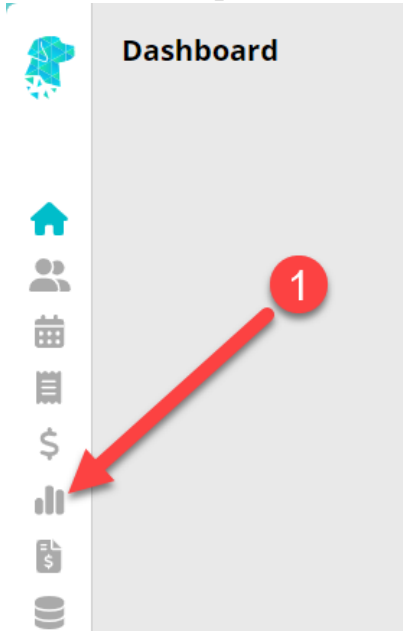


# Invoice Export Report

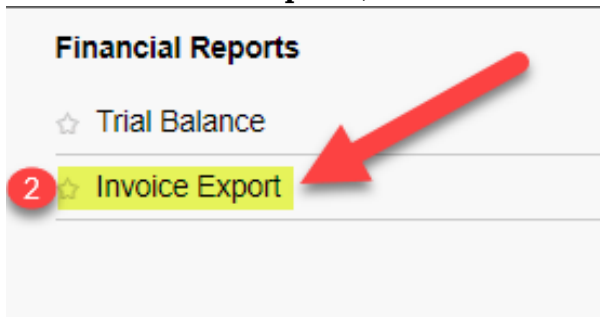
This report enables an Excel spreadsheet to be created of all invoice data for a selected date range.

## 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**

A screenshot of the 'Invoice Export' filter form. It has a breadcrumb trail 'REPORTS > INVOICE EXPORT' at the top. The form is divided into three columns of filters. The first column has 'Location' (All Clinic Locations) and 'Fund' (All Funds). The second column has 'Doctor' (All Doctors), 'Date Type' (Audit Date), and 'Audit Date'. The third column has 'Data Type' (All Data), 'From' (01/12/2023), and 'To' (25/01/2024). A red arrow points from the 'To' date field to a blue 'Export' button, which is also marked with a red circle containing the number '3'.

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.