ATBOnline™ Business

Customer User Guide – Exporting Account Information to .ofx Format Software (Simply Accounting).

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WHAT YOU NEED TO KNOW ABOUT SIMPLY ACCOUNTING AND ATBONLINE

With ATBOnline Business, you can download your banking account information directly into file formats recognized by most accounting programs.

However, if you use software that requires an .ofx format (i.e. Simply Accounting), your software will not recognize the account information you download from ATBOnline. We have created a process that will solve this compatibility problem.

This guide outlines the two stages of this process:

1. **Before the first time** you export ATBOnline account information to Simply Accounting, install a file we provide to convert your account information to a format compatible with Simply Accounting.
2. **Every time** you export ATBOnline account information to Simply Accounting, run this file to convert your downloaded information to the compatible format.

Once you have completed this process, you will be able to work with your account information in Simply Accounting as usual.

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PROCEDURES

Installing the Simply Accounting Compatibility File (One-Time Procedure)

Before you download your ATBOnline Business transactions into Simply Accounting for the first time, you must install a file on your computer that will make your account information compatible with the .ofx file format used by Simply Accounting (and some other software).

Note: If you use more than one computer to download transactions, you will need to complete this procedure *once on each computer*.

1. Click **Start** in the lower left corner of your screen.
2. Click **Computer** (usually located in the right column of the **Start** menu).
3. In the Windows Explorer **Folders** pane, right-click **Local Disk (C:)**.
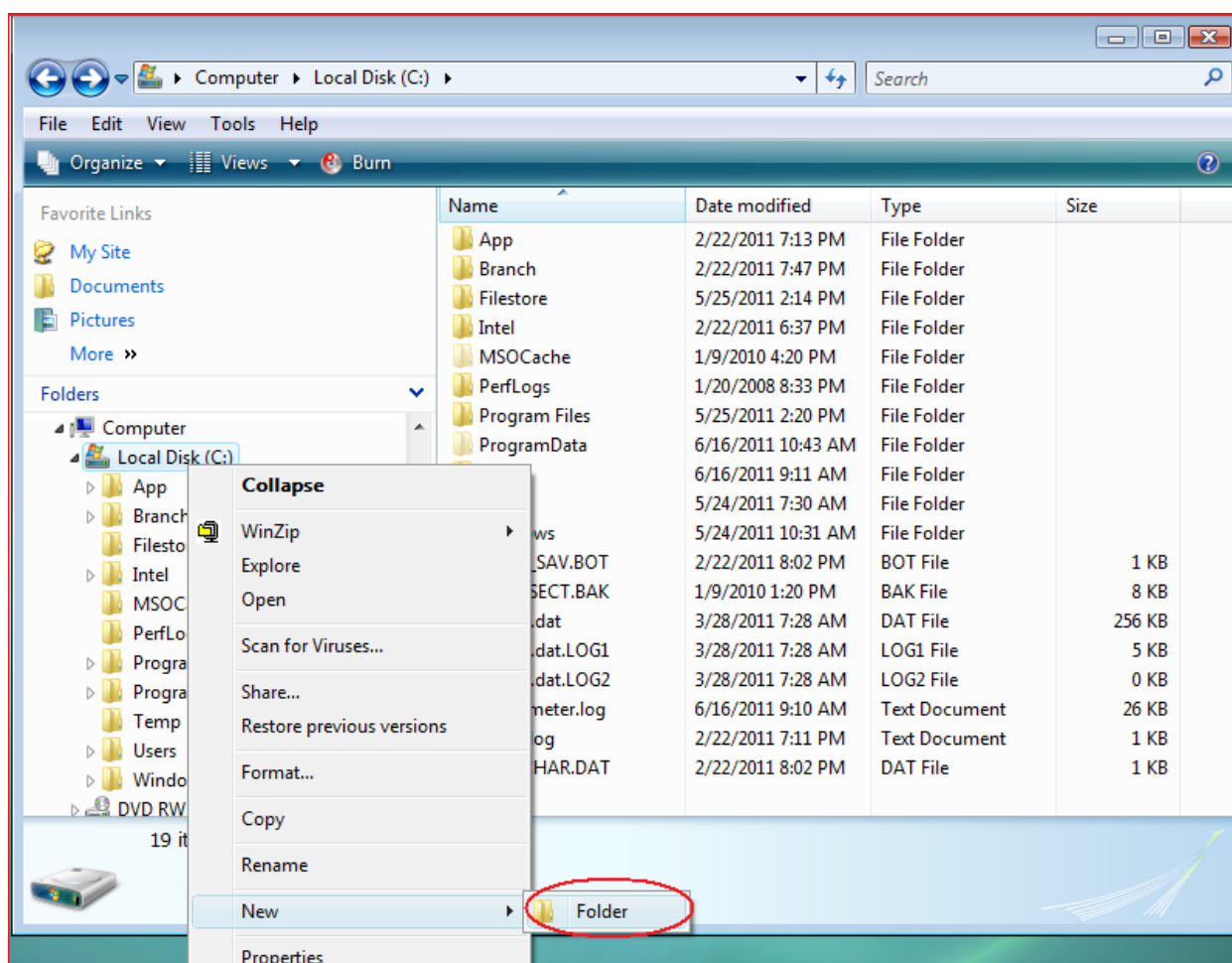

