# First Horizon TreasuryConnect℠

## Download and Export Information

# DOWNLOAD AND EXPORT

The Download function allows you to download balance and transaction data in 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 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.

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**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 the Bank.

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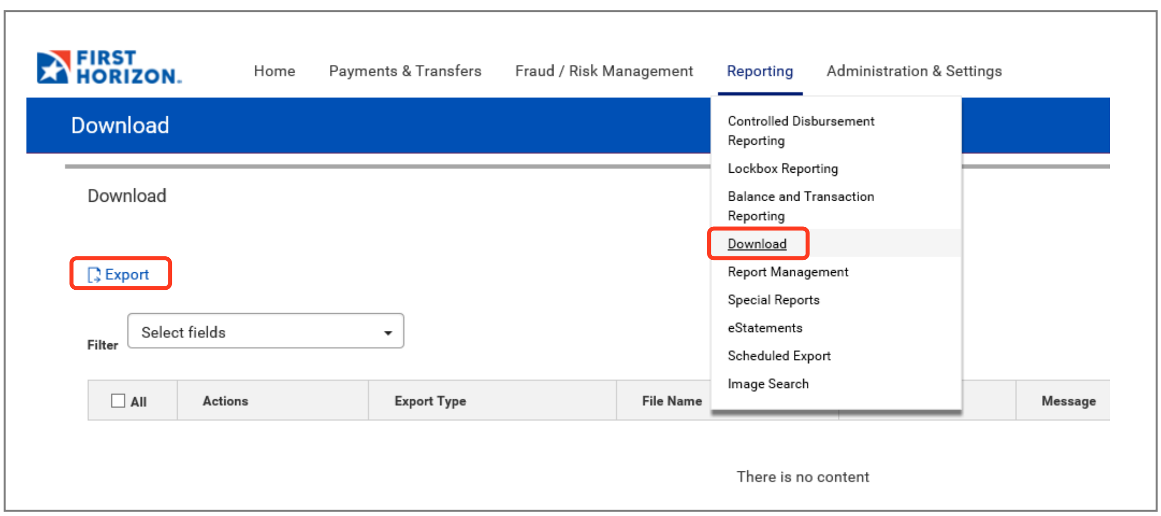
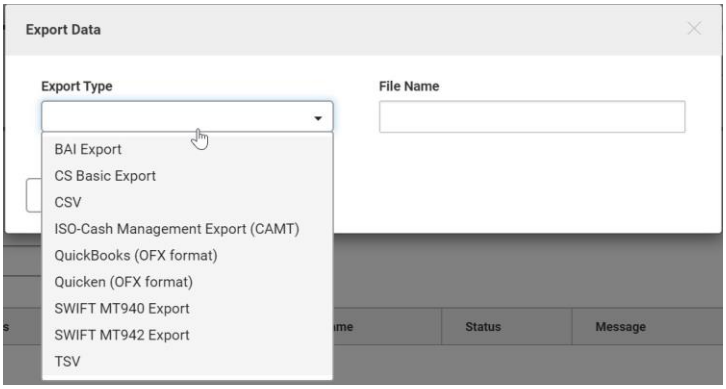
## SUBMIT EXPORT REQUEST

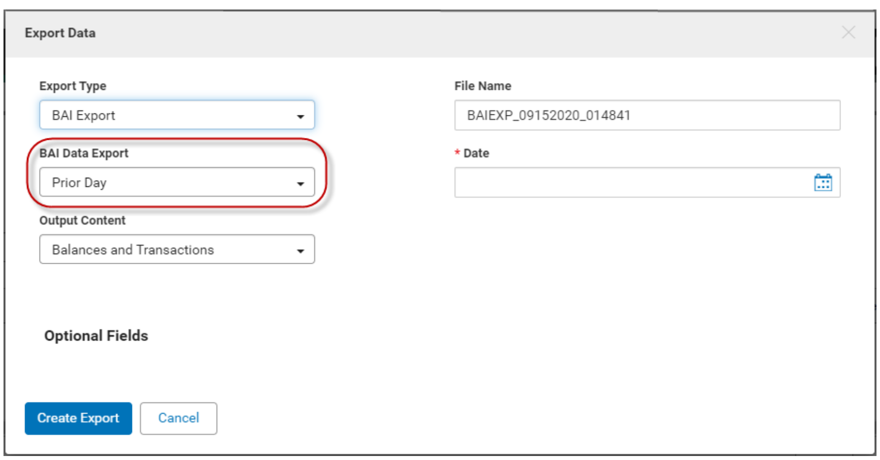
1. From the **Reporting** menu, select **Download**.
2. Click **Export**.



