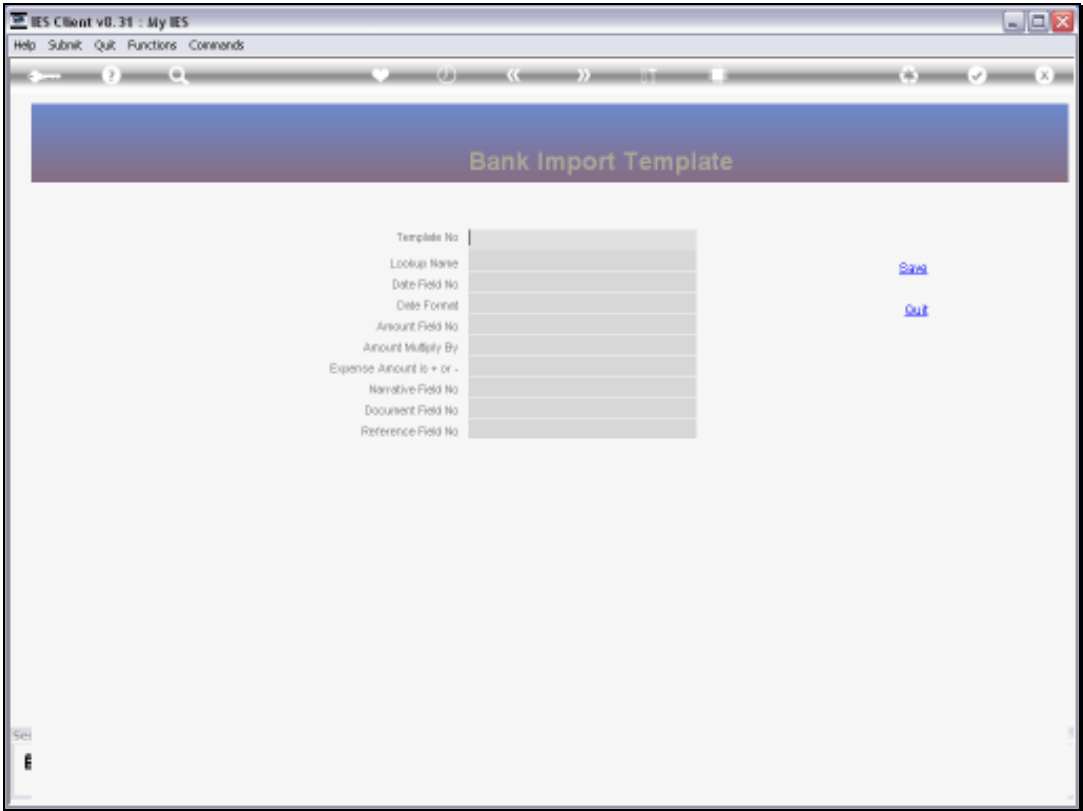
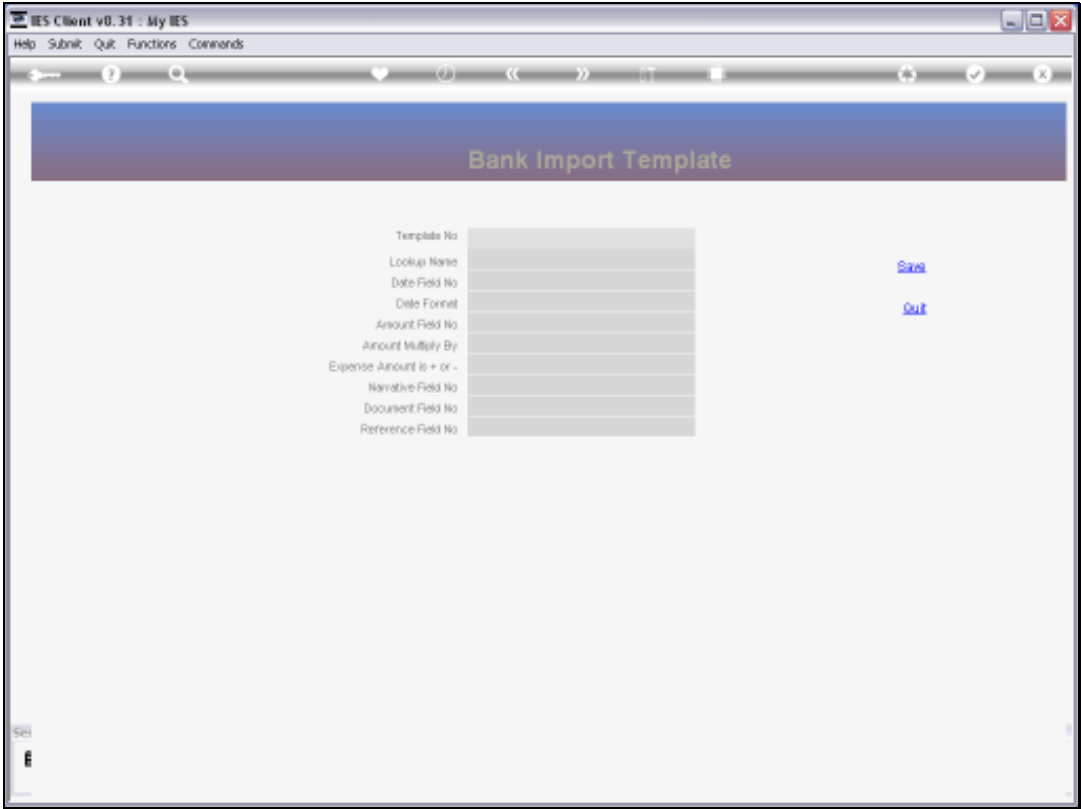


