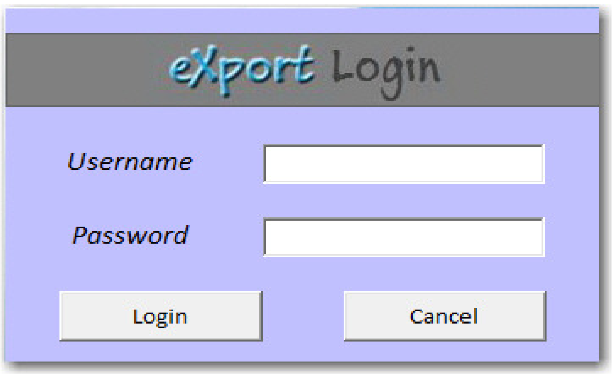
eXport

Welcome to eXport

Follow this short step by step guide to ensure your product is setup correctly for smooth processing.

1. Login to eXport

Username: System
Password: Admin



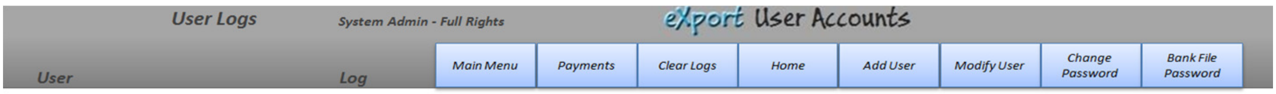
2. Setup Main Menu

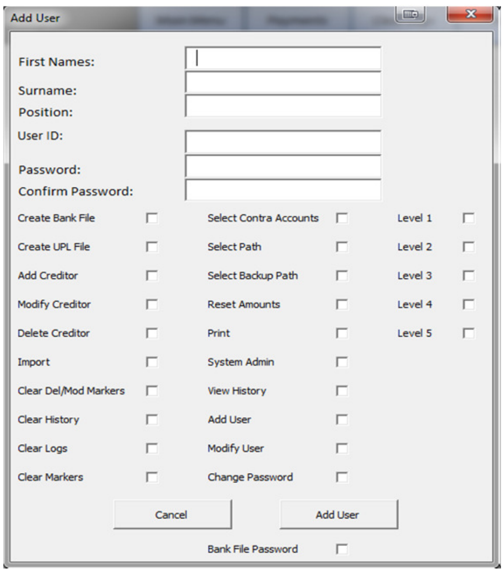
Enter your Company's Contra Account details:
1. Account Name
2. Account Number
3. Branch Code

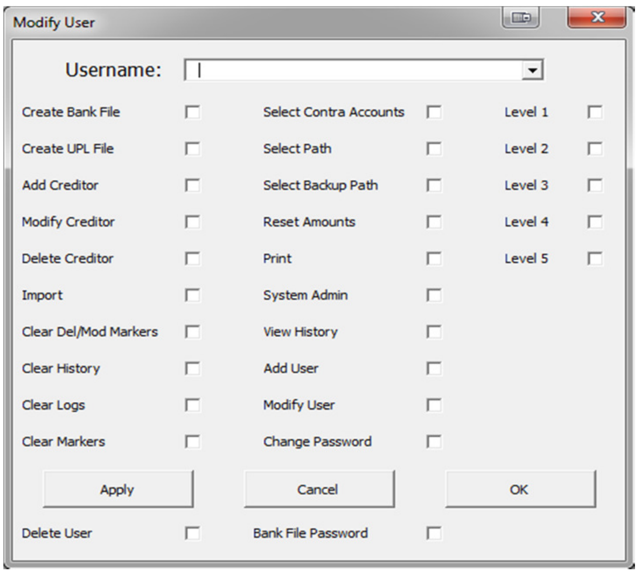
eXport caters for 12 Contra Accounts (3 per banking institution) and can be selected on the Payments screen
Select the Output Path by clicking on the "Select Path" link. This is the path where all Bank Files will be saved.

