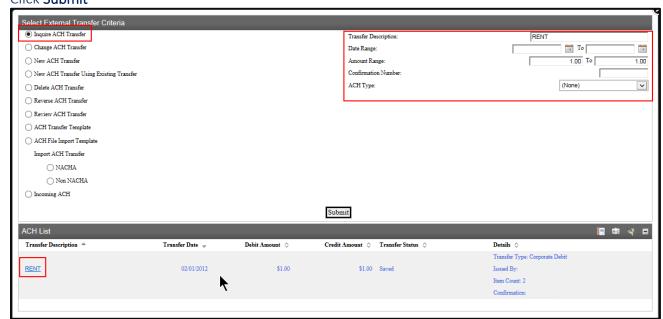


Updated: 2/22/2017

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



- 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



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