


# Download and Export Data Quick Reference Guide

MUFG EXCHANGE

## GETTING STARTED

MUFG Exchange has the option to download and export data throughout the application.

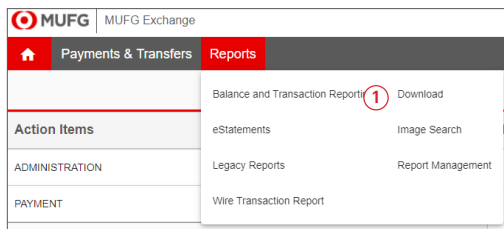
The Export icon  will display within the widget if the functionality is available from the list views.

**Download** - The Download widget allows you to download balance and transaction data in BAI v2/v3 (BTRS, ASC X9), CSV, Quicken, Quickbooks (OFX), and other formats.

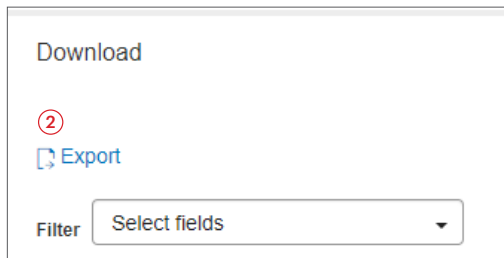
Bank account and transaction information can also be downloaded in CSV format from the Bank Account Summary screen or transaction list view with the Export function.

### To Download

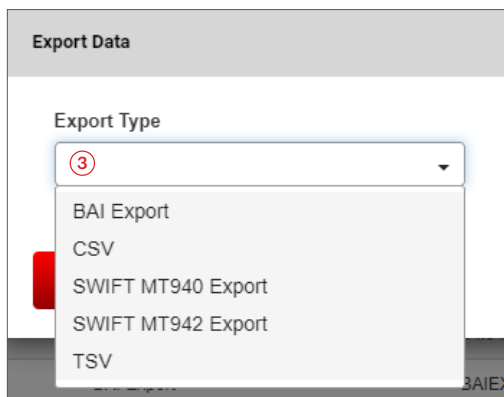
1 Select **Download** from the **Reports** menu.



2 Click the **Export** link.



3 Select **Export Type** from the drop-down menu.



(continued)

- 4 If you selected BAI, CSV, or TSV as the export type,
  - Select the content you want to export from the **Output Content** drop-down: Transactions Only, Balances and Transactions, or Balances Only.
  - For CSV and TSV export types, you can also check the **Exclude Header** box if you want to exclude the header from the exported file.

**Export Data**

**Export Type**

**BAI Data Export**

4 **Output Content**  
  
 Transactions Only  
 Balances and Transactions  
 Balances Only

- 5 Select the **Date** using the calendar icon.
- 6 Click **Optional Fields** to include additional criteria.
- 7 Click **Create Export**.

**Export Data**

**Export Type**

**File Name**

**BAI Data Export**

5 \* **Date**

**Output Content**

6 **Optional Fields**

7 **CREATE EXPORT** **CANCEL**

- 8 The Export request is listed on the Downloads screen. The Status column lists the progress of the request. The status will change to Complete once the export has finished.
- 9 Select **Download** from the **View Arrow** menu.


Download 11/09/2020 09:29 AM

Export 11/09/2020 09:29 AM

Filter:

<input type="checkbox"/>	Actions	Export Type	File Name	Status	Message	File Size
<input type="checkbox"/>	<a href="#">View</a>	BAI Export	BAIEXP_11092020_071433.txt	In Progress		
<input type="checkbox"/>	<a href="#">View</a> <span style="border: 1px solid #ccc; border-radius: 50%; padding: 2px;">9</span>	BAI Export	BAIEXP_11092020_064113.txt	Complete		35834
<input type="checkbox"/>	<a href="#">View</a> <a href="#">Download</a>	BAI Export	BAIEXP_11092020_063255.txt	Complete		47724

(continued)

**Export Data** – The export functionality is available by using the Export icon  displayed within the widget if the functionality is available. The following export formats are supported:

**BAI, CSV, TSV, SWIFT MT940, SWIFT MT942**

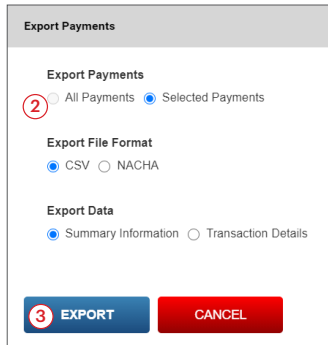
**To Export Using the Icon**

1 Select the Export Icon 



2 Select options from the Export pop-up screen.

3 Click Export.



4 Open the file, usually found at the bottom left hand corner of your screen.

