## **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)

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



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