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How to DOWNLOAD/EXPORT transactions from First B2B

First National Ban	nk and Trust Co FirstB2B - Windo	ws Internet Explorer pro	wided by First National Bank and Trust	and the second second		
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🖕 Favorites 🛛 👍	🔁 Suggested Sites 👻 🔊 Get m	ore Add-ons 🔻				
🏉 First National Ba	ank and Trust Co FirstB2B				🏠 💌 🔝 👻 🚍 🖶 💌 Page	🔹 Safety 👻 Tools 👻 🔞 💌
	Log Off		Options			Help
D Fir	rst National Bank d Trust Company*					
Summary	Accounts Funds M	1anagement	File Management Positi	ive Pay Administration Pi		
Balances	Transactions	Stop Paym	ents Documents			
Regular Acct	▼ 2566235: Acco	unt Information as	of 07/26/2012 10:47 AM Centra	I Daylight Time		
Account Inform:	ation			Account Activity		
Average Available Balance Current Month: 313.01				Current Balance:		2,601.01
Average Available Balance Previous Month:				Pending Transfers:		.00+
Average Available Balance 2012: 35.37				Presentments:	+00.	
Average Available Balance 2011: .29				Anticipated Balance:		2,601.01
Average Ledger Balance Current Month: 313.01				Available Funds		
Average Ledger Balance Previous Month: .01				Current Balance:		2,601.01
Average Ledger Balance 2012: 35.37				Total Float:	- 00.	
Average Ledger Balance 2011: .29				Holds:		- 00.
Last Deposit:	05/08	/2012	.99	Available Balance:		2,601.01
Last Check:	05/22	/2012	1.00	Pending Transfers:		.00+
				Presentments:		.00+
			Anticipated Available Balance:		2,601.01	
			Credit Line:		00.1	
				Credit Line,		.00+



Click on the <u>Account</u> to Export transactions from Hover over the Transactions menu Choose the option called <u>Menu</u>

	Log Off	Optio	ns						Help	
First N and Tr	ational Bank sust Company*									
Summary	Accounts Fi	unds Management	File Management	t Positive Pay	Administrat		Print			
Balances	Transactions	Stop Payments	Documents							
Regular Acct	 2566235: Transac 	tion Menu as of 07/26/20	012 10:56 AM Central	Daylight Time						
Current Business Day				Transaction Search						
Current Balance:	07/25/20	012	2,601.01	Cycle:					Previous Statemen	nt 💌
Credits:			+ 00.	Transaction Type:					All	•
Debits:			-00.	sort by:					Transaction Nur	mber 💌
Projected Balance:			2,601.01	then by:					Date	•
Activity From Last Up	odate			then by:						•
Previous Balance:			2,601.01	Date:				Through:		
Credits:			.00 +	Amount:	-			Through:		
Debits:			-00-	Transaction Numbers	-			Through		
Current Balance:			2,601.01	Fransaction Number.				Commo O		
Current Statement C	vcle			Export Format:		ubmit	Evport	Comma S	sparated File [.CSV]	
Beginning Balance:	1		1.01		3	ubinit	Export			
Credits:			2,600.00 +	Image Search						_
Debits:			-00.	Image Type:					Ch	heck 🔻
Current Balance:			2,601.01	Number:						
Previous Statement C	Cycle					Sub	mit			
Beginning Balance:	,		1.01							
Credits:			.00 +							
Debits:			.00-							
Ending Balance:			1.01							

In the upper right corner of the Transaction Search box enter the following information:

Cycle = Previous Statement

Transaction type = Choose from the drop down for checks or all transactions

Sort by = Choose Transaction Number, which is the check number

Choose the appropriate file format from the drop down selections

Click on **EXPORT** to move the information to Excel or some other software solution

The export will automatically go to Excel

Highlight line 1 Descriptions and you can bold to easily identify them as titles

From the Excel Menu choose Data

Use the **<u>Sort</u>** to define the specific sort you want

(Many customers use Chk Ref which is the check number and then by the Date)