USER GUIDE

Exporting Transaction Data

METRO BANK

This guide is to help you with exporting transaction data when using the online platform.

- From the homepage, select the account you wish to view
- This will then open the account's 'Transaction Summary'

Transaction Summary

View your account balance and the last 32 days of transactions.

Demo A/C 1
Business Current Accounts 10843488 GBP

Current balance £6.19
Available balance £1.89

+ Account information + Advanced search Download Export Pay

Booking date	Value date	Transaction type	Payer / Payee	Money in	Money out	Running balance
12 OCT 2016	12 OCT 2016	Outward Faster Payment	MIKE WRAGG1		-£0.02	£6.19
12 OCT 2016	12 OCT 2016	Outward Faster Payment	MIKE WRAGG		-£0.01	£6.21
06 OCT 2016	04 OCT 2016	Account to Account Transfer	MR J W MOULE		-£0.01	£6.22
03 OCT 2016	03 OCT 2016	Account to Account Transfer	Demo A/C 3	£0.10		£6.23
29 SEP 2016	29 SEP 2016	Outward Faster Payment	MIKE WRAGG		-£0.07	£7.33

1. Downloading Transaction Data

- Select 'Download' in order to open a PDF file of the last 32 days of transactions.
- You can select 'File' > 'Save As' in order to save the 'Transaction Report' to your device.

2. Exporting Transactional Data

- Select 'Export' in order to download transaction data into a CSV format, which you can open in Excel.
- Once in Excel, data can be easily manipulated.
- You can then select 'File' > 'Save As' in order to save the Transaction Data to your device

	A	B	C	D	E	F	G	H
1	You searched from 09/19/2016 to 10/21/2016							
2	BookingDate	ValueDate	Transaction Type	Transaction Reference	Payer/Payee Name	Payment Reference	Money In/Out	Balance
3	12/10/16	12/10/16	Outward Faster Payment	FT1627935TGB	MIKE WRAGG1	FT1627935TGB\BNK MIKE WRAGG1 TES PAYMENT 2	-0.02	6.19
4	12/10/16	12/10/16	Outward Faster Payment	FT162791VFJK	MIKE WRAGG	FT162791VFJK\BNK MIKE WRAGG TEST PAYMENT 1	-0.01	6.21
5	06/10/16	04/10/16	Account to Account Transfer	FT1627845F6V	MR J W MOULE	FT1627845F6V\BNK TEST ACCOUNT	-0.01	6.22
6	03/10/16	03/10/16	Account to Account Transfer	FT16277C4HN1	Demo A/C 3	FT16277C4HN1\BNK TEST	0.1	6.23
7	29/09/16	29/09/16	Outward Faster Payment	FT16263T4H60	MIKE WRAGG	FT16263T4H60\BNK MIKE WRAGG TEST PAYMENT 2	-0.07	6.13
8	29/09/16	29/09/16	Outward Faster Payment	FT16263GWLJT	MIKE WRAGG	FT16263GWLJT\BNK MIKE WRAGG TEST PAYMENT 1	-0.01	6.2
9	28/09/16	28/09/16	Transaction Charges	10843488.20160928.CHG	XFER FROM SUSPENSE TO A/C	Transaction Charges	-1.2	6.21
10	23/09/16	23/09/16	Account to Account Transfer	FT16267HHHKS	Demo A/C 2	FT16267HHHKS\BNK EUR to GBP	0.85	7.41
11	21/09/16	21/09/16	Outward Faster Payment	FT16265D6LD9	MIKE WRAGG	FT16265D6LD9\BNK MIKE WRAGG TEST 1	-0.01	6.56
12	19/09/16	19/09/16	Account to Account Transfer	FT16260B15Z9	Demo A/C 2	FT16260B15Z9\BNK test	-0.86	6.57

3. File Format

- Files follow a specific file format
- File names will save as: '[customer number].[account number].[currency].[file type]'

'Booking Date'
When an entry is applied to the account. E.g: 16-Apr-15

'Value Date'
When value was given to an account entry. E.g: 16-Apr-15

'Transaction Type'
Name of transaction type. E.g: Account to Account Transfer

'Transaction Reference'
Metro Bank back office transaction reference number. E.g: FT151068NJG2

'Payer/Payee Name'
Name of sender or receiver of transaction. E.g: Fred Bloggs

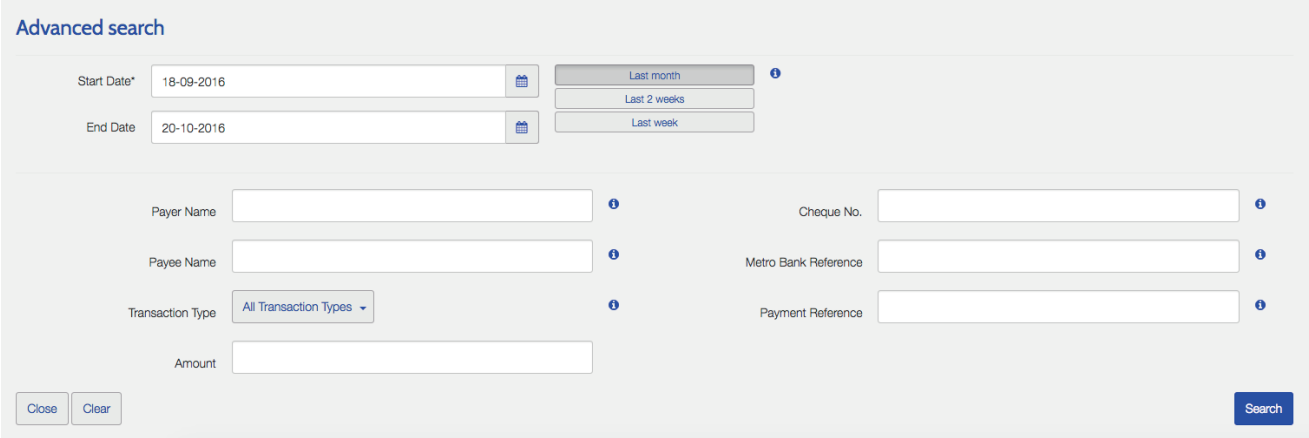
'Payment Reference'
Transaction reference applied by sender. E.g: Test Payment 1

'Money In/Out'
Value of transaction (negative or positive). E.g: -0.20

'Balance'
Running balance of account. E.g: 5

4. Downloading an Advanced Search

- Select 'Advanced Search' under 'Transaction Summary'
- This enables you to filter transaction data.
- Complete the appropriate fields to specify your search. For example, a particular time frame or transaction characteristic
- Click 'Search' and then you can choose to 'Export' or 'Download' the specified data



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