

Export / Invoices

/ Getting started

In this article, you can learn about **export / invoices** functionality, which will allow you to export list of orders with their basic invoice and order information. In order to access this module you have to have **BOK supervisors, MC business admin, Administrator, Super administrator, or Root** group.

You can find the example export file under the URL:

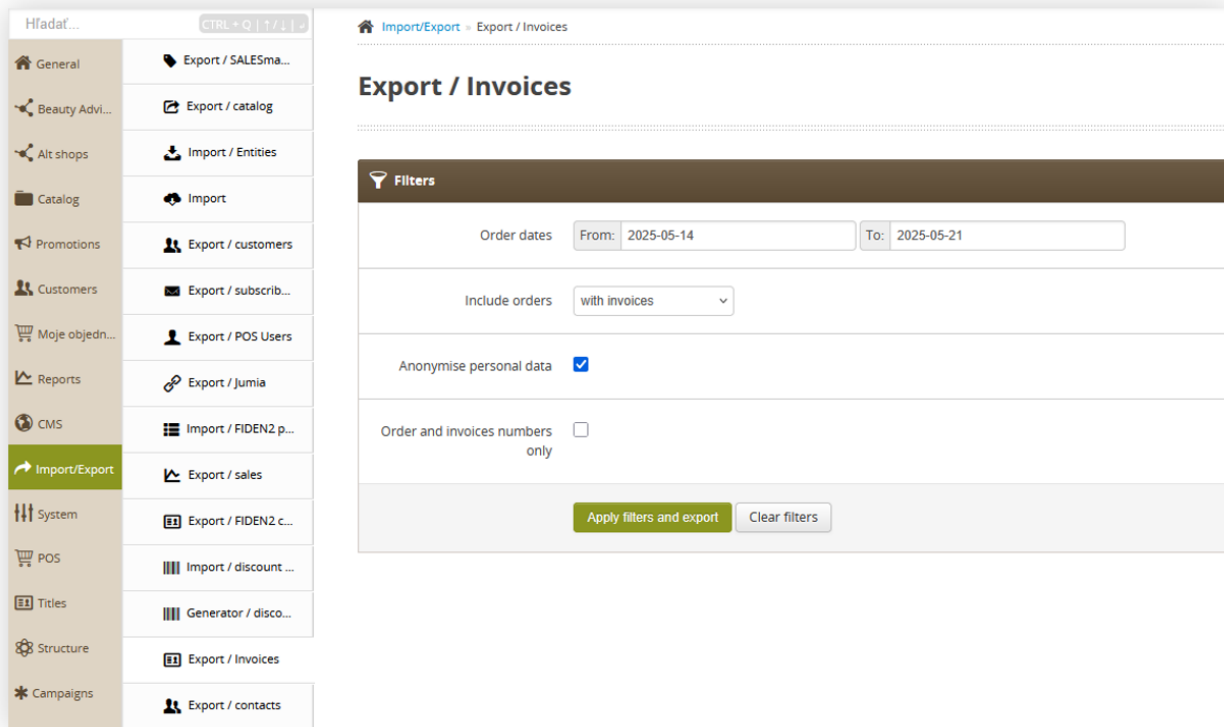
https://knowledge.tauceti-digital.com/invoice_report_example.xlsx

A	B	C	D	E	F	G	H	I	J	K	L
Invoice nu	Order num	Receiver data	Email	Order date	Total price inc VAT	VAT	Price without VAT	Order status	Payment status	Delivery mode	Payment mode
	SK372	[anonymised]	[anonymised]	18.02.2025	62	11.59	50.41	Zrušená	Order cancelled	Packeta	PayU
D07556	SK373	[anonymised]	[anonymised]	05.03.2025	100	18.7	81.3	Prijatá	COD	DPD Home Delivery	Platba na dobierku
D07557	SK374	[anonymised]	[anonymised]	05.03.2025	76	14.21	61.79	Zrušená	Order cancelled	DPD Home Delivery	PayU
	SK376	[anonymised]	[anonymised]	19.05.2025	72.9	13.63	59.27		COD	Packeta	

Visualization of the exported invoices list

To open the invoices export view, in the admin panel, navigate to:

