 'Customer Portfolio' and a 'Hierarchy' tree with various virtual accounts (VCs) listed. The main content area is titled 'Payment Details' and contains a form with the following fields:

PaymentRef	Status	Debit/Cre Val Date	Status Reason	Scheme*	BACS
Execution Date	24.05.2017				
Debit Account Reference	309089-98765432	Debit Account Name	VC4		
Amount*	5.00	Currenty*	GBP		
Select Beneficiary Template		Add to Beneficiary Template	<input type="checkbox"/>		
Beneficiary Sort Code*	804655	Beneficiary Name*	D Laing	Beneficiary Address	
Beneficiary Account Reference*	110128782	Country	GB		
Bank Name		Bank Address			
End to End Reference	TierPayment	Customer Reference			
		Last User			

At the bottom of the form, there are three buttons: 'Register', 'Reset', and 'Cancel'.



COMMERCIAL BANKING

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

The screenshot displays the Lloyds Bank Account Manager interface. At the top, it shows the Lloyds Bank logo, the title 'ACCOUNT MANAGER', and a user welcome message 'Welcome: CMO SIT19008' with a 'Log Out' button. Below this is a search bar and navigation tabs for 'Search', 'Unhandled Notifications', 'Processing', and 'Help'. The main content area is titled 'Customer Portfolio' and shows details for a customer: 'Branch: 9999 | Customer: Motor Body Repairs | Account: 309089-98765432, VC4 | Currency: GBP'. A 'Hierarchy' sidebar on the left lists various account types. The 'Payments' tab is active, showing a 'Payment' form with the following fields:

Payment Details	
Payment Ref	Status
Execution Date: 24.05.2017	Deb/Cre Val Date
Debit Account Reference: 309089-98765432	Debit Account Name: VC4
Amount: £.00	Currency: GBP
Selected Beneficiary Template	Add to Beneficiary Template: <input type="checkbox"/>
Beneficiary Sort Code: 004855	Beneficiary Name: D Laing
Beneficiary Account Reference: 10128762	Country: GB
Bank Name	Bank Address
End to End Reference: TestPayment	Customer Reference
	Last User

At the bottom of the form are three buttons: 'Register', 'Reset', and 'Cancel'.



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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.

The screenshot shows the Lloyds Bank Commercial Banking interface. The top navigation bar includes 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 'Log out' button. The main navigation menu includes 'Manage payments', 'Payments', 'Create payment', 'Bank account summary', 'Beneficiary library', 'Import history', 'Payment templates', 'Alerts', and 'Manage reports'. The 'Format Section' is active, displaying a table with columns: Map Name, Description, Payment Type, and Creator. The table lists various payment types such as Bacs Payment, Faster Payment, CHAPS Payment, and Inter Account Transfer, with 'Multiple Format' selected. Below the table, the 'Import Method' is set to 'Payment Import (Display as multiple records in Payment Management)'. At the bottom, there are 'Import', 'Refresh', and 'Cancel' buttons.

Map Name	Description	Payment Type	Creator
<input type="radio"/> Bacs Payment	BACS Batch CSV	Bacs Payment	System
<input type="radio"/> Bacs Payment	BACS Batch XML	Bacs Payment	System
<input type="radio"/> Faster Payment	Faster Payment CSV	Faster Payment	System
<input type="radio"/> Faster Payment	Faster Payment XML	Faster Payment	System
<input type="radio"/> CHAPS Payment	CHAPS CSV	CHAPS Payment	System
<input type="radio"/> CHAPS Payment	CHAPS XML	CHAPS Payment	System
<input type="radio"/> Inter Account Transfer	Transfer CSV	Inter Account Transfer	System
<input type="radio"/> Inter Account Transfer	Transfer XML	Inter Account Transfer	System
<input checked="" type="radio"/> Multiple Format	Multiple Format Payment CSV	Multiple Payment Types	System

Import Method: Payment Import (Display as multiple records in Payment Management)
 File Import (Display as a single record in Payment Management)

Buttons: Import, Refresh, Cancel



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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.

The screenshot displays the Lloyds Bank Commercial Banking interface. At the top, the Lloyds Bank logo is on the left, and 'COMMERCIAL BANKING' is centered. On the right, there is a user profile section with 'Client ID: 22419888 Welcome Thulasi' and 'You last logged in on 25 May 2017, 15:12'. Below the header is a navigation menu with options: 'Manage payments', 'Payments', 'Create payment', 'Bank account summary', 'Beneficiary library', 'Import history', 'Payment templates', 'Alerts', and 'Manage reports'. The main content area is titled 'Format Section' and contains a table with the following data:

Map Name	Description	Payment Type	Creator
<input type="radio"/> Bacs Payment	BACS Batch CSV	Bacs Payment	System
<input type="radio"/> Bacs Payment	BACS Batch XML	Bacs Payment	System
<input type="radio"/> Faster Payment	Faster Payment CSV	Faster Payment	System
<input type="radio"/> Faster Payment	Faster Payment XML	Faster Payment	System
<input type="radio"/> CHAPS Payment	CHAPS CSV	CHAPS Payment	System
<input type="radio"/> CHAPS Payment	CHAPS XML	CHAPS Payment	System
<input type="radio"/> Inter Account Transfer	Transfer CSV	Inter Account Transfer	System
<input type="radio"/> Inter Account Transfer	Transfer XML	Inter Account Transfer	System
<input checked="" type="radio"/> Multiple Format	Multiple Format Payment CSV	Multiple Payment Types	System

Below the table, there is an 'Import Method' section with two radio buttons: 'Payment Import (Display as multiple records in Payment Management)' (which is selected) and 'File Import (Display as a single record in Payment Management)'. At the bottom of the section are three buttons: 'Import', 'Refresh', and 'Cancel'. On the right side of the interface, there is a vertical sidebar with 'Tasks' and 'Payments' sections, and a 'Configure' button at the bottom.



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