4. Click **New**, and then click **Folder**.

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5. Name the new folder **ATBSimplyAccountingFix**.

The Next Steps require that you go to the ATB.com site (or click the Help-link within ATBOnline Business platform) to obtain the file needed for this solution. Alternatively, you can call us at 1-877-363-4855 (Corporate Financial Services) or 1-866-282-4932 (Independent Business and Agriculture).

6. From the Help-link website, find the File **RemoveTabsFromOFXFile.txt** and double click the file to open it.

   ➢ The file will open in Notepad.
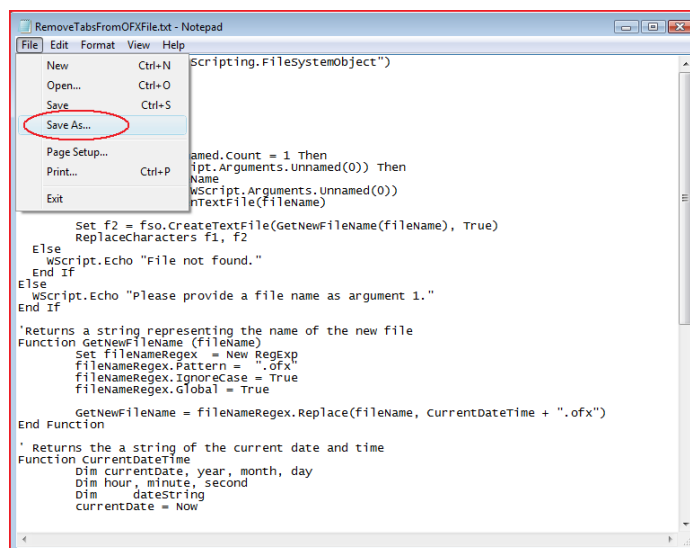
7. In Notepad, on the **File** menu, click **Save As**.
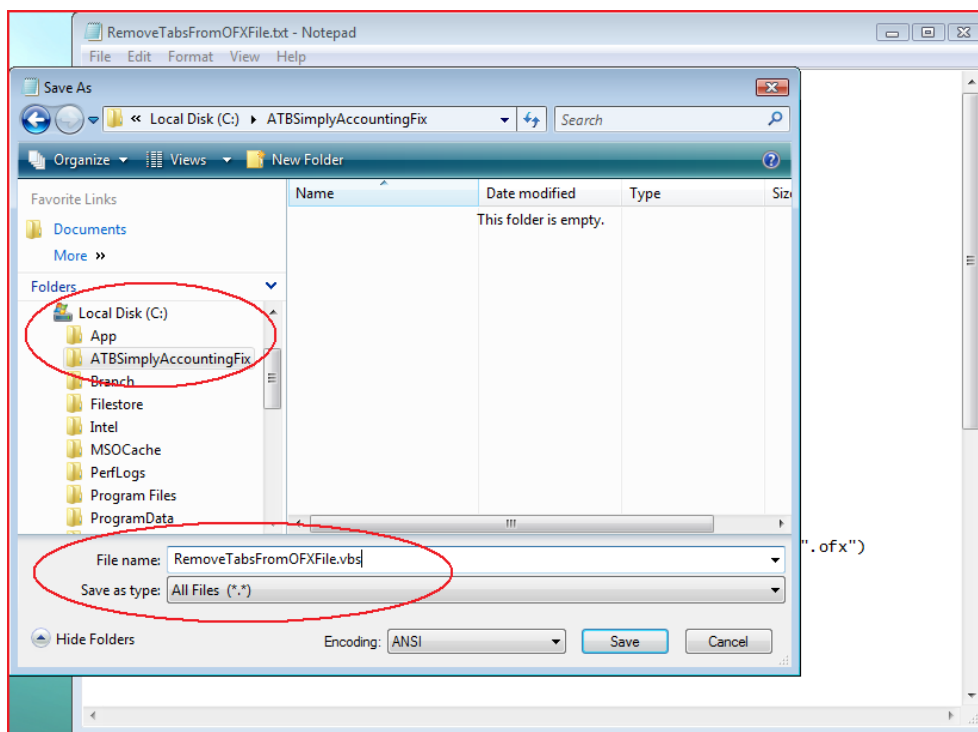
8. In the **Folders** pane, click the **ATBSimplyAccountingFix** folder.
9. In the **File name** box, change the file extension from **.txt** to **.vbs**.
10. In the **Save as type** box, select **All Files (*.*)**, and then click **Save**.