Slide 1

Slide notes: What are Import Templates for? We use them to define the properties of the data for when we feed Bank Pages electronically, rather than capturing the Bank Pages manually. Of course, it is much less work and much easier if we can feed the data electronically, but the Banks do not provide the Bank Pages according to a universal standard, and therefore we use a Template so that the system knows how to interpret the data.



Slide 2
Slide notes:



Slide 3

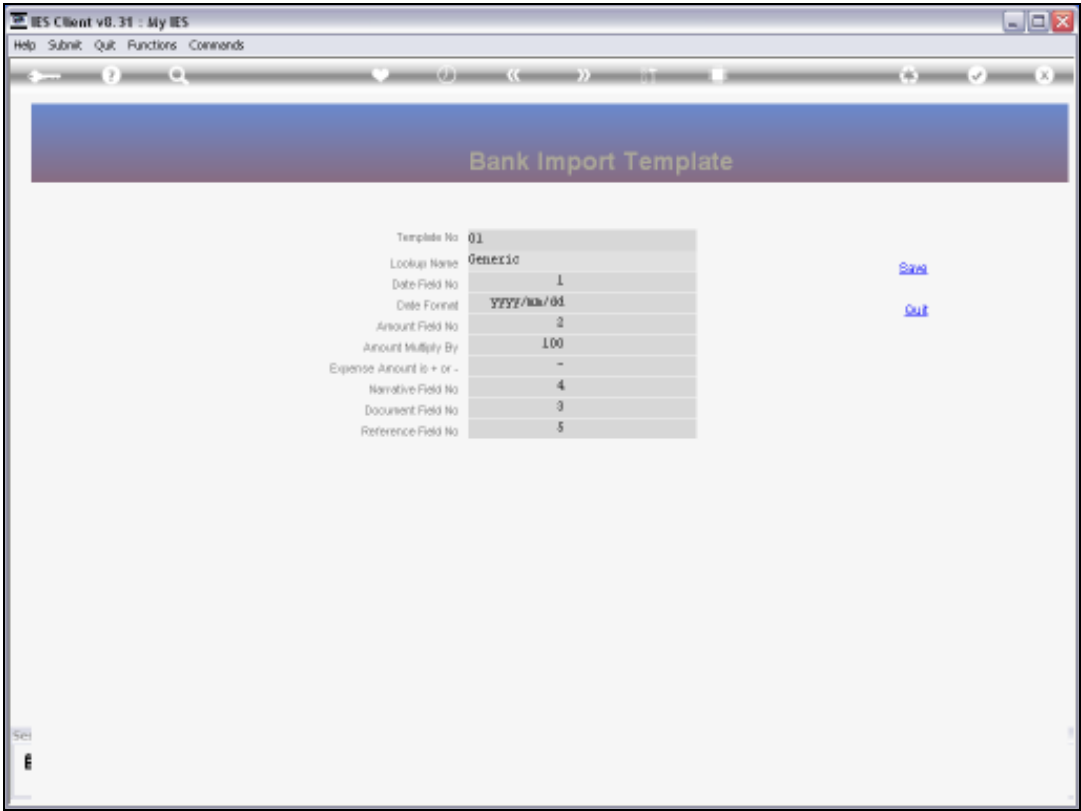
Slide notes:

Bank Import Template	
Template No	01
Lookup Name	Generic
Date Field No	1
Date Format	YYYY/MM/DD
Amount Field No	2
Amount Multiply By	100
Expense Amount is + or -	-
Narrative Field No	4
Document Field No	3
Reference Field No	5

[Save](#) [Out](#)

Slide 4

Slide notes: There is a default Template in the system, and it is called 'generic'. If it is suitable, we can use it as is, but we can also define additional Templates for different Banks where we have Bank Accounts.



