COMMERCIAL ADVANTAGE

Scheduled Exports Quick Reference Guide

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Overview

The **Scheduled Export** feature automatically generates reports within defined parameters on a chosen schedule which the user can then download. The user can create a custom balance and transaction report in any of these following formats: Bank Administration Institute (BAI), comma-separated values (CSV), CS Basic Export (a basic comma-separated format), Quicken/QuickBooks (OFX), and SWIFT MT940/MT942 format. The user must be entitled to Scheduled Exports to download reports. When used with Transmission Profile, the user can automate the delivery of these reports via sFTP.

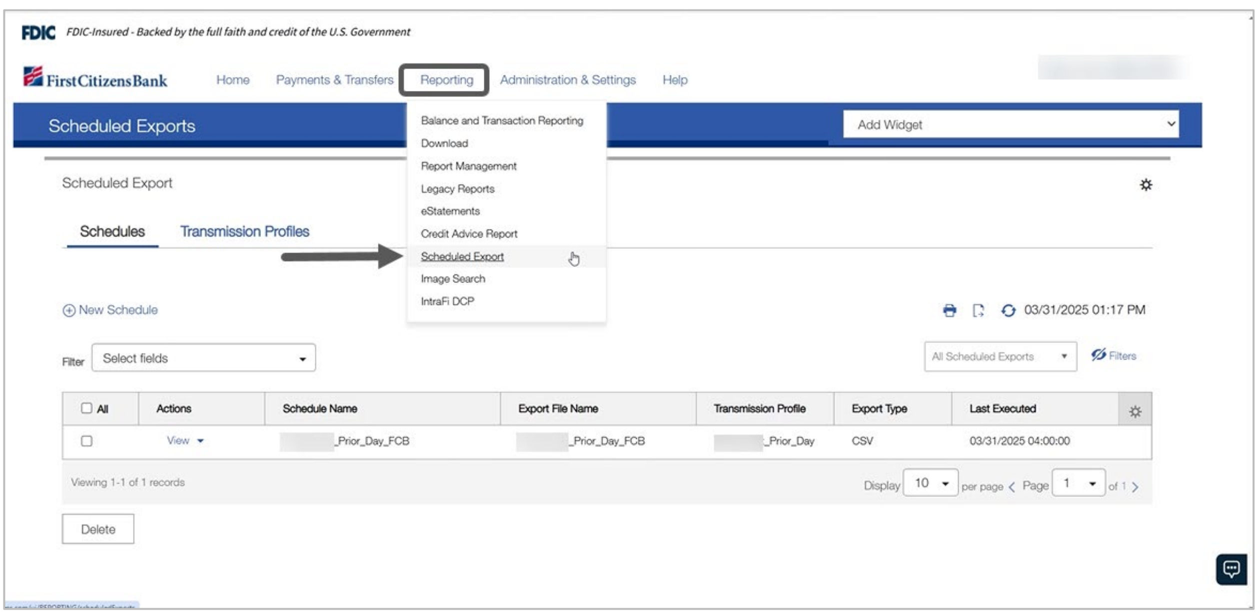
Bank account and transaction information can also be downloaded in CSV format from the Bank Account Summary screen or transaction list view with the export function.

Note: BAI files contain historical balance values. Such values cannot be stored for accounts enabled for Real Time - Posted Transactions. Therefore, these accounts will not be available for BAI export. To learn more about Real Time - Posted Transactions, the user can contact an administrator.

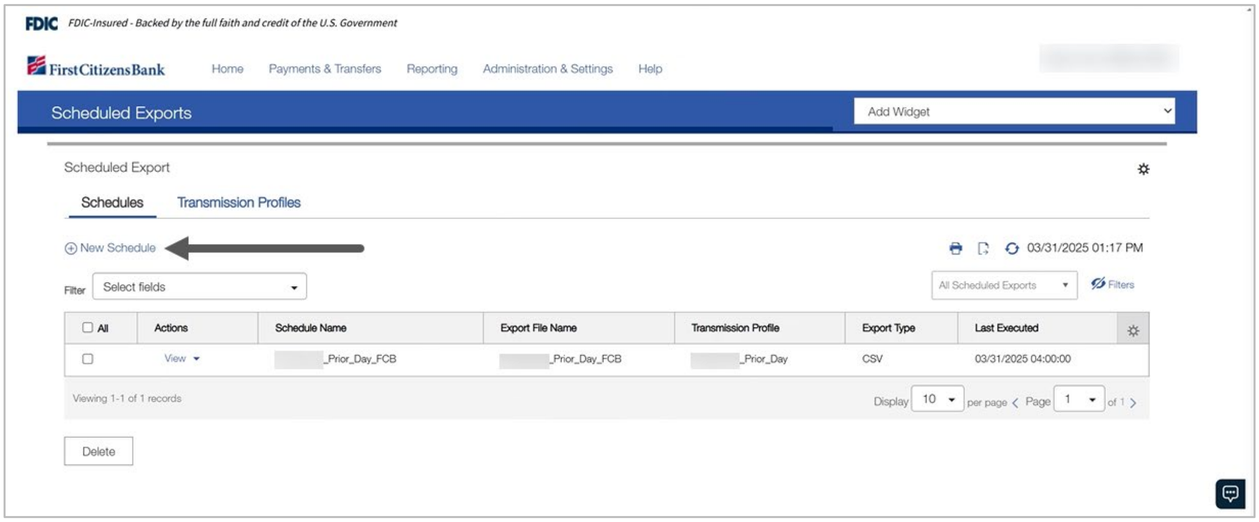
Create a Scheduled Export

To submit an export request:

