

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 Lloyds Bank Account Manager interface. At the top, the Lloyds Bank logo and 'COMMERCIAL BANKING' are visible. The user is logged in as 'Thulasi' with Client ID 22419888. The main navigation bar includes 'Manage payments', 'Manage reports', and 'Download data export'. The 'Export Data' form is active, showing 'Export Type' set to 'BAI Export' and a 'File Name' field. Under 'Date Range', 'Date Range' is selected. The 'Account Details' section shows '2/2 Selected'. At the bottom, there are 'Create Export', 'Clear', and 'Cancel' buttons. A right-hand sidebar contains 'Tasks' and 'Payments' sections.

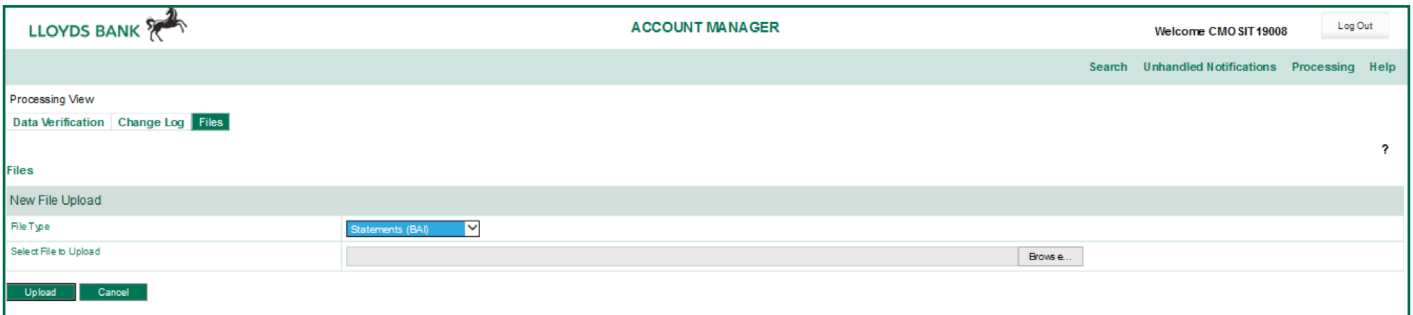
¹ Note: These 3 steps can be created as a “Quick Action” on CBO

*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 Lloyds Bank Account Manager interface. At the top left is the Lloyds Bank logo. The page title is 'ACCOUNT MANAGER'. On the top right, it says 'Welcome CMO SIT 19008' and has a 'Log Out' button. Below this is a navigation bar with 'Search', 'Unhandled Notifications', 'Processing', and 'Help'. The main content area is titled 'Processing View' and has tabs for 'Data Verification', 'Change Log', and 'Files'. Under 'Files', there is a 'New File Upload' section. It includes a 'File Type' dropdown menu set to 'Statements (BA)', a 'Select File to Upload' field with a 'Browse...' button, and 'Upload' and 'Cancel' buttons at the bottom.

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