

Downloading Invoices and Expenses

If you want to download invoices or expenses from Yoursminc to your desktop (PC, Laptop, Tablet), you can do this as follows:

We give the example of downloading invoices, downloading expenses works in the same way.

Navigate to the Invoices overview page, via the **Invoices - Overview** menu

Enter the selection criteria of the invoices you want to download (in the example shown, the 2023 financial year and period 8)

[illegible]

Then select the checkbox on the top line in the overview, which will select all displayed invoices and

press [Download](#)

A zip file will now be saved to your desktop, containing all 'downloaded' invoices.