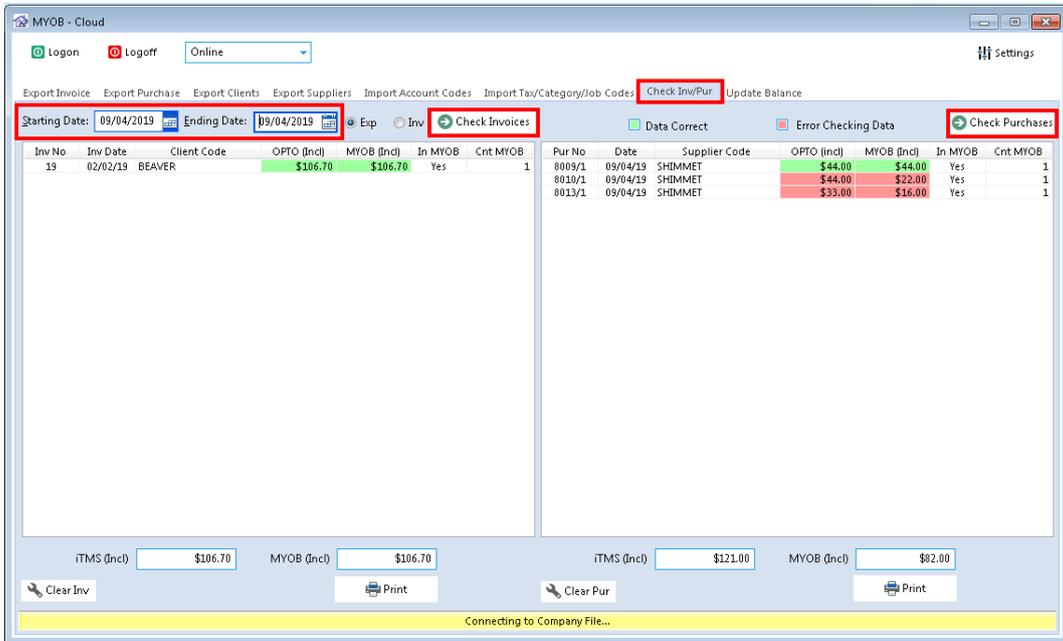


2009-113 - Review Invoices Exported to MYOB in a selected date range

This document explains how to review Sales/Purchase Invoice that have been exported to MYOB for reference or checking purposes.

Open the **Invoicing** tab in the Opto ribbon and **click** on the 'MYOB – Export' icon to open the 'MYOB – Cloud' window. **Click** on the 'Check Inv/Pur' tab, and enter the required date range into the field (circled below), then **click** on the 'Check Invoices/Purchases' icon/s to generate the data.



Click on the **Print** icon/s at the bottom window (for this example, we are printing Purchases) to display the 'Print Table Data'. Select the **Preview** button to view the report before printing, or the **Print** button to print the report.

