



First Horizon TreasuryConnectSM

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.

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.

SUBMIT EXPORT REQUEST

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

The screenshot displays the First Horizon TreasuryConnect interface. At the top, the navigation menu includes Home, Payments & Transfers, Fraud / Risk Management, Reporting, and Administration & Settings. The Reporting menu is open, showing options such as Controlled Disbursement Reporting, Lockbox Reporting, Balance and Transaction Reporting, Download (highlighted with a red box), Report Management, Special Reports, eStatements, Scheduled Export, and Image Search. On the main page, the 'Download' section features an 'Export' button (also highlighted with a red box) and a 'Filter' dropdown menu set to 'Select fields'. Below this is a table with columns for 'All', 'Actions', 'Export Type', 'File Name', and 'Message'. The table is currently empty, with the text 'There is no content' displayed below it.



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

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

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).



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.

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

- Export Type:** CSV
- File Name:** CSVEXP_07222021_031501
- Output Content:** Transactions Only
- * Date:** A date range selector with a calendar icon, currently open to show a list of 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.
- Exclude Header:** (highlighted with a red box)
- Separate Transaction Details to Multiple Columns:** (highlighted with a red box)
- Optional Fields:** (empty)
- Buttons:** Create Export, Cancel

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.

Export Data

Export Type: CS Basic Export

File Name: CSBEXP_06082021_114320

Date

Options:

- Last 7 Days
- Last 30 Days
- Last 60 Days
- Last 90 Days
- Month to date
- Quarter to date
- Year to date
- Prior Day
- Last Month
- Custom Range

Calendar: Jun 2021

Su	Mo	Tu	We	Th	Fr	Sa
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3
4	5	6	7	8	9	10

Display: 50

Apply

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**.

Export Data ✕

Export Type CSV ▾	File Name CSVEXP_06292018_050045
Output Content Transactions Only ▾	* Date 06/29/2018 - 06/29/2018
<input type="checkbox"/> Exclude Header	

▼ **Optional Fields**

Account Details

Account Group

Debit/Credit

Transaction Type

BAI Transaction Code

SWIFT Transaction Code

Status

Transaction Amount
is equal to ▾

Bank Reference

Customer Reference

Create Export **Cancel**



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

Export 07/22/2021 04:37 PM

Filter Select fields

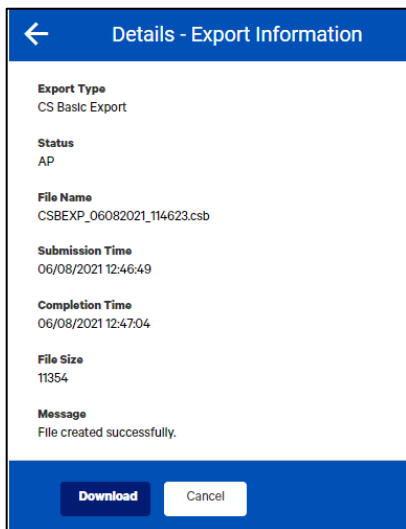
<input type="checkbox"/> All	Actions	Export Type	File Name	Status	Message	File Size
<input type="checkbox"/>	View	CSV	CSVEXP_07222021_033724.csv	Complete		64273
<input type="checkbox"/>	View	CSV	CSVEXP_07222021_033427.csv	Complete		163838
<input type="checkbox"/>	View	CSV	CSVEXP_07222021_031501.csv	Complete		13

Viewing 1-3 of 3 records

Display 50 per page Page 1 of 1

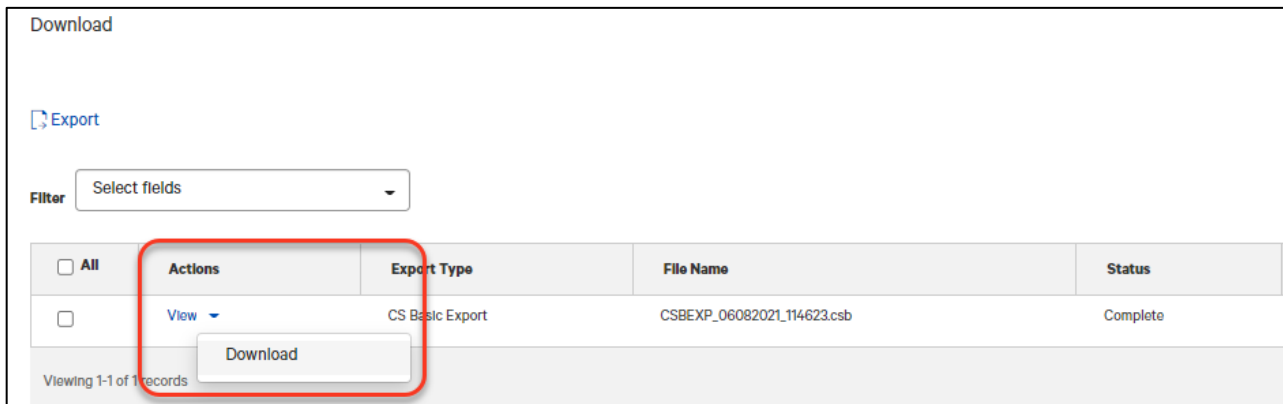
DOWNLOAD EXPORTED FILE

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





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



- 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 TreasuryConnectSM. For example, the Payment Template widget will allow for a template data export.

