How to download your file from BlackRidgeBANK Online Banking and upload to First Western Bank & Trust Online Banking

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Download report.

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Name file and Save

- 1. After saving a copy of the original file, open file in excel.
- 2. Delete extra columns: only need at a minimum Name/Acct#/Rt#/Tran Code/Amount
- 3. Remove header line (the top line of the excel file)

4. Save as "comma delimited" but keep the original file you originally saved too just in case you have issues with this new saved file

5. See instructions in FWBT Cash Management User Guide to upload your files.

Upload an ACH batch: Procedures – Uploading an EXCEL file Pg. 22