Downloading Bill Pay Information

You can download payment information about any account, regardless of your authority level or access to the account. You can download information about the payment transactions and invoices (if invoices exist for the payments) into a:

- Comma-separated values (CSV) file (includes invoice information).
- QuickBooks® Intuit Interchange Format (IIF) file (includes invoice information).

The downloaded file contains information about payments that are displayed on the page ***before*** you select any additional options (such as Biller Name or Category) to limit the list. To be included in the file, a payment must match the:

- Date range in the Current View field.
- Payment account you select when you download the file (if you have more than one).
- Status of Paid or Pending.

Note: If the payment account is unconfirmed, the confirmation deposits and withdrawal are not downloaded. After the account is confirmed, these items are included in the download file.

To download payment information:

1. Click on Bill History.
2. Find the payments you want to download. Dropdown gives timeframe options.
3. Click **Download File**.
   a. The Download dialog box opens in a separate browser window.
4. If you have payments from multiple accounts, select the account for which you want to download payments.
5. In File Type, select the file format, either CSV or IIF.
6. Click OK.
   a. Depending on your browser settings, the File Download or Save As dialog box appears.
7. Download the file and save it to your computer.