How To:
Download Payment History

BRIDGEWATER BANK

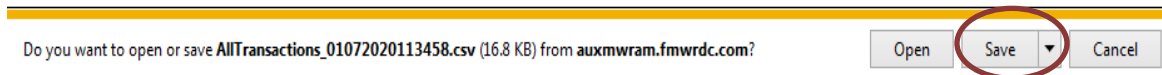### How to Export Wire Transaction History:

1. Login and Select Management Tools – Wire Manager
2. Select Inquire Wire Transfer, then change the date range on the right hand side
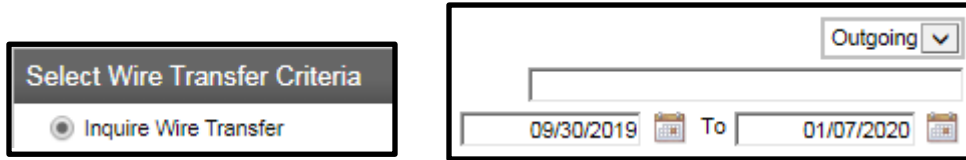
3. Then select the Export icon on the right side to view the history

4. The history will need to be saved (**do not open it**) in a CSV file to your computer.

Do you want to open or save **AllTransactions_01072020113458.csv** (16.8 KB) from **auxmwram.fmwrdc.com**?   Open   Save ▼   Cancel
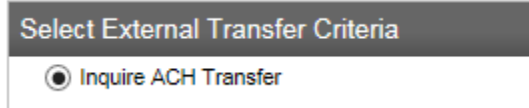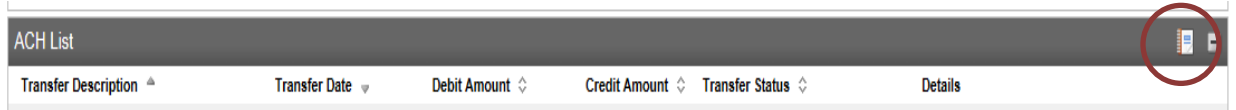
<u>Tips</u>
- Do not open the document before you save it as the data could format incorrectly
- Do not change any data in the CSV document (use notepad or similar software)

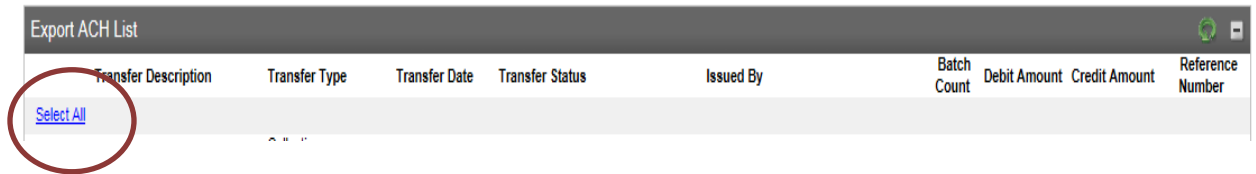## How to Download ACH Transaction History Into a PDF Document:

1. Login and Select Management Tools – ACH Manager
2. Select Inquire ACH Transfer, then Submit

Select External Transfer Criteria
⦿ Inquire ACH Transfer

3. Then select the View Report icon to view the history

ACH List						
Transfer Description ▲	Transfer Date ▽	Debit Amount ◇	Credit Amount ◇	Transfer Status ◇	Details	

4. Click on Select All to export all history (on each page)

Export ACH List								
Transfer Description	Transfer Type	Transfer Date	Transfer Status	Issued By	Batch Count	Debit Amount	Credit Amount	Reference Number
Select All								

5. Then in the bottom left corner, choose All Transactions from the drop down menu, then Print and save the PDF document to your computer.

All Transactions ☑	Print