

How to Export Account History from Online Banking

1. Login to Online Banking at www.tboc.com
2. Click on Accounts in the top navigation bar
3. Click "History" next to the account you wish to export (see below)

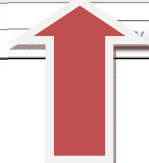
Accounts Urgent Messages! | +Add An Account | Help | Print this page

Select Account Select Action

To see an account's monthly statement, transaction history, or more details about the account, use the links in the Make a Selection column. Use the [transfer to/from](#) link to move funds into another account. Click on a column title to sort information by account name, account number, or balance.

To view the balance in your account(s) that is available for online transfers and bill payments, click the [detail](#) link in the Make a Selection column.

Checking					
Checking	Owner	Account #	Balance	As Of	Make a Selection
		*3481	\$937.09	02/17/2012	>detail >statement >history >transfer to/from
		*4925	\$9,553.78	02/17/2012	>detail >statement >history >transfer to/from
Checking Total			\$10,490.87		



4. Use the options on the history page to select the date range you wish to export. For example, if you wish to export all of 2011, select January 1, 2011 through December 31, 2011. (as shown)

Account History

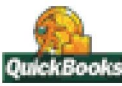


Quick Search

Date Range: 01/01/2011 to 12/31/2011

Sort By: Date Descending

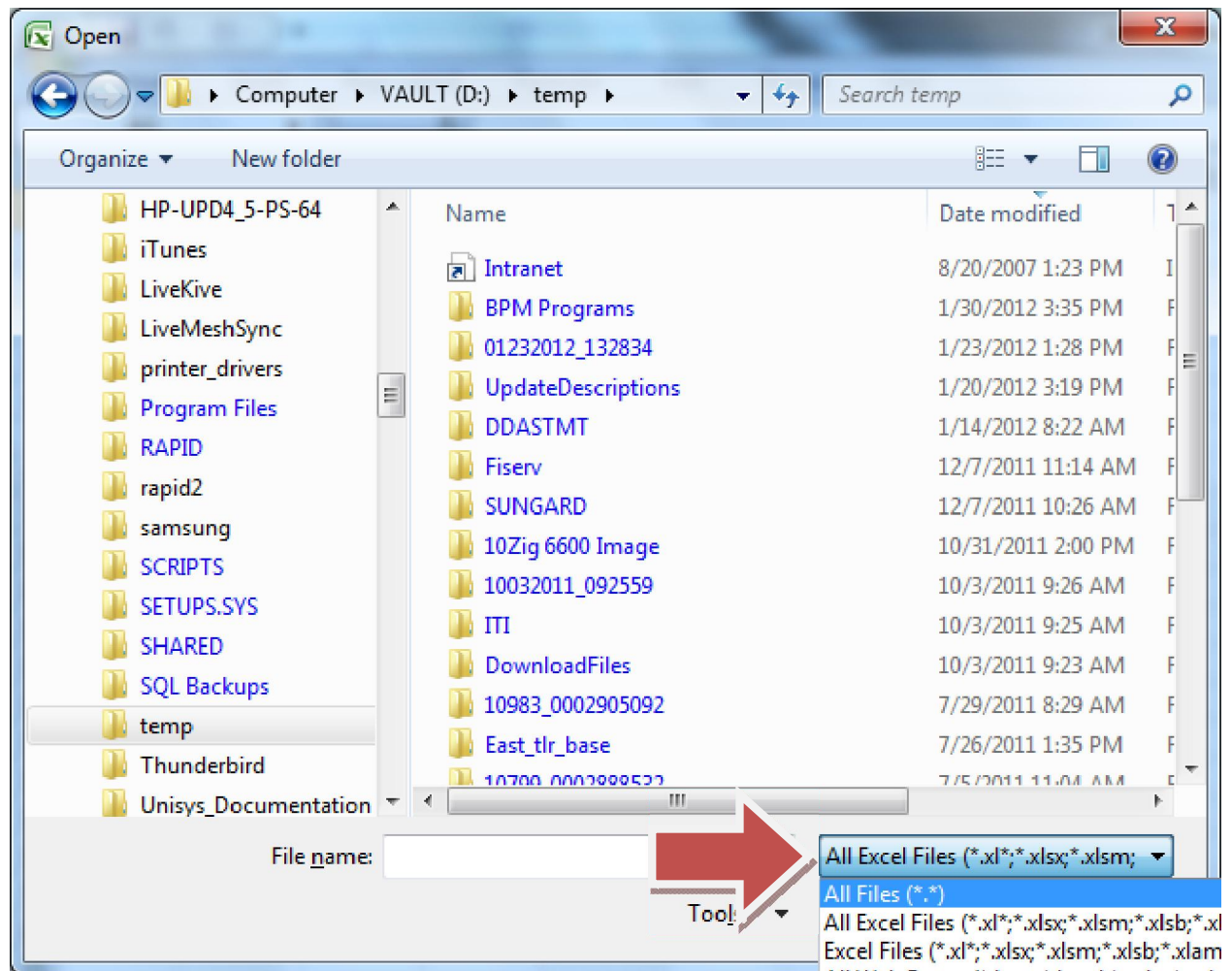
Items Per Page: 100

Download Format: Comma Separated

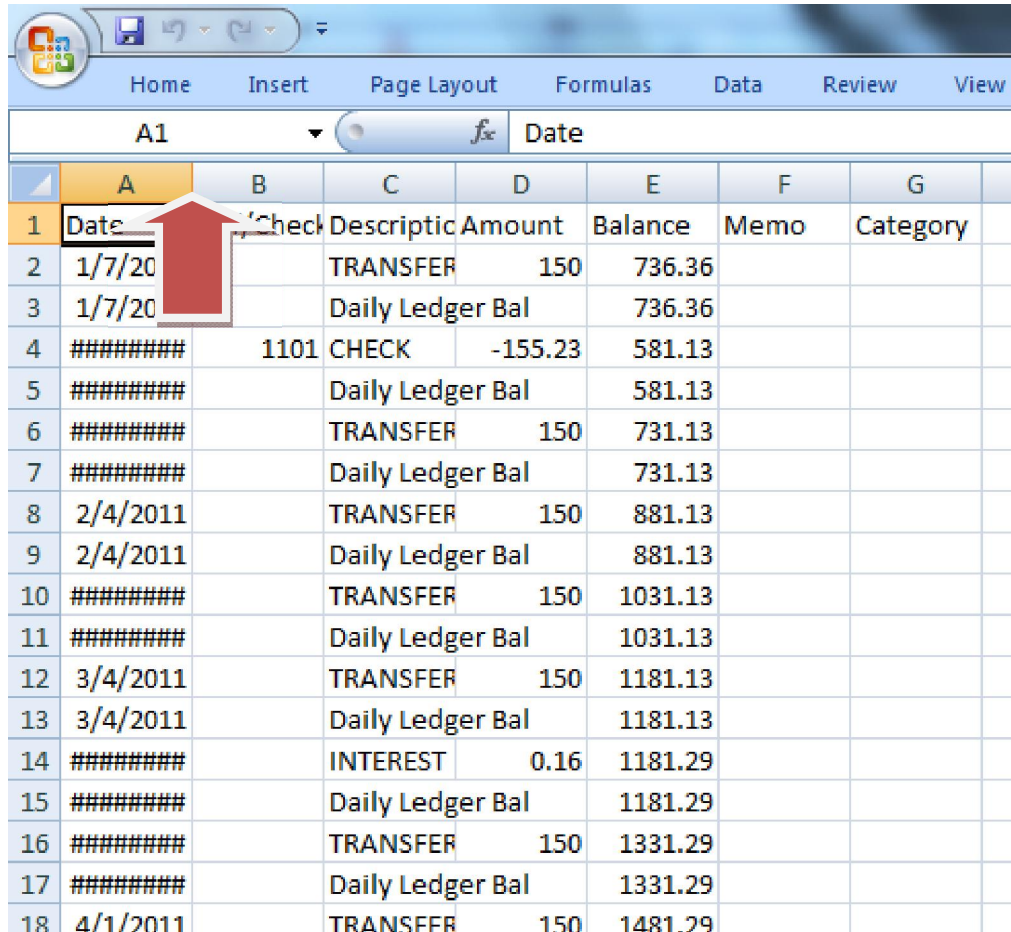
Report: Select Report

