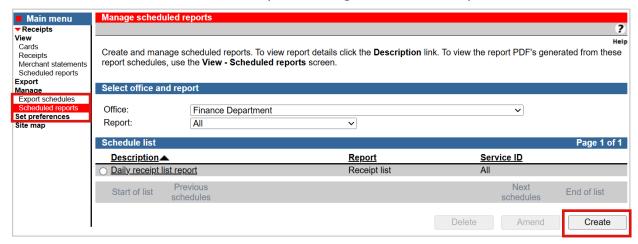# Corporate Online

Creating scheduled reports.
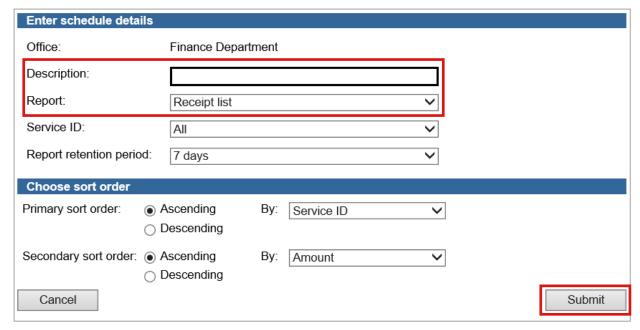
Follow this guide to create scheduled reports for assigned **Receipt services** through an **Office**.

To perform this procedure, you require *access* to the **View and print receipt information** feature and access to an **Office** and the **Receipt service** to be included in the report.

1. From the left-hand menu, select **Receipts > Manage > Scheduled reports**.

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

3. Complete the details as follows:
   - Enter a meaningful **Description** for the report.
   - Select a **Report** type from the list.
   - Select a corresponding **Service ID** from the list.
   - Select a **Report retention period** from the list.
   - Select the **order** in which items on the report are to be **sorted**.
   - Select **Submit** to save the report.

   Corporate Online saves the details of the report. Corporate Online will produce the report each time a transaction is available for the chosen Service ID. The report will be available to view from **View > Scheduled reports**.