1. From the **Reporting** menu, select **Scheduled Export**.

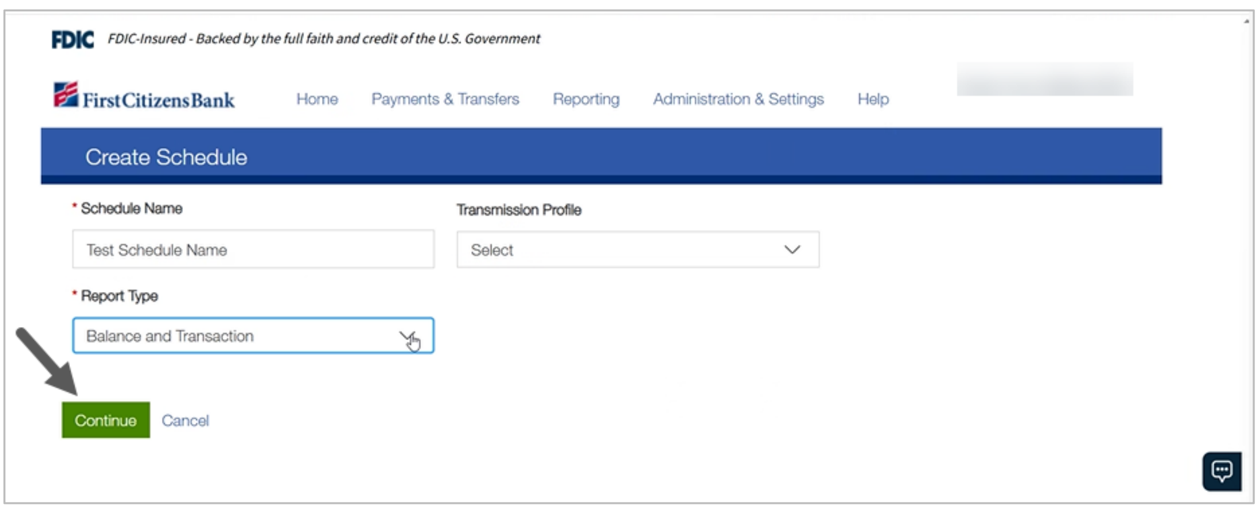


2. Select the **New Schedule** link.



3. Enter a **Schedule Name** and select a **Report Type** from the drop-down menu. Click on **Continue**.

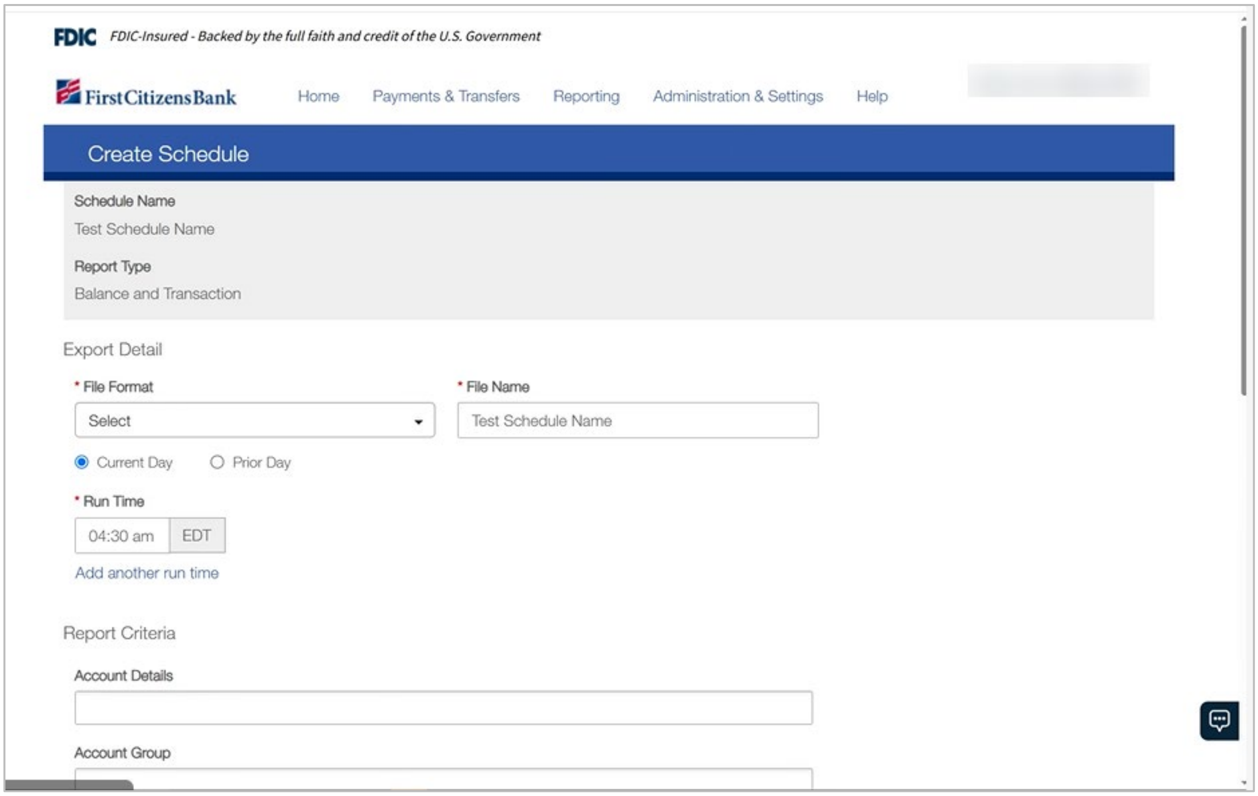
Note: If you'd like to use Transmission Profiles, you must set up the profile prior to selection on this screen. You cannot add transmission profiles after you create the scheduled export.



4. Complete the **Export Detail** section:
   - Select a **File Format** and the **Report Type**.
   - Select **Current Day** or **Prior Day**.
   - Enter a **Run Time** to trigger the report.
   - File Name will default from the previous screen.