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




4. File name automatically populates, skip to accept the default file name or enter a new file name for the exported file.
5. If you selected BAI Export or ISO-Cash Management Export (CAMT) as the export type, you most select Prior Day or Current Day for the next box which will be named **BAI Data Export or ISO-Cash Management (CAMT)** based on you previous selection.

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## 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).

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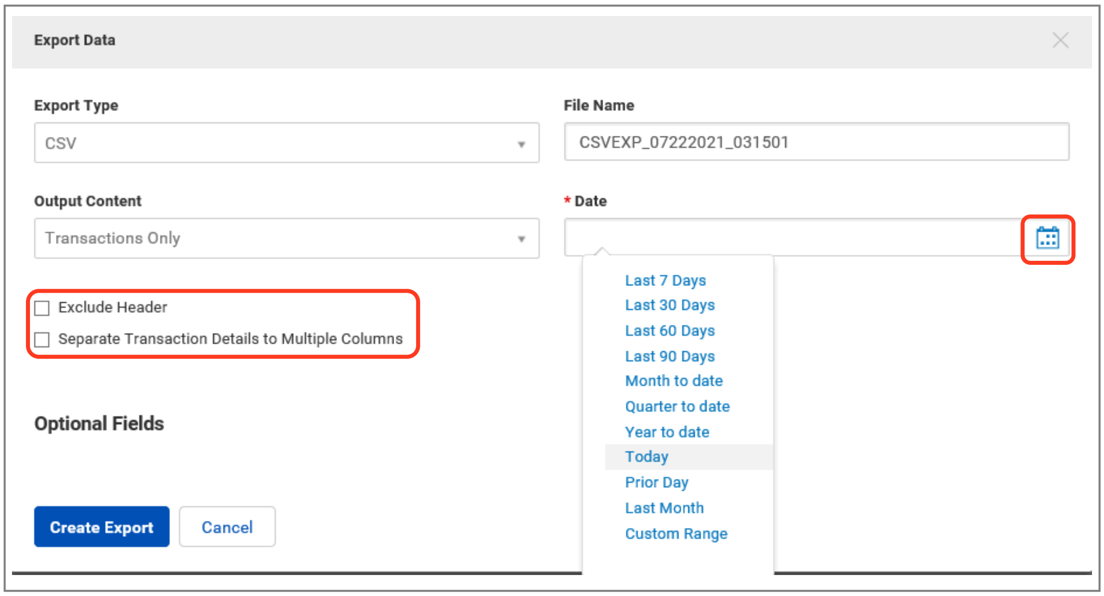
6. If you selected BAI, CSV, or TSV as the export type,

   - 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, 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.