Exporting Account Information to Simply Accounting Format

Note: You must repeat the following process every time you download a file from ATBOnline into Simply Accounting or other software that uses the .ofx file format.

1. On the ATB Online **Accounts** tab menu, click **Download Transactions**.

2. In the **File Type** list, click **Simply Accounting® (.OFX)**, and enter the beginning and end dates for the period you want to download transactions for.
3. Select the accounts for which you want to download transactions and click **Submit.**
4. In the **File Download** window, click **Save** to open the **Save As** dialog box.
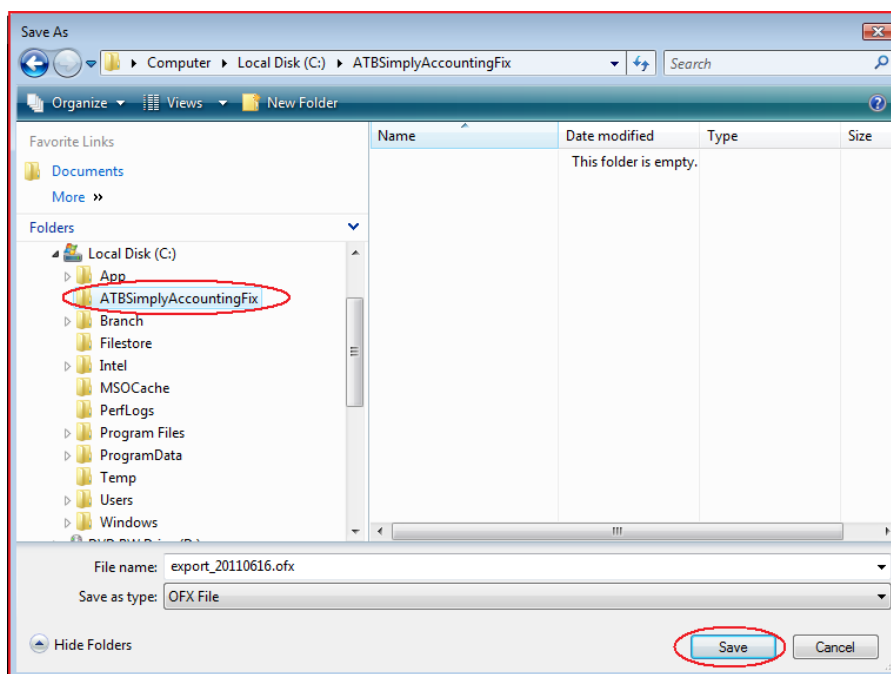
5. In the **Folders** pane, click the **ATBSimplyAccountingFix** folder you created during the "Installing the Simply Accounting Compatibility File" procedure earlier in this guide, and then click **Save**.
6. In the **Download Complete** dialog box, click **Close**.
7. Click **Start** in the lower left corner of your screen. In the search box at the bottom of the start menu, type **cmd**, and then click **cmd** in the **Programs** list.

   ➢ The command prompt will open.
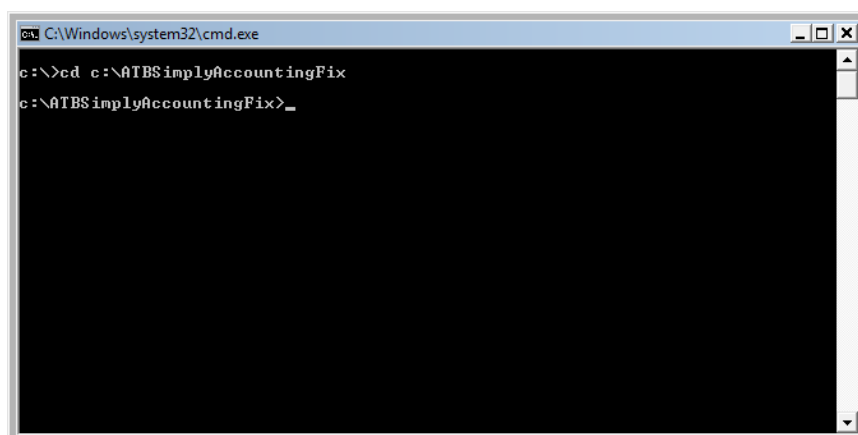
8. Type **cd c:\ATBSimplyAccountingFix**, and then press **Enter**.
9. Type **RemoveTabsFromOFXFile.vbs**, type one space, type the name of the .ofx file that you downloaded from ATBOnline in steps 1 to 5, and then press **Enter**.

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☞ To check the name of the file you downloaded from ATBOnline, open the
ATBSimplyAccountingFix folder.

➢ Running this command creates a copy of the file you downloaded from the ATBOnline Platform
and puts the newly created file in the **ATBSimplyAccountingfix** folder. This file will have a longer
file name (with more numbers) than the original file you exported from ATBOnline. It will be
compatible with your Simply Accounting software.
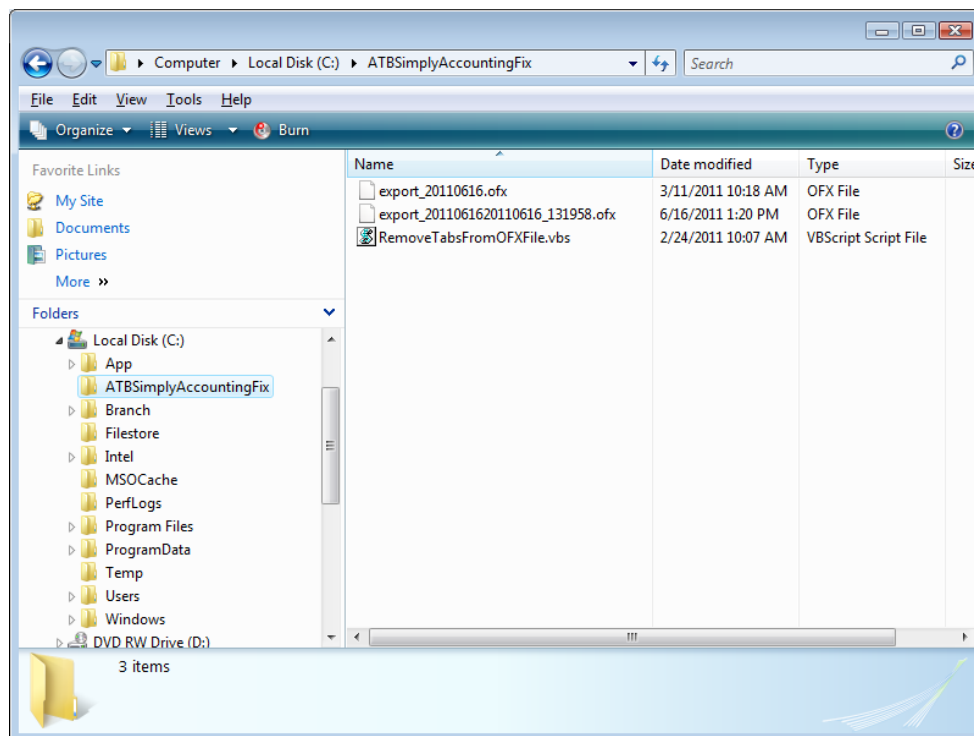
10. Import the new file (with the long file name) into Simply Accounting or other software that uses the .ofx
file format.

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CONTACT

If you have questions about the processes described in this guide, or about ATBOnline Business in general, please contact us:

- Corporate Financial Services customers, call 1-877-363-4855.
- Independent Business & Agriculture customers, call 1-866-282-4932.

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