# Download an invoice

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# Download an invoice

This guide explains how to download an invoice in Stella Care's Administration System. The function allows you to save or print invoices for accounting or documentation purposes.

## How to download an invoice

1. Go to the **Invoices** menu on the left side of the Administration System.
2. Find the invoice you want to download in the table.
3. Click the invoice to open its details.
4. At the top of the page, you can see:
    1. Customer name
    2. Issue date
    3. Due date
5. Click the **Download** button to download the invoice as a .xlsx
6. The file will be saved on your computer and can then be opened, printed, or forwarded.

## What the invoice contains

- Invoice number and dates
- Customer and payer information
- Organization and any citizens covered by the invoice

  Number of devices and price excluding VAT
- Total amount including VAT

## Tips

- If the **Download** button doesn’t work, it may be due to missing permissions — contact your administrator.

## Related Content

- Filter and search for invoices
- View and understand the Invoice overview