

EXPORTING RECEIPTS

The Digital Receipts feature also allows options to export any receipts that have been captured or received via eMail. This function allows clients the ability to take their purchase information outside of the FIS Mobile Banking application so they can do further organization and tracking of their expenses.

When exporting, the receipt information can be saved three different ways:

- Expense Report (.xlsx) for use in a spreadsheet program.
- Receipt Data (.csv) which is a comma separated values file for importing into accounting software.
- Receipt Images (.pdf) which is a graphical file containing the receipt images.

The look and content of each file depends on the type of file being exported, and whether one receipt was exported from the receipt detail screen, or multiple receipts were exported at a time from a folder containing many receipts.

Name		Date		Purpose																	
		2018-03-07																			
Pre-Tax Amounts																					
Date	Account/Folder	Merchant Name	Notes/Description	Auto	Transportation	Lodging	Telecom	Meals	Entertainment	Misc	Tax	Total	Currency	Exchange Rate	Converted Total						
2018-01-01		Best Buy	Electronics purchase								147.69	147.69	USD	1	\$147.69						
Totals in USD											\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$147.69	\$0.00	\$147.69		
														Subtotal	\$147.69						
														Advances	\$0.00						
														Total	\$147.69						

.xlsx with one receipt

Name		Date		Purpose																	
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Pre-Tax Amounts																					
Date	Account/Folder	Merchant Name	Notes/Description	Auto	Transportation	Lodging	Telecom	Meals	Entertainment	Misc	Tax	Total	Currency	Exchange Rate	Converted Total						
2018-01-29	Dining	Arby's						12.71				12.71	USD	1	\$12.71						
2018-01-14	Dining	McDonald's						4.39			0.31	4.7	USD	1	\$4.70						
Totals in USD											\$0.00	\$0.00	\$0.00	\$0.00	\$17.10	\$0.00	\$0.00	\$0.31	\$17.41		
														Subtotal	\$17.41						
														Advances	\$0.00						
														Total	\$17.41						

.xlsx with two receipts

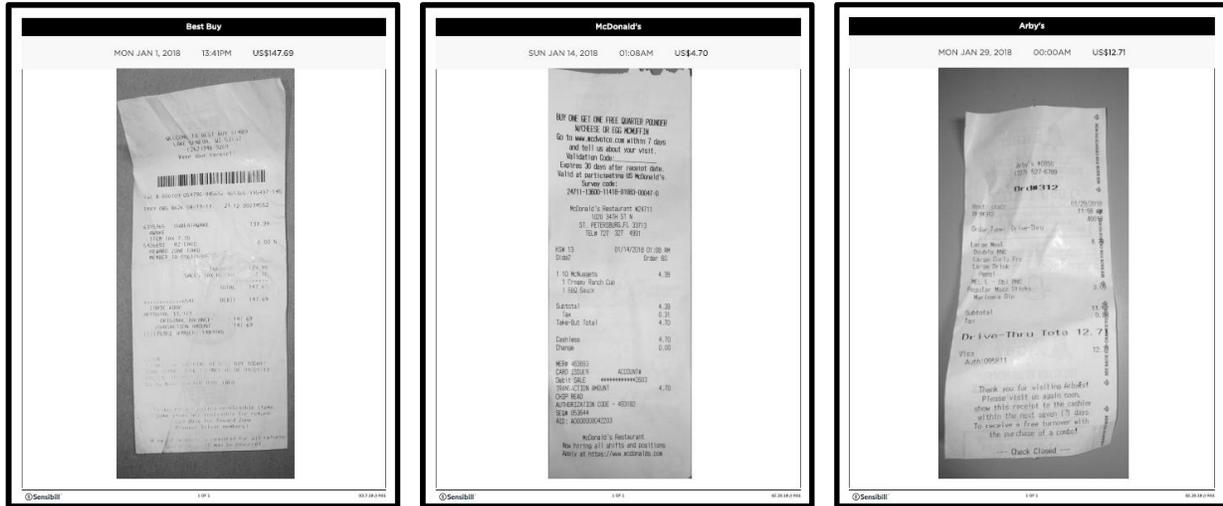
	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Date	Time	Merchant Name	Expense Type	Expense Category	Tender Type	Pre-Tax Total	Tax	Total	Currency	Exchange Rate	Converted Total	Notes/Description	Account/Folder
2	1/1/2018	1:41 PM	Best Buy	personal	Miscellaneous				147.69	USD	1	147.69	Electronics purchase	

