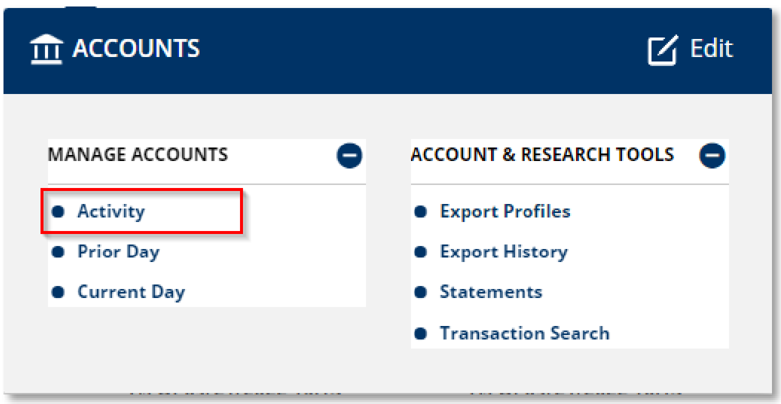
EXPORTS

Treasury Internet Banking's versatile export options provide an efficient way to extract account and payment details, enabling you to work with your information in other applications such as Excel or your accounting platform. This guide reviews how to use the "Quick Export" options from the account screens, and the robust Export Profiles feature for more robust options.

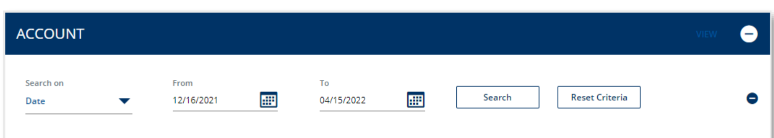
QUICK EXPORT: ACCOUNT ACTIVITY

You can export transaction data quickly from the Account Activity screen.

1. Select *Activity* from the *Accounts* menu.



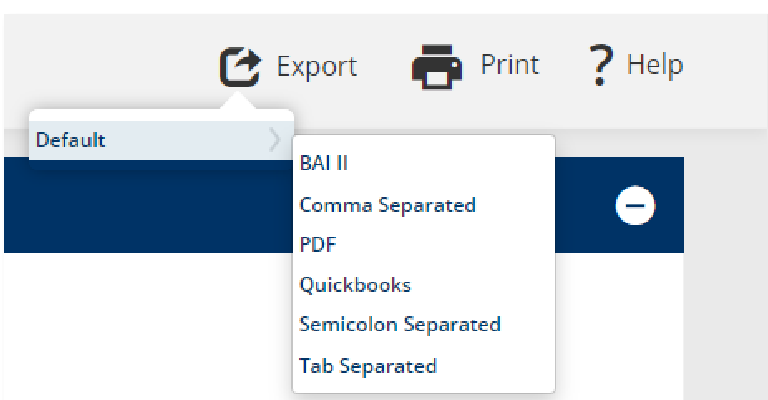
2. Use the *Search* fields to define the information to be exported. Search results in the *Pending* and *Posted* sections will be in the export file.



3. Click the *Export* button to view the default file formats available.
4. Select the format in which you wish to export the data.

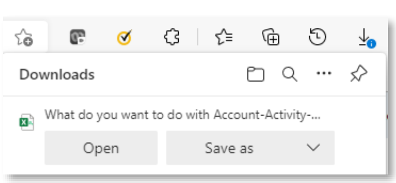
   Format options include industry-standards such as *BAI II, QuickBooks,* and *PDF*.

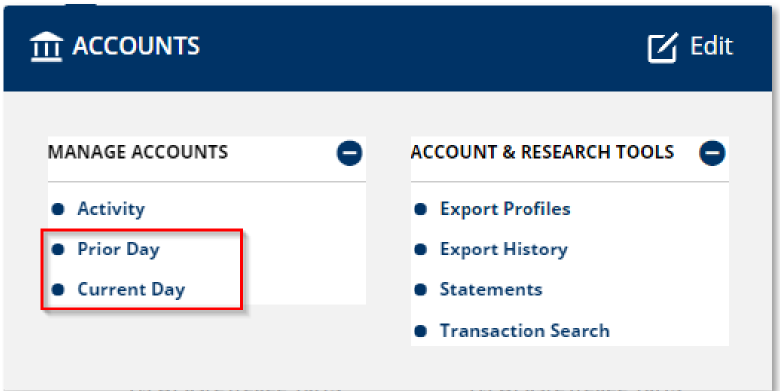
   Value separated formats such as *Comma Separated, Semicolon Separated* and *Tab Separated* formats are also available.

