## **EXPORTING** TRANSACTIONS

You can download and save your transactions through Online Banking. This way, you'll always have them when you need them.

## **HOW TO EXPORT TRANSACTIONS:**

- 1. Log in to Online Banking.
- 2. Choose the Transfers tab and select Export.
- 3. Choose which account you want to export.
- 4. Choose the date range of the transactions.



- 5. Choose which format you want to export the transactions. The options are CSV (Excel spreadsheet), Quicken, and Quickbooks.
- 6. Follow your computer's steps to save the exported transactions.

You can download and and import it.	export your account h	istory to your favorite	persona	I finance manager.	After you downlo	oad your data, y	your software sh	ould automatically re	cognize the
	Choose Account	00: Regular Share	~	Select Account					
	Date Range	<ul> <li>Current Month</li> </ul>							
	1	C Last Month							
		Custom Dates	10	To					
		From	.0	10					
	Export Format					~			
		Comma Separated Values (CSV) Quicken Web Connect QuickBooks Web Connect							