

How to upload statement data files from Lloyds Bank's Commercial Banking Online (CBO)

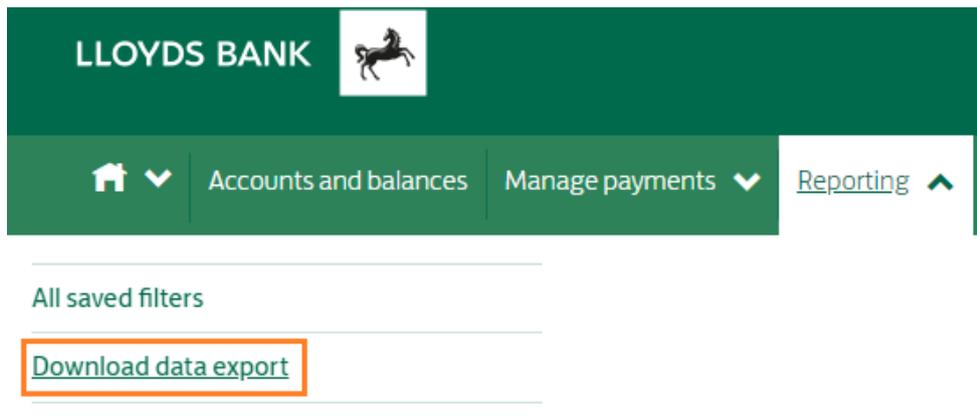
Background :

The statement transaction reports used on Commercial Banking Online differ to those provided on Lloyds Legacy channels, LloydsLink online and Corporate Online. This difference applies not just to the report that is viewed on screen or printed but also impacts when the reports are downloaded or exported.

The changes impact :

- Transaction codes
- Statement narratives or descriptions
- Input fields available
- Layout of input fields including character limits and position

The menus for Commercial Banking Online changed in March and so once the User has logged onto Commercial Banking Online they select the **Reporting** menu.



Using the Download Data Export option

Once the user clicks on the Download Data Export section they select **Create Export**

Download Data Export

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Actions	Export ID	Export Type
<input type="button" value="v"/>	74860	SWIFT MT940 Export
<input type="button" value="v"/>	74859	BAI Export

And then within the **Export Data** screens, they firstly select an **Export Type** of **CSV (Transactions Only)**

Export Data

Export Type *

File Name *

Date Range

Previous Business Day Date Range

- QuickBooks Export
- Quicken Export
- SWIFT MT940 Export
- BAI Export
- CSV (Balances and Transactions)
- CSV (Transactions Only)**

After which they complete the remaining sections before selecting **Create Export**

File Name

Date Range

Previous Business Day Previous Week Previous Month Current Day Date Range

Start Date End Date

Account Details

All Items Include Items Exclude Items

Select field Search Add More Clear Filter

Account Number	Account Name	Friendly Name
301763-10918360	SOCTEST NAMECHANGE	Payroll Account
301763-10918768	SOCTESTR1CLMGR248	Treasury Account

Create Export Clear Cancel

When the **CSV Export Request Submitted** pop up appears the user closes this and then selects **Download** from the **Actions** tab

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Actions	Export ID	Export Type
<input type="checkbox"/>	76760	CSV (Balances
<input type="checkbox"/>		SWIFT MT940
<input type="checkbox"/>		BAI Export

VIEW
DOWNLOAD

The named report will then appear in the User downloads folder.