

Exporting account information.

Follow this guide to export Account information in a chosen format and save it to your computer or network for reconciliation.

To perform this procedure, you require access to the **Export transaction information** feature to an **Office** and those **Groups / Accounts** included in the export file.

1. From the left-hand menu, select **Accounts > Export**.

Corporate Online displays the **List of export files** produced for the past 7 days.

Export accounts ?

Select the files to export, then click **Export**. To export selected accounts within a group, click the **Description** link. To sort export files, click the field name you want to sort by (e.g. Description). To request export files, use the **Manage - Export schedules** screen.

Select office, export format and dates

Office: ▼

Export format: ▼

Start date:

End date:

Description:

Export list Page 1 of 1

Description	Accounts available	Export format	Group/Account	Date ▼	Status
<input type="checkbox"/> Daily transactions	9 of 9	CSV	AUD Accounts	08 Nov 2021	Ready for export
<input type="checkbox"/> Daily transactions	9 of 9	CSV	AUD Accounts	05 Nov 2021	Ready for export
<input checked="" type="checkbox"/> Daily transactions	9 of 9	CSV	AUD Accounts	04 Nov 2021	Ready for export
<input type="checkbox"/> Daily transactions	9 of 9	CSV	AUD Accounts	03 Nov 2021	Ready for export
<input type="checkbox"/> Select all on this page					

2. Complete any of the following.

- Use the **Office, Export format, Start date** and **End date** options to filter the files displayed in the list and select **Update list**.
- Choose the files to be exported and then select **Export**.

Corporate Online displays the **export being processed** screen, then displays a File download dialog. Wait for it to appear and follow the instructions to save the export file to your computer or network.

- To export selected accounts within a group select the **Description** link for a file. **Export account list** is displayed.
- Choose the account(s) to export and then select **Export**.

Description

Daily transactions

Corporate Online displays the **export being processed** screen, then displays a File download dialog. Wait for it to appear and follow the instructions to save the export file to your computer or network.