Introduction

A user with account maintenance permissions can add, amend, group or delete account details; restrict a user’s access to particular accounts; and limit the Cash Management service functionality available on accounts. Before using the service, you will need to configure the settings for each account.

Account Maintenance includes:

- Configuring an account’s availability to Statements and Balances and Inter Account Transfers
- Defining user access rights
- Setting up account groups
Configuring an account’s availability to Statements and Balances and Inter Account Transfers

1. Select account maintenance.

2. Double click on the account you wish to configure. The General tab shows details of the account.

3. Select the Services tab. By default the first two options, Reporting and Statement and Balance information will be checked. If you wish to make Inter Account Transfers to / from this account, check the relevant boxes.
Defining user access rights

1. Select the Security tab. You will see a list of users. By default users will not have access to any accounts (padlock icon displayed next to the user). Highlight the users who should have access to this account and click on add. The user should now have a key icon next to the User ID.

2. You can amend the default access setting on the account by selecting the Granted Access radio button, so that all users who register subsequently will be able to see the account.
Setting up account groups

1. Accounts can be grouped together to reflect your company structure to simplify reporting. To add a new group within account maintenance, right-click your company name and select New group. Type in a name and description for the group.

2. To add an account to the group, click on the Accounts tab and click on Add.

N.B. if you wish to add or delete an account from the Cash Management service, you will need to contact Lloyds Bank. If you wish to continue to view historic data for a deleted account, do not remove this account in Account Maintenance.

Contact us

You can contact our Helpdesk on 0345 900 2070.
Find out more

Go to lloydsbank.com/business

Please contact us if you’d like this information in an alternative format such as Braille, large print or audio.

Important information

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Our service promise

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