

Importing Bank Statements

Using Internet Explorer (not IE10), navigate to Barclays Bank online banking.

Note: no other browsers, nor Internet Explorer 10 can be used for performing this task

For Office Only

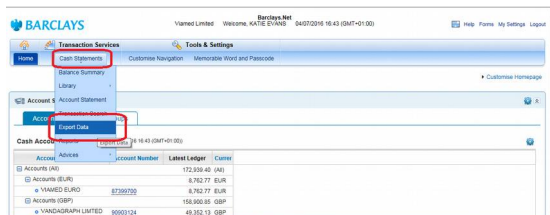
This process can only be completed on PC 208, when loaded, click on the Internet Explorer icon on the task bar, this will direct you to the correct login page.



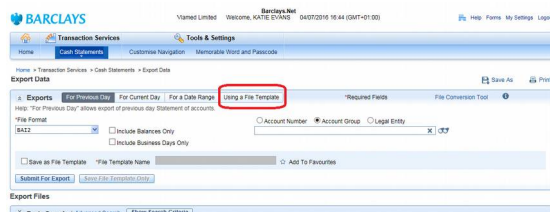
For All Staff



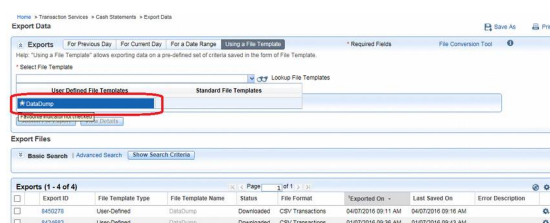
Ensure the keypad is plugged into your computer and the bank card is inserted. Click the 'Login' button and enter the PIN number on the keypad when prompted



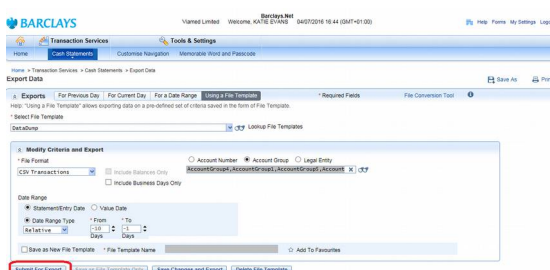
When the home screen is displayed, hover over the 'Cash Statements' button and click 'Export Data'



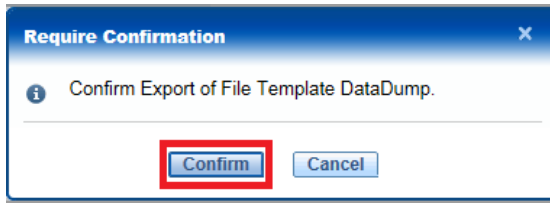
Click 'Using a File Template'



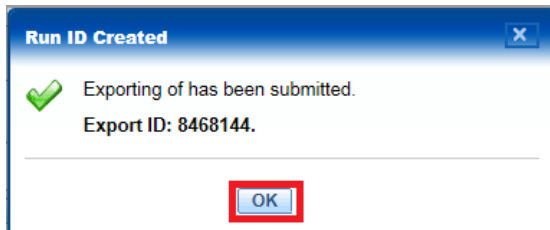
From the 'Select File Template' pull-down menu, select 'DataDump'



Click Submit For Export



When asked to confirm, click 'Confirm'



A confirmation will be displayed, click 'OK'

The data will now be exported and be displayed in the bottom table.
Note: the status is displayed as, 'Submitted'

Exports (1 - 1 of 1)							
<input type="checkbox"/>	Export ID	File Template Type	File Template Name	Status	File Format	Exported On	Error Description
<input type="checkbox"/>	8468144	User-Defined	DataDump	Submitted	CSV Transactions	05/07/2016 09:07 AM	

View Export Details Save File Delete

Errors Other Actions

It may take a few minutes to an hour for the data to be completely exported.
You can refresh the page or log in again.

When ready, the status will display, 'Completed'

Exports (1 - 1 of 1)							
<input type="checkbox"/>	Export ID	File Template Type	File Template Name	Status	File Format	Exported On	Error Description
<input type="checkbox"/>	8468144	User-Defined	DataDump	Completed	CSV Transactions	05/07/2016 09:07 AM	

View Export Details Save File Delete

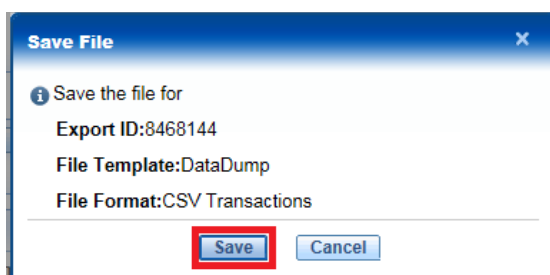
Errors Other Actions

If there is more than one file here, locate the export you have created by checking the date and time. Check the tick box to the left for the correct line and click, 'Save File'

Exports (1 - 1 of 1)							
<input checked="" type="checkbox"/>	Export ID	File Template Type	File Template Name	Status	File Format	Exported On	Error Description
<input checked="" type="checkbox"/>	8468144	User-Defined	DataDump	Completed	CSV Transactions	05/07/2016 09:07 AM	

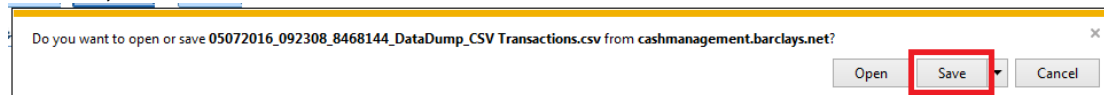
View Export Details Save File Delete

Errors Other Actions

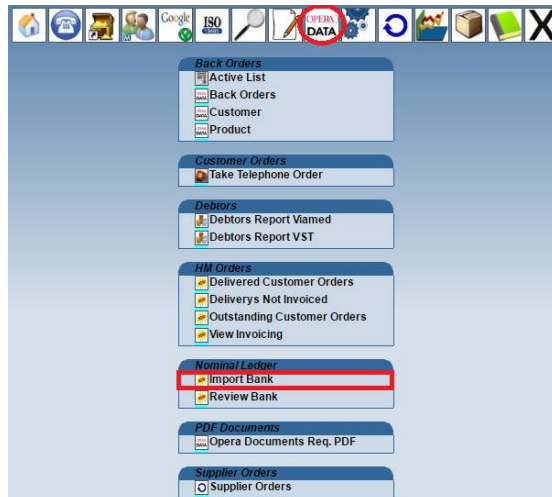


A confirmation will be displayed, click, 'Save'

When it has downloaded, an option bar will appear at the bottom of the screen, click the arrow next to 'Save' and click 'Save As'

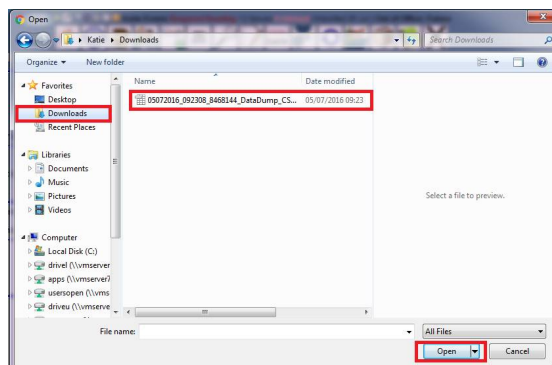


Save to the following location: U:*Current Year**Current Month*\Bank
E.g.: U:\2016\08Aug\Bank



From the 'Opera Data' tab in Intrastats, click on, 'Import Bank'

Click on 'Choose File'



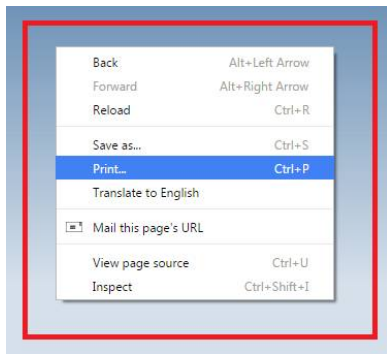
From here, click on 'Downloads' in the left-hand column, then click on the .csv file that has the correct time and time as your download. Click, 'Open'

Click, 'Import Latest Banking Figures'

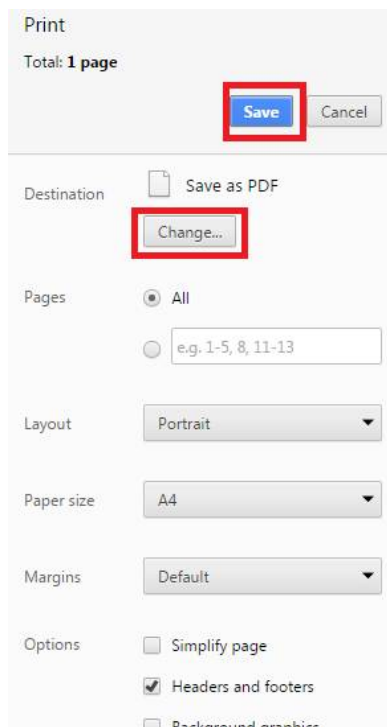


If successful, this screen will be displayed stating, 'Bank Imported'





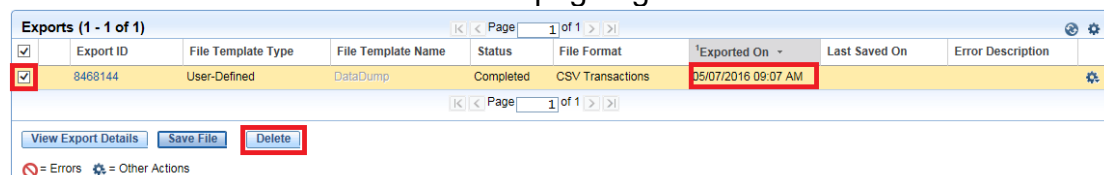
If any errors are displayed, right-click on the screen and click 'Print'



On the print panel, click, 'Change' and select, 'Save as PDF' and click, 'Save'

Save the file and send it to the IT department via an issue. Issues can be generated as per Doc ID: 12395

When it has successfully downloaded and has been imported to Intrastats, check the same tick box on the bank page again and click delete



If a reason is requested, type, "No longer required" and click 'OK'