

Download and Export Information

Quick Reference Guide

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Download

The Download function allows you to download balance and transaction data in Bank Administration Institute (BAI), CSV, CS Basic Export (a basic comma-separated format), Quicken/QuickBooks (OFX), and Swift MT940/MT942 format. In order to do so, you must have permission to download data in the appropriate format.

Bank account and transaction information can also be downloaded in CSV format from the Bank Account Summary screen or transaction list view with the export function.

There are two steps to downloading balance and transaction data. First, you need to submit an export request. After the system processes the request, you can download the exported data from the Downloads screen. Note that the entry of different fields is required for each of the different export types. These differences are detailed in the instructions that follow.

Note

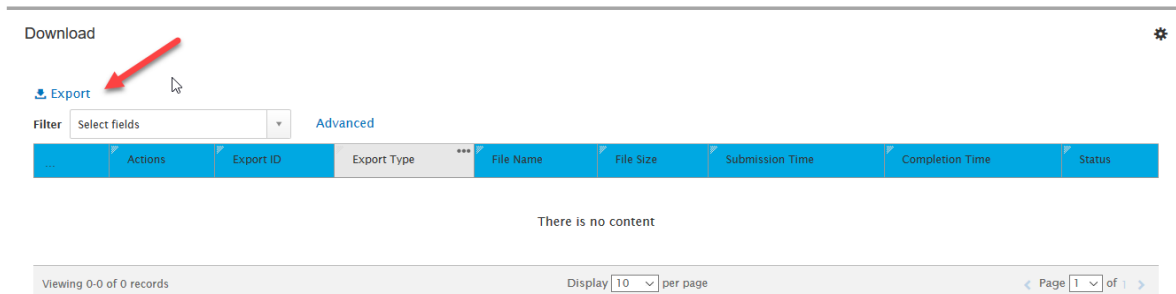
BAI files contain historical balance values. Such values cannot be stored for accounts enabled for Real Time - Posted Transactions. Therefore, these accounts will not be available for BAI export. To learn more about Real Time - Posted Transactions, contact your administrator.

To submit an export request:

1. From the **Reporting** menu, select **Download**.

The Download screen appears.

2. Click **Export**.



3. From the **Export Type** drop-down, select the type of file you want to export.

The screenshot shows the 'Export Data' dialog box. The 'Export Type' dropdown menu is open, displaying the following options: BAI Export, CS Basic Export, CSV, ISO-Cash Management Export (CAMT), QuickBooks (OFX format), Quicken (OFX format), SWIFT MT940 Export, SWIFT MT942 Export, and TSV. The 'File Name' field is empty. Below the dialog, a table with columns 'Name', 'Status', and 'Message' is partially visible.

If you are entitled to create [custom export maps](#), the **Custom CSV** option will appear in the drop-down. It lets you create a scheduled export by selecting one of the maps you created as the export type.

4. Accept the default file name, or enter a new file name for the exported file.
5. If you selected Custom CSV as the export type, use the **Export Map** drop-down menu to select the custom map you want to apply to the exported data.

The screenshot shows the 'Export Data' dialog box with the following settings: 'Export Type' is 'Custom CSV', 'File Name' is 'CUSTCSV_10052022_094645', 'Output Content' is 'Transactions Only', and 'Date' is empty. The '* Export Map' dropdown is open, showing a search bar and a list of custom maps: ABCustomCSV1, ABCustomCSV10, ABCustomCSV11, ABCustomCSV12, ABCustomCSV13, ABCustomCSV2, ABCustomCSV3, ABCustomCSV4, and ABCustomCSV5. Below the dialog, a table with columns 'Amount', 'Bank Reference', 'Customer Reference', 'Image', and 'Transaction Detail' is visible.

Amount	Bank Reference	Customer Reference	Image	Transaction Detail
4.04	WS35815935	REF# 4240862		
3.30	7265483			CUSTOMER DEPOSIT
2.02	4757007			CUSTOMER DEPOSIT
1.01	WS43618472			

6. If you selected BAI or ISO-Cash Management Export (CAMT) as the export type, from the **BAI Data Export** or **ISO-Cash Management (CAMT)** drop-down list, select **Prior Day** or **Current Day**.