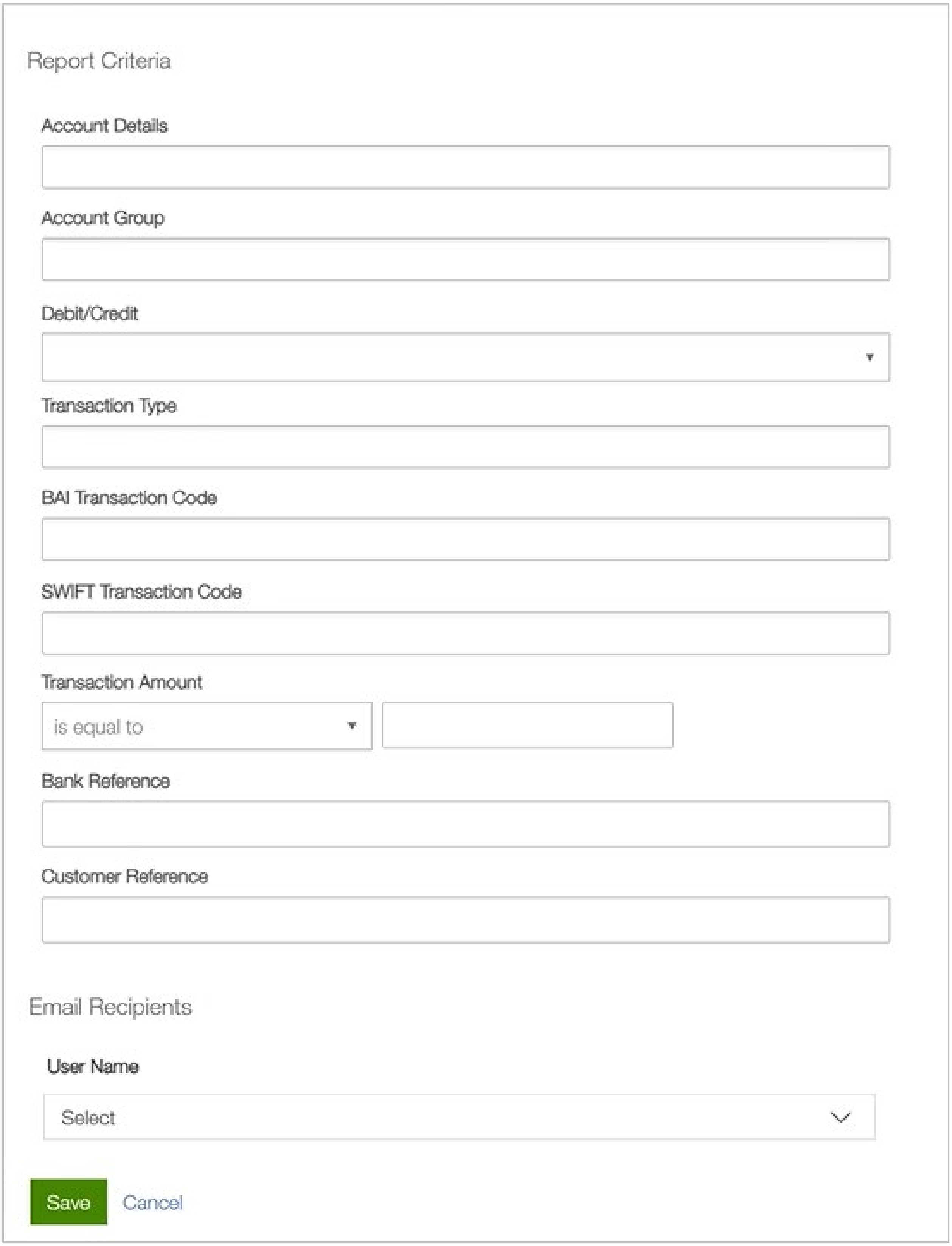
If selecting BAI, CSV, or TSV as the export type,

- Select the content to export from the output content drop-down menu: Transactions Only, Balances and Transactions, or Balances Only.
- For CSV and TSV export types, check the **Exclude Header** box to exclude the header from the exported file, if applicable.

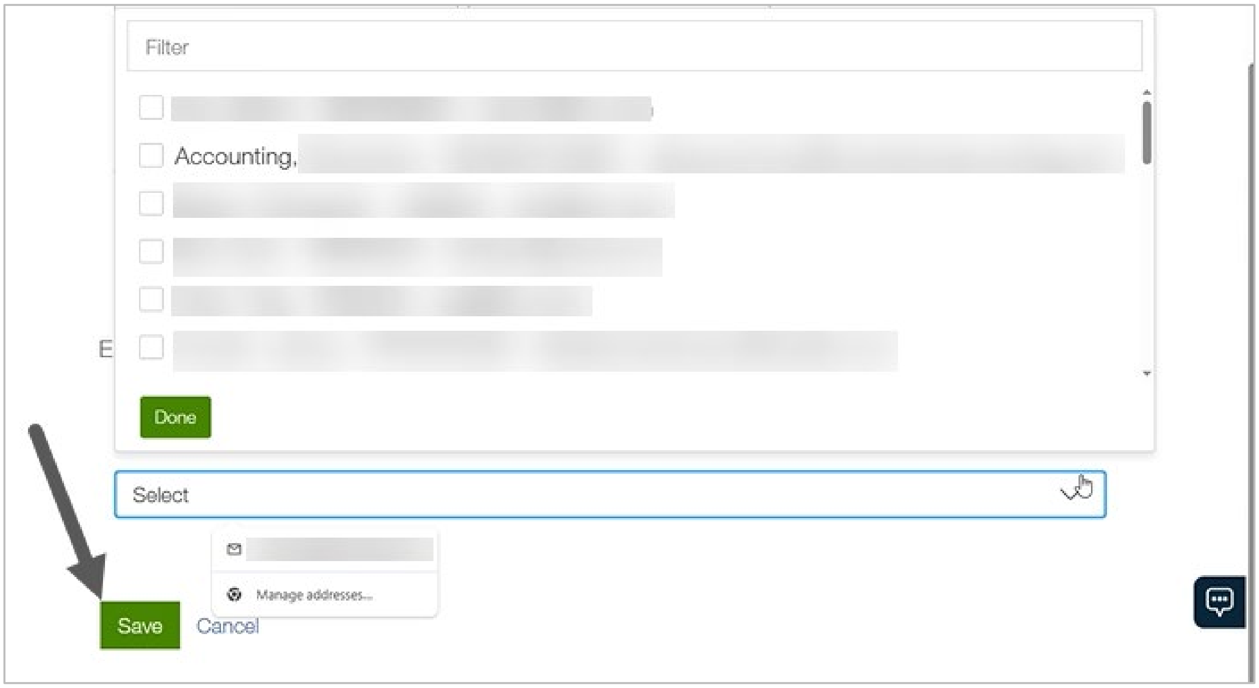


5. Complete the **Report Criteria** fields, as applicable, to include additional criteria for the export file.

   Note: The default setting will populate all available data. Specify the fields to narrow down the results.