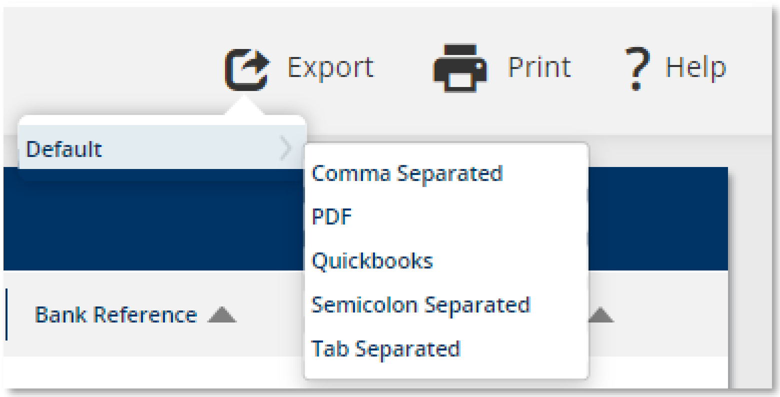


5. Open or Save the file as desired.

   Depending on your browser settings, the file will be available either at the top or bottom of the screen.



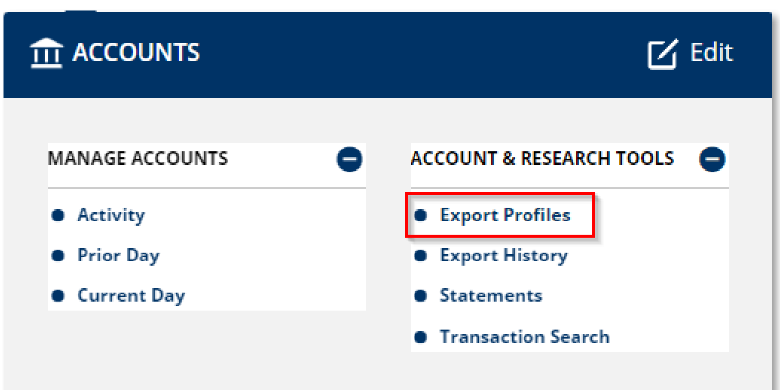




QUICK EXPORT: PRIOR DAY / CURRENT DAY TRANSACTIONS

Account transactions may also be exported directly from the *Prior Day Transactions* and *Current Day Transactions* screens.

1. Select either *Prior Day* or *Current Day* from the *Accounts* menu.
2. Click on the *Ledger Date* hyperlink for a specific account to drill down to the account *Transactions* screen.
3. Click the *Export* button and select the desired file format.
4. Open or Save the file as desired.

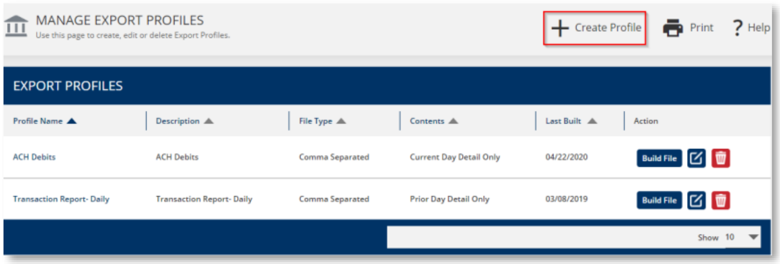


ACCOUNT EXPORT PROFILES

More robust export options are available with *Export Profiles*.