The screenshot shows the 'Export Data' dialog box with the following fields and values:

- Export Type:** BAI Export
- File Name:** BAIEXP_09152020_014841
- BAI Data Export:** Prior Day (highlighted with a red circle)
- * Date:** (empty field with a calendar icon)
- Output Content:** Balances and Transactions
- Optional Fields:** (empty section)
- Buttons:** Create Export (blue), Cancel (white)

The screenshot shows the 'Export Data' dialog box with the following fields and values:

- Export Type:** ISO-Cash Management (CAMT)
- File Name:** CAMTEXP_09152020_015219
- ISO-Cash Management (CAMT):** Prior Day (highlighted with a red circle)
- * Date:** (empty field with a calendar icon)
- Output Content:** Balances and Transactions
- Optional Fields:** (empty section)
- Buttons:** Create Export (blue), Cancel (white)

BAI Data Export and ISO-Cash Management (CAMT) drop-down lists

Note

For the ISO-Cash Management (CAMT) export type, prior-day data output is the Bank to Customer Statement (camt.53) message. Current-day data output is the Bank to Customer Account Report (camt.52).

7. If you selected BAI, CSV, or TSV as the export type,
- Select the content you want to export from the **Output Content** drop-down: Transactions Only, Balances and Transactions, or Balances Only.
 - For CSV and TSV export types, you can also check the **Exclude Header** box if you want to exclude the header from the exported file.
 - For CSV export types, your application may be configured so that you can choose to separate transaction narrative details into multiple columns of data rather than concatenated into a single field. If so, check the **Separate Transaction Details to multiple columns** box to export transaction detail as comma-delimited fields.

The screenshot shows the 'Export Data' dialog box with the following settings:

- Export Type:** CSV
- File Name:** CSVEXP_07262020_103006
- Output Content:** Balances and Transactions
- * Date:** (empty)
- Exclude Header
- Separate Transaction Details to multiple columns
- Optional Fields:** (empty)
- Buttons:** Create Export, Cancel

When the exported CSV file is opened in Microsoft Excel, each comma-delimited data element will appear in a separate column.

Note

Separate Transaction Details to multiple columns is not available for custom CSV output.

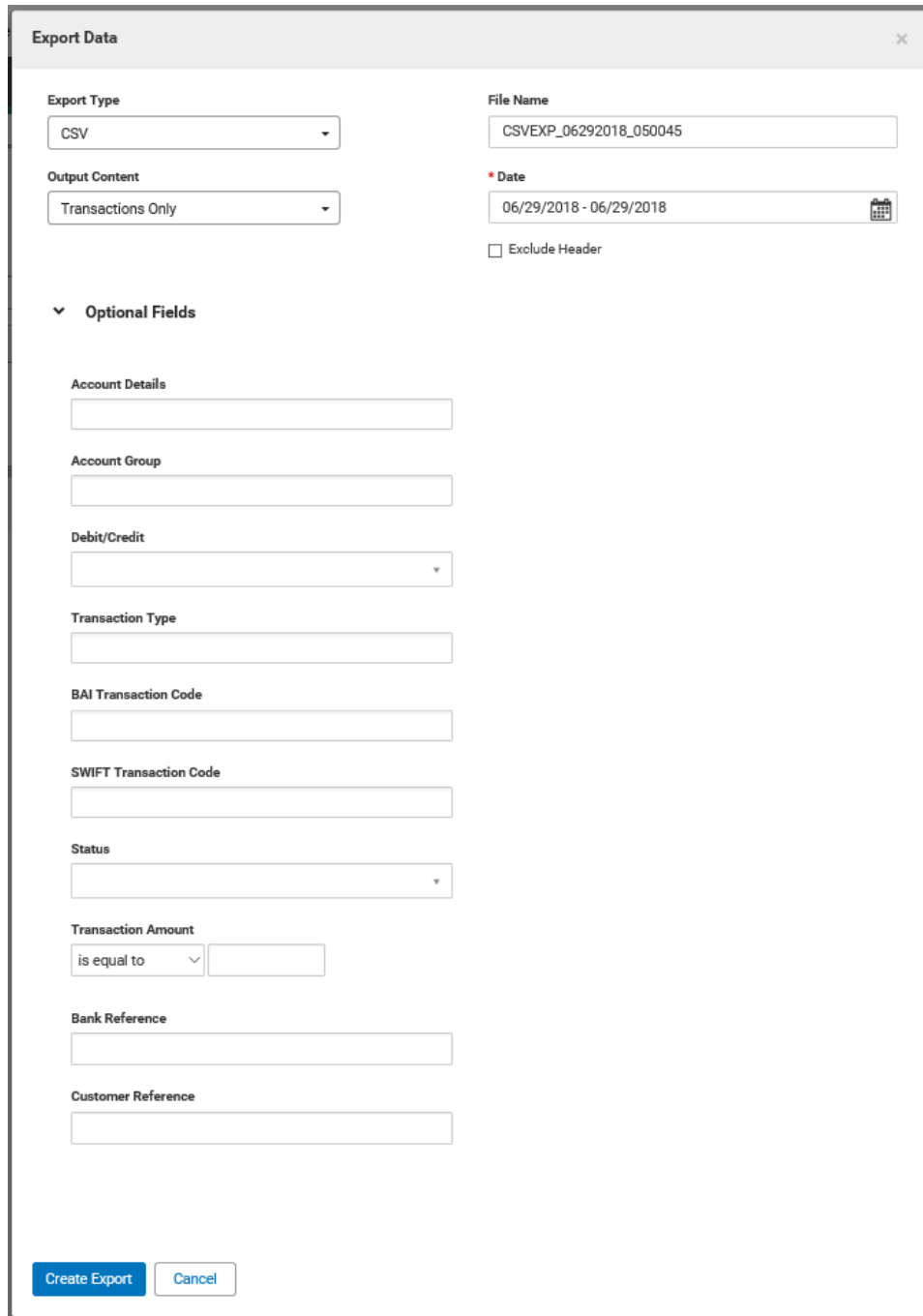
8. Use the calendar icon to select a date or date range for the exported data:

