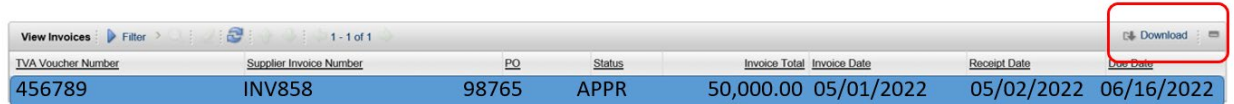


07 - Export My Data

Assumption: You have queried specific invoice(s).

Throughout this application, you will see Download links. Whenever you encounter the link, you can left click the link to download the information on that screen. Downloading can be very effective for determining total receivables, extracting payment information to update your financial system, or even reconciling invoice statements.

1. Left click Download

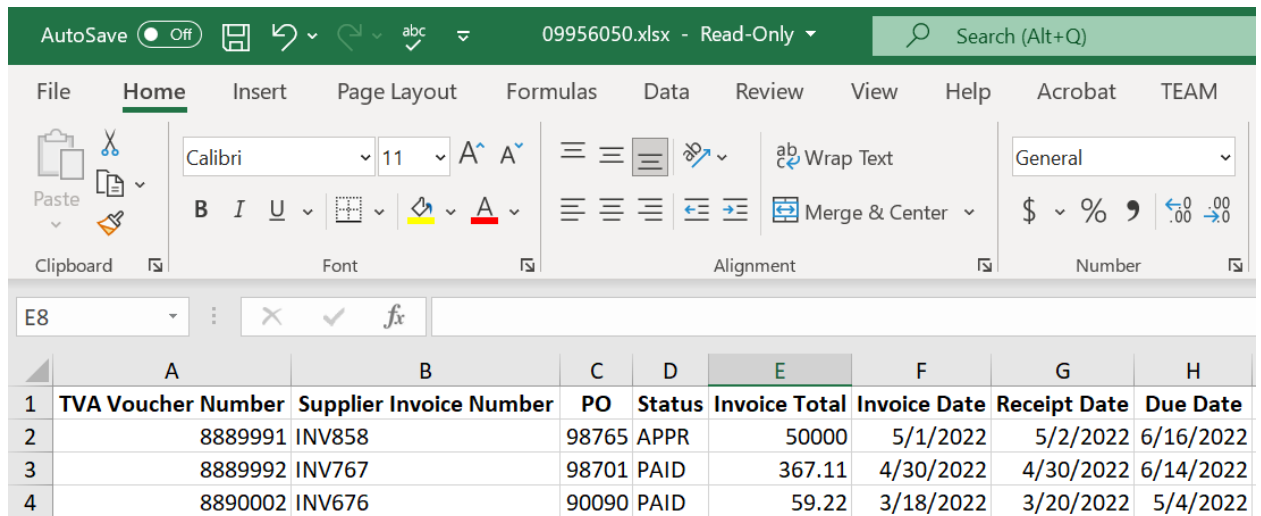


TVA Voucher Number	Supplier Invoice Number	PO	Status	Invoice Total	Invoice Date	Receipt Date	Due Date
456789	INV858	98765	APPR	50,000.00	05/01/2022	05/02/2022	06/16/2022

2. Left click Open



3. When the excel file opens, you can review your data, sorting and calculating in the way that best meets your needs.



	A	B	C	D	E	F	G	H
1	TVA Voucher Number	Supplier Invoice Number	PO	Status	Invoice Total	Invoice Date	Receipt Date	Due Date
2	8889991	INV858	98765	APPR	50000	5/1/2022	5/2/2022	6/16/2022
3	8889992	INV767	98701	PAID	367.11	4/30/2022	4/30/2022	6/14/2022
4	8890002	INV676	90090	PAID	59.22	3/18/2022	3/20/2022	5/4/2022