Click on the "System Admin" button

3. Setup User Accounts and functionality







Enter User details using the following fields:
1. First Names
2. Surname
3. Position
4. User ID
5. Password

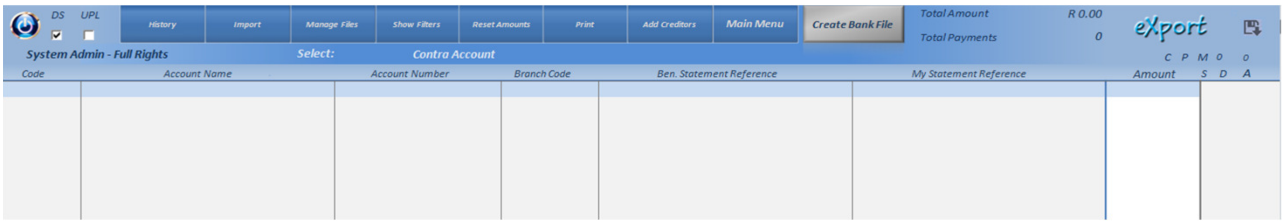
eXport accomodates 100 Users, allowing each User to have finely tailored access
Levels of access are defined in the following:

Level 1: Creditor Codes, Statement Referencing
Level 2: Account Names, Account Numbers, Branch Codes
Level 3: Amounts
Level 4: Delete/Modify markers
Level 5: Authorization markers

Deselect (untick) any functions you do not wish any of the Users to use
Enter a Password for the Bank File (default Password is eXportControl)
User Logs will record which User logged in and when

Click on the "Payments" button

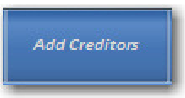
4. Setup Payments



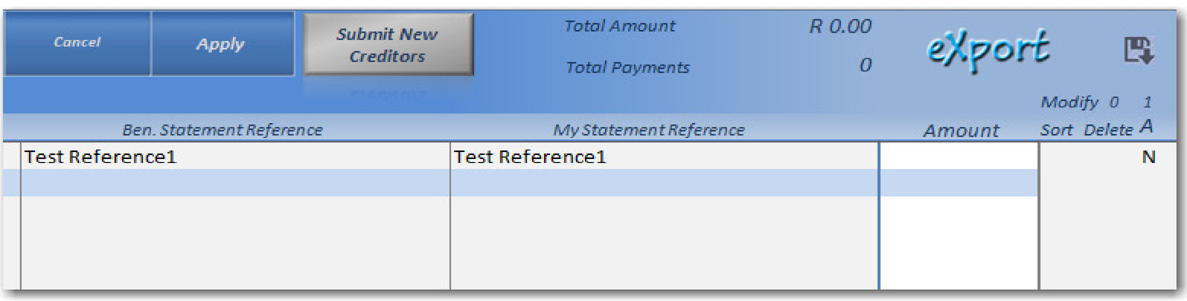
1. Manually capture Creditors using the following fields
   a. Code
   b. Account Name
   c. Account Number
   d. Branch Code
   e. Ben. Statement Reference
   f. My Statement Refernce
   g. Amount (Only entered when transacting)

Or, Import Creditors using the "Import" button. Use the supplied Creditors.xlsx workbook to ensure data is imported correctly. Once Creditors have been Added or Imported, Authorisation Markers will have to be cleared

Click "Add Creditor" to add new beneficiaries. Once all fields have been entered, an authorisation marker will be placed in the Authorisation column, which needs to be cleared



Click "Apply" and "Submit New Creditors"