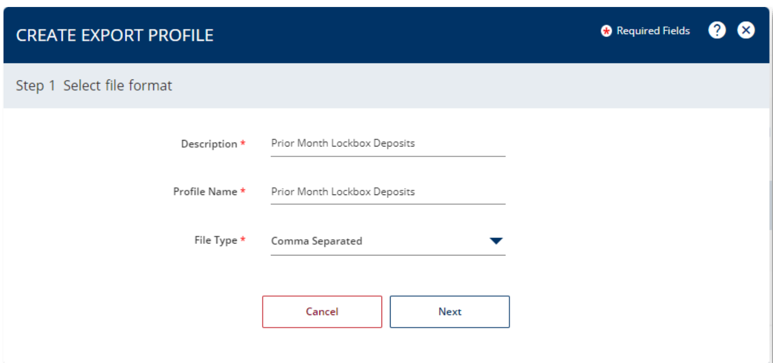
An export profile defines parameters that describe the contents of the file to be exported. Unlike the *Quick Export* feature, files created with *Export Profiles* can be customized to meet your needs.

Select *Export Profiles* from the *Account and Research Tools* menu.



The *Manage Export Profiles* page is displayed.

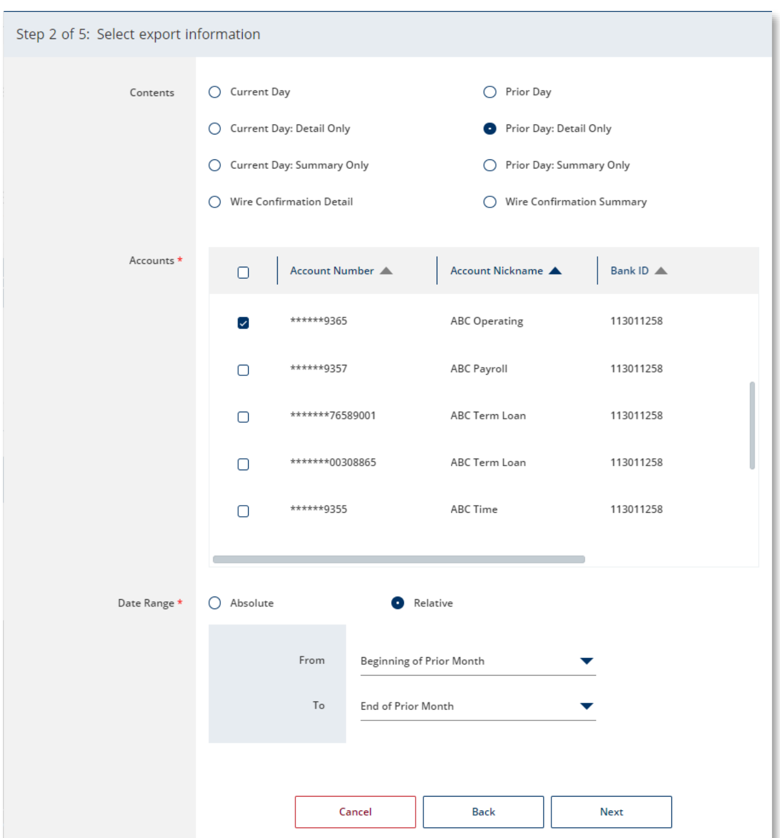
Click the *Create Profile* button to create a new export profile.



STEP 1: SELECT FILE FORMAT

1. Enter a profile *Description* and unique *Profile Name*. For best practice, avoid using special characters.
2. Select the *File Type* using the dropdown list.

