Commercial Advantage

User Guide

Download and Export Information

Published 6/2022

Learn more about Download and Export Information in Commercial Advantage.

Contents

Overview

The Download function allows the user to download balance and transaction data in Bank Administration Institute (BAI), comma-separated values (CSV), CS Basic Export (a basic comma-separated format), Quicken/QuickBooks (OFX), and SWIFT MT940/MT942 format. The user 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, submit an export request. After the system processes the request, download the exported data from the Downloads screen. 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, the user can contact an administrator.

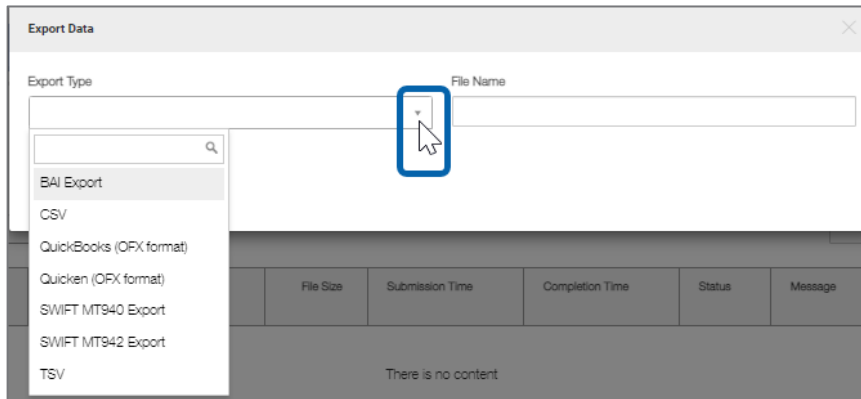To submit an export request:

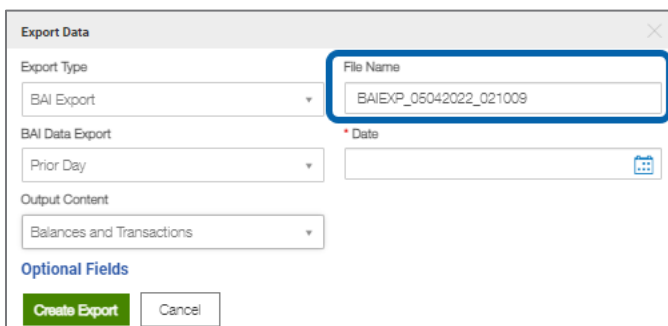1. From the **Reporting** menu, select **Download**.
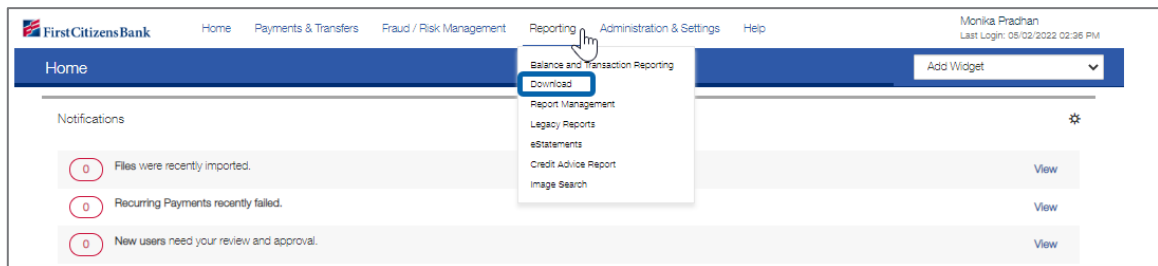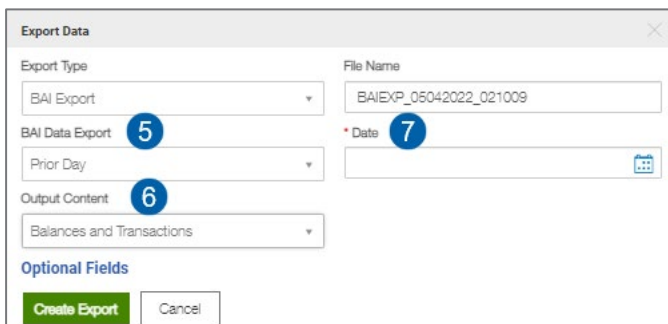

2. Click on **Export**.
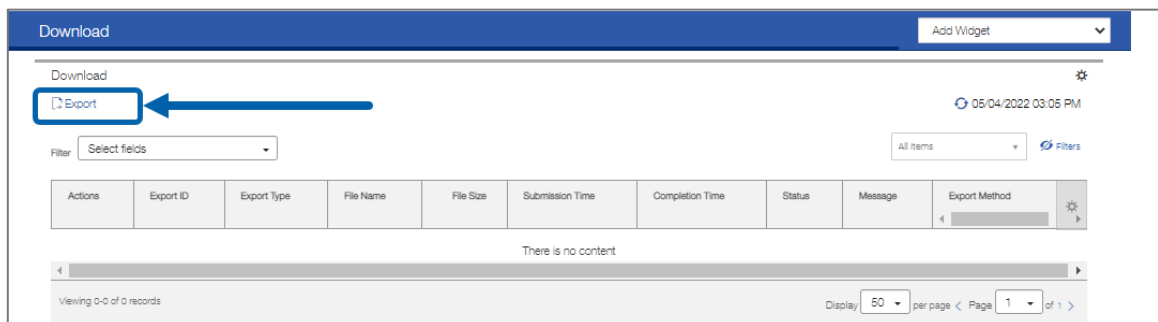
3. From the **Export Type** drop-down, select the type of file to export.

