## Corporate Online



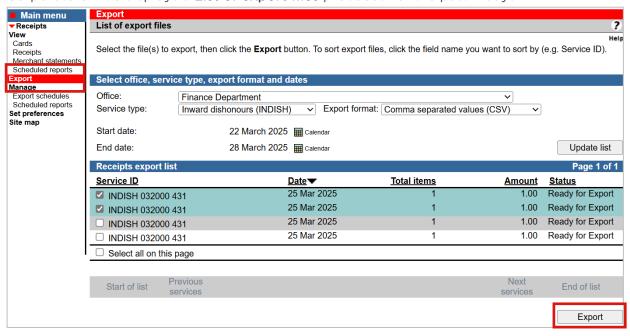
## **Exporting receipt information.**

Follow this guide to export Receipt information in Online Receipts.

To perform this procedure, you require *access* to the **Export** feature, an **Office**, and a **Receipt service** (i.e.: DERPS, EFTPOS, RECall or Inward dishonour).

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

Corporate Online displays a List of export files produced for the past 7 days.



- 2. Complete the following:
  - Filter the list of export files by changing the Office, Service type, Export format, State date and End date and then selecting Update list.
  - Choose the files to export and then select **Export**.

Note: If you have selected multiple files the **Export selected receipts** screen is displayed. Confirm the files to download and then select **Export selected receipts**.

Corporate Online displays the **Download being processed** screen. Follow the instructions to save the export file/s to your computer or network.