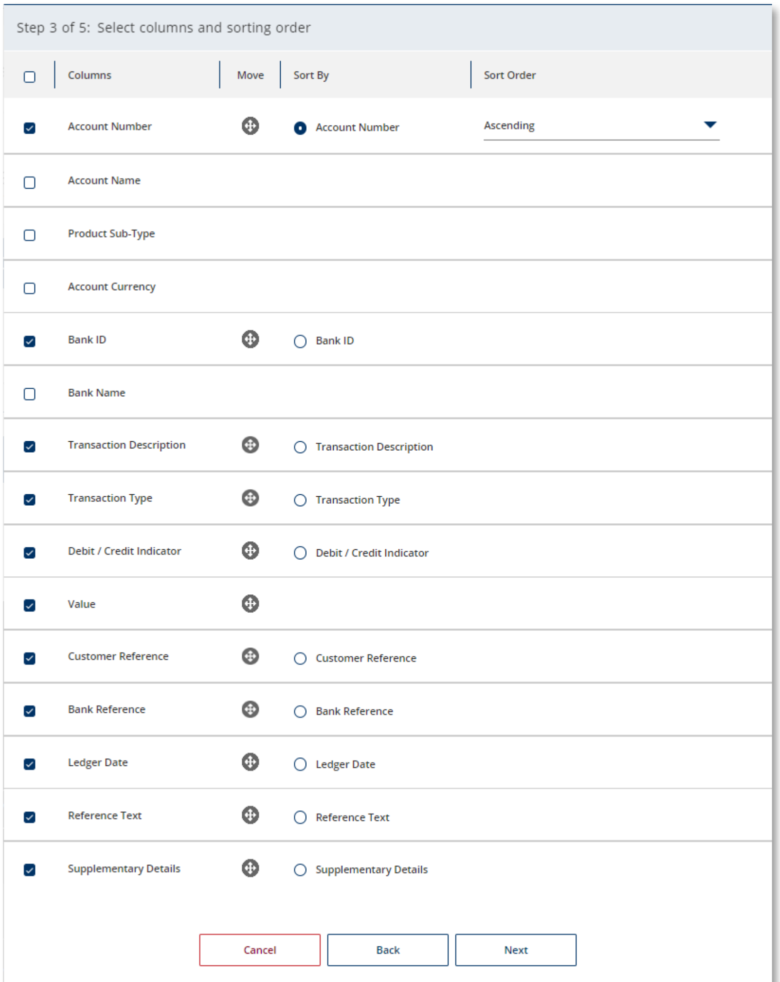
   You can select industry-standard formats such as *BAI II* and *QuickBooks, or* value separated formats such as *Comma Separated.*
3. Click *Next* to proceed.



STEP 2 SELECT EXPORT INFORMATION

The selection criteria screen allows you to customize the file format to meet your specific needs. The options displayed vary depending on the File Format selected on the previous screen.

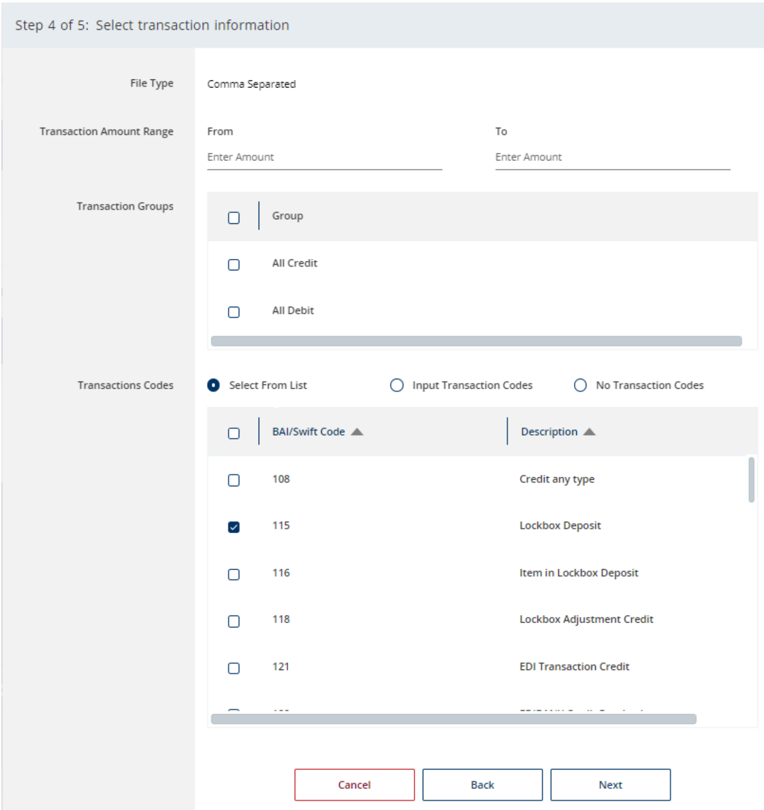
1. Select the *Contents* to be included in the file.
2. Select one, multiple, or all *Accounts* to be included in the export file.
3. Select a *Data Range*:
   - Absolute – Specific dates
   - Relative – Specific time period
4. Click *Next* to proceed.



