

PAYSCAN EXPORT IMAGES

PayScan makes it easy to gather copies of invoices.

From the Payscan Finance Manager Role:

1. Go to Reports~Invoice Image Export
2. Fill in the Property, and check dates, then click "Display"
3. Click the PDF Checkbox for the invoices you want to include in the packet, then click "Export Images"

The invoices will be saved in a single PDF.

Note: Each client is unique. Please contact MM Consulting Solutions if you would like to develop a custom solution for your business.