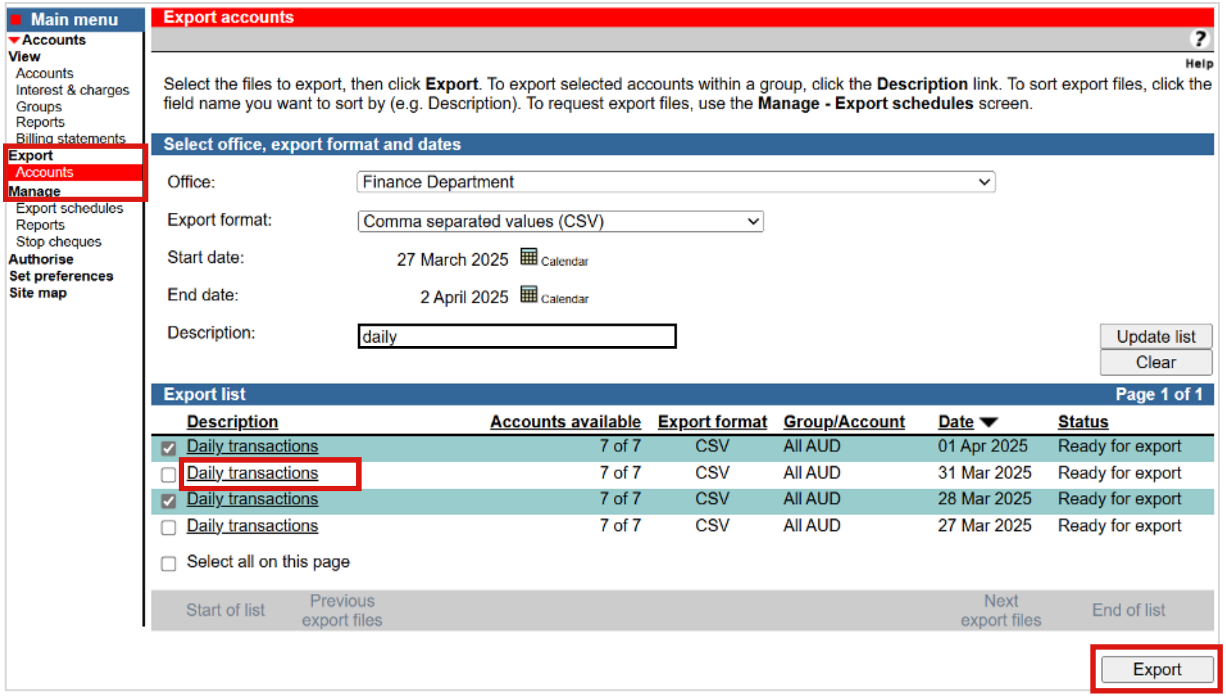
Exporting account information.

Follow this guide to export Account information in a chosen format and save it to your computer or network for reconciliation.

To perform this procedure, you require access to the Export transaction information feature to an Office and those Groups / Accounts included in the export file.

1. From the Accounts menu, select Accounts under the Export heading.

   A list of export files produced for the past 7 days is displayed.



2. Complete any of the following.
   - Use the Office, Export format, Start date and End date options to filter the files displayed in the list and select Update list.
     THEN
   - Choose the files to be exported and then select Export. (Go to Step 3)
     OR
   - To export selected accounts within a group select the Description link for a file. The Export account list is displayed.
   - Choose the account(s) to export and then select Export. (Go to Step 3)

3. The Export being processed screen is displayed. What happens next depends on the browser you're using (i.e.: Google Chrome, Mozilla Firefox, Microsoft Edge, Safari etc).
   - Wait for the export file to appear and then save it to your computer or network.