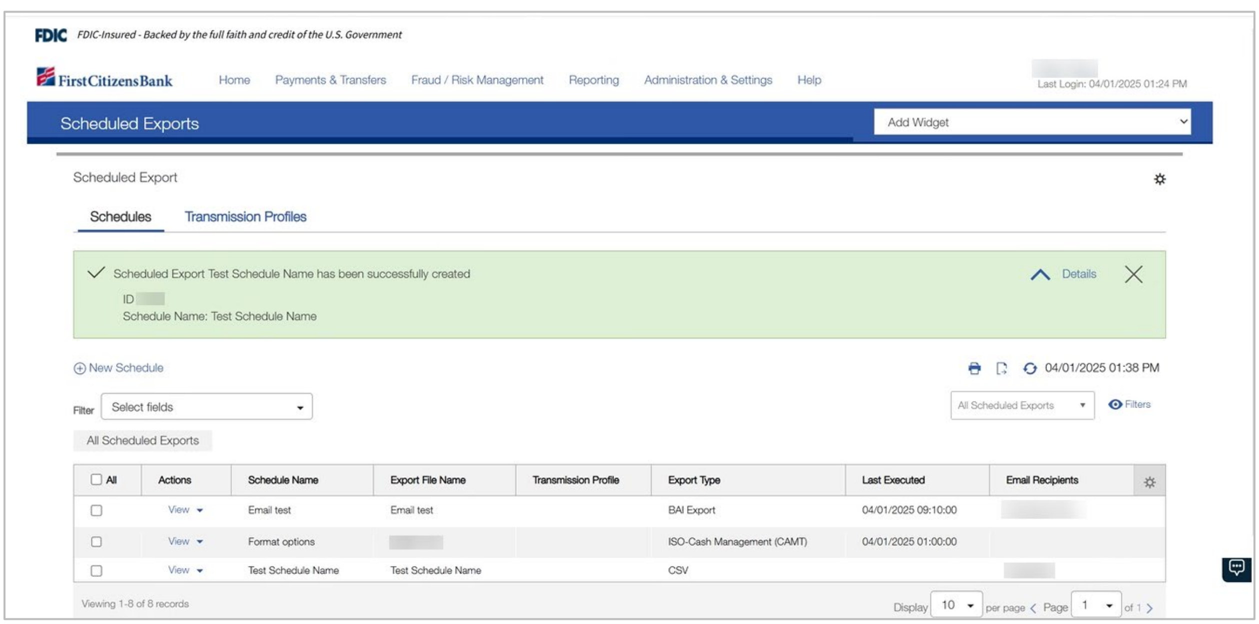

Report Criteria
Account Details
Account Group
Debit/Credit
Transaction Type
BAI Transaction Code
SWIFT Transaction Code
Transaction Amount
is equal to
Bank Reference
Customer Reference
Email Recipients
User Name
Select
Save
Cancel

6. Turning on the email recipients will bundle your report into a zip file. Turn off this feature to ensure that your download file is not in a zip file. Click on **Save** to continue.



7. A confirmation message will display. The report is now listed in the **Scheduled Export** list view.

   Note: The **Last Executed** field will populate once the scheduled export is run and available in the **Download** widget.



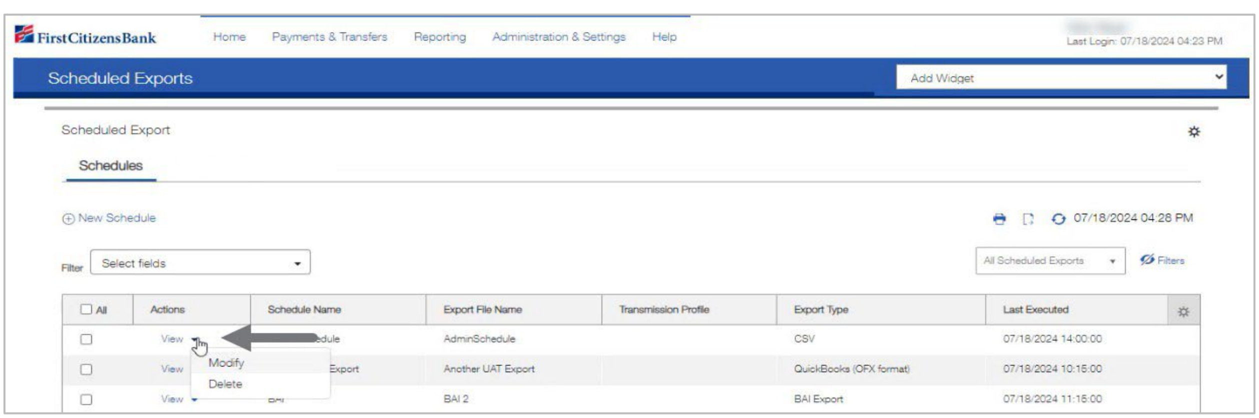
Report Criteria Fields

The following table describes the **Report Criteria** fields. These fields allow you to further filter the export data.

Field	Explanation
Date	The date or range of dates for the data to export.
Account Details	Details about the account. The default setting is blank (optional). This results in all available accounts being selected for export.
Account Group	A name of a group of accounts to return data for. The default setting is blank (optional). This results in all available accounts being selected for export.
Debit / Credit	Export either debit or credit transactions.
Transaction Type	The types of transaction data to download.
BAI Transaction Code	The BAI code associated with the data to download.
SWIFT Transaction code	The SWIFT code associated with the data to download.
Status / Transaction Status	The status of the download.
Transaction Amount	The amount of the transaction.
Bank Reference	Bank reference information.
Customer Reference	Customer reference information.

Modify or Delete a Scheduled Export

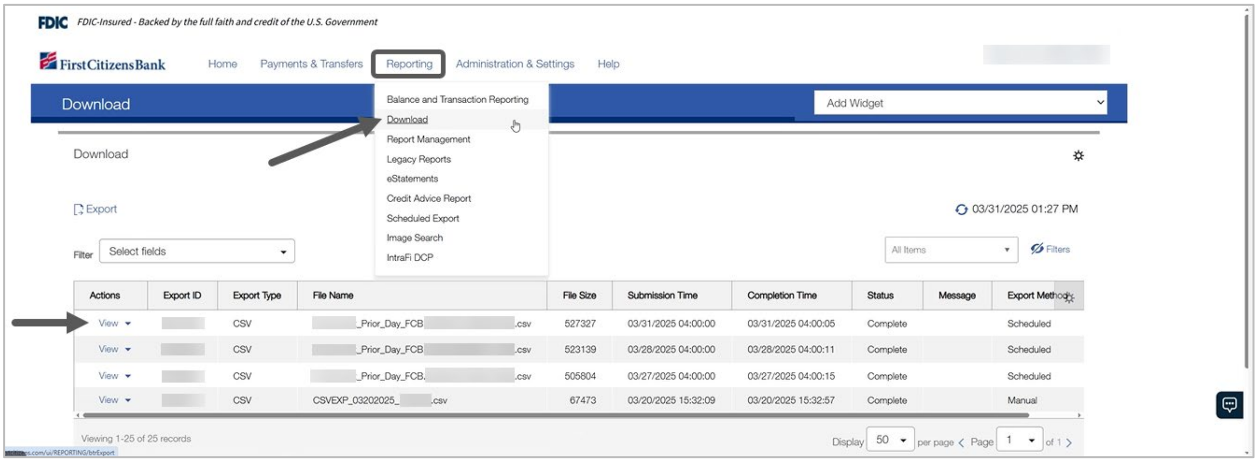
1. Click on the down caret next to **View** to **Modify** or **Delete** a scheduled export.



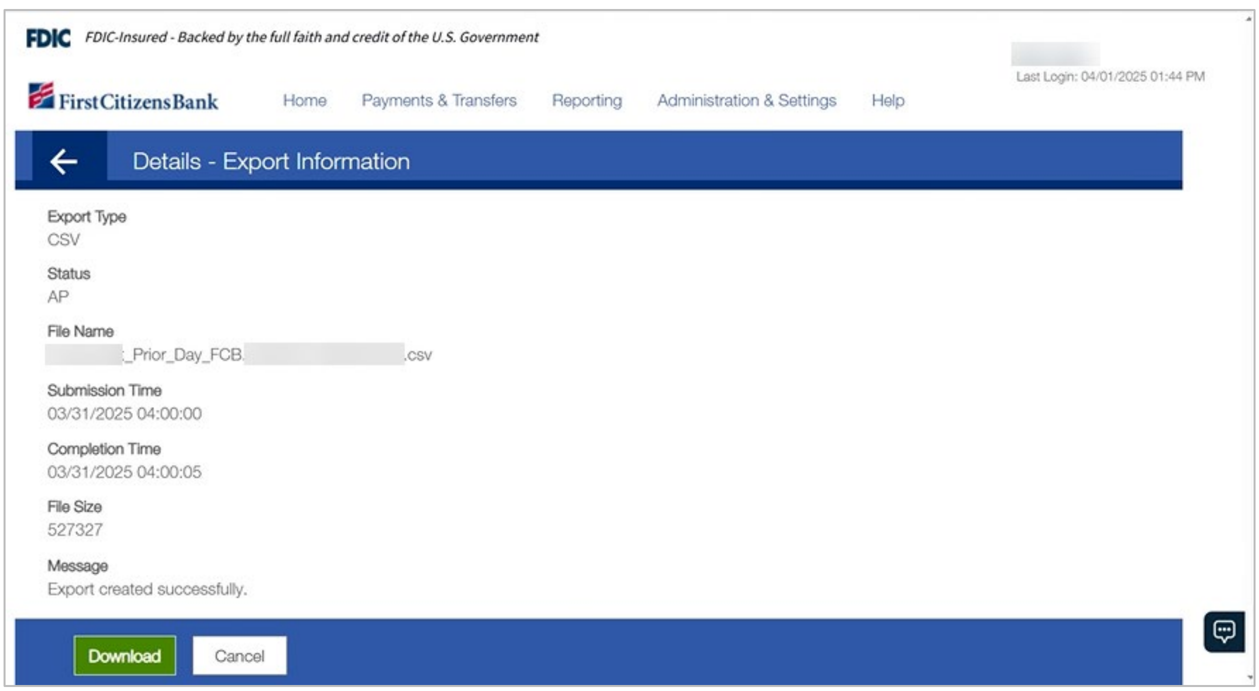
Download a Scheduled Export File

A scheduled report is available for download once the last executed date and time is updated in the **Scheduled Exports** list view.

1. From the **Reporting** menu, select **Download**. Locate the report and select **View** to open the **Details - Export Information** window.



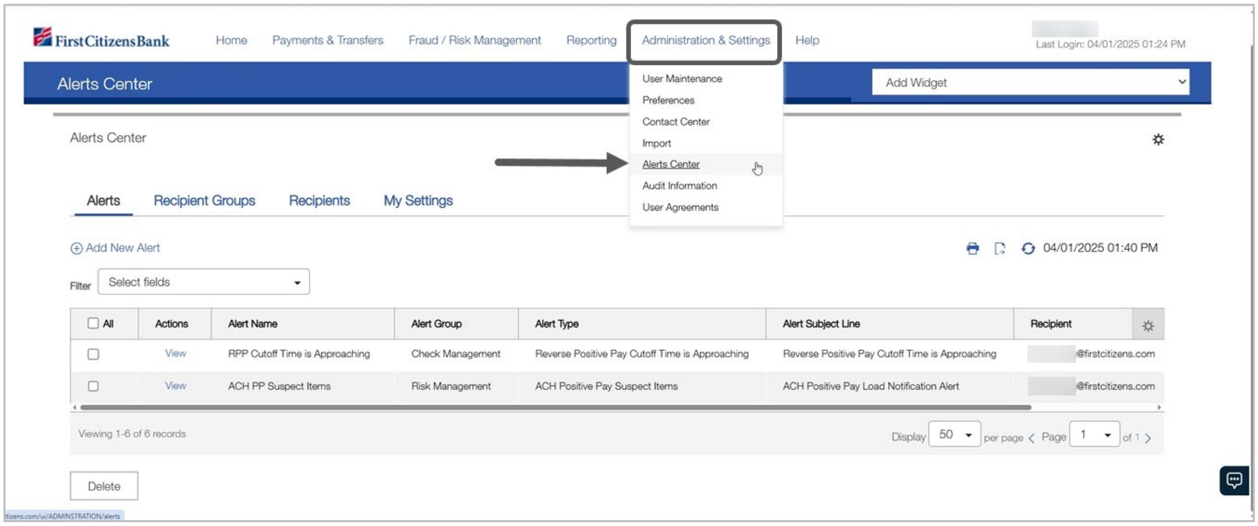
2. Click **Download**. Follow the browser instructions to open or save the file.



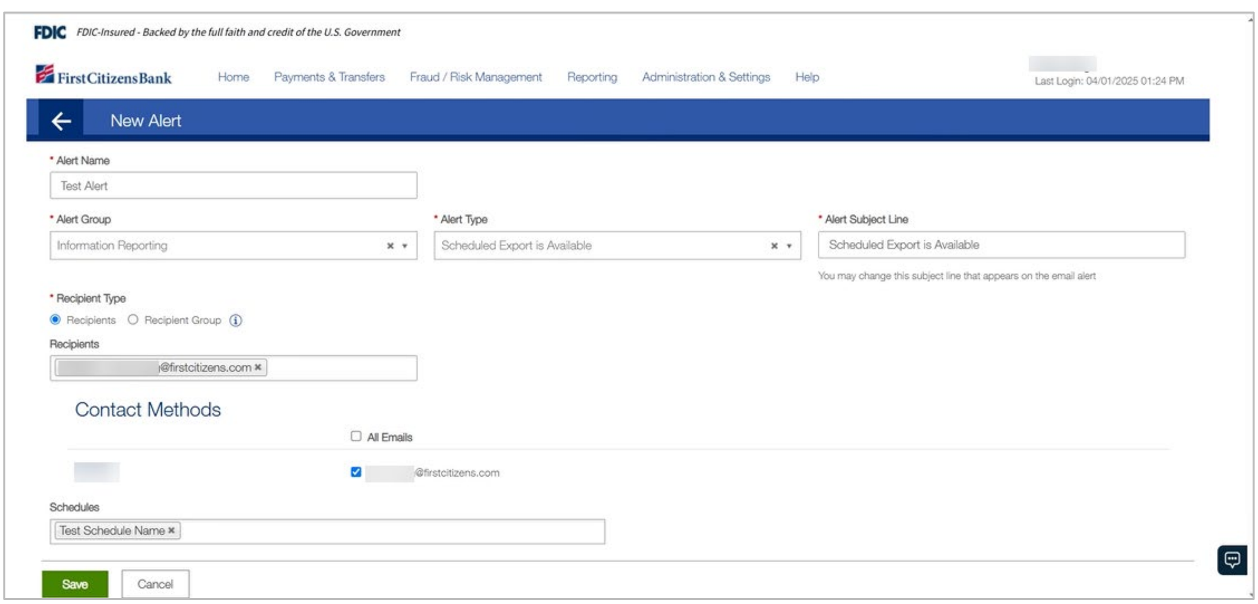
Scheduled Export Alerts

Users entitled to scheduled exports alerts can add an alert to their own profile or work with their company admin to be enrolled in alerts or an alert recipient group to generate a scheduled export alert.

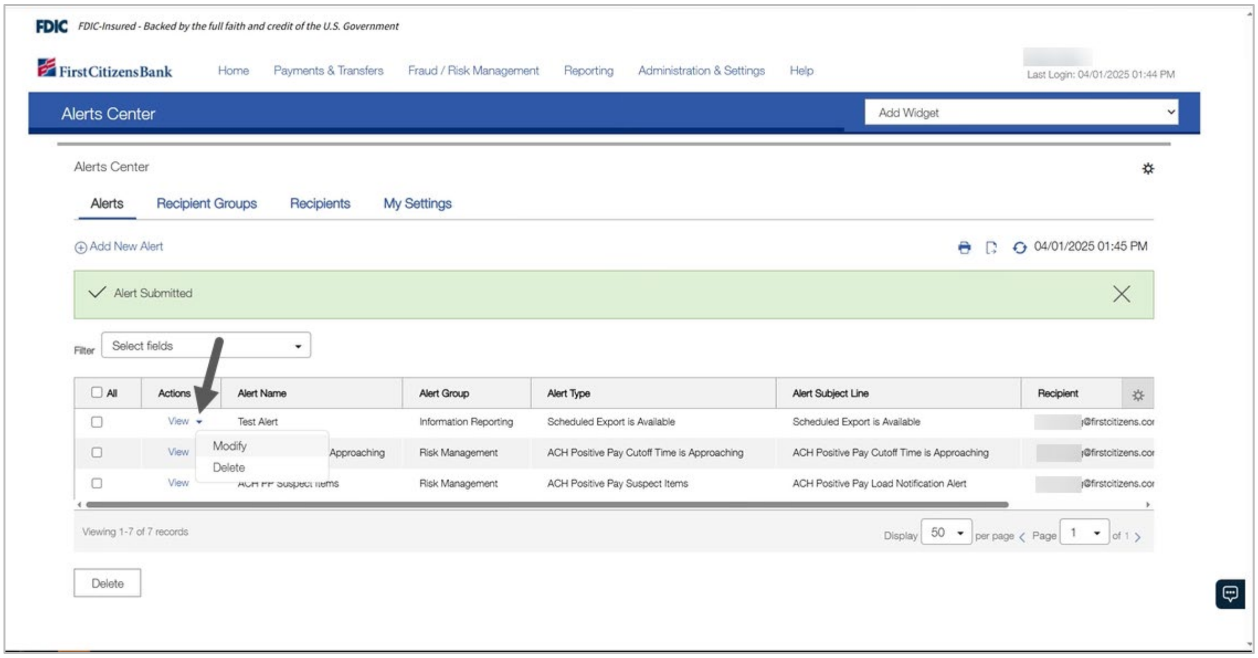
1. From the **Administration & Settings** menu, select **Alerts Center**. Select **Add New Alert**.



2. Complete all required fields. Click on **Save**.
   - Enter an **Alert Name**.
   - Select an **Alert Group** and **Alert Type**. The **Alert Subject Line** will default.
   - Select a **Recipient Type** and a recipient.
   - Select one or more contact methods. Defaults to email.
   - When **Schedule** is left blank, an alert will be triggered whenever a schedule export becomes available.



3. The alert is now listed in the **Alerts Center** list view. Click on the down caret next to **View** to **Modify** or **Delete** the alert.

