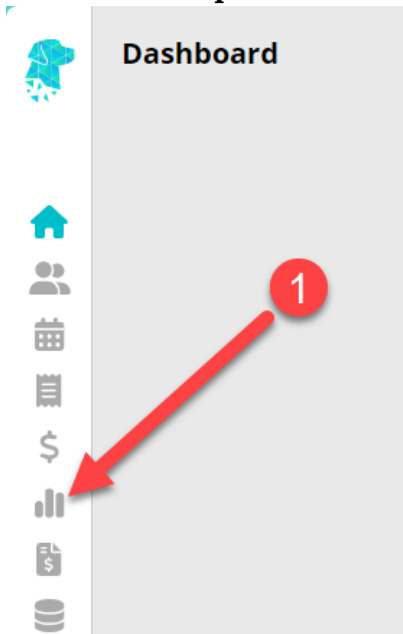


Invoice Export Report

This report enables an Excel spreadsheet to be created of all invoice data for a selected date range.

How to Export the Invoice Export Report:

1. Click on the **Reports Icon**



2. Under **Financial Reports**, Click on **Invoice Stats**



3. Change filters as required, or if you are wanting All Invoice Data for a specific date range, leave filters as the default filter options > Add the required **To** and **From Date Range** > Click **Export**



4. Report will be **Exported** as an **Excel-Raw** file.

By default, most computers will store downloads to your **Downloads** folder on your computer, or wherever you have set your browser to store your downloads on your computer.