

## 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.

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

**Main menu**

- Receipts
  - View
  - Cards
  - Receipts
  - Merchant statements
  - Scheduled reports
- Export
- Manage**
  - Export schedules**
  - Scheduled reports
- Set preferences
- Site map

**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
EFTPOS 032000 88888888	EFTPoS Terminal 1	CSV

Start of list Previous schedules Next schedules End of list

Delete Amend **Create**

- 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: 2 September 2022 [Calendar](#)

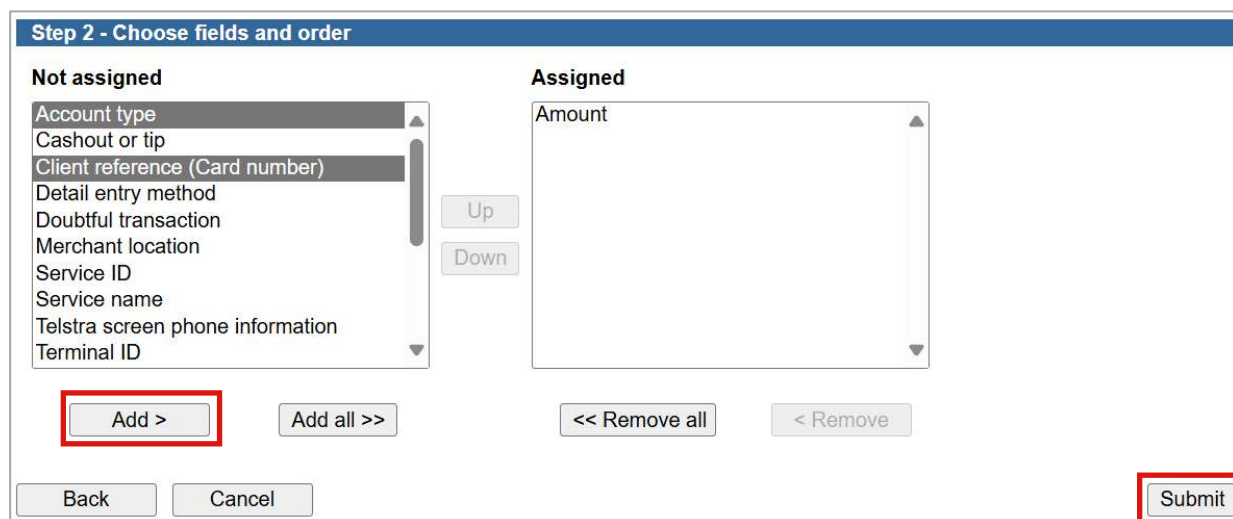
Retention period: 7 days

Cancel **Continue**

Step 2 - Select fields >>

- 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**

- Account type
- Cashout or tip
- Client reference (Card number)
- Detail entry method
- Doubtful transaction
- Merchant location
- Service ID
- Service name
- Telstra screen phone information
- Terminal ID

**Assigned**

- Amount

Up

Down

Add > Add all >> << Remove all < Remove

Back Cancel 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**.