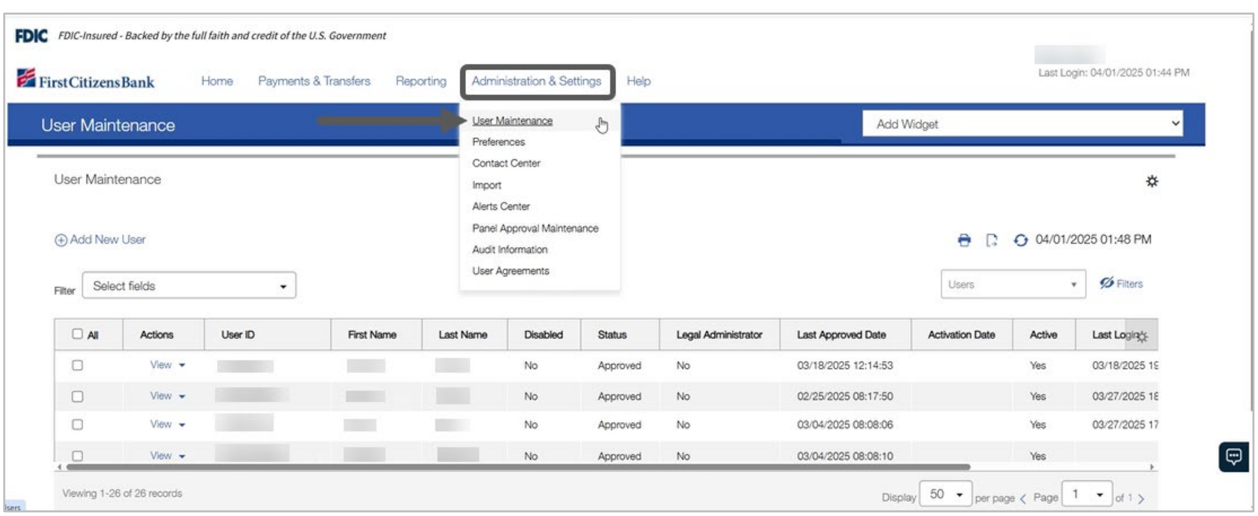


Scheduled Export Entitlements

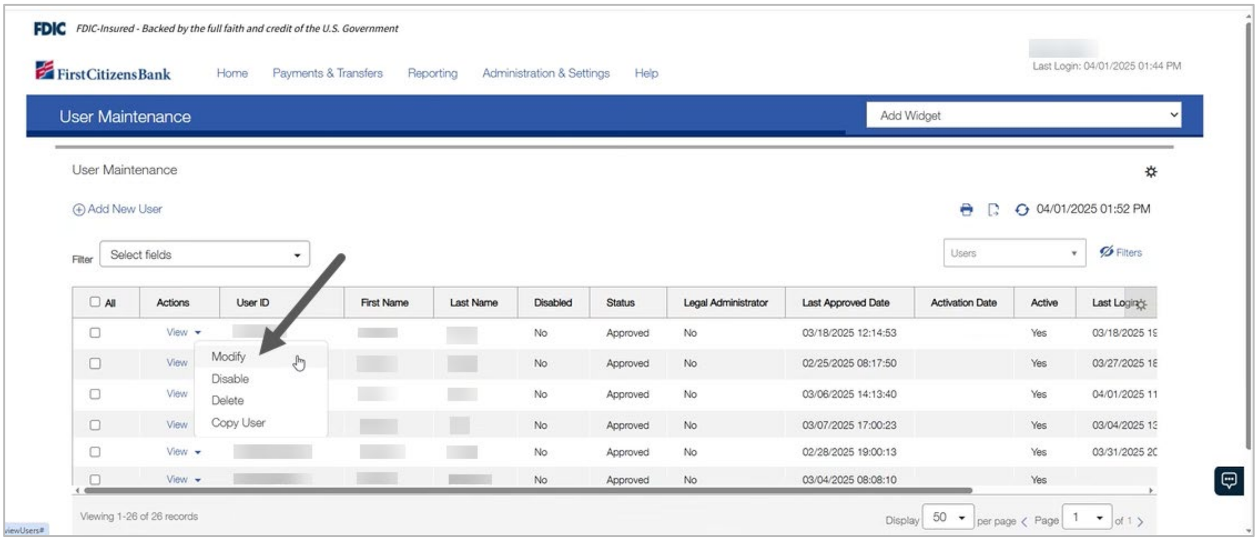
User entitlements must be established to access the scheduled exports widget and to receive scheduled exports alerts.

To add / modify / assign scheduled exports permissions:

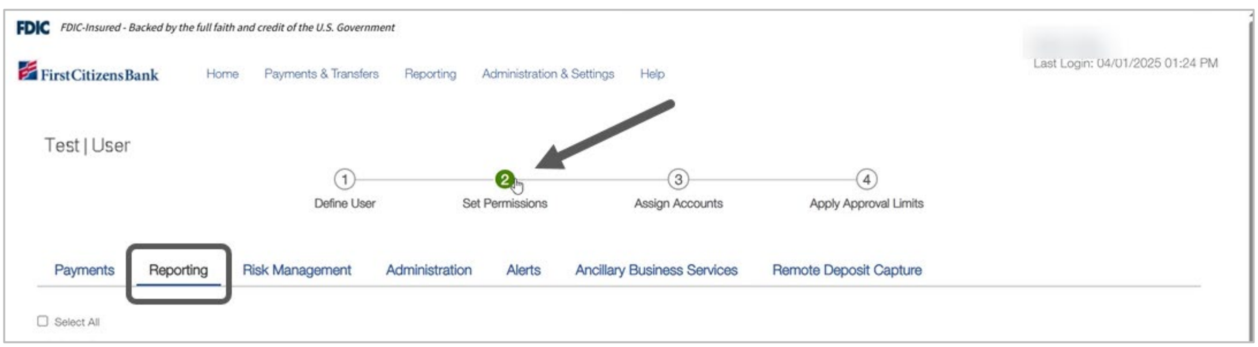
1. From the **Administration & Settings** menu, select **User Maintenance**.



