Invoices: invoice exports

Posted invoices can be sent to accounting software through a direct integration or a manual export. Export by date range or when new documents are created.

Updated April 7, 2025

The final default task is to set the invoice to a **Posted** status. Once an invoice is posted, it can be transferred or exported for use in accounting software.



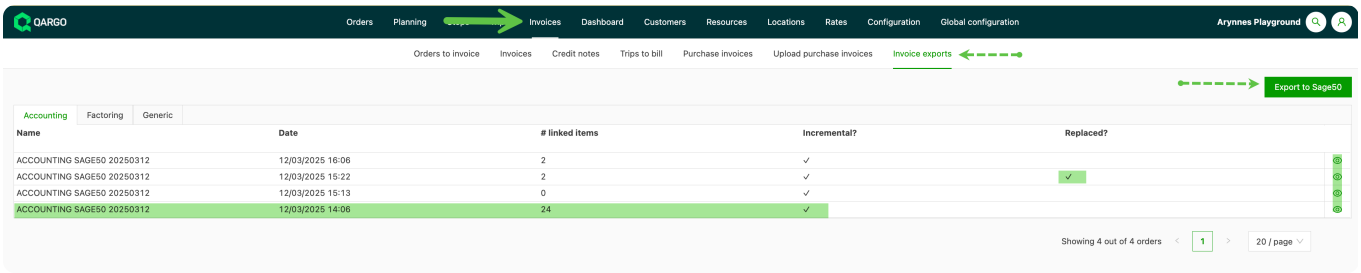
If a third-party accounting software with an integration is used, the option may be to send directly to accounting, which transmits the data directly. Alternatively, a manual export of the data to a format that can be uploaded may be required.

Click here to learn more about posting invoices.

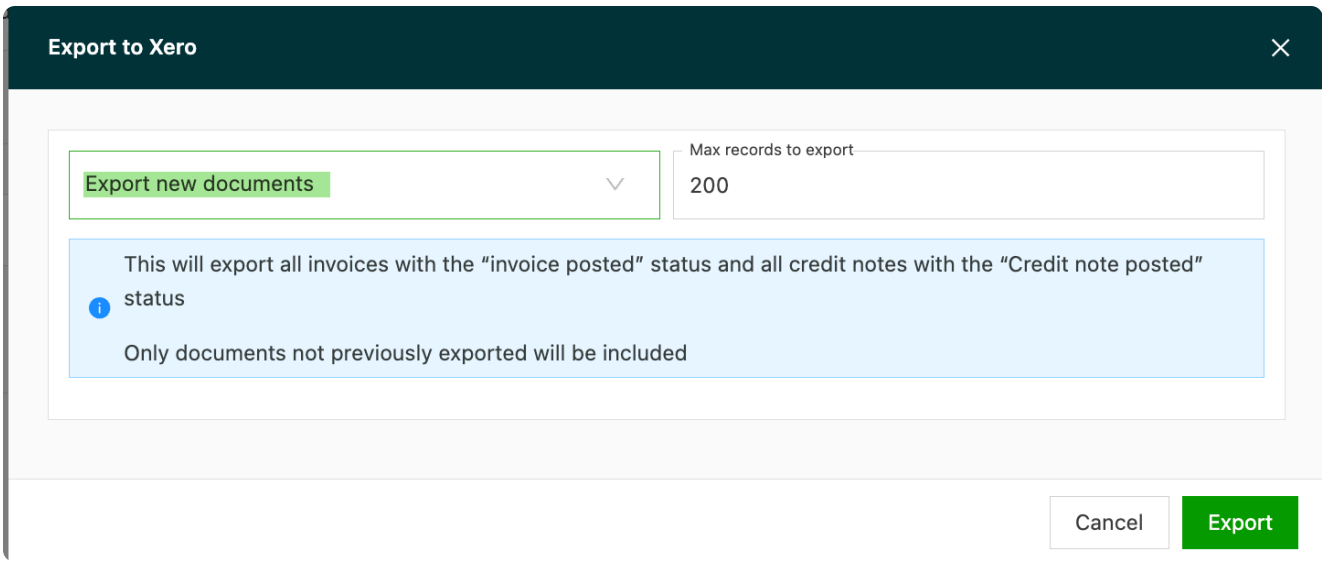
> The **Post invoice** task shows based on how it is named in the configuration. For instance, it may show as 'Send to accounting'.

Once an invoice is posted, the details can no longer be updated. The next step in the process is typically to enter this information into a third-party accounting package. If an integration with the third-party package exists, this may happen automatically when the task is completed. Otherwise, the data must be exported from Qargo into a compatible format that can then be uploaded.

- For a manual export, navigate to **Invoices > Invoice exports**. Click the **Export** button. This shows the name of the accounting or factoring company that the file will be generated for.

