

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.

Export accounts

Select the files to export, then click **Export**. To export selected accounts within a group, click the **Description** link. To sort export files, click the field name you want to sort by (e.g. Description). To request export files, use the **Manage - Export schedules** screen.

Select office, export format and dates

Office: Finance Department

Export format: Comma separated values (CSV)

Start date: 27 March 2025

End date: 2 April 2025

Description: daily

Update list

Clear

Export list Page 1 of 1

Description	Accounts available	Export format	Group/Account	Date	Status
<input checked="" type="checkbox"/> Daily transactions	7 of 7	CSV	All AUD	01 Apr 2025	Ready for export
<input type="checkbox"/> Daily transactions	7 of 7	CSV	All AUD	31 Mar 2025	Ready for export
<input checked="" type="checkbox"/> Daily transactions	7 of 7	CSV	All AUD	28 Mar 2025	Ready for export
<input type="checkbox"/> Daily transactions	7 of 7	CSV	All AUD	27 Mar 2025	Ready for export

☐ Select all on this page

Start of list Previous export files Next export files End of list

Export

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.