

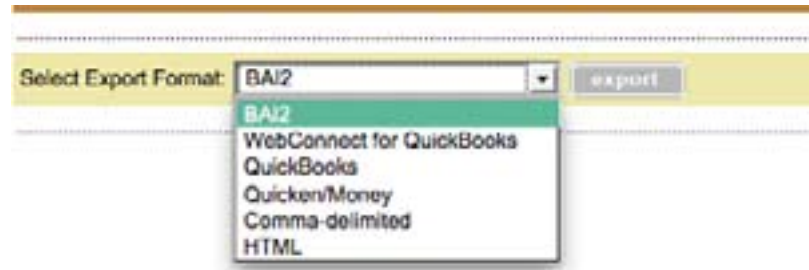
# Export Data From Online Banking



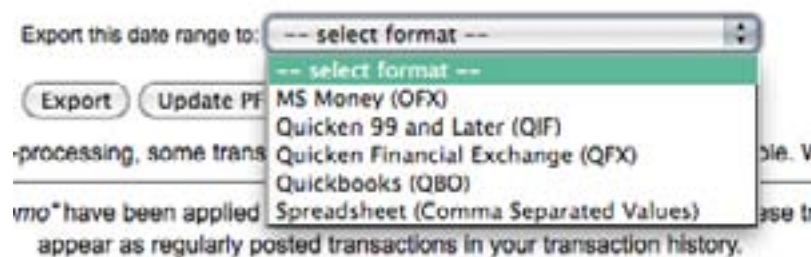
## Instructions for Exporting Transaction Data

To export your account's data, go to the 'Account Summary' section of your online banking platform. Select the desired account and specify the date range to be exported; scroll to the bottom of the page and select the desired format for export. Click 'Export' and follow prompts.

### Export from online business banking:



### Export from online banking:



### Export formats:

**BAI2** - industry wide trancodes established by the Banking Administration Institute

**WebConnect for QuickBooks** - 'OFX' file format for users of most recent QuickBook programs

**QuickBooks** - format for older versions of QuickBooks

**Quicken Financial Exchange** - 'QFX' file format for users of most recent version of Quicken

**Spreadsheet, comma-delimited** - a format for use with Excel or other spreadsheet programs

**HTML** - a web format for viewing only

*The most commonly used export formats are QuickBooks and Excel (comma-delimited); the following are additional instructions for exporting your data from either online banking platform.*

#### QuickBooks:

After you have selected 'QuickBooks' and clicked 'Export', select 'Open' and work through the process in QuickBooks.

#### For Excel or other spreadsheet programs:

After you have selected 'Comma-delimited' and clicked 'Export', select 'Save'; open file with Excel (be sure to select file type of 'all files (\*.\*)' and select 'history.csv' to open with Excel.

*For further assistance, please don't hesitate to contact us.*

## Steps to Simplify Account Reconciliation

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