

Creating export schedules.

Follow this guide to create an export schedule under which Corporate Online will generate regular export files in Comma Separated Values (CSV) format to download to a computer or network.

To perform this procedure, you need access to the **Export** feature, an office, and the **Receipts service** to include in the export schedule.

1. From the left-hand menu, select **Receipts > Manage > Export schedules**.

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Manage export schedules

Create and manage export schedules. To view schedule details click the **Service ID** link. To download the export files generated from these schedules, use the **Export** screen.

Select office

Office: Finance Department

Schedule list Page 1 of 1

Service ID ▲	Service name	Export format
<input type="radio"/> EFTPOS 032000 431376 88888888	EFTPoS Terminal 1	CSV

Start of list Previous schedules Next schedules End of list

Delete Amend **Create**

2. Choose an **Office** from the list and then select **Create**.

Step 1 - Enter schedule details

Office: Finance Department

Service type: Choose

Service ID:

Export format: Comma separated values (CSV)

What export formats are available?

Start Date: 10 June 2021 Calendar

Retention period: 7 days

Cancel **Continue**

Step 2 - Select fields >>

3. Complete the details as follows:
 - Select a **Service type** from the list.
 - Select a corresponding **Service ID** from the list.
 - Select an **Export format** from the list.
 - Select a **Start date** using the calendar.
 - Select a **Retention period** from the list.
 - Select **Continue**. **Choose fields and order** is displayed.

Step 2 - Choose fields and order

Not assigned	Assigned
Account type Authorisation number Card type Cashout or tip Client reference (Card number) Date Detail entry method Doubtful transaction Merchant location Service ID	Amount
<input type="button" value="Add >"/> <input type="button" value="Add all >>"/>	<input type="button" value="Up"/> <input type="button" value="Down"/>
<input type="button" value="Back"/> <input type="button" value="Cancel"/>	<input type="button" value="Submit"/>

4. Complete the details as follows:

- Select the **fields** to be assigned access from the **not assigned** list on the left and then select **Add >**.
- Select a field from the **Assigned** list, and then select either **Up** or **Down** to move to the required position.

Note: The order of fields from top to bottom will be the order of fields from left to right in your export file.

- Select **Submit** to save the export schedule.

Corporate Online saves the details of the schedule. A file will generate each time a transaction is available. The export file will be available to download from **Receipts > Export**.