Import / export > Export / Invoices



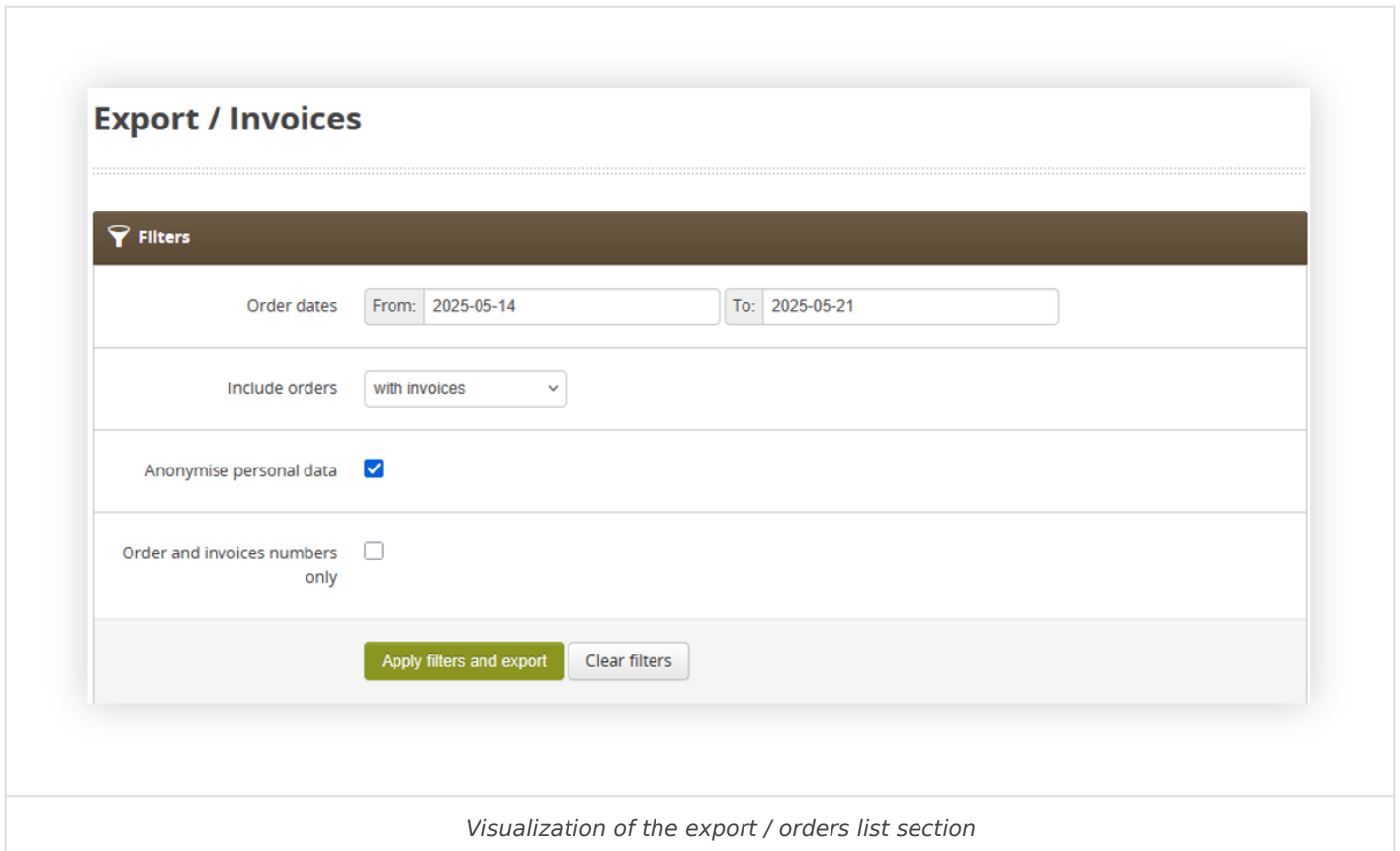
Visualization of the export / orders list module in the administrator panel

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/ Export / Invoices section

The **Export / Invoices** section allows to filter the exported data. Below you will find a description of possible filters.



- **Order dates** - A range of dates between which the orders should be exported.
- **Include orders** - A dropdown menu that defines what type of orders should be exported. There are three possible options:
 - **With invoices** - Exports only orders that contain invoices
 - **Without invoices** - Exports only orders that do not have an invoice
 - **All** - Exports all orders
- **Anonymise personal data** - A switch that defines if the fields Receiver data and E-mail should be anonymised in the exported xlsx file.
- **Order and Invoices numbers only** - A switch that defines if only Order number and Invoice number should be exported.

With the desired options chosen, you can export the xlsx file using the **Apply filters and export** button.

/ Exporting invoices to the xlsx

By pressing the **Apply filters and export** button shown in the [Export / Invoices section](#) chapter you are able to export all the filtered orders to the xlsx file and download it.

You can find the example export file under the URL:

https://knowledge.tauceti-digital.com/invoice_report_example.xlsx

A	B	C	D	E	F	G	H	I	J	K	L
Invoice nu	Order num	Receiver data	Email	Order date	Total price inc VAT	VAT	Price without VAT	Order status	Payment status	Delivery mode	Payment mode
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D07557	SK374	[anonymised]	[anonymised]	05.03.2025	76	14.21	61.79	Zrušená	Order cancelled	DPD Home Delivery	PayU
	SK376	[anonymised]	[anonymised]	19.05.2025	72.9	13.63	59.27		COD	Packeta	

Visualization of the exported orders=s

Xlsx file contains the following fields:

- **Invoice number** - Number of the invoice (if exists)
- **Order number** - Order number of the exported row
- **Receiver data** - Customers personal information. This column contains its Name, Surname, Street number, building number, flat number, postal code and city name.
- **Email** - Customers e-mail address
- **Order date** - Date when the order was placed
- **Total price inc VAT** - Order value with VAT
- **VAT** - Percentage VAT rate
- **Price without VAT** - Order value without VAT
- **Order status** - Current status of the order
- **Payment Status** - Current status of the payment. In case of COD orders the COD value will be displayed
- **Delivery mode** - Type of delivery used
- **Payment mode** - Type of payment used.

Revision #7

Created 20 May 2025 11:53:59 by mateusz_salasinski

Updated 21 May 2025 14:04:15 by mateusz_salasinski