Slide 5

Slide notes:

Bank Import Template	
Template No	01
Lookup Name	Generic
Date Field No	1
Date Format	YYYY/MM/DD
Amount Field No	2
Amount Multiply By	100
Expense Amount is + or -	-
Narrative Field No	4
Document Field No	3
Reference Field No	5

[Save](#) [Out](#)

Slide 6

Slide notes: The Template is quite easy to understand and define. We just tell the system in which columns to expect which pieces of information for each Bank Page line, and also what format the Date field is in. Of course we can press help on any of these fields for further clarification.

Bank Import Template	
Template No	01
Lookup Name	Generic
Date Field No	1
Date Format	yyyy/mm/dd
Amount Field No	2
Amount Multiply By	100
Expense Amount is + or -	-
Narrative Field No	4
Document Field No	3
Reference Field No	5

[Save](#) [Out](#)

Slide 7

Slide notes:

IES Client v8.31 : My IES

Help Submit Quit Functions Commands

Bank Import Template

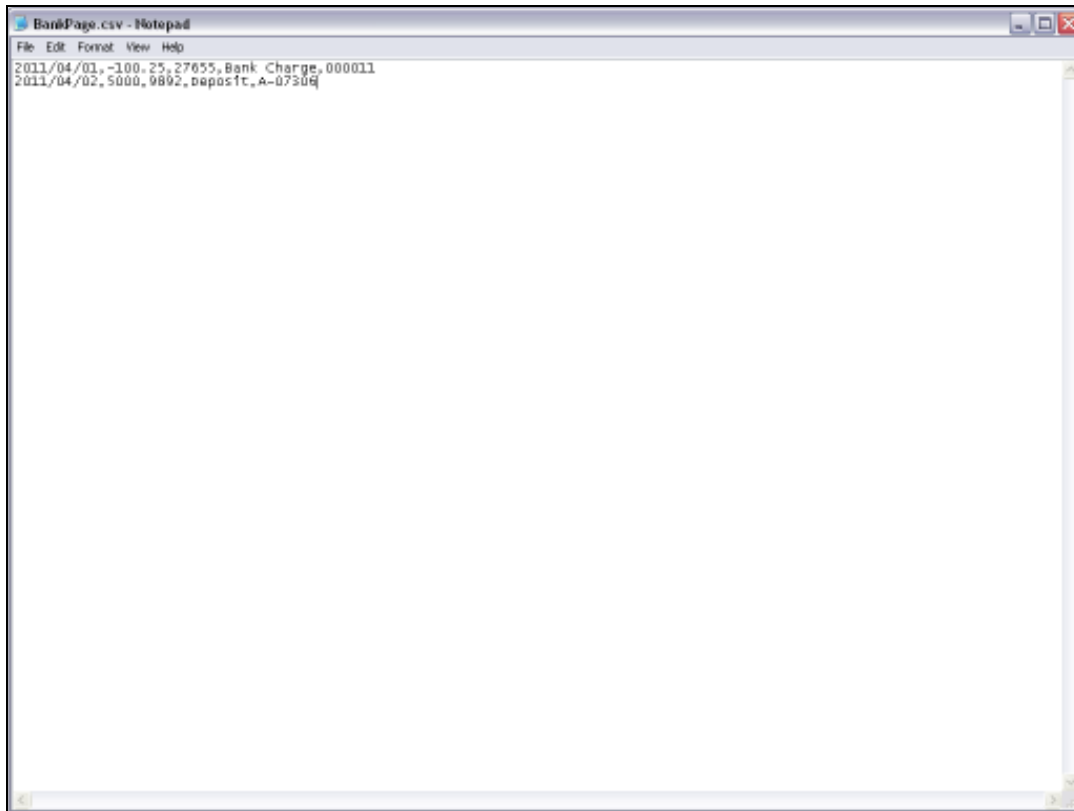
Template No	01
Lookup Name	Generic
Date Field No	1
Date Format	YYYY/MM/DD
Amount Field No	2
Amount Multiply By	100
Expense Amount is + or -	-
Narrative Field No	4
Document Field No	3
Reference Field No	5

[Save](#)

[Out](#)