.csv with one receipt

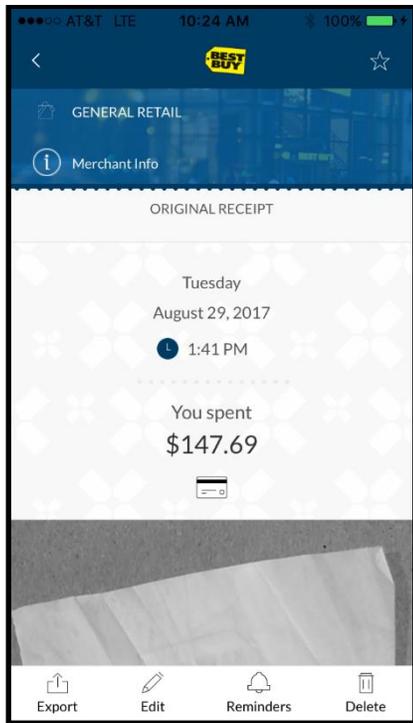
	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Date	Time	Merchant Name	Expense Type	Expense Category	Tender Type	Pre-Tax Total	Tax	Total	Currency	Exchange Rate	Converted Total	Notes/Description	Account/Folder
2	1/29/2018	12:00 AM	Arby's	personal	Meals				12.71	USD	1	12.71	Dining	
3	1/14/2018	1:08 AM	McDonald's	personal	Meals	Cash	4.39	0.31	4.7	USD	1	4.7	Dining	

.csv with two receipts

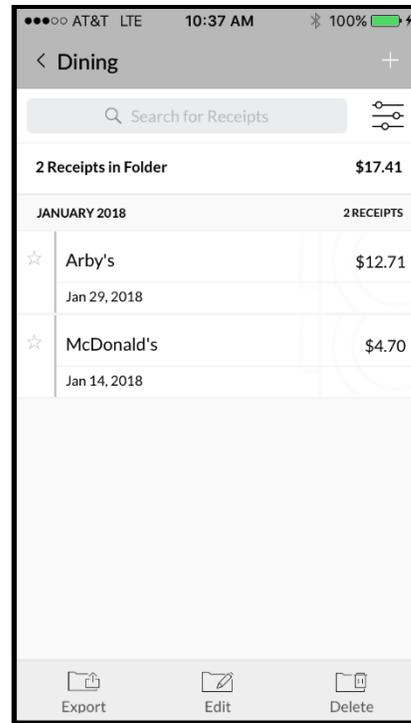
PDF exports always contain a single page image of the receipt in each file regardless of how many receipts were exported.



Within Digital Receipts there is also more than one way to export. Receipts can be exported from within a folder or from within a receipt's detail screen.



Export from receipt detail



Export from folder view

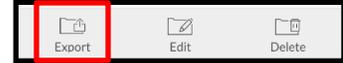
Regardless of which screen is being viewed, the export function looks the same after selecting the Export button.

The table on the following pages shows the receipt export steps.

To export receipts, follow these steps:

STEP ONE:

Select Export in the menu from either a receipt detail screen or a folder view.

