

# Bankline

## Export CSV Files User Guide

Help for what matters

 **Ulster Bank**

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# 1. Introduction to Bankline export

## What is Bankline export?

Bankline allows your business to manage everyday banking over the internet, including the ability to view account information, payment details and user profiles. Bankline export extends that functionality to enable you to export much of that information in a format that can be accessed outside of Bankline.

Bankline supports the export of:

- Account set balance summaries
- Account balance summaries
- Account statements
- Supplementary lists
- Transaction search results
- Administration privileges
- Payment advices
- Payment records
- Standing orders
- Domestic direct debits
- European direct debits

This user guide details how each of the individual export files is structured.

## How are Bankline export files structured?

All export files are in a comma separated value (CSV) text file format.

The first row in each file contains column headings. The rest of the rows contain the exported data.

Please note, if the exported data contains a comma, that data field will be presented with quotation marks. This will maintain the format of the file and the position of all of the subsequent fields.

For example: Bank brand, "**High Street, Town**", 01/01/2022.

## 2. Export files

### Account set balance summary

The default file name is **Acc\_Set\_Bal\_Summ\_dd-mm-yy\_HH-MM-SS.csv**, and the export file, which can contain multiple account sets, is structured like this irrespective of your Account Information preferences.

Field reference	Field type and size	Field name / description
1	Char (30)	account set name
2	Char (03)	currency of account set
3	Char (10) in the format DD/MM/YYYY	date
4	Signed num (15)	last night's ledger balance
5	Signed num (15)	today's ledger balance
6	Signed num (15)	last night's cleared balance
7	Signed num (15)	today's cleared balance
8	Signed num (15)	start of day ledger balance
9	Signed num (15)	start of day cleared balance

## Account balance summary

The default file name is **Bal\_Summ\_dd-mm-yy\_HH-MM-SS.csv**, and the export file, which can contain multiple accounts, is structured like this irrespective of your Account Information preferences.

Field reference	Field type and size	Field name / description
1	Char (06)	sort code of account
2	Char (34)	account number
3	Char (35)	account alias
4	Char (35)	account short name
5	Char (03)	currency of account set
6	Char (10) in the format DD/MM/YYYY	date
7	Signed num (15)	last night's ledger balance
8	Signed num (15)	today's ledger balance
9	Signed num (15)	last night's cleared balance
10	Signed num (15)	today's cleared balance
11	Signed num (15)	start of day ledger balance
12	Signed num (15)	start of day cleared balance

*Note 1: Fields 1, 2, 3 and 4 are equivalent to the Account ID as displayed in Bankline.*

## Account statement

The default file name is **Acc\_Stmt\_dd-mm-yy\_HH-MM-SS.csv**, and the export file, which can contain multiple transactions, is structured like this.

Field reference	Field type and size	Field name / description
1	Char (06)	sort code of account
2	Char (34)	account number
3	Char (35)	account alias
4	Char (35)	account short name
5	Char (03)	currency of account
6	Char (20)	account type
7	Char (34)	BIC
8	Char (35)	bank name
9	Char (27)	branch name
10	Char (10) in the format DD/MM/YYYY	date
11	Char (25)	transaction narrative line 1
12	Char (25)	transaction narrative line 2
13	Char (25)	transaction narrative line 3
14	Char (25)	transaction narrative line 4
15	Char (25)	transaction narrative line 5
16	Char (03)	transaction type
17	Signed num (15)	debit value
18	Signed num (15)	credit value

*Note 1: Fields 1, 2, 3 and 4 are equivalent to the Account ID as displayed in Bankline.*

## Supplementary list

The default file name is **Supp\_Items\_dd-mm-yy\_HH-MM-SS.csv**, and the export file, which can contain multiple supplementary list transactions, is structured like this.

Field reference	Field type and size	Field name / description
1	Char (06)	sort code
2	Char (34)	account number
3	Char (35)	account alias
4	Char (35)	account short name
5	Char (03)	currency
6	Char (10) in the format DD/MM/YYYY	posting date
7	Char (75)	narrative
8	Signed num (15)	amount

*Note 1: The Account Alias in field 3 may be repeated by the Account Alias as shown in Bankline in addition to the Account ID, however only one will be present in the export file.*

## Transaction search results

The default file name is **Trans\_dd-mm-yy\_HH-MM-SS.csv**, and the export file, which can contain multiple transactions, is structured like this.

Field reference	Field type and size	Field name / description
1	Char (06)	sort code of account
2	Char (34)	account number
3	Char (35)	account alias
4	Char (35)	account short name
5	Char (03)	currency
6	Char (10) in the format DD/MM/YYYY	posting date
7	Char (25)	transaction narrative line 1
8	Char (25)	transaction narrative line 2
9	Char (25)	transaction narrative line 3
10	Char (25)	transaction narrative line 4
11	Char (25)	transaction narrative line 5
12	Char (03)	transaction type
13	Char (15)	transaction reference
14	Char (10) in the format DD/MM/YYYY	value date of transaction
15	Signed num (15)	amount

*Note 1: Fields 1, 2, 3 and 4 are equivalent to the Account ID as displayed in Bankline.*



## Administration privileges report

The default file name is **Admin\_Priv\_Report\_dd-mm-yy\_HH-MM-SS.csv**, and the export file, which can contain multiple roles and users, is structured like this.

Firstly, the roles and the associated privileges are listed.

Field reference	Field type and size	Field name / description
1	Char (20)	role name
2	Char (75)	privileges associated
3	Char (35)	account ID

Then in the same export file, followed by a blank row, the users and the associated roles are listed.

Field reference	Field type and size	Field name / description
4	Char (10)	user ID
5	Char (30) + Char (30)	user name
6	Char (20)	user roles
7	Char (10) in the format DD/MM/YYYY	user date created
8	Char (10) in the format DD/MM/YYYY	user date last changed

*Note 1: The Account ID in field 3 is one of (a) Account Number – Char (34), (b) Account Alias – Char (35), or (c) Account Short Name – Char (35)*

*Note 2: The User Name in field 5 is made up of the User Forename followed by the User Surname*

## Payment advices

The default file name is **Pay\_adv\_dd-mm-yy\_HH-MM-SS.csv**, and the export file is structured like this.

Field reference	Field type and size	Field name / description
1	Char (06)	advice type
2	Char (19)	direction
3	Char (08)	payment product
4	Char (19)	advice date
5	Char (08)	advice time
6	Char (35)	our reference
7	Char (35)	your reference
8	Char (35)	delivery reference
9	Char (16)	draft reference
10	Char (35)	payment reference customer
11	Char (35)	related reference
12	Char (35)	on behalf of name
13	Char (35)	on behalf of address line 1
14	Char (35)	on behalf of address line 2
15	Char (35)	on behalf of address line 3
16	Char (35)	on behalf of address line 4
17	Char (35)	ordered by name
18	Char (35)	on instruction from name
19	Char (35)	on instruction from address line 1
20	Char (35)	on instruction from address line 2
21	Char (35)	on instruction from address line 3
22	Char (35)	on instruction from address line 4
23	Char (35)	payment details line 1
24	Char (35)	payment details line 2
25	Char (35)	payment details line 3
26	Char (35)	payment details line 4
27	Char (03)	requested amount currency code
28	Char (24)	requested amount
29	Char (03)	ordered amount currency code

Field reference	Field type and size	Field name / description
30	Char (24)	ordered amount
31	Char (03)	received amount currency code
32	Char (24)	received amount
33	Char (35)	bank to bank information line 1
34	Char (35)	bank to bank information line 2
35	Char (35)	bank to bank information line 3
36	Char (35)	bank to bank information line 4
37	Char (35)	bank to bank information line 5
38	Char (35)	bank to bank information line 6
39	Char (03)	debit amount currency code
40	Char (24)	debit amount
41	Char (35)	debit account number
42	Char (19)	debit date
43	Char (03)	credit amount currency code
44	Char (24)	credit amount
45	Char (35)	credit account number
46	Char (19)	credit date
47	Char (35)	beneficiary account number
48	Char (35)	beneficiary name
49	Char (35)	beneficiary address line 1
50	Char (35)	beneficiary address line 2
51	Char (35)	beneficiary address line 3
52	Char (35)	beneficiary address line 4
53	Char (35)	beneficiary institution ID
54	Char (35)	beneficiary institution name
55	Char (15)	beneficiary bank ID
56	Char (35)	beneficiary bank name
57	Char (35)	beneficiary bank address line 1
58	Char (35)	beneficiary bank address line 2
59	Char (35)	beneficiary bank address line 3
60	Char (35)	beneficiary bank address line 4
61	Char (35)	payee bank ID

Field reference	Field type and size	Field name / description
62	Char (35)	payee bank name
63	Char (35)	payee bank address line 1
64	Char (35)	payee bank address line 2
65	Char (35)	payee bank address line 3
66	Char (35)	payee bank address line 4
67	Char (15)	account with institution ID
68	Char (35)	account with institution name
69	Char (35)	account with institution address line 1
70	Char (35)	account with institution address line 2
71	Char (35)	account with institution address line 3
72	Char (35)	account with institution address line 4
73	Char (03)	commission charges currency code
74	Char (24)	commission charges amount
75	Char (100)	commission charges information
76	Char (03)	additional charges amount currency code
77	Char (24)	additional charges amount
78	Char (100)	additional charge information
79	Char (03)	agent bank charges currency code
80	Char (24)	agent bank charges
81	Char (03)	senders charges currency code
82	Char (35)	senders charges amount
83	Char (35)	commission debited to account number
84	Char (35)	payment FX contract reference
85	Char (16)	payment FX rate
86	Char (72)	exotic currency payment information
87	Char (35)	charges FX rate

## Payment records

The default file name is **Pay\_rec\_dd-mm-yy\_HH-MM-SS.csv**, and the export file is structured like this.