- Last 7 Days
- Last 30 Days
- Last 60 Days
- Last 90 Days
- Month to date
- Quarter to date
- Year to date
- Today (default. If you don't have access to current-day accounts/transactions, select **Prior day**.)
- Prior day
- Last Month
- Custom Range: select the first day of the range; the last available day will be the end date of the range.

The screenshot shows a user interface for selecting a date range. At the top, there is a "File Name" field containing "CSVEXP_06292018_045609". Below it is a "Date" field with a calendar icon. A dropdown menu is open, showing two calendar views: "May 2018" and "Jun 2018". The "May 2018" calendar has the date "18" selected. The "Jun 2018" calendar has the date "1" selected. To the right of the calendars is a list of date range options: "Last 7 Days", "Last 30 Days", "Last 60 Days", "Last 90 Days", "Month to date", "Quarter to date", "Year to date", "Today", "Prior Day", "Last Month", and "Custom Range". An "Apply" button is located at the bottom right of the interface.

9. Click **Optional Fields**.

The section expands to include additional criteria for the data you want to export.



The screenshot shows the 'Export Data' dialog box with the following fields and options:

- Export Type:** CSV (dropdown)
- File Name:** CSVEXP_06292018_050045 (text input)
- Output Content:** Transactions Only (dropdown)
- * Date:** 06/29/2018 - 06/29/2018 (calendar icon)
- Exclude Header
- Optional Fields (expanded):**
 - Account Details (text input)
 - Account Group (text input)
 - Debit/Credit (dropdown)
 - Transaction Type (text input)
 - BAI Transaction Code (text input)
 - SWIFT Transaction Code (text input)
 - Status (dropdown)
 - Transaction Amount: is equal to (dropdown) [text input]
 - Bank Reference (text input)
 - Customer Reference (text input)
- Buttons:** Create Export (blue), Cancel (white)