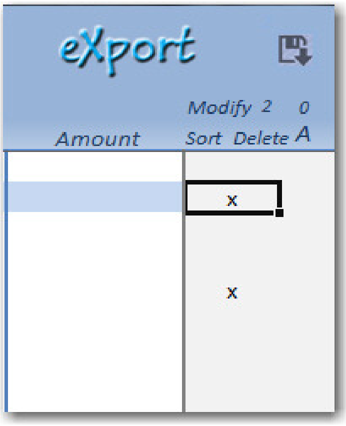


2. Sort any column ascending/descending by clicking on any column heading

3. Functionality

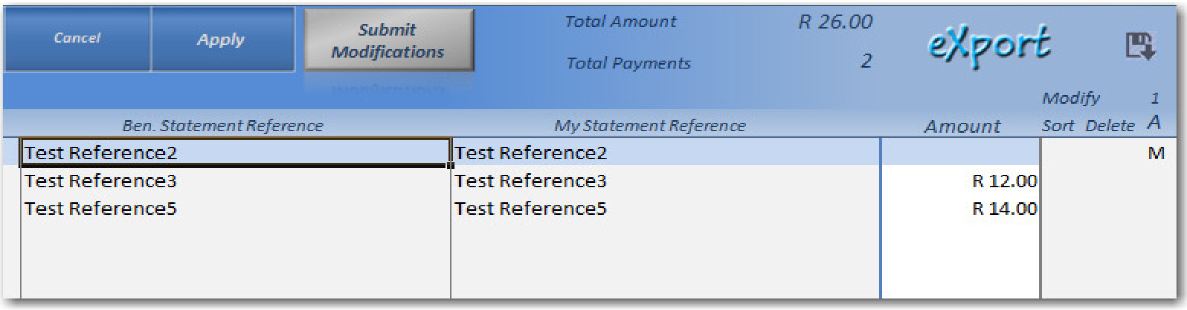
a. History will give you the last 50,000 transactions that have been processed by eXport (not Online Banking transaction History)
b. "Import" will allow you to import Creditors (upto 6000) from external workbooks
or import only Amounts using integrated vLookup (for companies using in-house databases that prepare Creditor payment amounts)
c. "Manage Files" will open an explorer window where all Bank Files are saved (Path)
d. "Show Filters" will show excel's Filters, useful when grouping Creditors in the CODE column
e. "Reset Amounts" will clear all visible Amounts, amounts not displayed when filtering will not be reset/cleared
f. "Print" will print either Creditor Authorisation Reports (for Creditors with Authorisation markers) or prepared Payment Reports
g. "Add Creditors" to add new Creditors to eXport, once added, Authorisation Markers will need to be cleared
h. "Main Menu" will take you to the Main Menu
i. "Create Bank File" will create an external Excel Workbook containing only transactions where amounts were entered

4. Modify/Delete Creditors



Place a "x" or any value next to the amount column (as in diagram), then click "Modify" or "Delete"

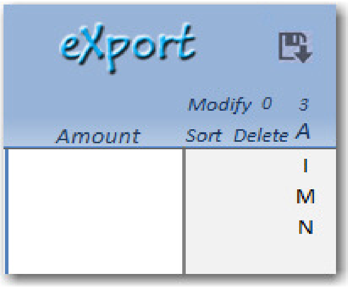
Modify:



Once any value has been changed, an Authorisation marker will appear
Click "Apply" and "Submit Modifications"

Once Modifications markers are cleared, payments can be loaded for those Creditors

5. Authorisation Markers



The following markers determin which type of Creditor needs to be Authorised

a. I = Import
b. M = Modify
c. N = New

Markers are cleared by simply highlighting the marker to be cleared and press delete on your keyboard
Multiple markers can get highlighted when clearing markers

6. Creating a Bank File

Once all amounts have been captured/imported, click the Create Bank File button, type a file name and click OK.

Bank Files will be saved at your selected path, where you can log in to Business Banking, and upload your file

6. Notes

a. Although eXport is a segregated platform, when being used by only one User (System Admin), you do not need to work with Authorisation markers, as this User already has Full Access
b. Mapping for Business Online banking platform:
A
B
C
D
F
G
H
E
I
J
c. By using the supplied Creditors.xlsx Workbook, you can have as many external Users populating these sheets as you prefer, which simply gets Imported into eXport
d. When Importing Amounts only, the vLookup function will only work on Excel spreadsheets where the data is clear, meaning no Tables. When Importing amounts, eXport will autosum amounts for the same Creditor, as well, it will reconcile if there are amounts for Creditors that have not yet been captured in eXport.
This recon will be placed in the Bank File path, and is called vLookup Recon.xls