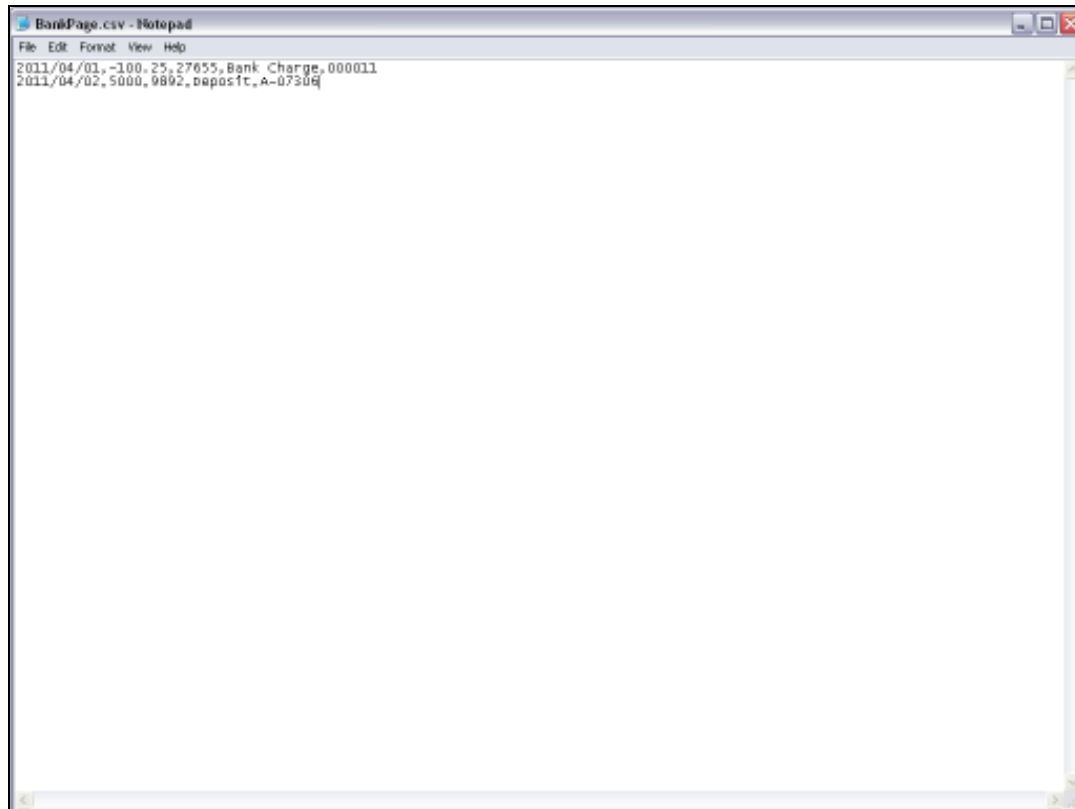
Slide 8

Slide notes:



Slide 9

Slide notes: If we use a Text viewer or Notepad to look at our Bank Page data, then it may look something like the 2 lines shown here, and with the various values separated by commas. To import Bank Pages electronically, we will choose the CSV format for the data to be provided by the Bank.

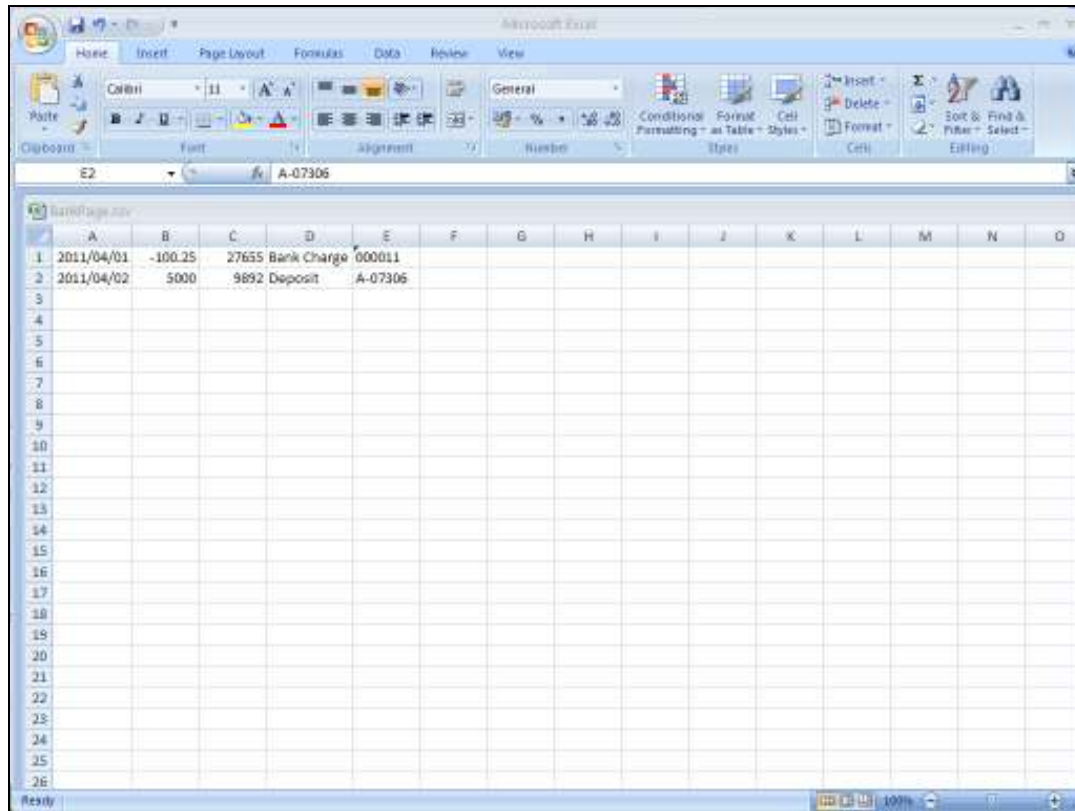


The image shows a screenshot of a Notepad window. The title bar reads "BankPage.csv - Notepad". The menu bar includes "File", "Edit", "Format", "View", and "Help". The text area contains two lines of CSV data:

```
2011/04/01,-100.25,27655,Bank Charge,000011  
2011/04/02,5000,9892,deposit,A-07306
```

Slide 10

Slide notes:

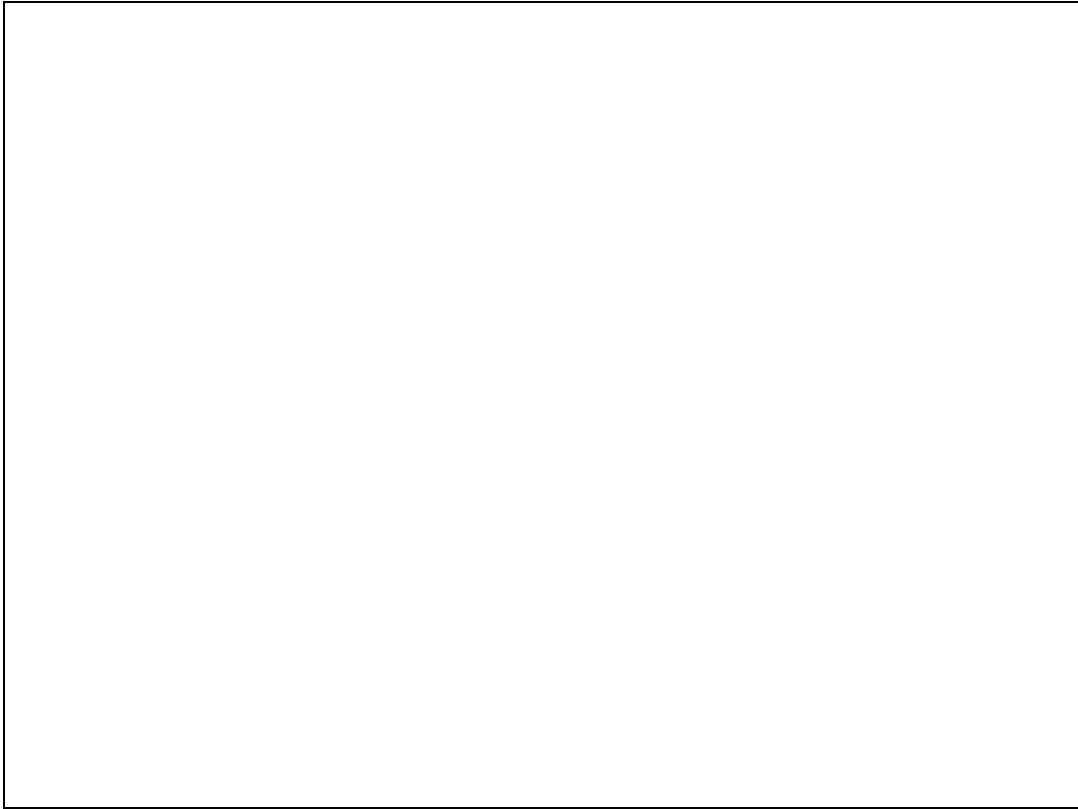


The screenshot shows the Microsoft Excel interface. The ribbon at the top includes tabs for Home, Insert, Page Layout, Formulas, Data, Review, and View. The Home tab is active, showing options for Clipboard, Font, Paragraph, Styles, Cells, and Editing. The active cell is E2, containing the text 'A-07306'. The spreadsheet grid shows two rows of data:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	2011/04/01	-100.25	27655 Bank Charge	000011											
2	2011/04/02	5000	9892 Deposit	A-07306											
3															
4															
5															
6															
7															
8															
9															
10															
11															
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24															
25															
26															

