

Export last month's paid orders to CSV

Northwind - October 4, 2026

Purpose	Give the accountant one file of paid orders for the monthly close.
Scope	Paid orders of the previous calendar month, on the first working day of the month. Not for pending orders: those go to the reminders SOP.
Owner	Lena, finance lead. Review: 31 March 2027
Version	1.0
Prerequisites	Finance role in Cartwell.

1 In **Date range**, select **Last month**.

cartwell

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AllUnfulfilled1PaidOpen

Last monthAll

Order	Date	Customer	Payment	Total
#10423	28 Aug 2026		Paid	€512.00
#10422	23 Aug 2026		Paid	€1,870.00
#10421	19 Aug 2026		Pending	€236.00
#10420	17 Aug 2026		Paid	€265.00
#10419	14 Aug 2026		Refunded	€76.50
#10418	6 Aug 2026		Paid	€148.00

6 orders

- 2 In **Status**, select **Paid**. The list shows paid orders only.

The screenshot shows the cartwell interface with the 'Orders' section selected. The status filter is set to 'Paid', and the list displays 6 orders. A yellow circle with the number '2' highlights the 'Paid' status filter.

Order	Date	Customer	Payment	Total
#10423	28 Aug 2026	[REDACTED]	Paid	€512.00
#10422	23 Aug 2026	[REDACTED]	Paid	€1,870.00
#10421	19 Aug 2026	[REDACTED]	Pending	€236.00
#10420	17 Aug 2026	[REDACTED]	Paid	€265.00
#10419	14 Aug 2026	[REDACTED]	Refunded	€76.50
#10418	6 Aug 2026	[REDACTED]	Paid	€148.00

- 3 Click **Export CSV**. A banner at the top of the page reads **Preparing orders.csv** with the number of rows. Send the file to the accountant.

The screenshot shows the cartwell interface with the 'Orders' section selected. The status filter is set to 'Paid', and the list displays 4 orders. A yellow circle with the number '3' highlights the 'Export CSV' button. A banner at the top of the page reads 'Preparing orders.csv - 4 rows'.

Order	Date	Customer	Payment	Total
#10423	28 Aug 2026	[REDACTED]	Paid	€512.00
#10422	23 Aug 2026	[REDACTED]	Paid	€1,870.00
#10420	17 Aug 2026	[REDACTED]	Paid	€265.00
#10418	6 Aug 2026	[REDACTED]	Paid	€148.00