

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** 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: 28 March 2025

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Service ID	Date	Total items	Amount	Status
<input checked="" type="checkbox"/> INDISH 032000 431	25 Mar 2025	1	1.00	Ready for Export
<input checked="" type="checkbox"/> INDISH 032000 431	25 Mar 2025	1	1.00	Ready for Export
<input type="checkbox"/> INDISH 032000 431	25 Mar 2025	1	1.00	Ready for Export
<input type="checkbox"/> INDISH 032000 431	25 Mar 2025	1	1.00	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**.
 - 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.