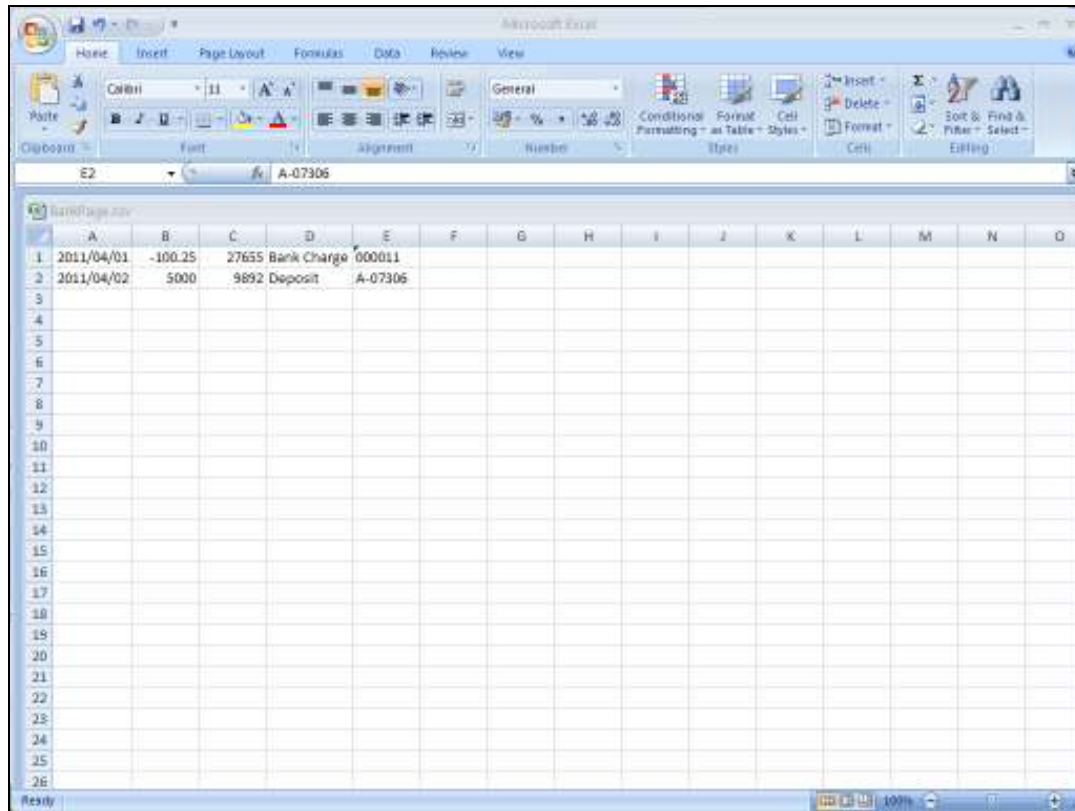
Slide 11

Slide notes: If we look at the same data in an Excel spreadsheet, then it looks like this, and really that is all it is about. The columns in the spreadsheet should be advised on the Template as to what is to be found in which column. We can also use column 0 on the Template for any of the usual pieces of information that may not be present.



Slide 12

Slide notes:



The screenshot shows the Microsoft Excel 2007 interface. The ribbon at the top includes tabs for Home, Insert, Page Layout, Formulas, Data, Review, and View. The Home tab is active, showing options for Clipboard, Font, Paragraph, Styles, Cells, and Editing. The spreadsheet area displays a table with the following data:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	2011/04/01	-100.25	27655 Bank Charge	000011											
2	2011/04/02	5000	9892 Deposit	A-07306											
3															
4															
5															
6															
7															
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25															
26															

Slide 13

Slide notes:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	2011/04/01	-100.25	27655 Bank Charge	000011											
2	2011/04/02	5000	9892 Deposit	A-07306											
3															
4															
5															
6															
7															
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25															
26															

