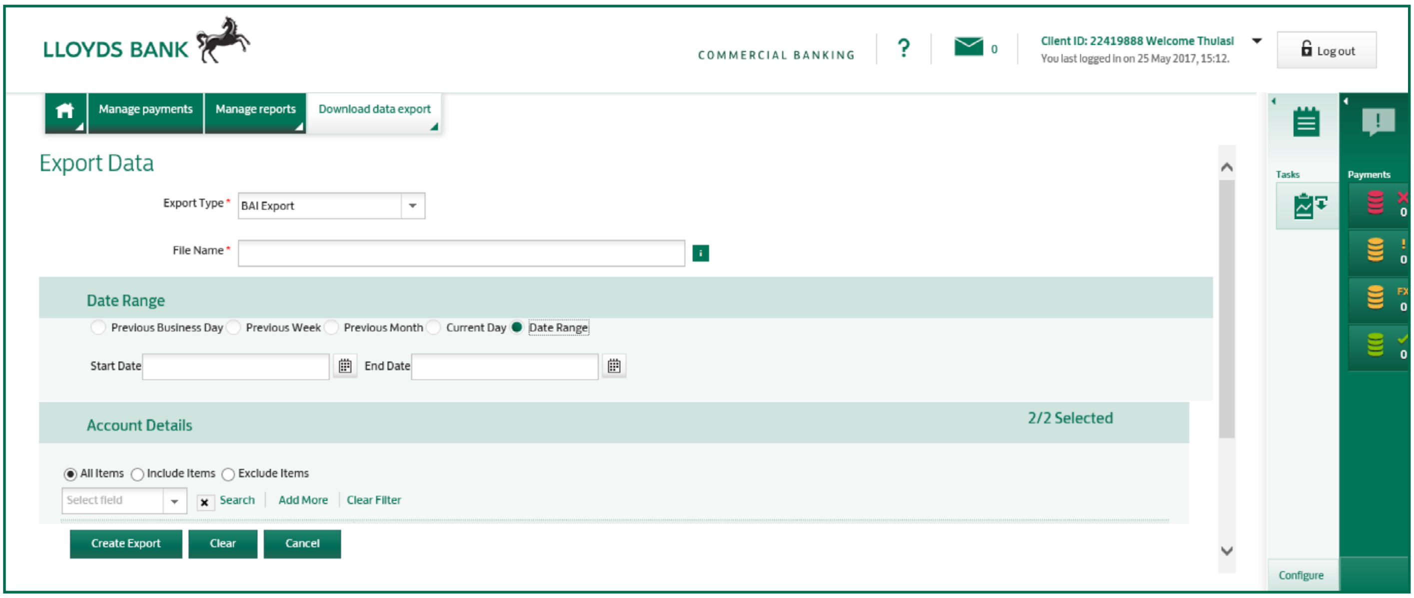
ACCOUNT MANAGER

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)



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

*Please only download transactions associated with required date range

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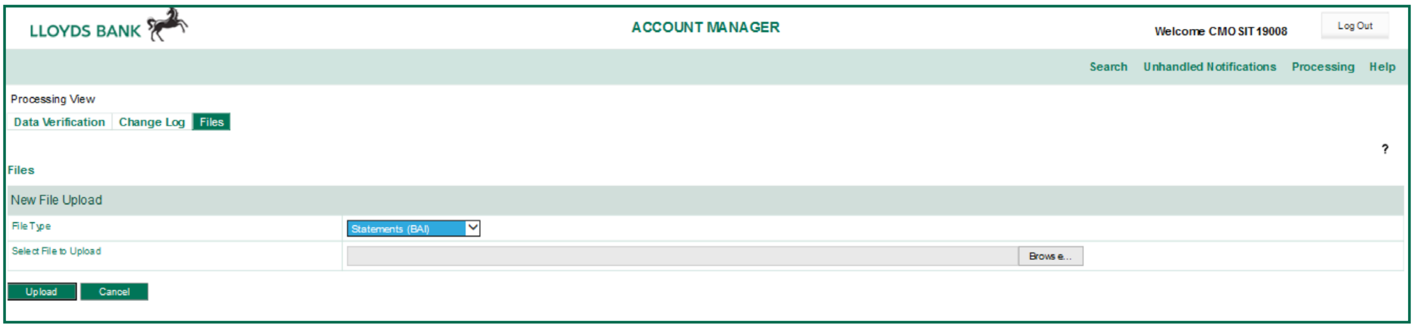
Step 2 – Import into Account Manager

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



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