5. Select "Comma Separated" from the Download Format drop-down as shown above.
6. Click the Download button
7. Save the file to your computer in a location of your choice. We recommend saving to My Documents.
8. The file you've downloaded can now be opened in any popular spreadsheet program, such as Microsoft Excel. The instructions below cover Microsoft Excel 2007, but any spreadsheet program will work.
9. Open Microsoft Excel (or your spreadsheet program)
10. Choose File > Open or the Open File button
11. In the File Type drop-down, select "All Files" (as shown below)



12. The file you've downloaded will be named download.csv (unless you renamed it). Choose that file and click open.

13. Depending on your spreadsheet program, the file may look like this when opened:



	A	B	C	D	E	F	G
1	Date	Check	Descriptio	Amount	Balance	Memo	Category
2	1/7/20		TRANSFER	150	736.36		
3	1/7/20		Daily Ledger Bal		736.36		
4	#####	1101	CHECK	-155.23	581.13		
5	#####		Daily Ledger Bal		581.13		
6	#####		TRANSFER	150	731.13		
7	#####		Daily Ledger Bal		731.13		
8	2/4/2011		TRANSFER	150	881.13		
9	2/4/2011		Daily Ledger Bal		881.13		
10	#####		TRANSFER	150	1031.13		
11	#####		Daily Ledger Bal		1031.13		
12	3/4/2011		TRANSFER	150	1181.13		
13	3/4/2011		Daily Ledger Bal		1181.13		
14	#####		INTEREST	0.16	1181.29		
15	#####		Daily Ledger Bal		1181.29		
16	#####		TRANSFER	150	1331.29		
17	#####		Daily Ledger Bal		1331.29		
18	4/1/2011		TRANSFER	150	1481.29		

If it does, simply widen the columns by double-clicking on the border between the columns (as shown by the red arrow above). This will auto-size the column and show your data.