Field reference	Field type and size	Field name / description
1	Char (15)	bank reference
2	Char (18)	customer reference
3	Char (05)	payment status
4	Char (03)	payment instruction type
5	Char (18)	payment type
6	Char (18)	payment sub type
7	Char (02)	destination country
8	Char (34)	debit account number
9	Num (15)	amount debited
10	Char (03)	amount debited currency code
11	Num (15)	amount credited
12	Char (03)	amount credited currency code
13	Date (04)	payment execution date
14	Date (04)	credit date
15	Char (35)	beneficiary name
16	Char (35)	beneficiary address line 1
17	Char (35)	beneficiary address line 2
18	Char (35)	beneficiary address line 3
19	Char (35)	beneficiary address line 4
20	Char (34)	beneficiary account number
21	Char (11)	account with institution BIC
22	Char (02) + Char (15)	account with institution NCC
23	Char (35)	account with institution address line 1
24	Char (35)	account with institution address line 2
25	Char (35)	account with institution address line 3
26	Char (35)	account with institution address line 4
27	Char (11)	beneficiary bank BIC
28	Char (02) + Char (15)	beneficiary bank NCC
29	Char (35)	payment details line 1

Field reference	Field type and size	Field name / description
30	Char (35)	payment details line 2
31	Char (35)	payment details line 3
32	Char (35)	payment details line 4
33	Char (34)	commission charges account
34	Char (03)	commission charges currency code
35	Num (15)	commission charges amount
36	Num (15)	agent charges amount
37	Char (03)	agent charges amount currency code
38	Char (35)	by order of account number
39	Char (35)	by order of account name & address line 1
40	Char (35)	by order of account name & address line 2
41	Char (35)	by order of account name & address line 3
42	Char (35)	by order of account name & address line 4
43	Char (11)	ordering institution BIC
44	Char (02) + Char (15)	ordering institution NCC
45	Char (35)	ordering institution name
46	Char (35)	ordering institution address line 1
47	Char (35)	ordering institution address line 2
48	Char (35)	ordering institution address line 3
49	Char (35)	ordering institution address line 4
50	Char (11)	intermediary bank BIC
51	Char (02) + Char (15)	intermediary bank NCC
52	Char (35)	intermediary bank name
53	Char (35)	intermediary bank address line 1
54	Char (35)	intermediary bank address line 2
55	Char (35)	intermediary bank address line 3
56	Char (35)	intermediary bank address line 4
57	Char (16)	foreign exchange deal number
58	Num (15,7)	FX exchange rate
59	Char (04)	additional codewords number 1
60	Char (29)	additional codewords text number 1
61	Char (04)	additional codewords number 2

Field reference	Field type and size	Field name / description
62	Char (29)	additional codewords text number 2
63	Char (04)	additional codewords number 3
64	Char (29)	additional codewords text number 3
65	Char (04)	additional codewords number 4
66	Char (29)	additional codewords text number 4
67	Char (04)	additional codewords number 5
68	Char (29)	additional codewords text number 5
69	Char (04)	additional codewords number 6
70	Char (29)	additional codewords text number 6
71	Char (04)	additional codewords number 7
72	Char (29)	additional codewords text number 7
73	Char (04)	additional codewords number 8
74	Char (29)	additional codewords text number 8
75	Char (04)	additional codewords number 9
76	Char (29)	additional codewords text number 9
77	Char (04)	additional codewords number 10
78	Char (29)	additional codewords text number 10
79	Char (20)	template reference / bulk list reference
80	Char (20)	beneficiary identifier
81	Num (11)	import file reference
82	Char (50)	import file name
83	Timestamp (10)	date last amended
84	Char (40)	last amended by user ID
85	Char (40)	first authoriser user ID
86	Char (40)	second authoriser user ID
87	Char (35)	beneficiary institution name
88	Char (35)	beneficiary institution address line 1
89	Char (35)	beneficiary institution address line 2
90	Char (35)	beneficiary institution address line 3
91	Char (18)	not used
92	Char (22)	debit account IBAN

## Standing order report

The default file name is **Standing\_Order\_Report\_dd-mm-yy\_HH-MM-SS.csv**, and the export file is structured like this.

Field reference	Field type and size	Field name / description
1	Char (20)	account name
2	Num (06)	sort code
3	Num (08)	account number
4	Char (18)	beneficiary name
5	Char (06)	beneficiary sort code
6	Char (08)	beneficiary account number
7	Char (18)	payee reference
8	Char (02)	status
9	Num (15)	first payment amount
10	Char (08) in the format DDMMCCYY	first payment date
11	Num (15)	next payment amount
12	Char (08) in the format DDMMCCYY	next payment date
13	Num (15)	final payment amount
14	Char (08) in the format DDMMCCYY	final payment date
15	Char (01)	frequency

*Note 1: The sort codes in fields 2 and 5 are formatted as nnnnnn, for example 980010*

*Note 2: Payment amounts in fields 9, 11 and 13 include 2 decimal places and no thousand separators. For example, 12,345.67 will be exported as 12345.67*



## Direct debit report

The default file name is **Direct\_Debit\_Report\_dd-mm-yy\_HH-MM-SS.csv**, and the export file is structured like this.

Field reference	Field type and size	Field name / description
1	Char (20)	account name
2	Num (06)	sort code
3	Num (08)	account number
4	Char (18)	originator name
5	Char (18)	originator reference
6	Char (02)	status
7	Num (15)	last payment amount
8	Char (08) in the format DDMMCCYY	last payment date
9	Char (01)	frequency

*Note 1: The sort codes in fields 2 and 5 are formatted as nnnnnn, for example 980010*

*Note 2: Payment amount in field 7 includes 2 decimal places and no thousand separators. For example, 12,345.67 will be exported as 12345.67*

## European direct debit report

The default file name is **EUR\_Direct\_Debit\_Report\_dd-mm-yy\_HH-MM-SS.csv**, and the export file is structured like this.

Field reference	Field type and size	Field name / description
1	Char (20)	account name
2	Char (14)	BIC
3	Char (06)	sort code
4	Char (08)	account number
5	Char (70)	originator name
6	Char (35)	originator reference
7	Char (09)	status
8	Char (03)	last payment currency
9	Char (18)	last payment amount
10	Char (18)	last payment amount in EUR
11	Char (16)	EUR exchange rate
12	Char (08) in the format DDMMCCYY	last payment date
13	Char (01)	frequency
14	Char (140)	remittance information

*Note 1: All numeric values in an account number held in field 4 will include leading zeros.*

*Note 2: Field 8 will contain the ISO currency code for the payment currency.*

*Note 3: Payment amounts in fields 9 and 10 include 2 decimal places and no thousand separators. For example, 12,345.67 will be exported as 12345.67*

*Note 4: Field 11 will only be populated if there has been a currency conversion and will include 5 decimal places.*

## Templates and bulk lists

You can export your Bankline templates and bulk lists from Bankline which will be in a different format to the other exports in this guide. These files are saved as a text file (.txt), which is the same format as a Bankline import file.

These files will have the file names:

- Bulk\_rec\_dd-mm-yy\_HH-MM-SS.txt (if you're exporting a bulk list)
- Tem\_rec\_dd-mm-yy\_HH-MM-SS.txt (if you're exporting a template)

For help with the content of these files, please take a look at our [Bankline CSV importing guide](#). In this guide you'll see examples on the following pages:

- Standard domestic template, page 39
- Standard domestic bulk list, page 45

### Additional information

- Each file line will have an indicator that means all templates, when re-imported, won't have changeable debit accounts. If you want the templates to have editable debit accounts, you'll need to change the 'T' indicator (field T002) in the first line of the file to an 'E' before you import them
- If the template type you're exporting is an IAT, CHAPS or International and has a beneficiary reference greater than 16 characters, it will be restricted to the first 16 characters when it's exported
- IAT bulk lists cannot be exported

For instructions on where to go in Bankline to export these records, visit:

[How do I export a template?](#)

[How do I export a bulk list?](#)

## 3. Glossary of terms

We've used these terms and abbreviations throughout this document

Term / Abbreviation	Definition
BIC	Bank Identification Code  This is the structured code used by SWIFT to uniquely identify a financial institution, its country of operation, and its branches.
NCC	National Clearing Code  The standard identification code for a country, used to uniquely identify a bank, branch or other financial institution (e.g. a Sort Code in the UK and Ireland, or a Fedwire Number in the United States of America).
Sort Code	The UK's national clearing code used to uniquely label a bank, branch or other financial institution. The sort code is registered in the BACS industry database to show whether it is valid for use on standard domestic or urgent domestic (CHAPS) payments.
SWIFT	Society for Worldwide Interbank Financial Telecommunication  SWIFT operate and regulate the secure network used to transmit many of the inter-bank electronic payment messages that will originate from Bankline.

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