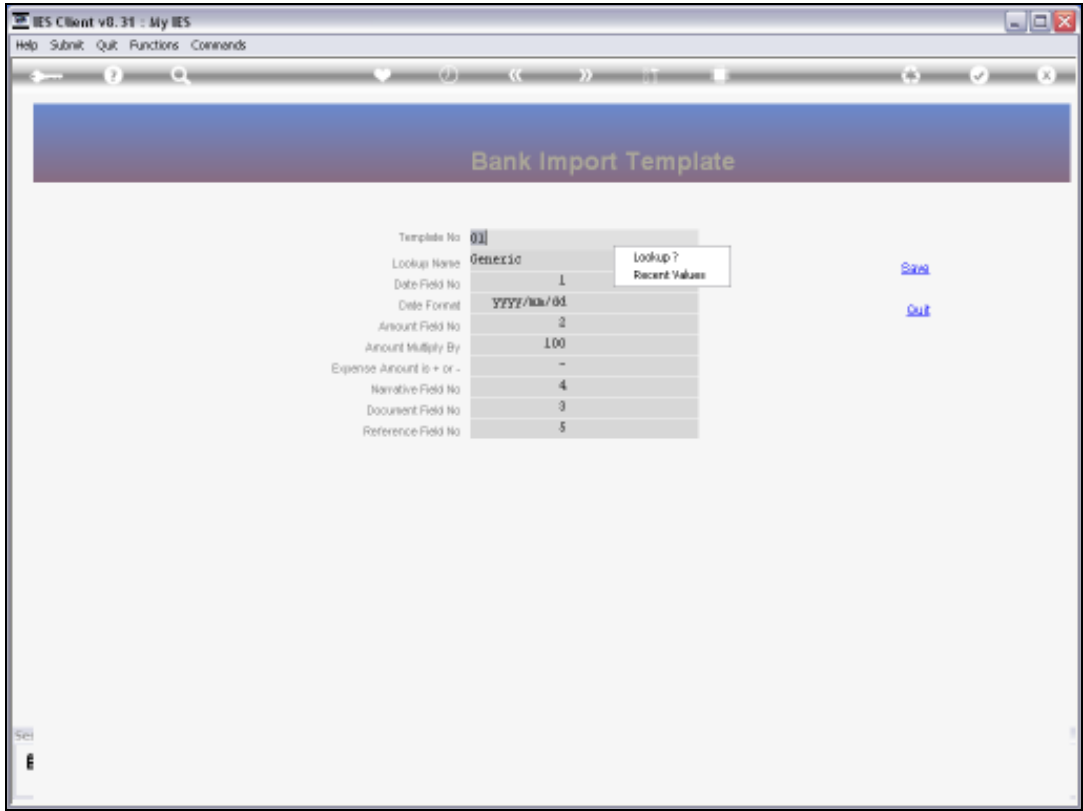
Slide 14
Slide notes:

Field	Value
Template No	01
Lookup Name	Genericid
Date Field No	1
Date Format	YYYY/MM/DD
Amount Field No	2
Amount Multiply By	100
Expense Amount is + or -	-
Narrative Field No	4
Document Field No	3
Reference Field No	5

[Save](#) [Quit](#)

Slide 15

Slide notes:



Slide 16

Slide notes:

IES Client v0.31 : My IES

Help Submit Quit Functions Commands

Bank Import Template

Template No01

Lookup NameGeneric

Date Field No1

Date FormatYYMM/DD

Amount Field No2

Amount Multiply By100

Expense Amount is + or -

Narrative Field No4

Document Field No3

Reference Field No5

Lookup?