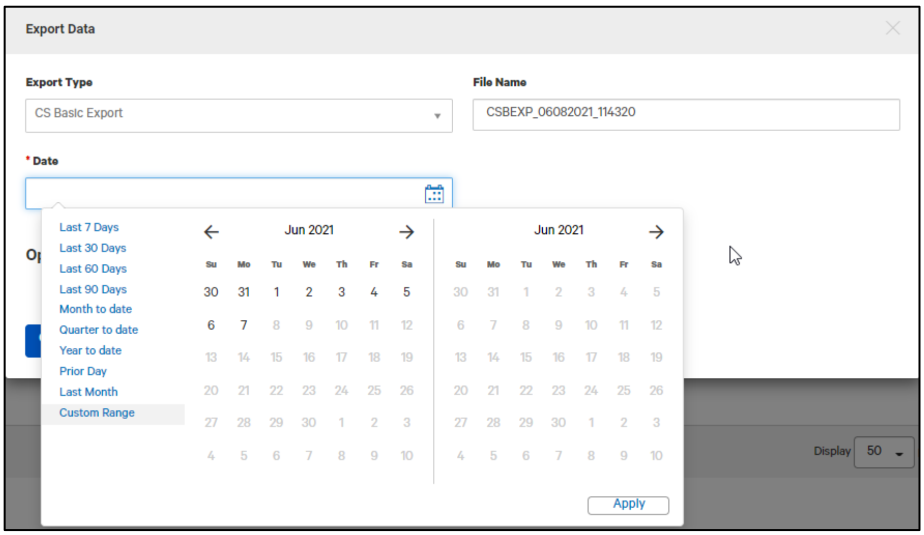



## NOTE

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

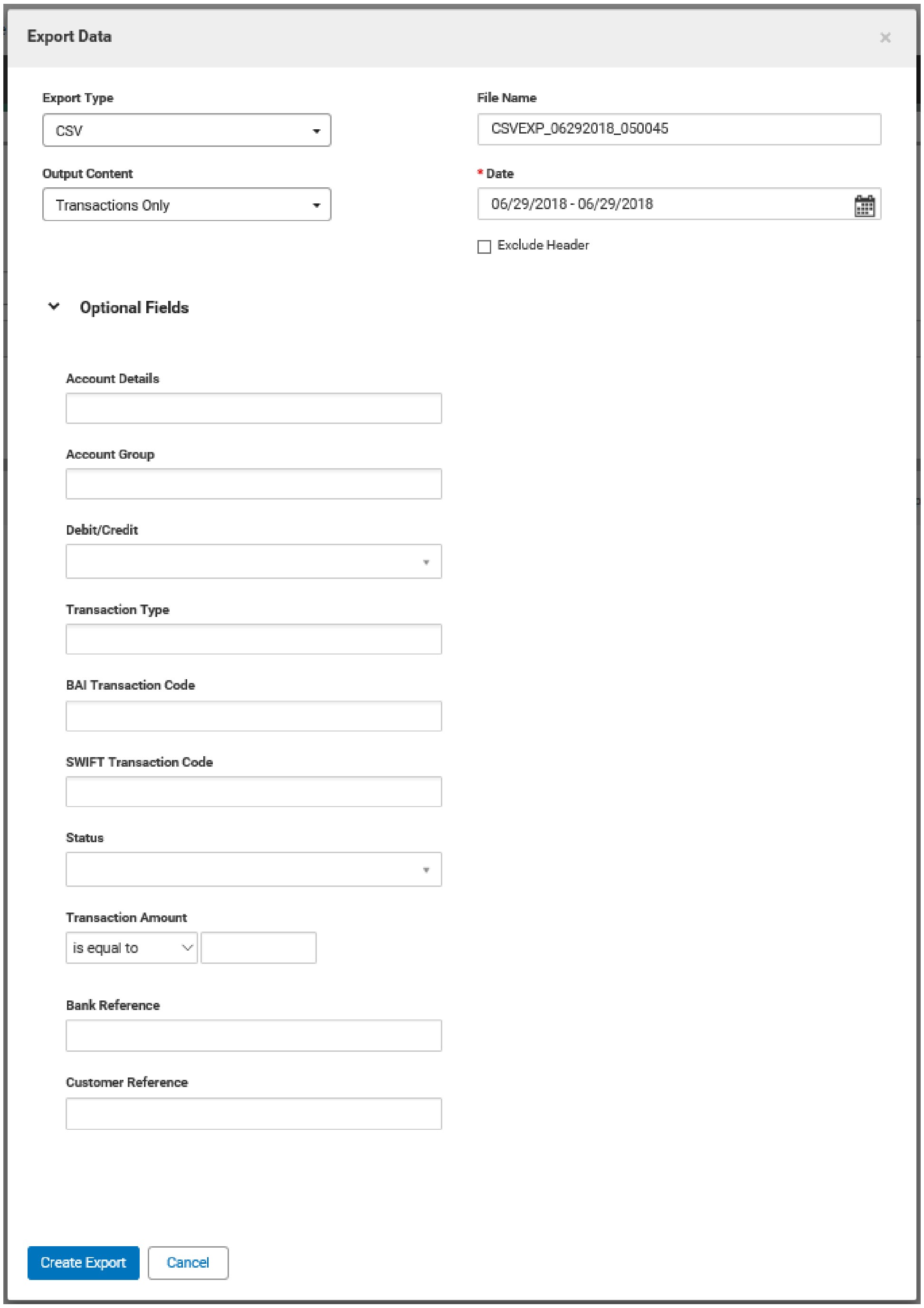
7. Use the **Calendar Icon** to select a date or date range for the exported data:

    - Last 7 Days
    - Last 30 Days
    - Last 60 Days
    - Last 90 Days
    - Month to date
    - Quarter to date
    - Year to day
    - 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.



