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Invoices Report

Mavilyn Carlos - 2026-05-18 - [Reports](#)

The Invoices report in Kilo is found on the left menu.

This report compiles all Package and Retail invoices for all athletes. Individually, this information can also be found in the athlete's profile, in the Invoices tab specific to them.

Filtering the Invoices report

Use the four filter options at the top of the Invoices report to filter the invoices that are displayed.

Beyond filtering, you can also reorder the invoice data by selecting the arrows beside each column heading.

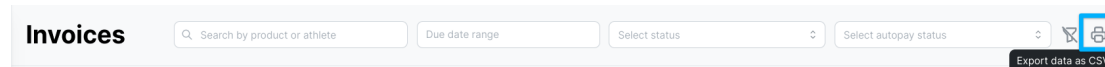


▼ Due Date ◀ Status ◀ Total Pretax Total ◀ Tax Athlete Billing Source ◀ Last Transaction ◀ Payment Date Auto Pay Payment Method

The Invoices report automatically order from oldest to newest invoice. You can adjust the order by selecting the up or down arrow beside other columns.

Downloading the Invoices report

To download a CSV file of the invoice data, simply select the printer icon to the far right of your screen.



Update an invoice

For each invoice listed on the report, you are able to make some changes based on its current status. See the options and take action by selecting the blue arrow button to the far right of any invoice. There, you will see actions such as:

- Refund - If the invoice status is Paid, you have the option to partially or fully refund the amount.
- Void - If the invoice status is something other than Paid (i.e. Upcoming, Failed), you can void the payment so the system no longer expects the funds.

- Collect on Invoice - To immediately collect an invoice that has Failed or is Upcoming, select "Collect on Invoice" and "Collect." If there is a saved payment method in the Payment Method column, this card or bank account will be charged. If the Payment Method is Cash or Check, the system will mark the invoice as Paid assuming you have manually collected the funds from the athlete.
- Change Payment Method - Use this option to update the method of payment for only this invoice before collection. To make a change to *all upcoming invoices*, please follow the steps in this [How to Guide](#).

Voiding an invoice will not remove the Athlete's package or remove available credits. You must cancel the package early if the Athlete should no longer has access to events.

For further questions about Invoices and reports in Kilo, email our Support team at hello@usekilo.com