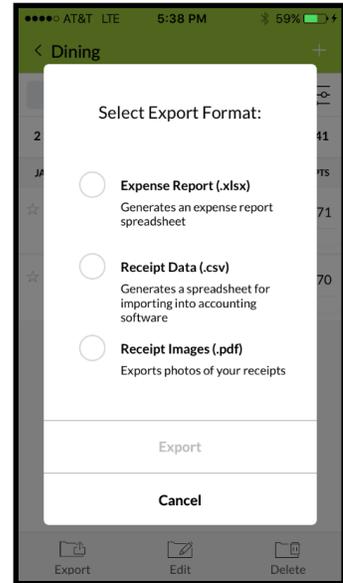


STEP TWO:

A dialogue box appears presenting options to select an export format. The options include:

- Expense Report
- Receipt Data
- Receipt Images

Select the desired export option.

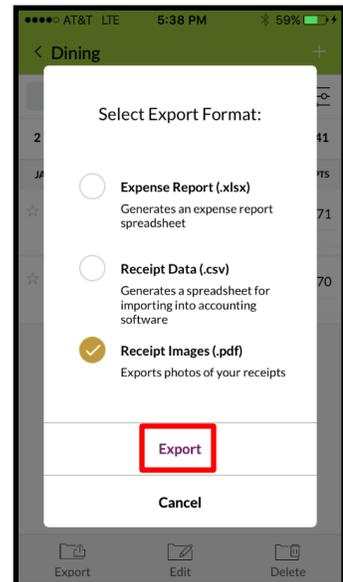


STEP THREE:

Once the selection has been made, the radio button turns orange with a checkmark indicating it is the chosen option.

The export button at the bottom of the dialogue box turns purple and becomes clickable.

Select the Export button to continue.



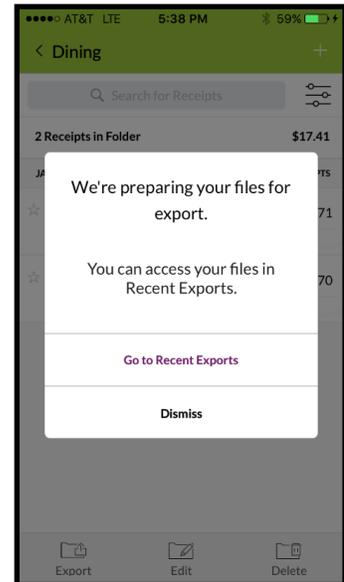
:

STEP FOUR:

A dialogue box appears indicating that the files are being prepared for export.

Dismiss the box to view the exported files at a later time, or select Go to Recent Exports to view the available exported files.

Note: *Selecting Go to Recent Exports is the same as selecting the Recent Exports button at the bottom of the Receipt List screen.*



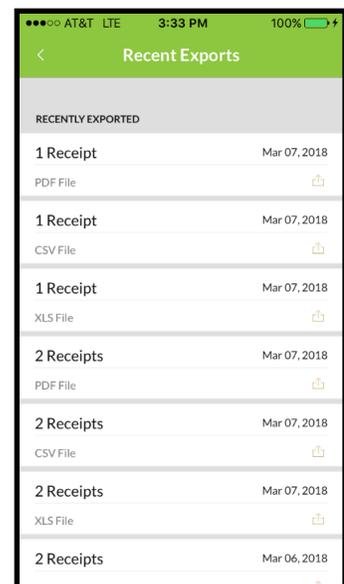
STEP FIVE:

After selecting Go to Recent Exports or selecting Recent Exports at the bottom of the Receipts List screen, the Recent Exports screen appears.

Here a list of the files that were created is presented.

Each item shows how many receipts the export contains, the type of file that was exported, and the date.

To acquire a file select the desired item.



STEP SIX:

Depending on the type of device being used options for saving the files are presented.

In the iOS example to the right, the device has messaging, email, and notes options among others.

Selecting any option presents that application to send or store the files.

Note: *These options are native to the respective operating systems on the devices, and may change with OS version and device manufacturer, along with any additional software that is installed on the device. For information on how to use device specific software applications or features, clients should be directed to their carrier or device documentation.*

