Corporate Online

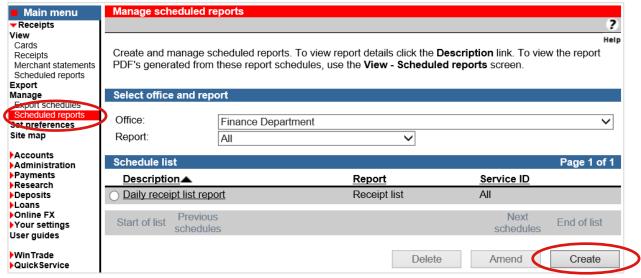


Creating scheduled reports.

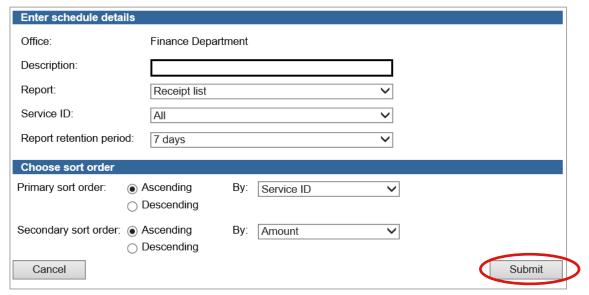
Follow this guide to create scheduled reports for assigned Receipt services through an Office.

To perform this procedure, you require *access* to the **View and print receipt information** feature and access to an **Office** and the **Receipt service** to be included in the report.

1. From the left-hand menu, select Receipts > Manage > Scheduled reports.



2. Choose an Office from the list and then select Create.



- 3. Complete the details as follows:
 - Enter a meaningful **Description** for the report.
 - Select a Report type from the list.
 - Select a corresponding Service ID from the list.
 - Select a Report retention period from the list.
 - Select the order in which items on the report are to be sorted.
 - Select Submit to save the report.

Corporate Online saves the details of the report. Corporate Online will produce the report each time a transaction is available for the chosen Service ID. The report will be available to view from View > Scheduled reports.

Issued: November 2021 Page 1 of 1