

♥ Generate an Invoice Report ♥

Welcome to EasyAs Invoicing!

Below is an explanation of how to Generate Invoice Reports.

♥ Select the [Reports](#) icon from the screen at the bottom of the Home Screen



Report Screen



Generate a Report

By Participant

Select Date Range

By Date Range

Select Filter for Report

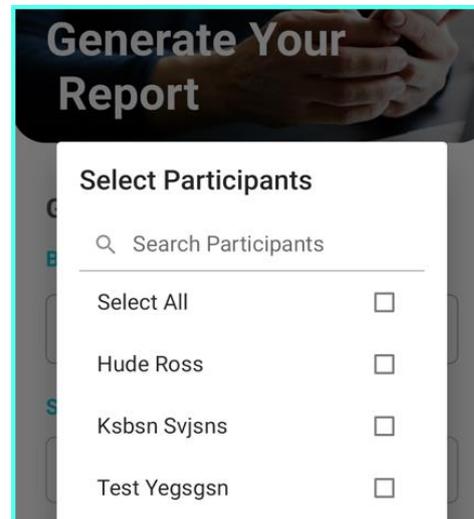
Select Type For Report



The following Filters are available in the Report screen:

♥ By Participant

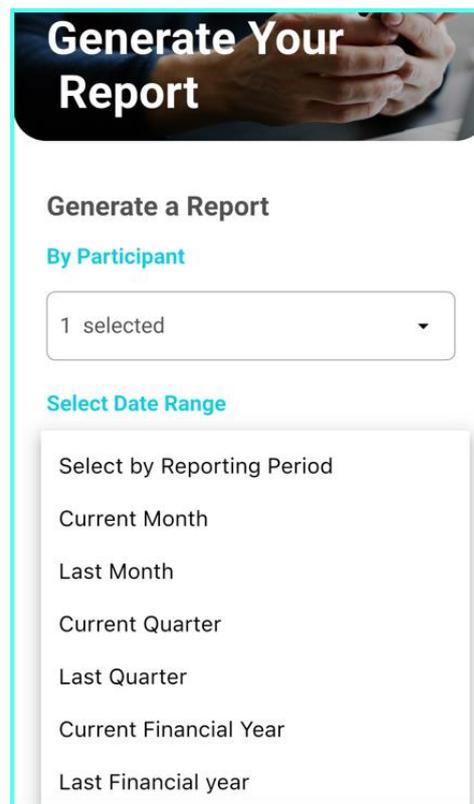
Reports can be run for a single participant, multiple selected participants or all participants.



♥ By Date Range

There are a number of prefilled date ranges to assist with generating your invoicing reports.

You can also generate reports with your own selected start and end dates.

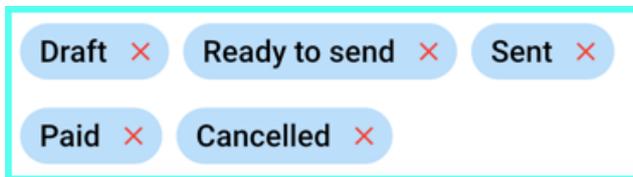


♥ Select the Status filters for your Report

Select All for all invoice statuses.

Select individual or multiple invoice statuses.

Once you have selected your Statuses, you can also use the red cross **x** next to each status to adjust your report parameters.



Filter Status	
Select All	<input type="checkbox"/>
Draft	<input type="checkbox"/>
Ready to send	<input type="checkbox"/>
Sent	<input type="checkbox"/>
Paid	<input type="checkbox"/>
Cancelled	<input type="checkbox"/>

[CANCEL](#) [FILTER](#)

♥ Select your Report

There are two report types in EasyAs Invoicing:

Sales Report

A list of all invoices generated based on the filters selected.

Participant Invoice Report

A detailed report of every invoice, NDIS item number, support dates, quantity, rates, invoice total and status.

Participant invoice report
Sales invoice report

♥ Output Options

Preview

Preview a PDF version of your generated report.

Send Email

Selecting this option will email PDF and Excel reports of your generated report to your providers email.

Preview	Send Email
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