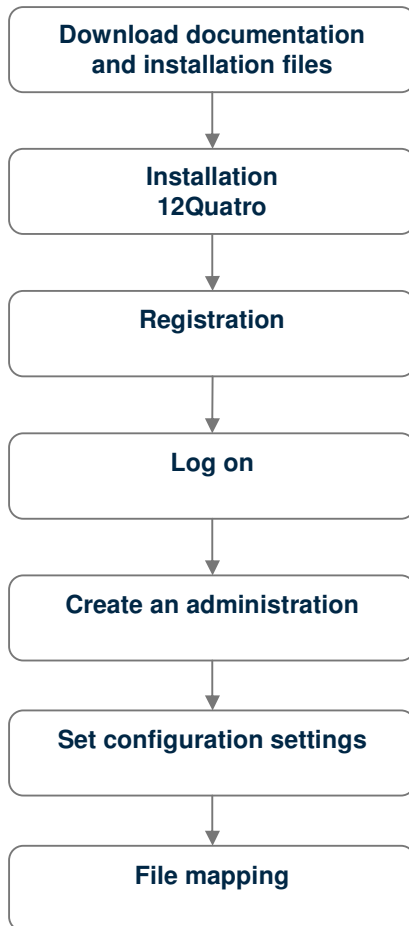


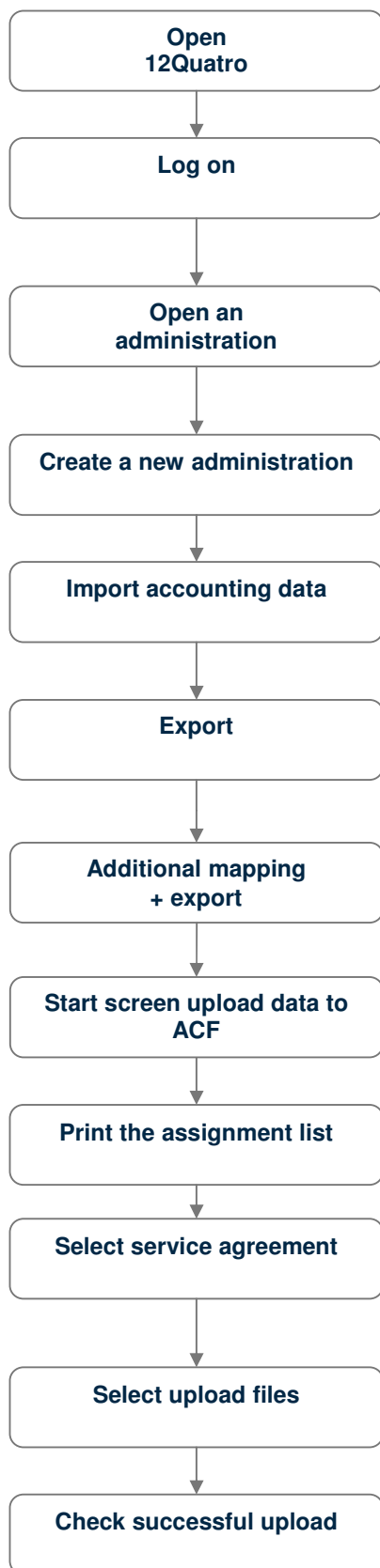
Quick Reference Card Installation 12Quatro



Step 1:	Download the 12Quatro installation files from the ABN AMRO Commercial Finance website. URL: http://www.abnamrocomfin.com Menu: Client Area → Software → 12Quatro.
Step 2:	Double click the installation file (setup.exe), and complete the setup procedure. Menu options: Not applicable Manual: ...
Step 3:	Not applicable yet (Enter the registration information into the appropriate text fields.) Menu options: Manual: ...
Step 4:	Not applicable yet Enter user name and password. The default user is 'Administrator' (leave password blank). Menu options: Manual: ...
Step 5:	Enter the required administration information and press 'OK'. Menu options: 'File', 'New' Manual: Chapter 'Start', Paragraph 'Start at first registration'.
Step 6:	Enter the required fields in the configuration settings. Menu options: 'Import', 'Configuration' Manual: Chapter 'Reformatting and upload of files', Paragraph 'Configuration settings'.
Step 7:	Connect the External Data of the accounting export file to the standard required file format. Menu options: 'Import', 'Configuration', enter 'Import' Manual: Chapter 'Reformatting and upload of files', Paragraph 'Column mapping'.

Quick Reference Card

Reformatting and upload electronic data files with 12Quatro and Client Manager



Step 1:	Use the short-cut in the Windows Start menu to open 12Quatro (there might also be a short-cut on the desktop).
Menu options:	Not applicable
Manual:	Not applicable
Step 2:	Not applicable yet. (Enter user name and password.)
Menu options:	
Manual:	
Step 3:	Highlight and Open the administration from which information has to be exported to ABN AMRO Commercial Finance. At start up of the program automatically the Administrations overview pops up.
Menu options:	'File', 'Open'
Manual:	Chapter 'Start', Paragraph 'Start regular use' or Chapter 'Regular reformat of files'.
Step 4:	Enter the required administration information and press 'OK'.
Menu options:	'File', 'New'
Manual:	Chapter 'Start', paragraph 'Start at first registration'.
Step 5:	Import information from the accounting program. The application directly opens the export screen if the settings are so at 'Tools' (Manual: Chapter: Efficiency Tips & Tricks).
Menu options:	'Import', 'Start' or 'Import' at the export screen
Manual:	Chapter 'Regular reformat of files'.
Step 6:	Store the reformatted data locally with 'Export': enter the concerning fields and press 'Export'.
Menu options:	'Export', 'Configuration', 'Export'
Manual:	Chapter 'Reformatting and upload of files', Paragraph 'Export' and Chapter 'Regular reformat of files'.
Step 7:	If the mapping was not completed successfully, a message box arises. Click on 'Yes'. Execute the remain mapping and press 'Close'.
Menu options:	'View', 'ISO Codes', 'Code Mapping', 'Close'
Manual:	Chapter 'Reformatting and upload of files', Paragraph 'Additional mapping'
Step 8:	Open the Client Manager start screen as first step in the upload of the digital data to ABN AMRO Commercial Finance.
Menu options:	'Export', 'Configuration', 'Upload'
Manual:	Chapter 'Reformatting and upload of files', Paragraph 'Upload of the export file to ACF'.
Step 9:	Print the assignment list and sent it (signed) to ABN AMRO Commercial Finance.
Menu options:	'Export', 'Configuration', 'Print assignment list'
Manual:	Chapter 'Reformatting and upload of files', Paragraph 'Print the Assignment list'.
Step 10:	In Client Manager select the Agreement for which a file has to be uploaded.
Menu options:	'Portfolio Search'
Manual:	Chapter 'Data exchange', Paragraph 'Electronic upload'.
Step 11:	In Client Manager select the interface type and select the concerning file(s).
Menu options:	'Upload files'
Manual:	Chapter 'Data exchange', Paragraph 'Electronic upload'.
Step 12:	In Client Manager check successful upload by upcoming message in Client Manager <i>"The file has been uploaded successfully"</i>
Menu options:	'Upload files'
Manual:	Chapter 'Data exchange', Paragraph 'Electronic upload'.