

Exporting receipt information.

Follow this guide to export Receipt information in **Online Receipts**.

To perform this procedure, you require *access* to the **Export** feature, an **Office**, and a **Receipt service** (i.e.: DERPS, EFTPOS, RECall or Inward dishonour).

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 (Service ID).

Select office, service type, export format and dates

Office:

Service type: Export format:

Start date:

End date:

Receipts export list Page 1 of 1

Service ID	Date	Total items	Amount	Status
<input checked="" type="checkbox"/> INDISH 032000 431	05 Nov 2021	1	1.00	Ready for Export
<input checked="" type="checkbox"/> INDISH 032000 431	04 Nov 2021	1	1.00	Ready for Export
<input type="checkbox"/> INDISH 032000 431	03 Nov 2021	1	1.00	Exported
<input type="checkbox"/> INDISH 032000 431	02 Nov 2021	1	1.00	Exported

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**.
- Choose 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/s 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: