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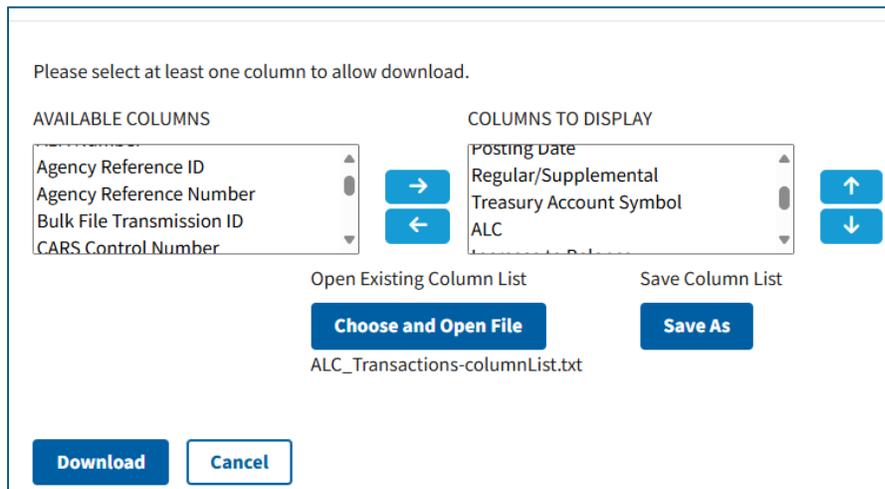
Downloading Account Statement Transactions in String TAS Format

As part of CARS move to the Cloud, all users will see Account Statement in CGAC format regardless of their role.

Current String users can see the same Transaction Download columns as Legacy Account Statement by saving the **ALC_Transactions-columnList.txt** and/or **Account_Transactions-columnList.txt** files to their computer and following the steps below.

Downloading Transactions by ALC in String Format

1. Save the **ALC_Transactions-columnList.txt** file to your desktop or a shared drive.
2. Log in to Account Statement and go to **“ALC Statement”**.
3. Select **“Transaction Inquiry”** radio button.
4. Update the search criteria.
5. Click **“DOWNLOAD”**.
6. In the download pop up modal, click **“Choose and Open File”**. Select the **ALC_Transactions-columnList.txt** file and click **“Open”**. The appropriate columns will appear in **“Columns to Display”**, matching the default, legacy, string report format.



Please select at least one column to allow download.

AVAILABLE COLUMNS		COLUMNS TO DISPLAY	
Agency Reference ID	<input type="button" value="→"/> <input type="button" value="←"/>	Posting Date	<input type="button" value="↑"/> <input type="button" value="↓"/>
Agency Reference Number		Regular/Supplemental	
Bulk File Transmission ID		Treasury Account Symbol	
CARS Control Number		ALC	

ALC_Transactions-columnList.txt

7. If you add additional columns to your download, please see [instructions](#) below.
8. Proceed with your download.

Downloading Transactions by Account in String Format

1. Save the **Account_Transactions-columnList.txt** file to your desktop or a shared drive.
2. Log in to Account Statement and go to **“Account Statement”**.
3. Select **“Transaction Inquiry”** radio button.
4. Update the search criteria.
5. Click **“DOWNLOAD”**.
6. In the download pop up modal, click **“Choose and Open File”**. Select the **Account_Transactions-columnList.txt** file and click **“Open”**. The appropriate columns will appear in **“Columns to Display”**, matching the default, legacy, string report format.

Please select at least one column to allow download.

AVAILABLE COLUMNS		COLUMNS TO DISPLAY	
Partner Business Event Type	<input type="button" value="→"/> <input type="button" value="←"/>	Treasury Account Symbol	<input type="button" value="↑"/> <input type="button" value="↓"/>
Partner CGAC TAS		Business Event Type Description	
RFC Posting Date		Sub-Account (SUB)	
Regional Finance Center		Sub-Class	
Open Existing Column List		Save Column List	
<input type="button" value="Choose and Open File"/>		<input type="button" value="Save As"/>	
Account_Transactions-columnList.txt			
<input type="button" value="Download"/>		<input type="button" value="Cancel"/>	

7. If you add additional columns to your download, please see [instructions](#) below.
8. Proceed with your download.

Adding the String TAS Column to your Download

1. Log in to Account Statement and go to **“Account Statement”** or **“ALC Statement”**.
2. Select **“Transaction Inquiry”** radio button.
3. Update the search criteria.
4. Click **“DOWNLOAD”**.
5. In the download pop up modal, select the **Treasury Account Symbol** (string TAS) field and move it from **“Available Columns”** to **“Columns to Display”** using the right arrow.

DOWNLOAD INQUIRY

DOWNLOAD FILE TYPE

 CSV

OPTIONS

Include Search Criteria

Include Table Headings

Please select at least one column to allow download.

AVAILABLE COLUMNS

- Transaction Initiator
- Transaction Type Code
- Treasury Account Symbol
- Treasury Account Title

COLUMNS TO DISPLAY

- ALC
- Increase to Balance
- Decrease to Balance
- Business Event Type Code

Open Existing Column List Save Column List

Choose and Open File **Save As**

Download **Cancel**

DOWNLOAD INQUIRY

DOWNLOAD FILE TYPE

 CSV

OPTIONS

Include Search Criteria

Include Table Headings

Please select at least one column to allow download.

AVAILABLE COLUMNS

- Transaction Date
- Transaction Initiator
- Transaction Type Code
- Treasury Account Title

COLUMNS TO DISPLAY

- Increase to Balance
- Decrease to Balance
- Business Event Type Code
- Treasury Account Symbol

Open Existing Column List Save Column List

Choose and Open File **Save As**

Download **Cancel**

Adding Additional Columns to your Download

1. Follow steps above under [#Downloading Transactions by ALC in String Format](#) or [#Downloading Transactions by Account in String Format](#).
2. Add additional columns by moving them from “Available Columns” to “Columns to Display” using the right arrow. Order the columns using the up/down arrows.
 - If the additional columns are used regularly, click “Save As” to save your column list to your desktop or a shared drive.
 - Use the updated column list each time you generate the report in place of ALC_Transactions-columnList.txt or Account_Transactions-columnList.
3. Proceed with your download.