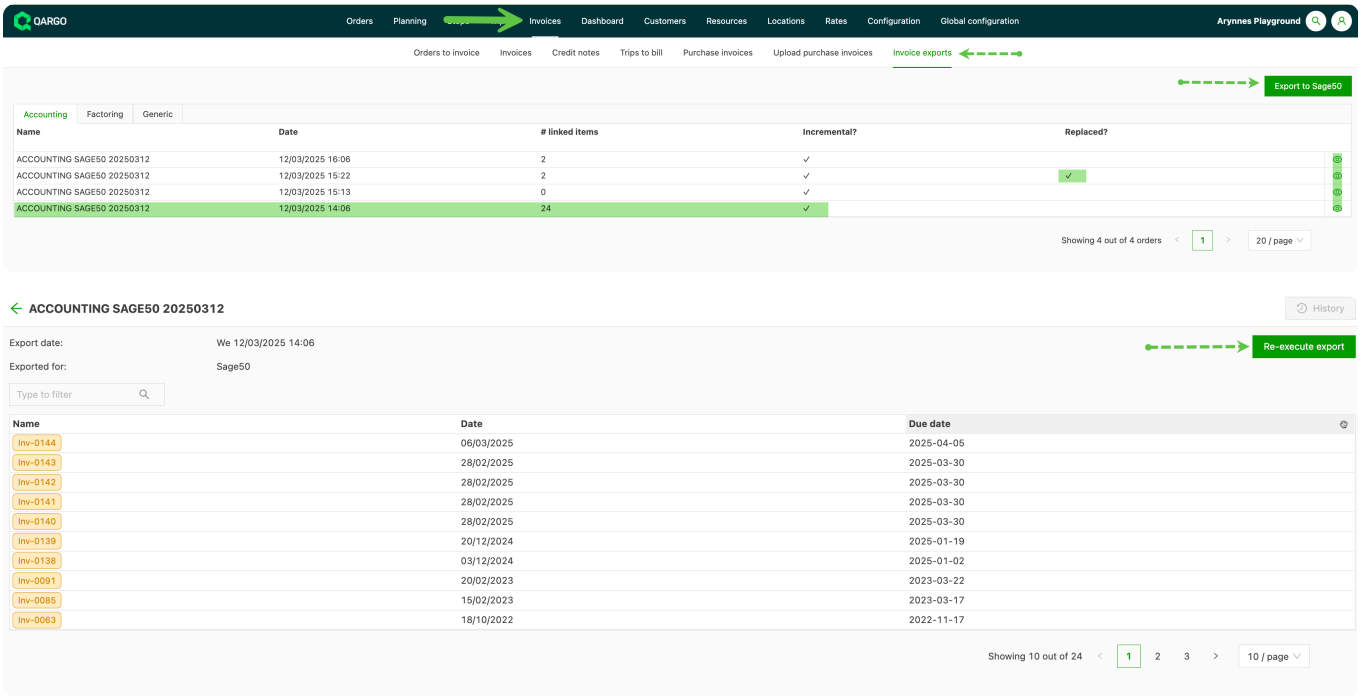


- There are 2 options to generate the file:
  - **Export range:** This opens a date range (start/end) used to generate the invoice records. Enter the date range and click **Export**. The file is generated and downloaded, ready for use.
  - **Export new documents:** This creates the export file based on any new invoice details that have been updated since the last export. Confirm the number of records to include in the report and click **Export**. The file is generated and downloaded, ready for use.

