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 <u>All Invoice Data</u> for a specific date range, leave filters as the default filter options > Add the required **To** and **From Date Range** > Click **Export**

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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.