# Exporting ACH Transactions in the Online Activity Center

You can export ACH* transactions by Transaction Type in the Activity Center to a file format that you select. Export formats will vary depending on the settings.

Note: You can only export data in online banking, but not in mobile banking.

**To export by Transaction Type in the Activity Center**

1. In the navigation menu, click **Transactions** > **Online Activity**.
2. Click the export icon (⬇). A window appears where you can download separate XLS files that contain details about exported files, grouped according to transaction type.
   - ACH Batch
   - ACH Collection
   - Payroll

3. Click **Download** on the desired transaction type to download the related XLS file.

**To export for a specific date range and Transaction Type in the Activity Center**

1. Use the **Filters** button to specify the values to include in the search.
2. Click or tap **Apply**.
3. In the search results, click or tap on a transaction for additional details. The results of a Basic search include transactions that match all the search conditions.

4. Click the export icon (⬇).

*Service charge may apply.