

Commercial Advantage

User Guide

Download and Export Information

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Learn more about Download and Export Information in Commercial Advantage.

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Overview

The Download function allows the user to download balance and transaction data in 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 have permission to download data in the appropriate format.

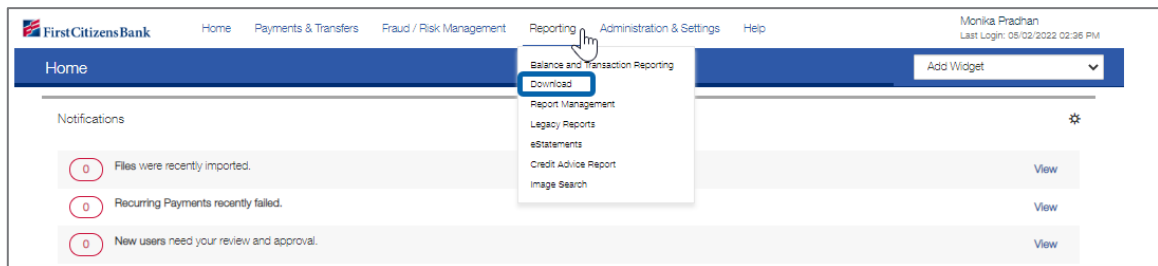
Bank account and transaction information can also be downloaded in CSV format from the Bank Account Summary screen or transaction list view with the export function.

There are two steps to downloading balance and transaction data. First, submit an export request. After the system processes the request, download the exported data from the Downloads screen. The entry of different fields is required for each of the different export types. These differences are detailed in the instructions that follow.

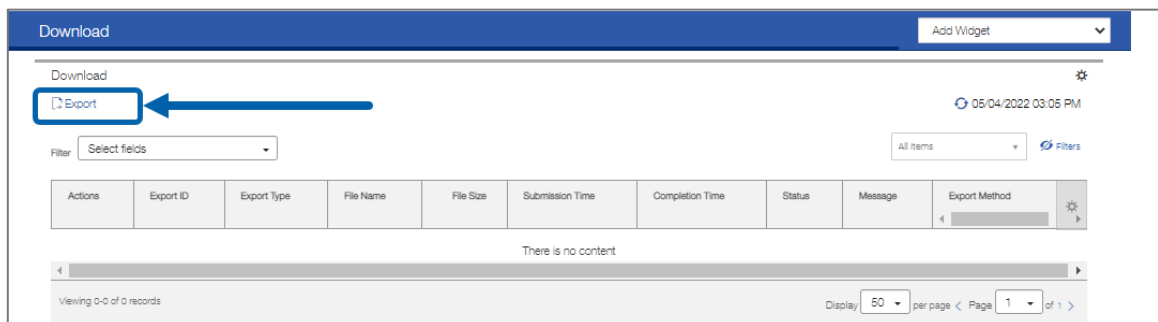
Note: BAI files contain historical balance values. Such values cannot be stored for accounts enabled for Real Time - Posted Transactions. Therefore, these accounts will not be available for BAI export. To learn more about Real Time - Posted Transactions, the user can contact an administrator.

To submit an export request:

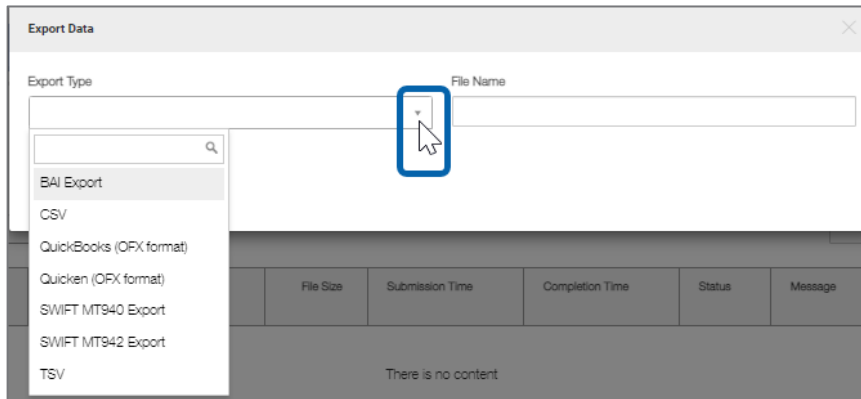
1. From the **Reporting** menu, select **Download**.



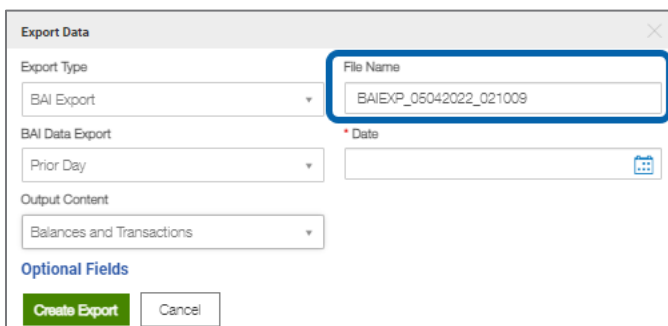
2. Click on **Export**.



