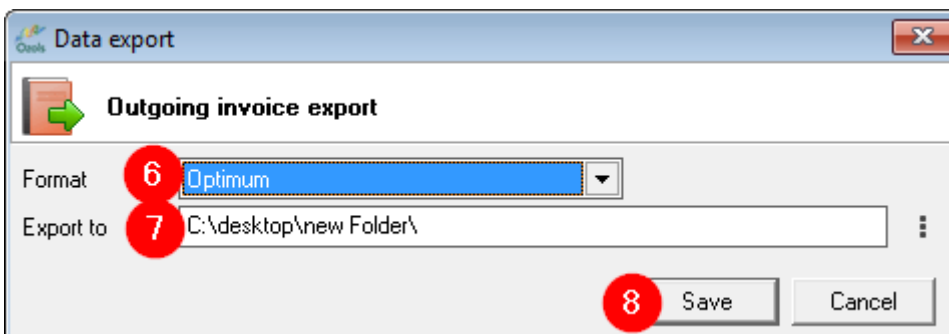
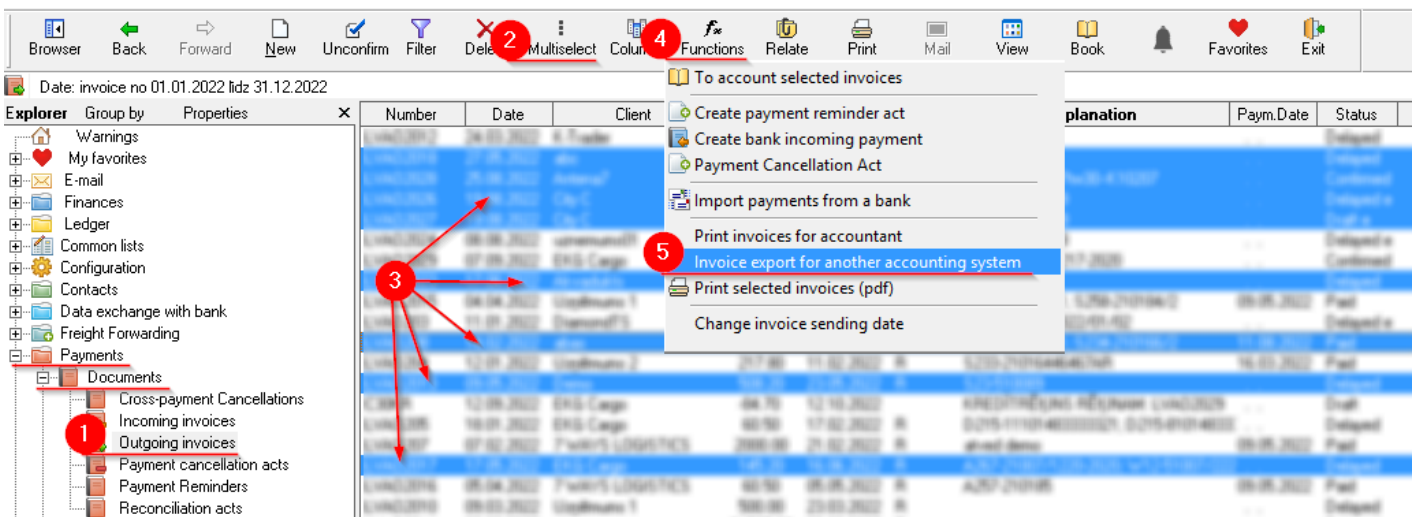


# Export of outgoing invoices

To perform the simultaneous export of several outgoing invoices from OZOLS for import into another accounting program, the following steps must be taken:

1. Open **Outgoing invoices**  
**OZOLS > Payments > Documents > Outgoing invoices**
2. Press **Multi select** :
3. Holding the " **ctrl** " or " **shift** " key and with mouse select invoices to be exported.
4. Press the Functions button **f<sub>x</sub>**
5. Selects **Invoice export for another accounting system**
6. Choose the desired accounting program from the list.
7. Specify in which folder on the computer to save the data. We recommend creating a separate folder
8. Save. Then open your accounting program and import the data from folder



Revision #2

Created Fri, Aug 26, 2022 1:13 PM by [Janis Veldre](#)

Updated Mon, Sep 19, 2022 8:48 AM by [Janis Veldre](#)