

## 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** for the past 7 days.

**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

**Export list** Page 1 of 1

| 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 |

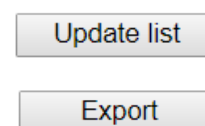
Select all on this page

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. Follow the instructions to save the export file to your computer or network.

**Export**

**! Download being processed**

Your Receipt data is being prepared for download.

Shortly, a File Download window will appear. You will need to: