Filter and search for invoices

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Filter and search for invoices

This guide explains how to search and filter invoices in Stella Care's Administration System.

How to search for an invoice

1. Go to the "Invoices" menu on the left side of the Administration System.
2. Use the search field at the top of the page.
3. Enter a keyword such as:
    1. Invoice number
    2. Customer name
    3. Payer

The system will automatically show all invoices that match your search.

How to filter invoices

1. Click the date range field at the top of the page.
2. Select the start date and end date for the period you want to view.

There are no preset time periods. You define the exact date range yourself.

The results update automatically and only show invoices issued within the selected dates.

If you cannot find an invoice

• Expand the date range — invoices older than your selected dates will be hidden.

• Check your spelling in the search field.

• If the invoice still does not appear, contact Stella Care Support using the support form or call +45 42 42 90 60.

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