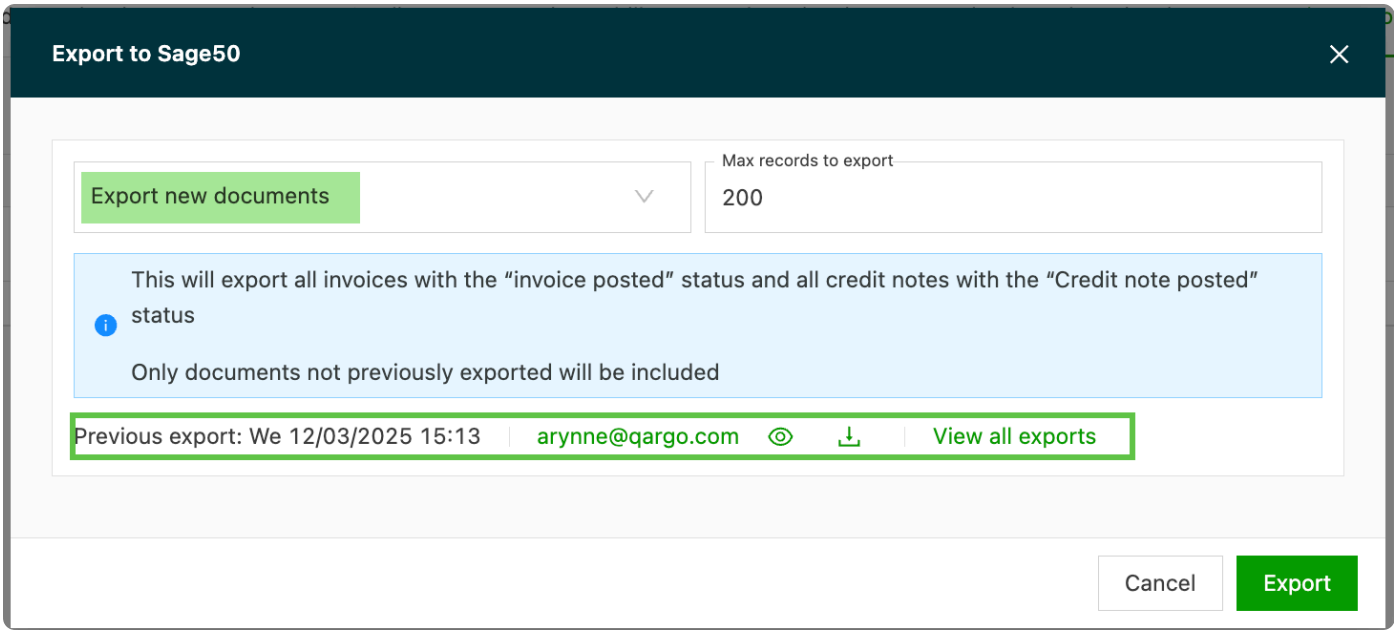


When new documents are exported, a record of the generated file is saved to a table with the following details:

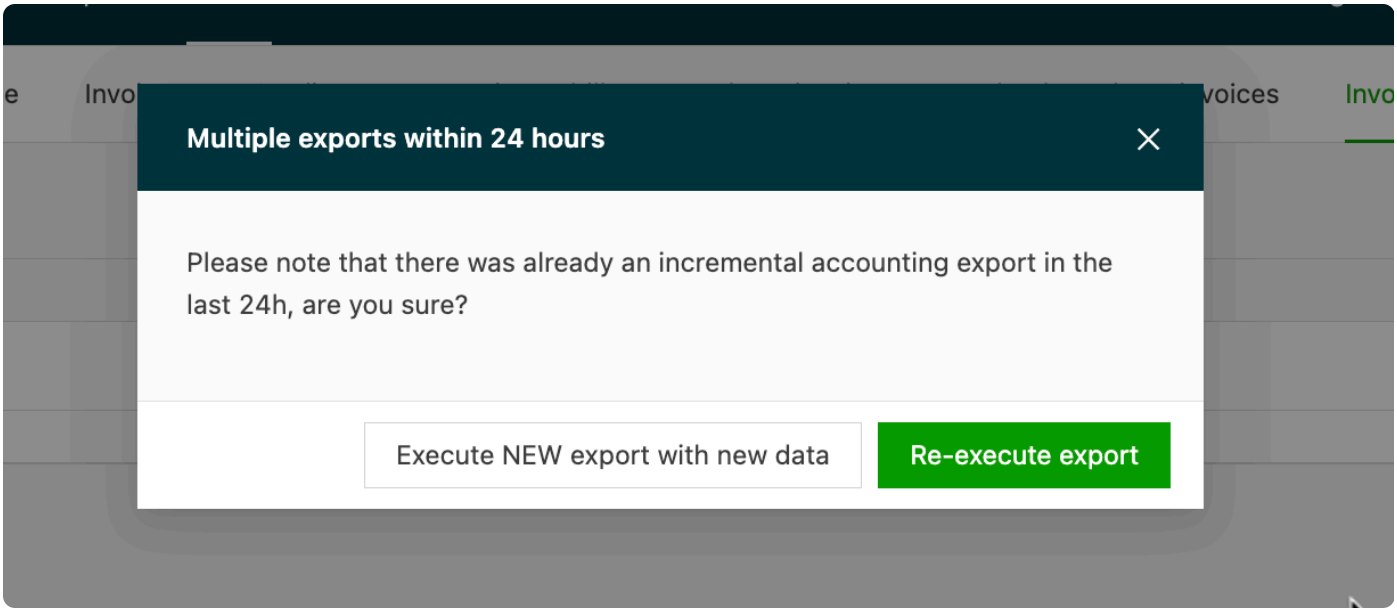
- File name
- Date/time stamp for when the file was generated.
- How many invoice records were included in the file
- **Replaced?** shows a check mark if a file was re-executed.
- The **Preview** button opens the file, shows the individual invoice details and allows the file to be re-executed.



If a new report in the same format is requested within a 24-hour window, the details of the previously generated report are shown.



If the export goes ahead, an additional warning is displayed. This gives the option to re-execute the original report or to generate a new export with any new data that might now be included.



Once either option is selected, the file is generated and downloaded, ready for use.