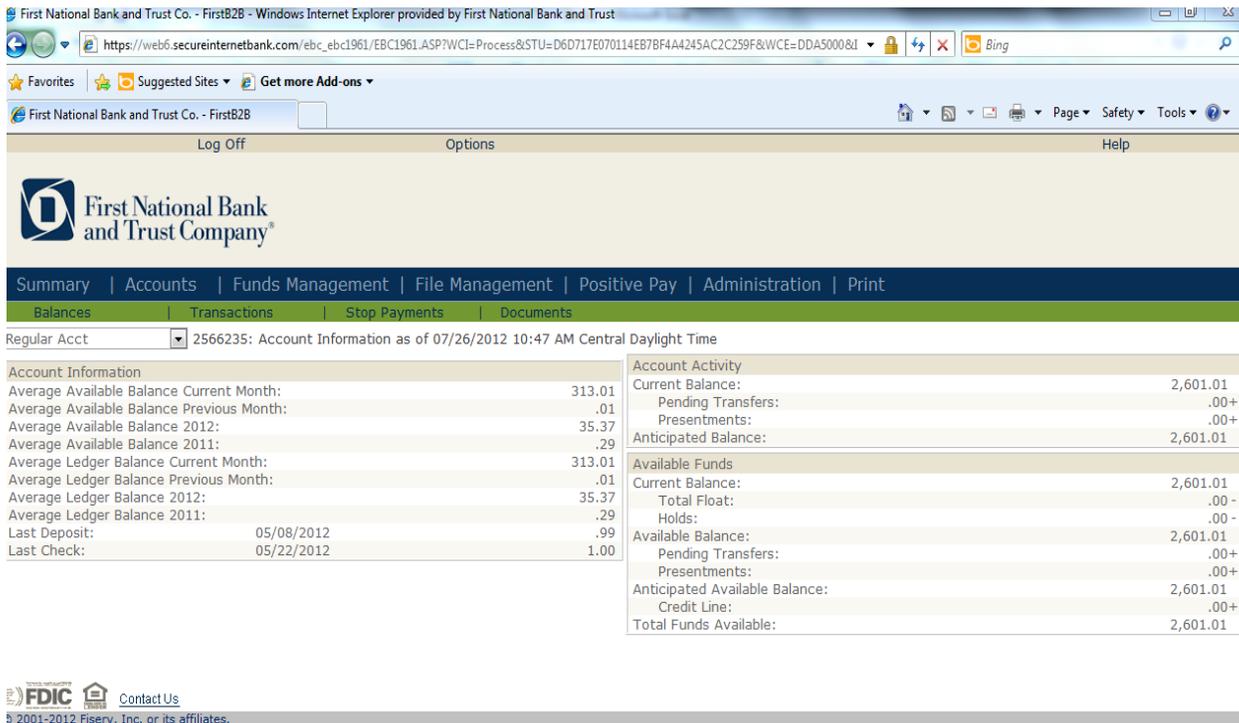


How to DOWNLOAD/EXPORT transactions from First B2B



Regular Acct Account Information as of 07/26/2012 10:47 AM Central Daylight Time

Account Information		Account Activity	
Average Available Balance Current Month:	313.01	Current Balance:	2,601.01
Average Available Balance Previous Month:	.01	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	Available Balance:	2,601.01
Last Check:	05/22/2012	Pending Transfers:	.00+
		Presentments:	.00+
		Anticipated Available Balance:	2,601.01
		Credit Line:	.00+
		Total Funds Available:	2,601.01


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Click on the Account to Export transactions from
 Hover over the Transactions menu
 Choose the option called **Menu**

Log Off Options Help

First National Bank and Trust Company

Summary | Accounts | Funds Management | File Management | Positive Pay | Administration | Print

Balances | Transactions | Stop Payments | Documents

Regular Acct 2566235: Transaction Menu as of 07/26/2012 10:56 AM Central Daylight Time

Current Business Day	
Current Balance:	07/25/2012 2,601.01
Credits:	.00 +
Debits:	.00-
Projected Balance:	2,601.01
Activity From Last Update	
Previous Balance:	2,601.01
Credits:	.00 +
Debits:	.00-
Current Balance:	2,601.01
Current Statement Cycle	
Beginning Balance:	1.01
Credits:	2,600.00 +
Debits:	.00-
Current Balance:	2,601.01
Previous Statement Cycle	
Beginning Balance:	1.01
Credits:	.00 +
Debits:	.00-
Ending Balance:	1.01

Transaction Search

Cycle: Previous Statement

Transaction Type: All

sort by: Transaction Number

then by: Date

Date: Through:

Amount: Through:

Transaction Number: Through:

Export Format: Comma Separated File [CSV]

Image Search

Image Type: Check

Number:

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 **Sort** to define the specific sort you want

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