

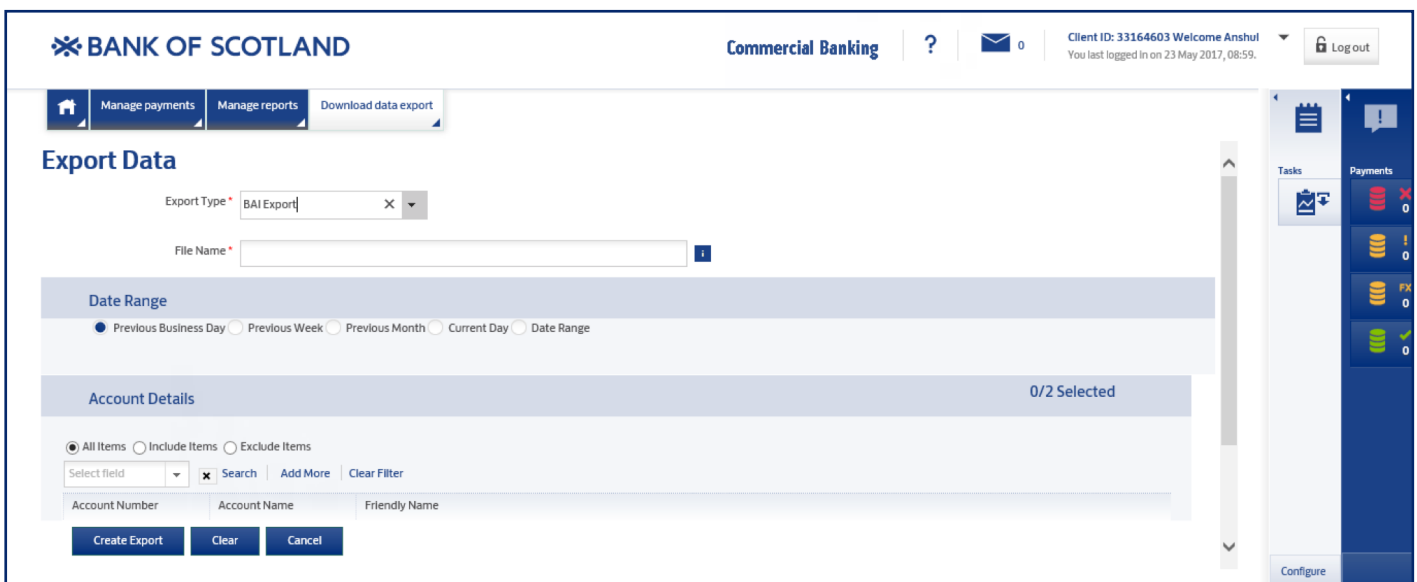
# Account Manager

## Importing transactions from CBO into Account Manager

### Step 1 – Exporting the BAI File from CBO

In CBO > Manage Payments / Manage Reports / Download data extract<sup>1</sup>:

- 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 shows the 'Export Data' form in the Bank of Scotland Account Manager. The form is titled 'Export Data' and is located under the 'Download data export' menu item. The form includes the following fields and options:

- Export Type:** A dropdown menu set to 'BAI Export'.
- File Name:** A text input field.
- Date Range:** Radio buttons for 'Previous Business Day', 'Previous Week', 'Previous Month', 'Current Day', and 'Date Range'.
- Account Details:** A section with a '0/2 Selected' indicator. It includes radio buttons for 'All Items', 'Include Items', and 'Exclude Items'. Below these are search and filter options: 'Select field', 'Search', 'Add More', and 'Clear Filter'. There are also input fields for 'Account Number', 'Account Name', and 'Friendly Name'.
- Buttons:** 'Create Export', 'Clear', and 'Cancel' buttons are located at the bottom of the form.

The top of the page shows the Bank of Scotland logo, 'Commercial Banking', a help icon, a notification icon with '0', and user information: 'Client ID: 33164603 Welcome Anshul' and 'You last logged in on 23 May 2017, 08:59'. A 'Logout' button is also present.

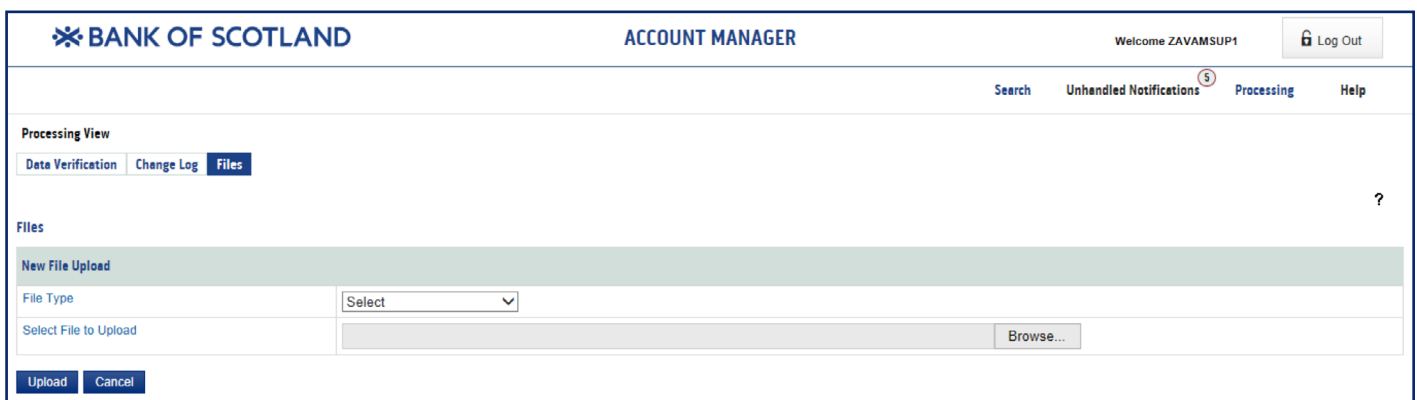
<sup>1</sup> Note: These 3 steps can be created as a “Quick Action” on CBO

\*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 shows the 'ACCOUNT MANAGER' interface for a user named ZAVAMSUP1. The top navigation bar includes 'BANK OF SCOTLAND', 'ACCOUNT MANAGER', 'Welcome ZAVAMSUP1', and a 'Log Out' button. Below this is a secondary navigation bar with 'Search', 'Unhandled Notifications' (with a notification icon), 'Processing', and 'Help'. The main content area is titled 'Processing View' and contains three tabs: 'Data Verification', 'Change Log', and 'Files' (which is active). Under the 'Files' tab, there is a 'Files' section with a 'New File Upload' form. This form includes a 'File Type' dropdown menu currently set to 'Select', a 'Select File to Upload' text input field, and 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