4. Accept the default file name OR enter a new file name for the exported file.

5. If **BAI** is selected as the export type from the **BAI Data Export** list, select **Prior Day** or **Current Day**.

6. If selected **BAI**, **CSV**, or **TSV** as the export type,
   - Select the content to export from the **Output Content** drop-down: Transactions Only, Balances and Transactions, or Balances Only.
   - For **CSV** and **TSV** export types, check the **Exclude Header** box to exclude the header from the exported file.
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 (This is the default selection. If the user does not 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 on the **Optional Fields** link. The section expands to include additional criteria for the data needed to export.

Note: Complete the necessary fields and any optional fields. See Download Fields for an explanation of the fields.

9. Click **Create Export**.

10. A pop-up may appear to display a similar message as the one below.
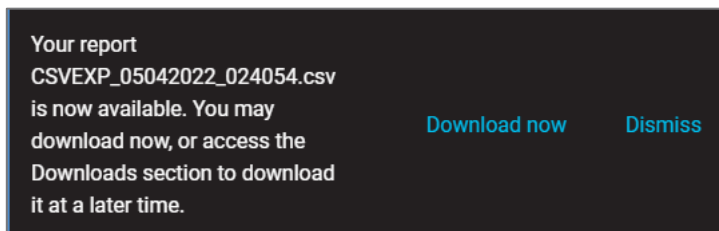
11. The export request is listed on the Download screen.
   - The **Status** column - lists the progress of the request. The status will change to **Complete** once the export has finished.
   - The **Message** column - displays if the file was created successfully.
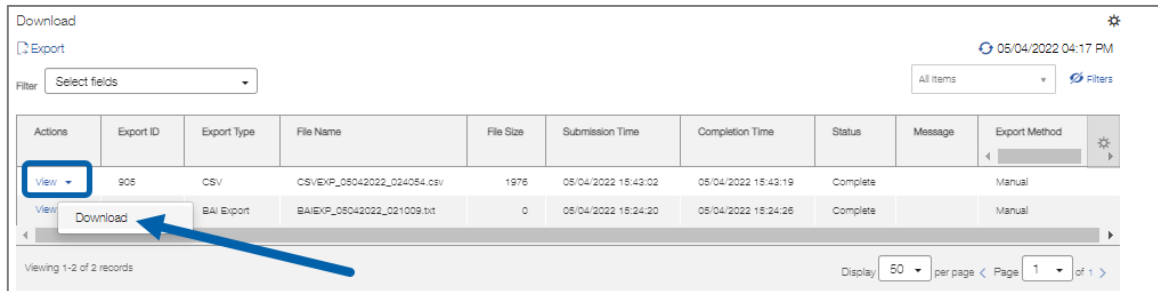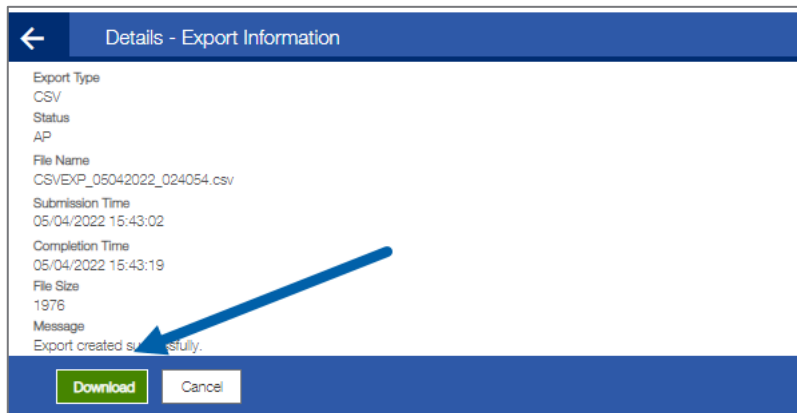
Downloading an Exported File

1. On the Download screen, download the item from the list by:
   - Clicking the dropdown arrow next to **View**, then clicking **Download**.

OR

   - Select **View** from the **Actions** menu to see details of the export. Click **Download**.

2. Follow the browser instructions to open or save the file.

Download Fields

The following table describes fields that may appear on the Export Data screen. These fields allow the user to further filter the data 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 blank (optional). This results in all available accounts being selected for export.
Account Group	A name of a group of accounts to return data for. The default setting is blank (optional). This results in all available accounts being selected for export.
Debit/Credit	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 to download.
SWIFT Transaction code	The SWIFT code associated with the data 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.