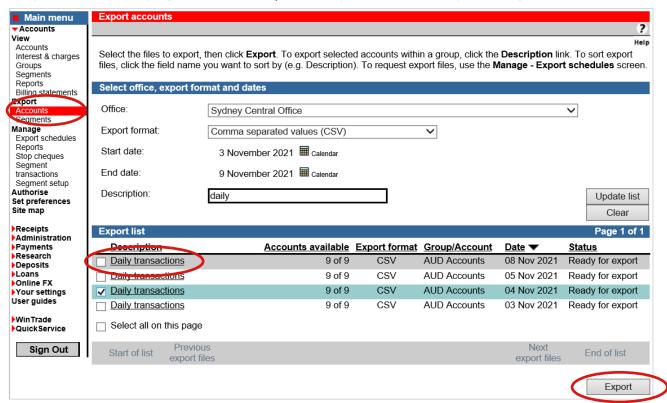## Exporting account information.

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.

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**.

        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.