

## Instructions

### Importing Account Data Using CSV/Excel

This instruction has been created to ensure that the data you are importing can be processed properly with minimal errors, in a format as required by the system. Both methods of importing, i.e. using Excel template and CSV file, can follow this instruction for reference.

### Input of Data

#### General Instructions:

- Please strictly follow the template to make sure the data can be read correctly when importing. Do not:
  - Rearrange or change the order of the columns.
  - Delete any existing column.
  - Rename the column header. Please follow the title formatting (this will be outlined in the next section, or refer to the examples section).
- The order of the columns, from left to right, is as follows:
  - No. ("No")
  - Account Alias ("Alias")
  - Company ID ("Company\_ID")
  - Account Number ("Account\_No")
  - Access Level ("Access\_Level")
  - Account Ownership ("Account\_Ownership")
- When filling in the account details, make sure that:
  - Every column is filled in properly, following the right format, for each row.
  - Make sure you have filled in all columns for each row, with the right format. Empty cells/fields may result in invalid data.
- Please be mindful of adding extra "invisible" characters (such as blank or double space) as it may cause problems when importing the data.
- Try to limit the number of accounts - a maximum of 1,000 accounts can be added at one import. This will minimize the chance of invalid data due to unexpected errors.
- For CSV file format, you can use any separator ("," or ";"), but please double check for special characters that may interfere with the data importing.

### How to Fill In Template

#### 1. ACCOUNT ALIAS ("Alias")

- Insert account alias in alphanumeric text.
- Special characters are allowed.

#### 2. COMPANY ID ("Company\_ID")

- Please input the correct company ID in numeric format.
  - You can find the company ID in the Company Management module.
  - Please make sure that the company is registered and listed in ADDONS.
- Please do not add any alphabetical characters or any other special characters.

- Example:
  - 6004 (PT. BANK RAKYAT INDONESIA)
  - 5005142 (ADHI KARYA)

### 3. ACCOUNT NUMBER ("Account\_No")

- Please input the account number in alphanumeric text.
- Please make sure beforehand that the account number you are inputting is a valid account.

### 4. ACCESS LEVEL ("Access\_Level")

- Please use this numbering format: select a number from 1 to 3 and insert the number into the field (enter "1", "2", or "3". Refer to the last section for data input example, in picture). Those numbers represent different types of access level in ADDONS:
  - 1: Transaction Only
  - 2: Inquiry Only
  - 3: Transaction & Inquiry
- System will automatically read the number entered and will display the selected access level in the final imported data.

### 5. ACCOUNT OWNERSHIP ("Account\_Ownership")

- Please use this format: select between numbers "1" and "0", then insert the number into the Account Ownership field.
  - Choose "1" if the account is company-owned.
  - Choose "0" if the account is not a company property and is owned by a third party.

### Example of Account Data

#### Excel sheet (.xls/.xlsx):

To enter the account information below into the spreadsheet:

Account Alias: ALIAS  
 Company ID: 123 (Company\_Name)  
 Account Number: 558404000008502  
 Access Level: Transaction Only  
 Account Ownership: Third Party

Fill in the template as follows:

No	Alias	Company_ID	Account_No	Access_Level	Account_Ownership
1	Alias	123	558404000008502	1	0

#### Comma-separated values (CSV)

To enter the same account information into the CSV text file:

```
No,Alias,Company_ID,Account_No,Access_Level,Account_Ownership
1,Alias,123,558404000008502,1,0
```

