How to Run an Invoice Report in Aspira

1. Click on Reports on the upper right-hand side.

LICENSE MANAGER

Financials: Fin Sessions & Deposits ⌄   Reports   Help   Launch Pad   Sign Out

Select Report:

Customer Information Report
Daily Sales Activity Report
EFT Invoice Report
Financial Session Detail Report
Financial Session Summary Report
Permit/Vehicle Inventory Status Report
Vehicle Information Report

OK   CANCEL
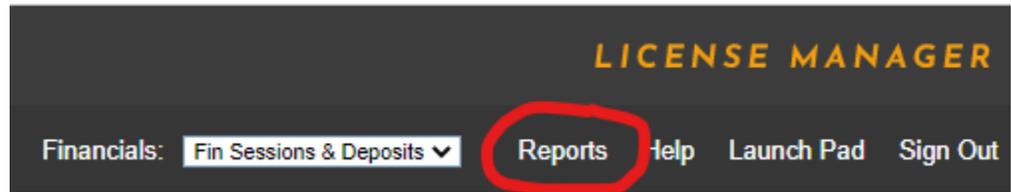
2. Choose EFT Invoice Report from list and click OK.
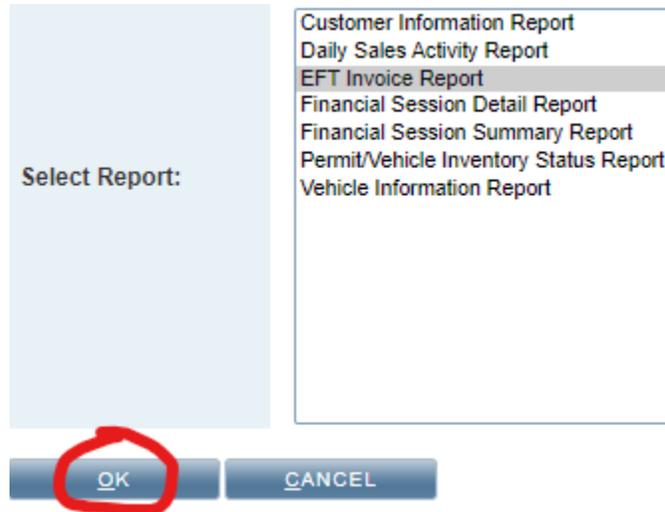
3. Choose a report type Summary or Detail.

4. Enter Start Date and End Date Use the 1st day of the month following the month you want the report for (i.e. for June's invoice enter both the start and the end date as July 1. If you wanted both June and July's in the same report, you would enter the start date as July 1 and the end date as August 1.)

5. Choose a Report Format, PDF or for Excel choose XLS or XLSX, and click OK.

6. If the report does not come up make sure your pop-up blocker has been turned off.

Report Type	Summary ⌄
Include Invoice Group	No ⌄
Include Transaction Fee	No ⌄
Include Store EFT Adjustments Details	No ⌄
Include Previous Period Voids	No ⌄
Start Date	
End Date	
Report Format	XLS ⌄

OK

PDF
XLS
XLSX