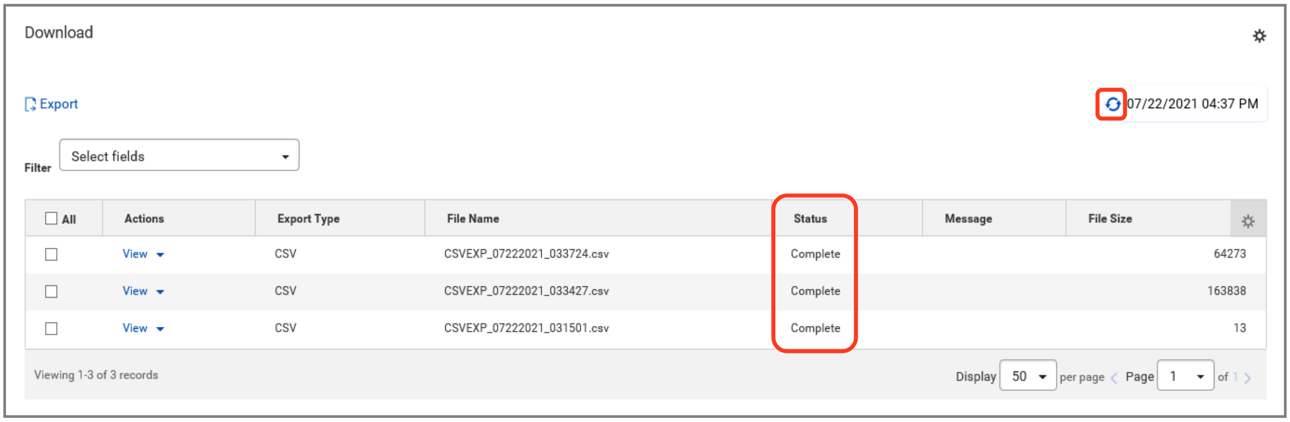

8. Click **Optional Fields**. The section expands to include additional criteria for the data you want to export.
9. Complete the necessary fields and any optional fields you want to include.

10. Click **Create Export**.



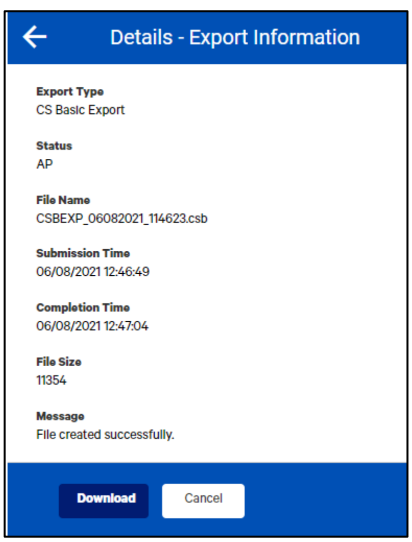
11. The export request is listed on the Download screen.

    The Status column lists the progress of the request. The status will change to Complete once the export has finished. An export normally takes less than a minute to process, depending on the size of the file. If the Status has not changed to Complete after a minute or so, click the Refresh button to the left of today's date.

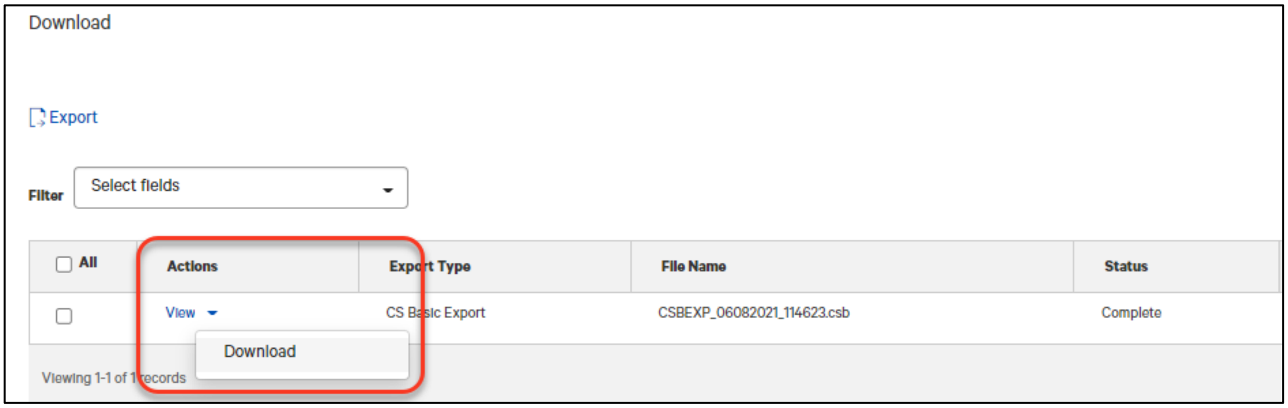



## DOWNLOAD EXPORTED FILE

1. On the Download screen, click **View** from the Actions menu to review the export information.
2. Click Download.



3. Alternatively to download without viewing the export information. click on the **down arrow to the left of View** and then **Download**




4. The item is downloaded to your computer. Follow your browser instruction to open or save the file.

## EXPORT OPTION

You will find the **Export** option in widgets throughout TreasuryConnect[SM]. For example, the Payment Template widget will allow for a template data export.