



Invoice Upload Report

The Invoice Upload Report allows you to choose a specified date range for one or all locations and see the upload details for each invoice that was scanned and uploaded into efish in that time frame. This includes the document #, PDF and image, user who uploaded it, file name, page count, invoice date, and upload time.

Navigate to **[Accounting > Invoice Upload Report]**

Date: Select your desired start date by clicking into the **[Start Date Field]** and choosing the date from the calendar. Select your desired end date by clicking into the **[End Date Field]** and choosing the date from the calendar.

Location: Select your desired location by clicking on the **[Location Drop Down]** and clicking the location name. You may choose “All Locations” if you would like to expand your results across all locations.

Once your filters have been set click **[Go]**

- Note: Click **[Reset Filters]** at any time to clear the existing filters.

Document #	PDF	Image	Location	Uploaded By	Filename	Page Count	Invoice Date	Upload Time
5805			Wired Wine Bar North	AIM IT Services (aim)	poCB.pdf	1	09/25/2019	09/25/2019 10:39 AM
5802			Wired Wine Bar North	AIM IT Services (aim)	efish Pricing Guide & Data Sheets (v.1).pdf	11	09/24/2019	09/24/2019 01:15 PM
5796			Wired Wine Bar North	AIM IT Services (aim)	specsPOdemo.pdf	1	09/03/2019	09/03/2019 09:14 AM

Document # Column: Number generated by efish at the time it was uploaded to ID the invoice within efish.

PDF Column: Click the **[Document Icon]** in the PDF column to open the PDF file in a new window.

Image Column: Hover over the **[Camera Icon]** to see the image of the first page of the invoice.

Uploaded By Column: Name of the user who uploaded the invoice.

Filename Column: Name of the file that was uploaded.

Page Count Column: Number of pages in the file that was uploaded.

Invoice Date Column: Date that was selected as the Invoice Date when uploaded.

Upload Time Column: Exact time the invoice was uploaded into efish.