STEP 3 SELECT COLUMNS AND SORTING ORDER

Value-separated file format provide the opportunity to define the data elements to be included in the file and the order in which they should be included.

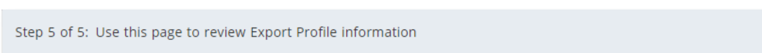
1. Select or deselect the desired data elements to be included.
2. Use the move icon to “drag” the data elements into the desired column order.
3. Use the radio button and Sort Order dropdown option to identify the desired primary sort order.
4. Click *Next* to proceed.

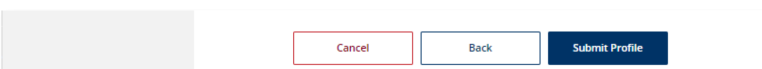


STEP 4 SELECT TRANSACTION INFORMATION

Next, indicate which transactions to include in the file.

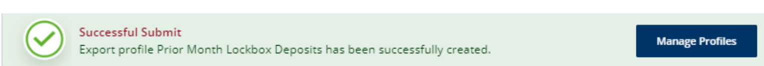
1. Select *All Credits* and/or *All Debits* to easily include those *Transaction Groups.*
2. Or pinpoint one or more specific *Transaction Codes* for more precise results.
3. Click *Next* to review the profile.





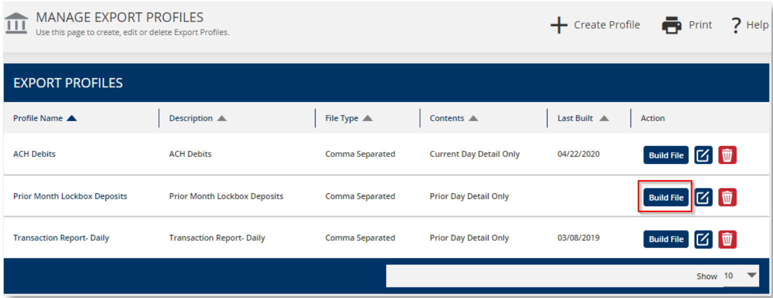
STEP 5 REVIEW EXPORT PROFILE INFORMATION

Review the information on the preview screen and click *Submit Profile*.



A *Successful Submit* message confirms the setup.

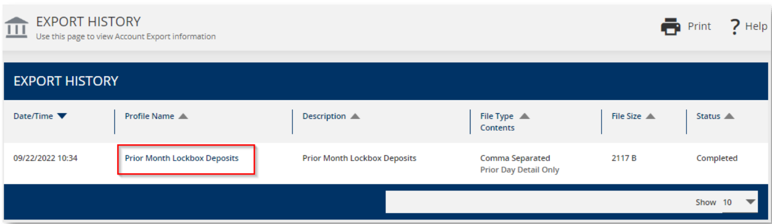
Click the *Manage Profiles* button to return to the *Manage Payment Export Profiles* screen.

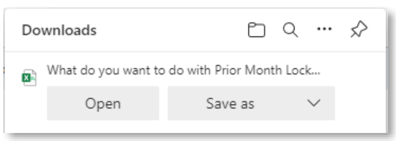


Exporting Account Information

The new Export Profile is displayed on the *Manage Export Profiles* screen.

To export data, select the *Build File* icon.



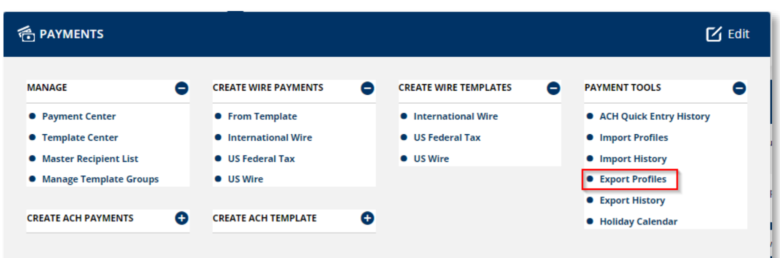


Once the export is complete, the *Export History* screen is automatically displayed.

Click on the *Profile Name* hyperlink to download the file.

