

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.

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:

Service type: Export format:

Start date: 22 March 2025

End date: 26 March 2025

Export list Page 1 of 1

Service ID	Date	Status
<input checked="" type="checkbox"/> CARDS 01	26 Mar 2025	Ready for Export
<input checked="" type="checkbox"/> CARDS 01	25 Mar 2025	Ready for Export
<input type="checkbox"/> CARDS 01	24 Mar 2025	Ready for Export

☐ Select all on this page

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.