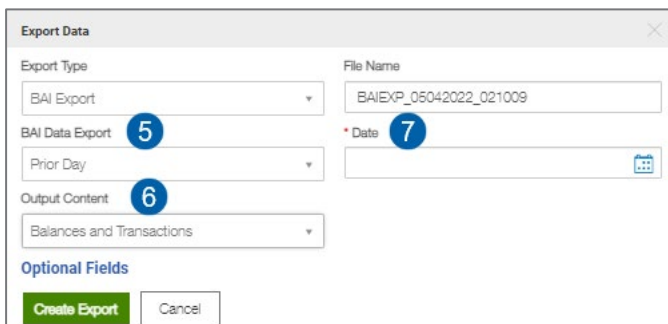
3. From the **Export Type** drop-down, select the type of file to export.




4. Accept the default file name **OR** enter a new file name for the exported file.



5. If **BAI** is selected as the export type from the **BAI Data Export** list, select **Prior Day** or **Current Day**.



6. If selected **BAI**, **CSV**, or **TSV** as the export type,
- Select the content to export from the **Output Content** drop-down: 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.
7. Use the calendar icon  to select a date or date range for the exported data:
- Last 7 Days.
 - Last 30 Days | Last 60 Days | Last 90 Days.
 - Month to date.
 - Quarter to date.
 - Year to day.

- Today (This is the default selection. If the user does not have access to current-day accounts/transactions, select Prior day.)
- Prior day.
- Last Month.
- Custom Range: select the first day of the range; the last available day will be the end date of the range.

Export Data

Export Type: CSV

File Name: CSVEXP_05042022_024054

Output Content: Transactions Only

☐ Exclude Header

Optional Fields

Create Export **Cancel**

Date Selection:

May 2022

Su	Mo	Tu	We	Th	Fr	Sa
24	25	26	27	28	29	30
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

Apply

- Click on the **Optional Fields** link. The section expands to include additional criteria for the data needed to export.

Note: Complete the necessary fields and any optional fields. See [Download Fields](#) for an explanation of the fields.

Export Data

Export Type: BAI Export

File Name: BAIEXP_05042022_021009

BAI Data Export: Prior Day

* Date: 04/05/2022 - 05/04/2022

Output Content: Balances and Transactions

Optional Fields

Account Details

Account Group

Debit/Credit

Transaction Type

BAI Transaction Code

SWIFT Transaction Code

Transaction Amount

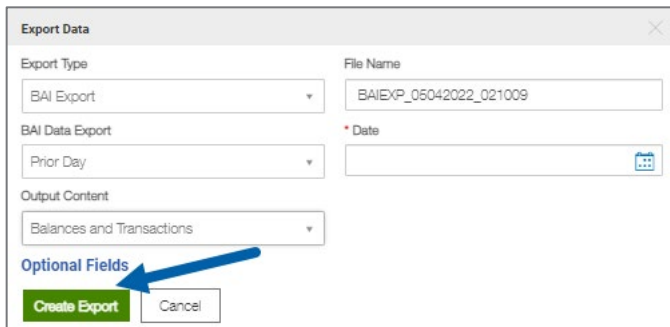
is equal to

Bank Reference

Customer Reference

Create Export **Cancel**

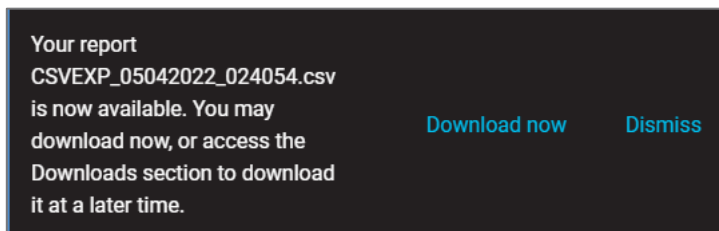
9. Click **Create Export**.



