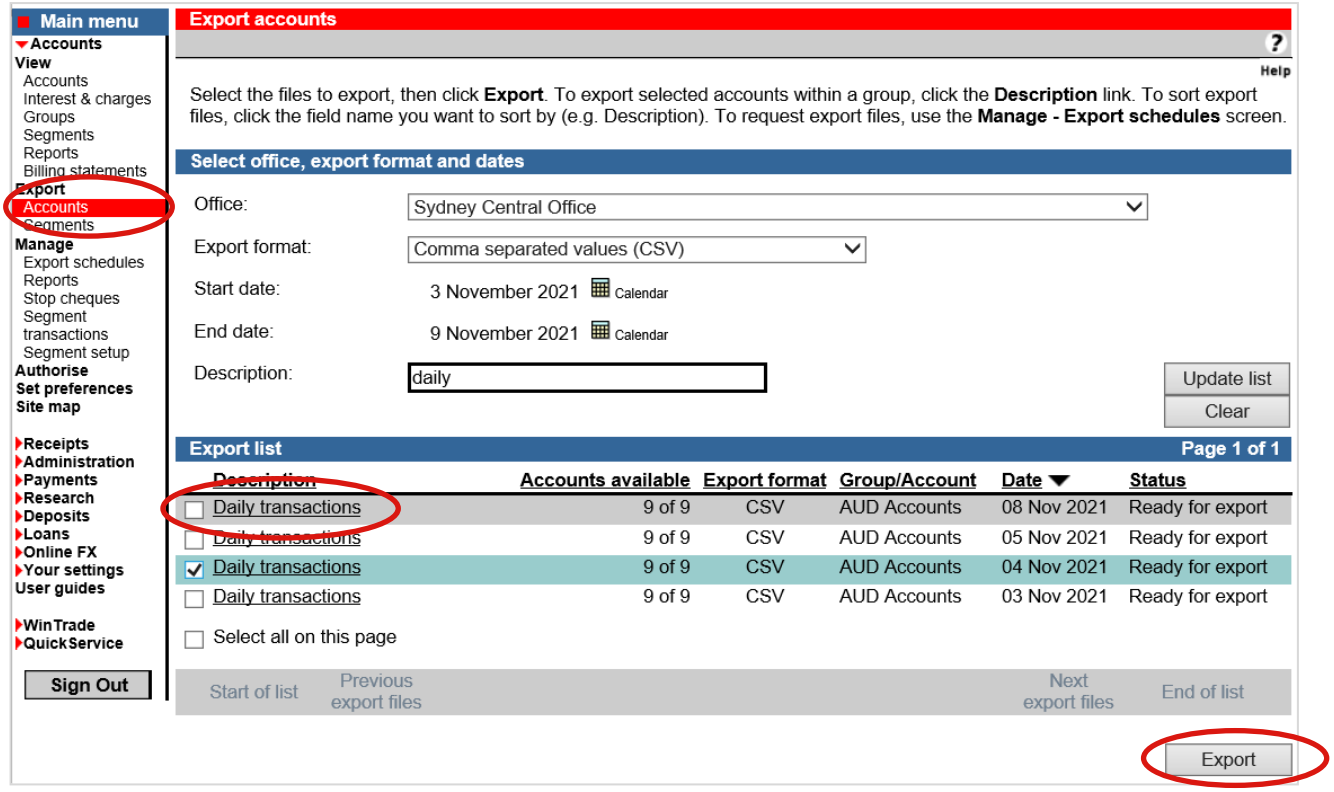
Exporting account information.

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**.
     THEN
   - Choose the files to be exported and then select **Export.** (Go to Step 3)
     OR
   - To export selected accounts within a group select the **Description** link for a file. The **Export account list** is displayed.
   - Choose the account(s) to export and then select **Export**. (Go to Step 3)

3. Corporate Online displays the **Export being processed** screen. What happens next depends on the browser you're using to access Corporate Online (i.e.: Internet Explorer, Google Chrome, Mozilla Firefox, Microsoft Edge, Safari etc).
   - Wait for the export file to appear and then save it to your computer or network.