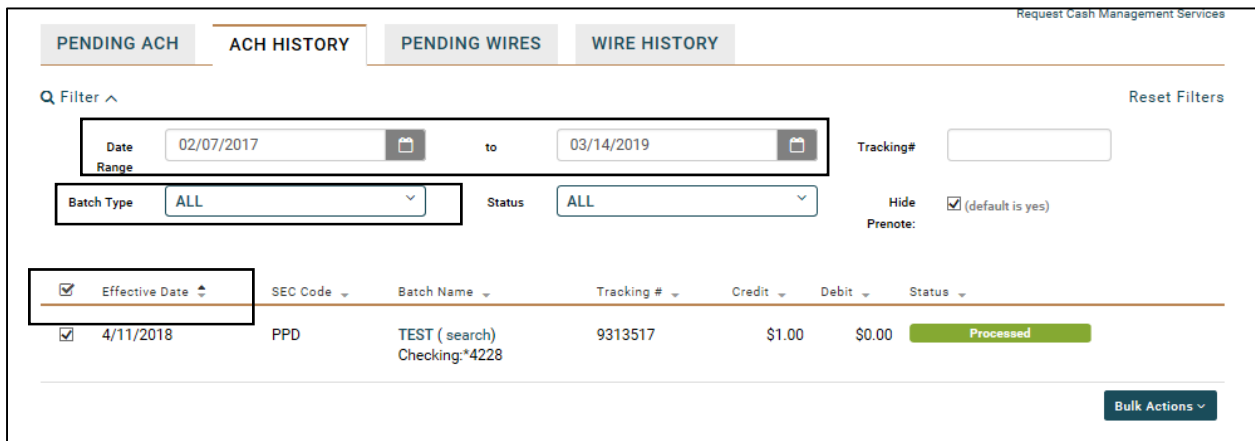


The Export Batch Items page allows you to download transaction items from an ACH batch to a file on your computer. There are two formats available for selection: NACHA Formatted File or Tab Separated Value Format.

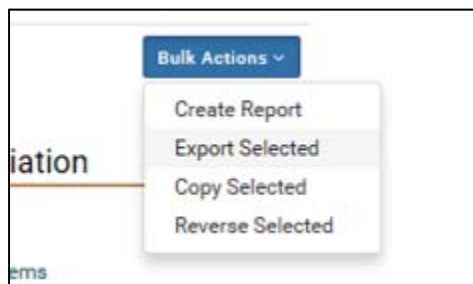
## To export batch items:

1. Click on the 'Cash Management' drop-down and select 'Cash Management Menu'.
2. Click on the 'ACH History' tab.
3. Adjust the date range for the desired timeframe of batches to save.
  - It may be necessary to change the 'Batch Type' to 'ALL'
4. To the left of 'Effective Date' mark the box to select all.



The screenshot shows the 'ACH HISTORY' tab selected. The filter section includes a date range from 02/07/2017 to 03/14/2019, a 'Batch Type' dropdown set to 'ALL', and a 'Status' dropdown set to 'ALL'. A table below lists batch items with columns: Effective Date, SEC Code, Batch Name, Tracking #, Credit, Debit, and Status. The first row shows a batch dated 4/11/2018 with SEC Code PPD, Batch Name TEST (search) Checking-\*4228, Tracking # 9313517, Credit \$1.00, Debit \$0.00, and Status Processed. A 'Bulk Actions' dropdown is visible at the bottom right.

5. Click the 'Bulk Actions' drop-down and select 'Export Selected'.



6. A new screen will appear, allowing the batch export format selection. Depending on the desired format, select the radio button and click 'Export'.



### Cash Management

#### Batch Export

Select the format in which you want to export the batch.

☒ Export Batch to NACHA Formatted File

☐ Export Batch in Tab Separated Value Format

☐ Include Column Headers

Cancel Export

7. A pop-up will appear, select the drop-down for 'Save' and click 'Save As'. Put the exported document in a desired location.

8. Save as a .txt

Do you want to open or save **ACH\_20193711146.txt** from **1cbmca.secure.fundsexpress.com**?

Open Save ▼ Cancel ×

This content will then be uploaded into the new business online banking.