Corporate Online



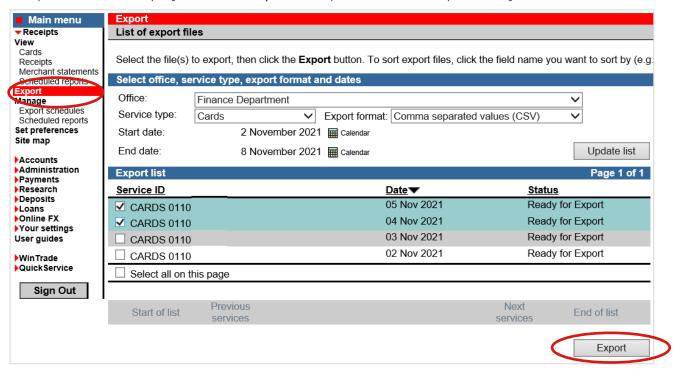
Exporting card information.

Follow this guide to export Commercial / BusinessChoice card information in Online Receipts.

To perform this procedure, you require access to the **Export** feature, an **Office**, and a cards **Service type** (Company ID).

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

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



- 2. Complete the following:
 - Filter the list of export files by changing the Office, Service type, Export format, State date and End date and then selecting Update list.
- ort Update list

Select the files to export and then select Export.

Export

Note: If you have selected multiple files the **Export selected receipts** screen is displayed. Confirm the files to download and then select **Export selected receipts**.

Corporate Online displays the **Download being processed** screen. Follow the instructions to save the export file to your computer or network.

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