



Exporting ACH Data

1. Log in to **Business eBank**
2. Go to **Funds Management**, select **ACH Manager**
3. New window will appear – select **Inquire ACH Transfer**
4. You may search by **Transfer Description**, date range, amount range, or ACH type
5. Click **Submit**

Select External Transfer Criteria

Inquire ACH Transfer
 Change ACH Transfer
 New ACH Transfer
 New ACH Transfer Using Existing Transfer
 Delete ACH Transfer
 Reverse ACH Transfer
 Review ACH Transfer
 ACH Transfer Template
 ACH File Import Template
 Import ACH Transfer
 NACHA
 Non NACHA
 Incoming ACH

Transfer Description: RENT
 Date Range: [] To []
 Amount Range: [1.00] To [1.00]
 Confirmation Number: []
 ACH Type: (None)

Submit

ACH List

Transfer Description	Transfer Date	Debit Amount	Credit Amount	Transfer Status	Details
RENT	02/01/2012	\$1.00	\$1.00	Saved	Transfer Type: Corporate Debit Issued By: Item Count: 2 Confirmation:

6. Locate the ACH Transfer you wish to export and click on the Transfer Description hyperlink
7. Scroll down to the bottom of the file and select the “Export” option

ACH - RENT

Description: RENT Recurring Frequency:
 Effective Date: 2/1/2012 Recurring End Date:
 Total Credit Amount: \$1.00 Tax Identification Number: HOME FEDERAL SAV[xxxxxx8319]
 Total Debit Amount: \$1.00 Transfer Status: Saved
 Transfer Type: Corporate Debit

[Display Details](#)

Hold	Name	Identification	Account Number	Account Type	R/T Number	Amount	Reversal
<input type="checkbox"/>	HFSB			Checking	291270050	\$1.00	<input type="checkbox"/>

Hold	Account	Amount
<input type="checkbox"/>		\$1.00

Print **Export** **Done**

8. You will then be prompted to download and save an excel file

9. You may manually create templates in the new system based off this information. See the **“How to Create a New ACH Template”** procedure located at:
<http://www.JustCallHome.com/BankOnline>
10. Alternatively, you may also format the excel file into a 5-Column CSV file and upload the file directly into online banking by following the procedures **“Formatting a 5-Column CSV File for ACH Import”** and **“How to Import an ACH From a File”** located at:
<http://www.JustCallHome.com/BankOnline>