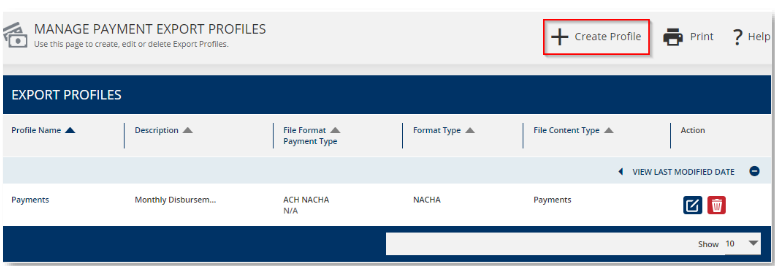
Depending on your browser settings, the file will be available either at the top or bottom of the screen.

Creating A Payment Export Profile



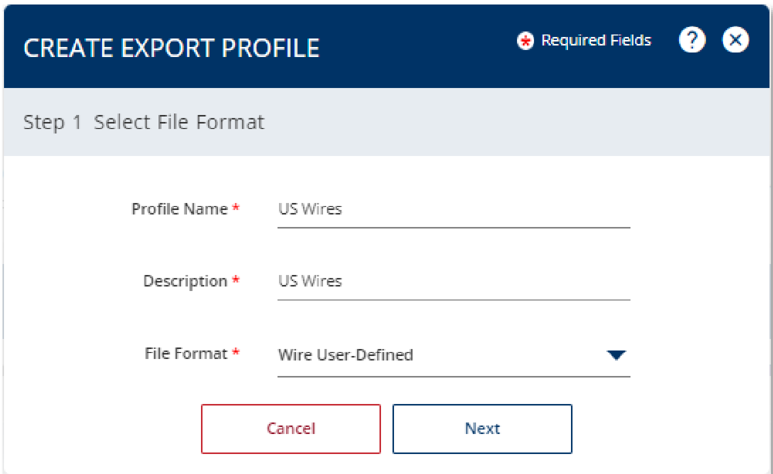
A *Payment Export Profile* is used for exporting payment details.

To get started, navigate to the *Payments* menu, and select *Export Profiles* from the *Payment Tools* sub-menu.



The *Manage Payment Export Profiles* page is displayed.

Click the *Create Profile* button to create a new import profile.

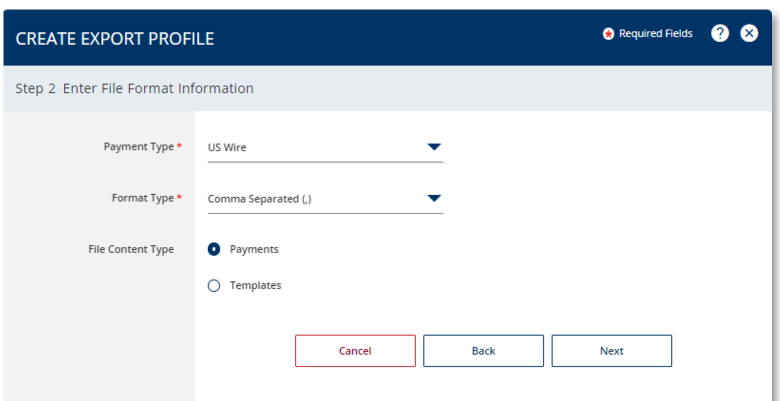


STEP 1: SELECT FILE FORMAT

On the *Create Export Profile* overlay, enter a unique *Profile Name* and a *Description.*

Select the *File Format* from the dropdown list. You can select an industry standard format such as *ACH NACHA* or create a customized ACH or Wire user-defined format.

Click the *Next* button to proceed.



STEP 2 – FILE FORMAT INFORMATION:

The selections on the remaining criteria screens vary slightly, depending on the File Format selected on the previous screen.