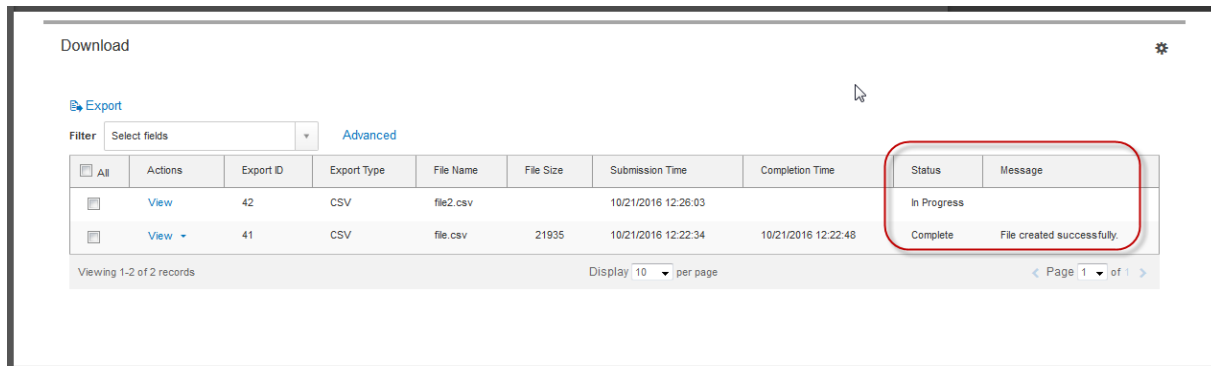
10. Complete the necessary fields and any optional fields you want to include. See [Download Fields](#) for an explanation of the fields.

11. Click **Create Export**.

- The export request is listed on the Downloads screen.

The **Status** column lists the progress of the request. The status will change to **Complete** once the export has finished.

If the file was created successfully, the **Message** column will reflect this fact.

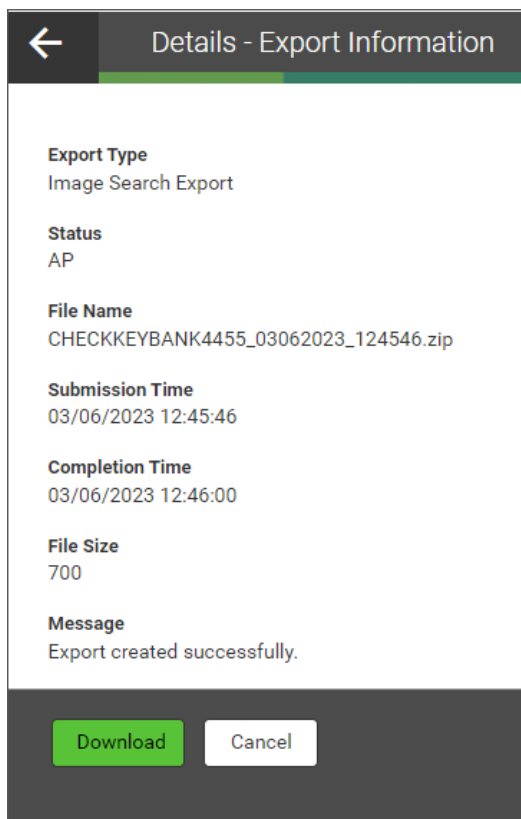


All	Actions	Export ID	Export Type	File Name	File Size	Submission Time	Completion Time	Status	Message
<input type="checkbox"/>	View	42	CSV	file2.csv		10/21/2016 12:26:03		In Progress	
<input type="checkbox"/>	View	41	CSV	file.csv	21935	10/21/2016 12:22:34	10/21/2016 12:22:48	Complete	File created successfully.

Viewing and Downloading an Exported File

- On the Downloads screen, select the appropriate item in the list, and click **Download** from the **Actions** menu.

You can also select **View** from the **Actions** menu to see details of the export. To download from the Details screen, click **Download**.



- Follow your browser instruction to open or save the file.

Download Fields

The following table describes fields that may appear on the Export Data screen. These fields allow you to further filter the data you would like to export.

Field	Explanation
Date	The date or range of dates for the data to export.
Account Details	Details about the account. The default setting is <i>blank</i> (optional). This results in all available accounts being selected for export.
Account Group	A name of a group of accounts you want to return data for. The default setting is <i>blank</i> (optional). This results in all available accounts being selected for export.
Debit/Credit	You can export either debit or credit transactions.
Transaction Type	The types of transaction data to download.
BAI Transaction Code	The BAI code associated with the data you would like to download.
Swift Transaction code	The Swift code associated with the data you would like to download.
Status/Transaction Status	The status of the download.
Transaction Amount	The amount of the transaction.
Bank Reference	Bank reference information.
Customer Reference	Customer reference information.