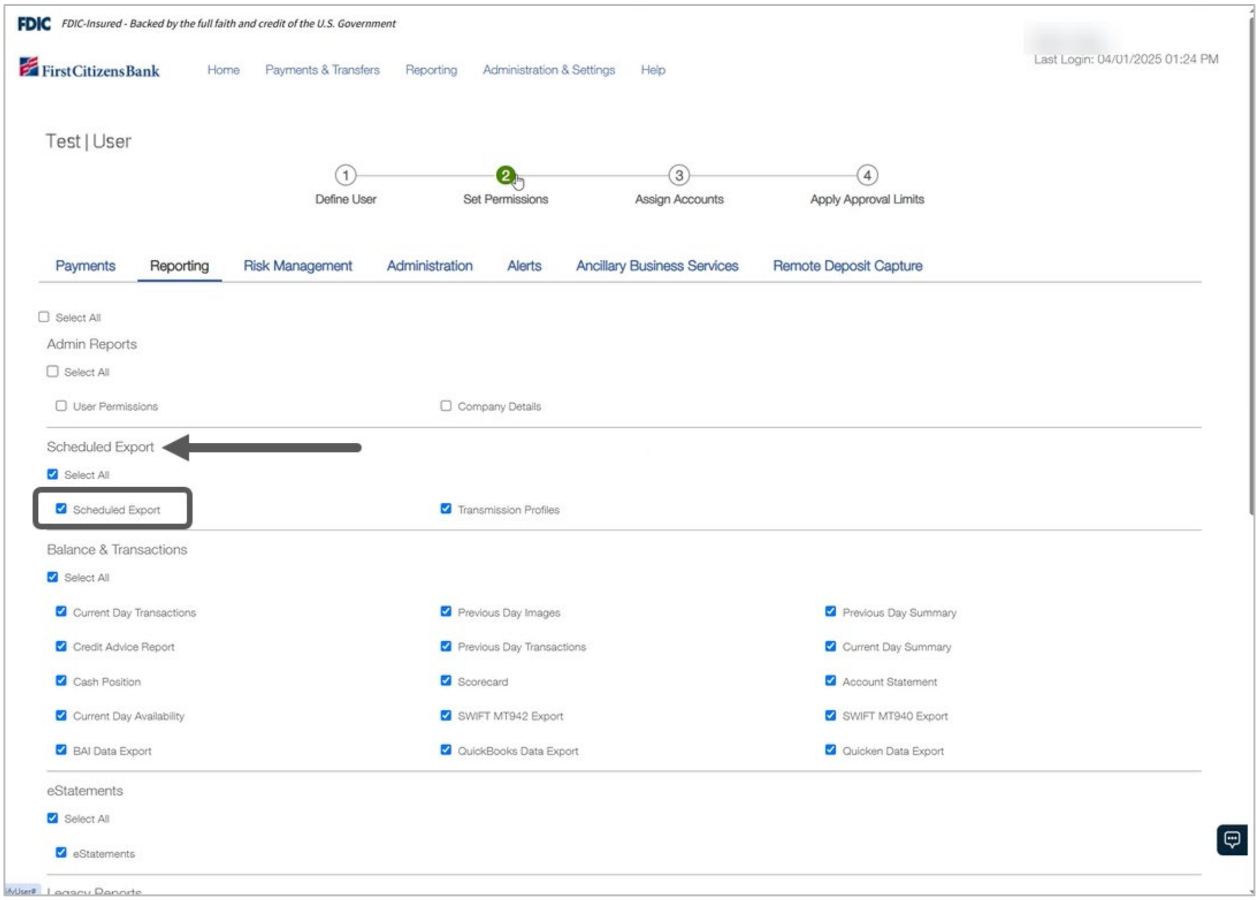
2. Locate the user and select **Modify** from the drop-down menu.



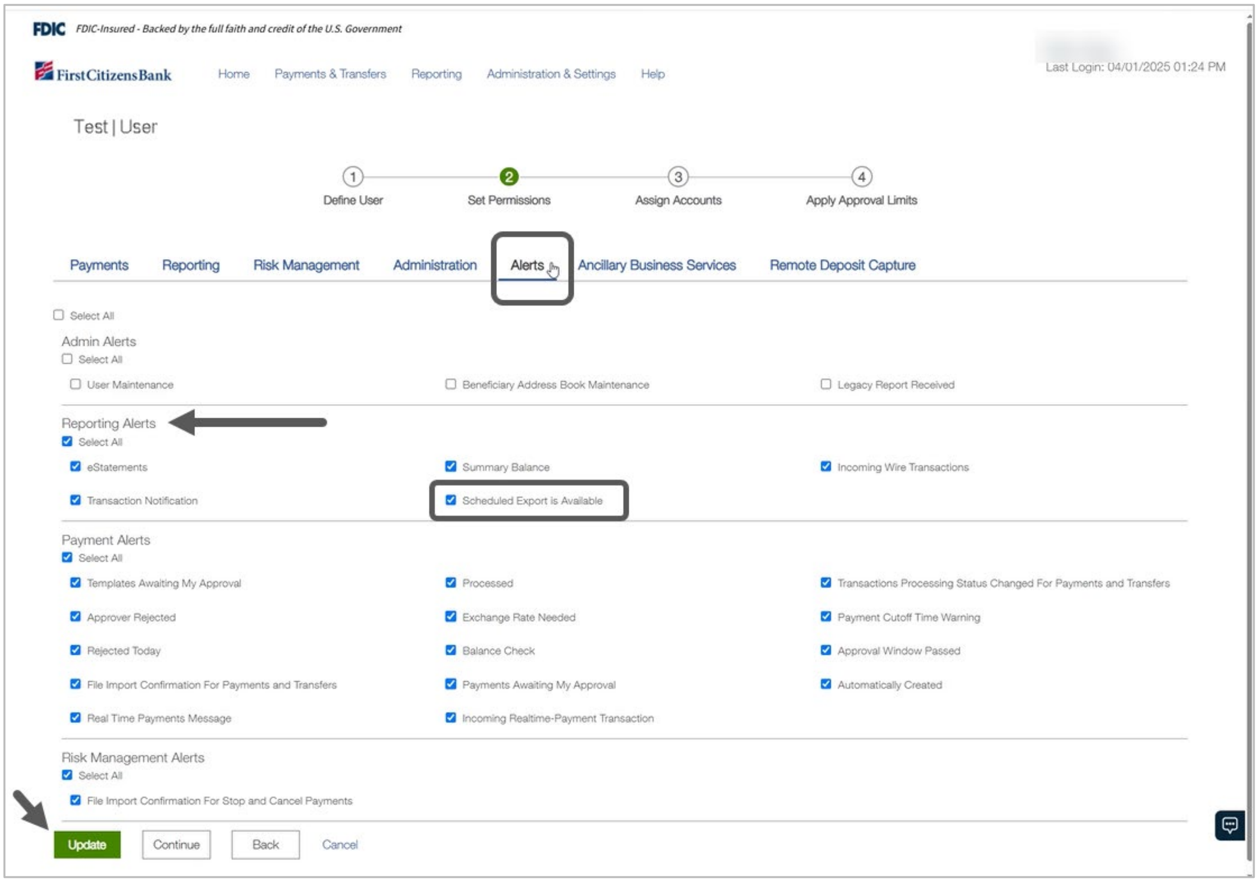
3. From **Step 2 Set Permissions**, click on the **Reporting** tab.



4. Scroll down to the **Scheduled Export** section and select the **Scheduled Export** checkbox.



5. Select the **Alerts** tab. Locate **Reporting Alerts** section. Select the checkbox for **All** or select the checkbox for **Scheduled Export**. Click on **Update** to save.



Questions?

We're here to help. Contact Business Engagement Center with questions at 866-322-4249 (866-FCB-4BIZ). Our team is happy to assist you. For more information visit our **Commercial Advantage Learning Center**.