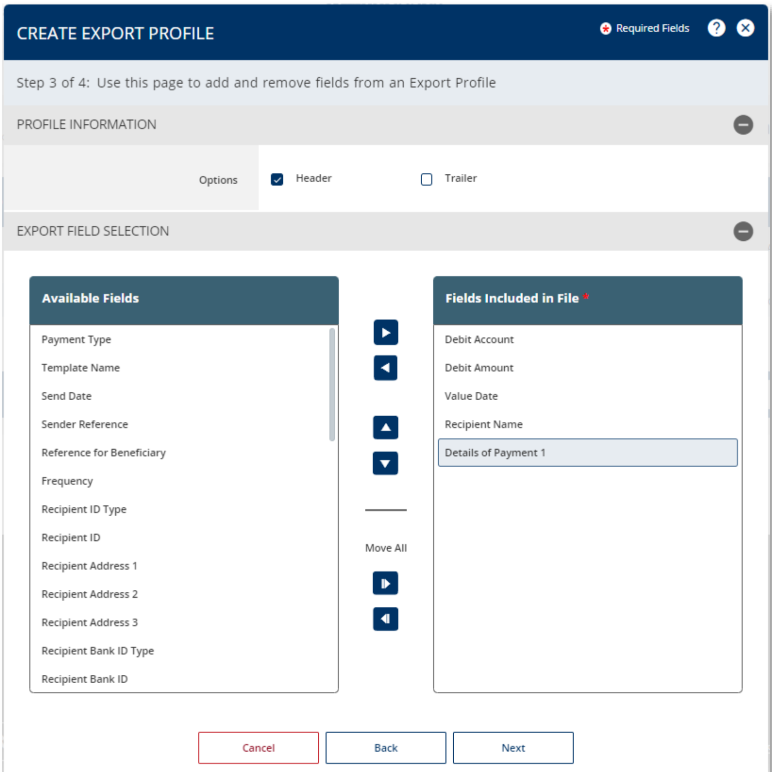
1. Select the *Payment Type*.
2. Select the *Format Type.*
3. Select the *File Content Type.*
4. Click *Next* to proceed.

Treasury Internet Banking supports both *standard* and *user-defined* payment file formats.

File Content Type	**ACH NACHA**	**ACH User-Defined**	**Wire User-Defined**
Payments	✓	✓	✓
Templates	✓	✓	✓
Recipients		✓	

The File Content Type specifies the kind of information to be imported:

- **Payments** – Used to export data from processed or pending payments in the Payment Center.
- **Templates** – Used to export data from templates in the Template Center.
- **Recipients** – Used to export recipient information from ACH payments.



STEP 3 – FILE INFORMATION

The options displayed in *the Create Export Profile* screen vary depending on the previous selections.

Use the optional fields to indicate if the export file should include a *Header* or *Trailer* record.

The *Export Field Selection* section contains the fields that are available within payment files. Available fields vary, depending on the type of data to be exported.

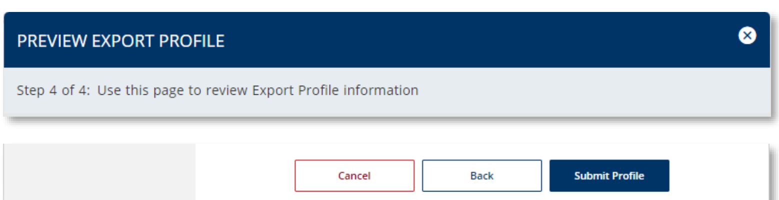
The *Available Fields* column shows a list of fields that are could be included in the export file.

Use the *Move Right* or *Move Left* arrows to move the fields to the *Fields Included in File* column as needed.

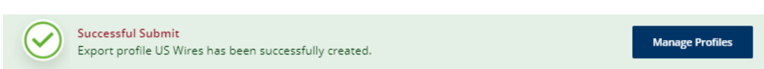
Use the *Move Up* or *Move Down* arrows to reorder the fields. The order of the fields in the list is the order the information will be in the export file.

Click the *Next* button once the fields have been selected and arranged in the desired order.

STEP 4 – PREVIEW IMPORT PROFILE

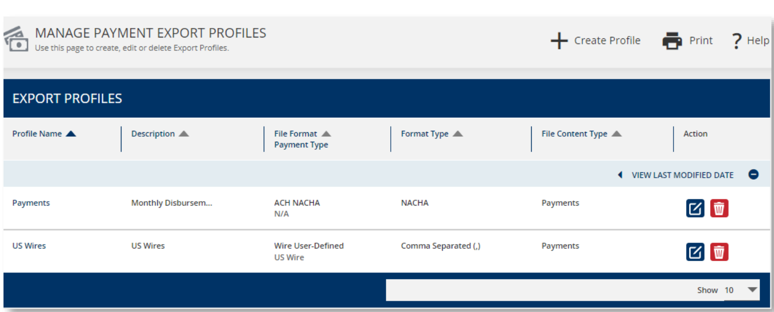


Review the information and click *Submit Profile* to complete the setup.



