

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.

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Export

List of export files

Select the file(s) to export, then click the **Export** button. To sort export files, click the field name you want to sort by (e.g. Service ID).

Select office, service type, export format and dates

Office: Finance Department
 Service type: Cards
 Export format: Comma separated values (CSV)
 Start date: 2 November 2021
 End date: 8 November 2021
 Update list

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Service ID	Date	Status
<input checked="" type="checkbox"/> CARDS 0110	05 Nov 2021	Ready for Export
<input checked="" type="checkbox"/> CARDS 0110	04 Nov 2021	Ready for Export
<input type="checkbox"/> CARDS 0110	03 Nov 2021	Ready for Export
<input type="checkbox"/> CARDS 0110	02 Nov 2021	Ready for Export

☐ Select all on this page

Start of list Previous services Next services End of list

Export

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**.
- Select the files to export and then select **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. Wait for the export file to appear and then save it to your computer or network.