

# Exporting Transactions

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Exporting Transactions allows administrators to pull the details for all transactions into an Excel Spreadsheet making it easier for them to follow up on either unpaid items, or paid items that they need to dispatch.

**Quick Steps:** Go to **AUCTIONDESQ / TRANSACTIONS / UNPAID** or **PAID / EXPORT**

## Exporting Transactions:

1. Within the Management Console, select **AUCTIONDESQ** from the top menu, then **TRANSACTIONS** from the left menu.
2. Click on the **UNPAID** or **PAID** tab at the top of the page.
3. Click **EXPORT** at the top right of the tab. This will download the file and allow you to open it in Excel.

Use the export to create an easy list to follow up on unpaid transactions once they've been unpaid for a while. You can also filter before you Export and only those items will download into the file.

**Next Steps:**

**Related Topics:**

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