Invoices

Reports

The icon in the top right corner opens a menu with the following reports:

- **Financial report** — Financial recapitulation of sales and calculated taxes for the period.
- **List of documents** — List of invoices.
  - The total of invoice amounts at the end of the report need not match income, because it also includes invoices for advance payments received, which are not income.
- **To be delivered** — Summary of goods in the period for all invoices or by status *Ordered*, *Draft* and *Approved*.
- **Export (CSV)** — Exports the list of **approved** and **voided** invoices for the period set by ***{From date}*** and ***{To date}***. If ***{Separate goods and services}*** is ticked, the CSV contains separate lines per invoice with the total of services and the total of goods.
- **servicestats** — Only for users of the Gymmetry module.

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