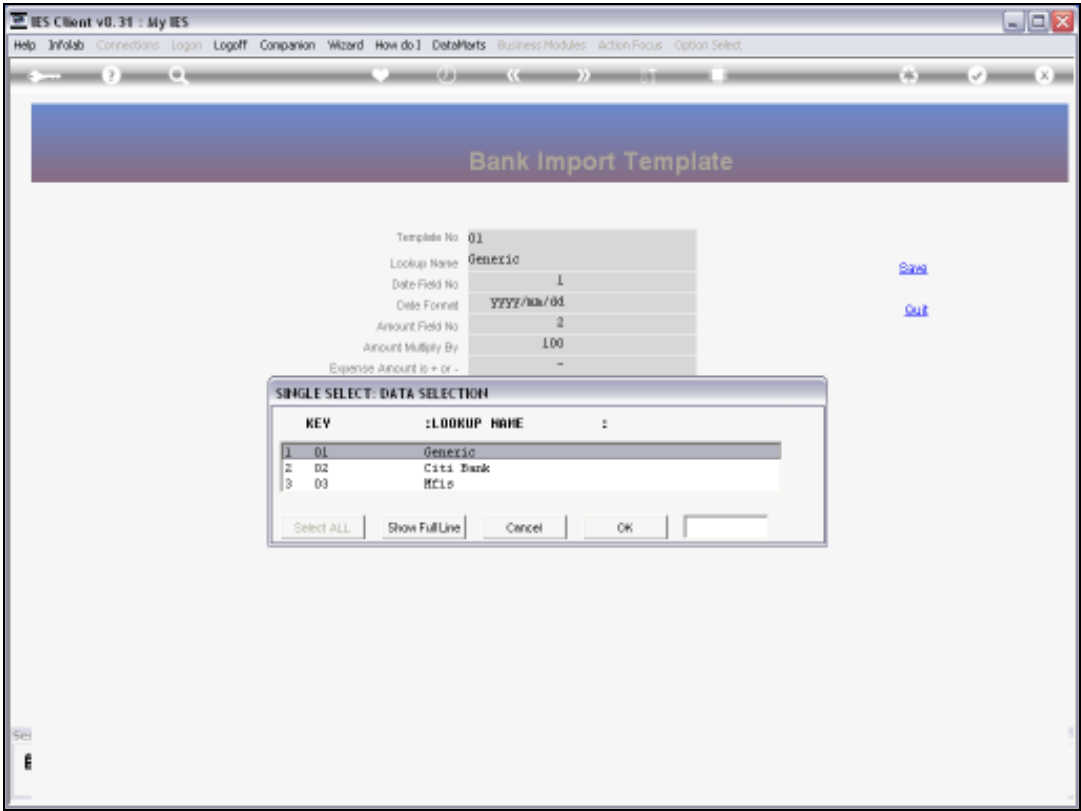
Recent Values

Save

Quit

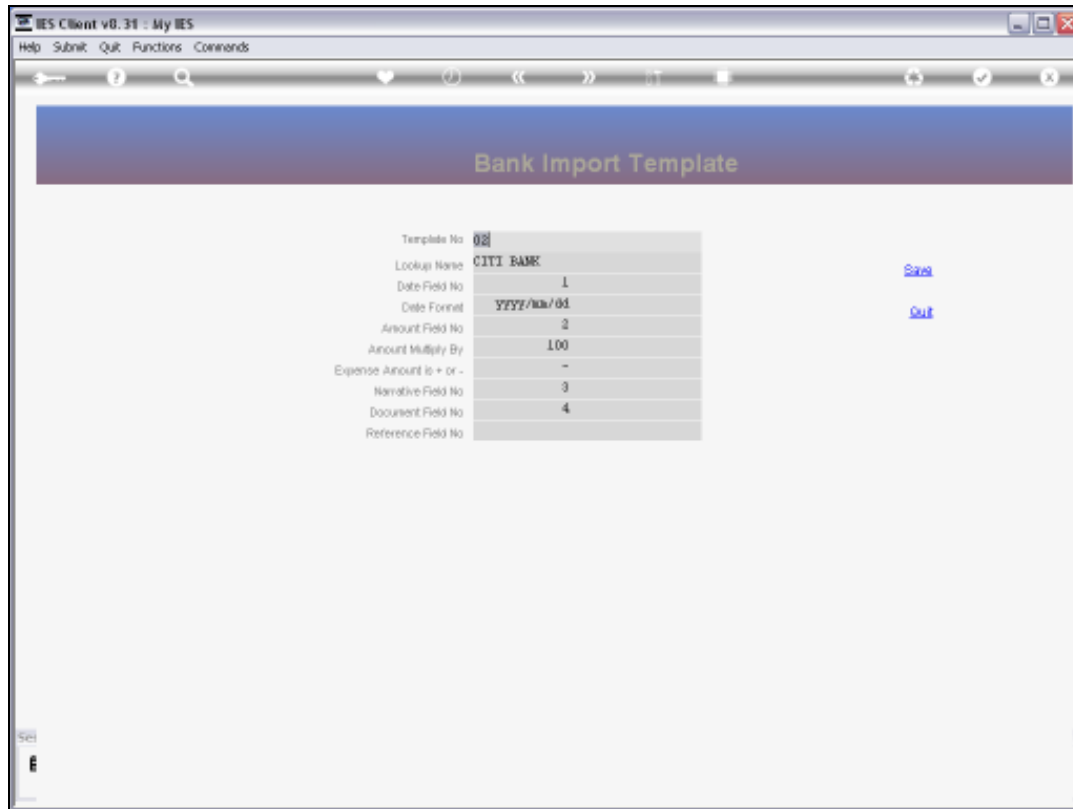
Slide 17

Slide notes:



Slide 18

Slide notes:



The screenshot shows the IES Client v8.31 application window. The title bar reads "IES Client v8.31 : My IES". The menu bar includes "Help", "Submit", "Quit", "Functions", and "Comments". The toolbar contains icons for back, forward, search, and other navigation functions. The main content area is titled "Bank Import Template" in a blue header. Below the header, there is a form with the following fields:

Template No	02
Lookup Name	CITI BANK
Date Field No	1
Date Format	YYYY/MM/DD
Amount Field No	2
Amount Multiply By	100
Expense Amount is + or -	-
Narrative Field No	3
Document Field No	4
Reference Field No	

On the right side of the form, there are two buttons: "Save" and "Quit".

Slide 19

Slide notes: And here we see an example of a locally defined Template. When we import Bank Pages, we just select the correct Template to apply.

Slide 20

Slide notes: