**Instructions for Transforming a Multi-Currency Bank Statement**

These instructions guide you, as a business user, to transform a multi-currency bank statement file into a standardized format. Follow these steps carefully to ensure successful processing:

**1. Prerequisites**

* **System Requirements**:
  + A computer with Windows OS.
  + Python installed (version 3.8 or higher).
  + Necessary Python libraries (pandas, openpyxl) installed.
* **File Requirements**:
  + The raw bank statement file in .xlsx format.
  + The Python transformation script file (BankStatementTransform.py).
* **Output**:
  + A transformed file in .csv format.

**2. Step-by-Step Guide**

**Step 1: Save the Input File**

* Ensure the bank statement file is saved in .xlsx format (not .xls or any other format).
* Place the file in the folder where the transformation script (BankStatementTransform.py) is located.

**Step 2: Open the Python Script**

* Locate the script file BankStatementTransform.py in the folder.
* Do **not modify the script** unless instructed by a technical person.

**Step 3: Run the Transformation Script**

1. Open a command prompt:
   * Press Win + R, type cmd, and press Enter.
2. Navigate to the folder containing the script and the input file:

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cd "path\_to\_folder"

Replace path\_to\_folder with the actual folder path.

1. Run the Python script by typing:

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python BankStatementTransform.py

**Step 4: Monitor Script Execution**

* The script will process the file. You will see messages indicating progress.
* Upon completion, a success message will appear:

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File transformed and saved as Visa34BCD86630\_YYYYMMDDHHMM.csv

The YYYYMMDDHHMM is the timestamp of the file creation.

**Step 5: Locate the Output File**

* The output file will be saved in the same folder as the input file and script.
* It will be named something like Visa34BCD86630\_YYYYMMDDHHMM.csv.

**3. Important Notes**

* **Handling Errors**:
  + If the script shows an error message, check the following:
    - Ensure the input file is in .xlsx format.
    - Ensure the file structure matches the standard format.
    - If errors persist, consult a technical person.
* **File Integrity**:
  + Do not open or edit the transformed file (.csv) before verifying the data.

**4. Troubleshooting**

* **Issue**: The script doesn't run.
  + **Solution**: Ensure Python is installed. Type python --version in the command prompt to verify.
* **Issue**: Incorrect output format.
  + **Solution**: Ensure the input file follows the expected structure:
    - Transactions are grouped by currency.
    - No rows are missing headers.
* **Issue**: Missing Python Libraries.
  + **Solution**: Install required libraries by running:

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pip install pandas openpyxl

**5. Support**

If you encounter issues:

* Contact your technical support team.
* Provide details, including:
  + The error message displayed.
  + The input file you’re using.

With this guide, you should be able to transform the bank statement accurately and efficiently.