



## Exporting ACH Data

1. Log in to **Business eBank**
2. Go to **Management Tools > Funds Management**, select **ACH Manager**
3. A 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
<a href="#">RENT</a>	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[xxxxx8319]  
 Total Debit Amount: \$1.00    Transfer Status: Saved  
 Transfer Type: Corporate Debit

[Display Details](#)

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

Transfer To	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 of 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>