The 'Export Data' dialog box contains the following fields and controls:

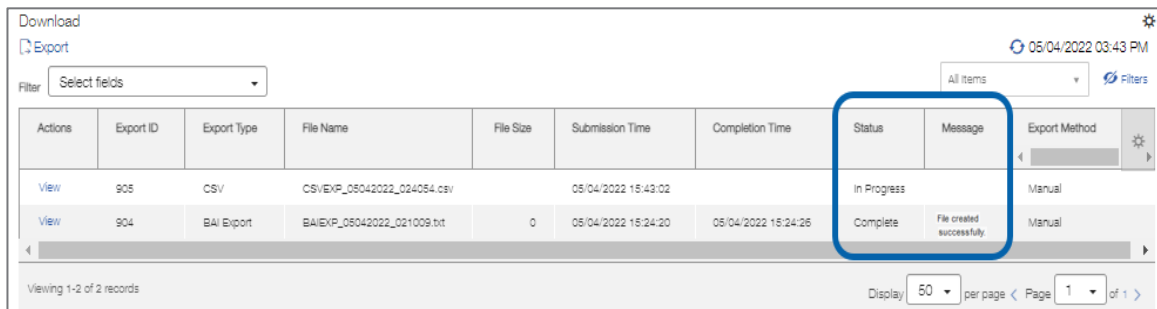
- Export Type:** A dropdown menu with 'BAI Export' selected.
- File Name:** A text input field containing 'BAIEXP_05042022_021009'.
- BAI Data Export:** A dropdown menu with 'Prior Day' selected.
- * Date:** A date selection field with a calendar icon.
- Output Content:** A dropdown menu with 'Balances and Transactions' selected.
- Optional Fields:** A section header with a blue arrow pointing to the 'Create Export' button.
- Create Export:** A green button.
- Cancel:** A white button.

10. A pop-up may appear to display a similar message as the one below.



11. The export request is listed on the Download screen.

- The **Status** column - lists the progress of the request. The status will change to **Complete** once the export has finished.
- The **Message** column - displays if the file was created successfully.



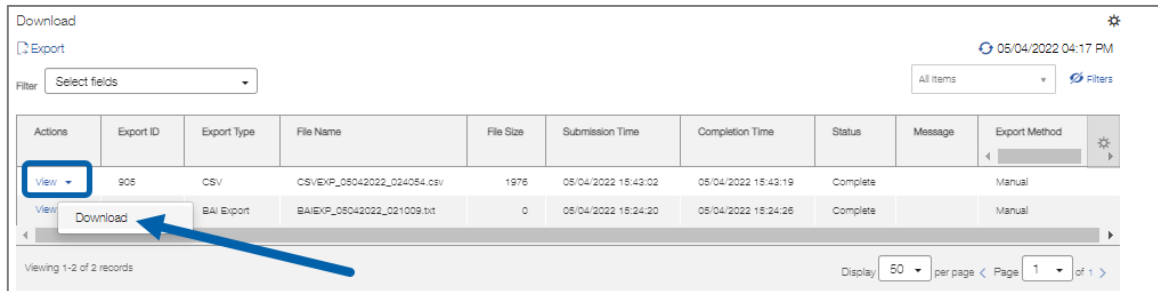
The 'Download' screen displays a table of export requests. The table has the following columns: Actions, Export ID, Export Type, File Name, File Size, Submission Time, Completion Time, Status, Message, and Export Method. The 'Status' and 'Message' columns are highlighted with a blue box.

Actions	Export ID	Export Type	File Name	File Size	Submission Time	Completion Time	Status	Message	Export Method
View	905	CSV	CSVEXP_05042022_024054.csv		05/04/2022 15:43:02		In Progress		Manual
View	904	BAI Export	BAIEXP_05042022_021009.txt	0	05/04/2022 15:24:20	05/04/2022 15:24:26	Complete	File created successfully	Manual

At the bottom of the table, it says 'Viewing 1-2 of 2 records'. On the right, there are controls for 'Display 50 per page' and 'Page 1 of 1'.

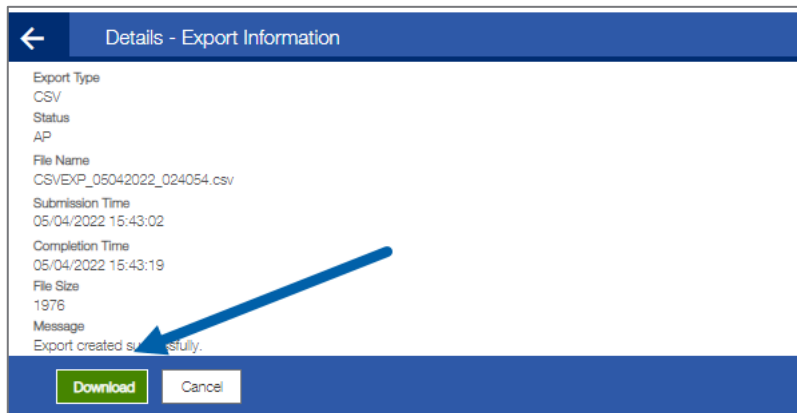
Downloading an Exported File

1. On the Download screen, download the item from the list by:
 - Clicking the dropdown arrow next to **View**, then clicking **Download**.



OR

- Select **View** from the **Actions** menu to see details of the export. Click **Download**.



2. Follow the browser instructions to open or save the file.

Download Fields

The following table describes fields that may appear on the Export Data screen. These fields allow the user to further filter the data to export.

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.