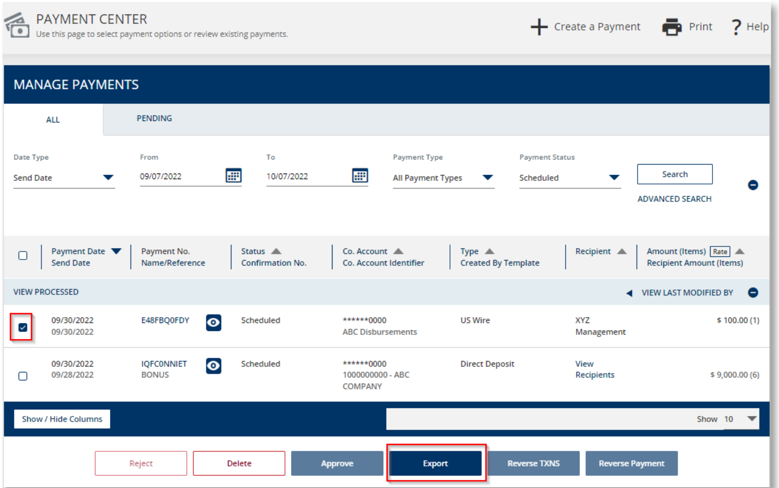
A *Successful Submit* message confirms the setup.

Click the *Manage Profiles* button to return to the *Manage Payment Import Profiles* screen.



The *Manage Payment Export Profiles* screen displays the newly created profile.

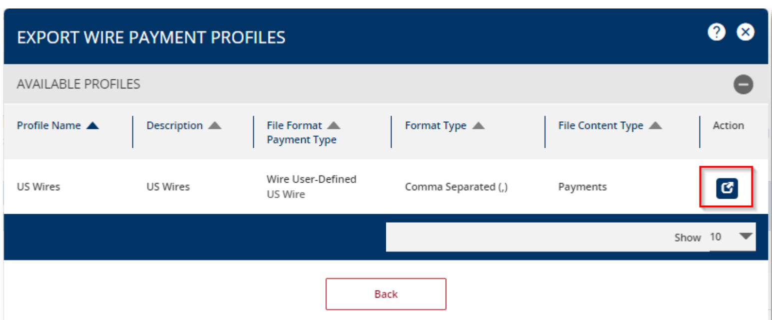
Exporting a Payment File



Navigate to the *Payment Center*.

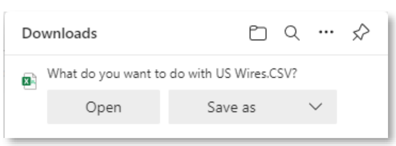
Select the payment to be exported.

Click the *Export* button.



The *Export Payment Profiles* overlay displays a list of Export Profiles available for the selected payment type.

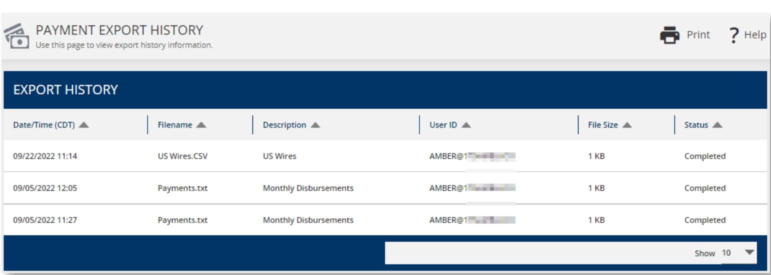
Click the *Export icon* under the *Action* column to export the information.



A message is displayed confirming that the export has been initiated.

Click *Done* to complete the process and automatically navigate to the *Payment Export History* screen.

Depending on your browser settings, the file will be available either at the top or bottom of the screen.



The *Payment Export History* screen provides an overview of your exported files.