

How to Check the History of an Invoice

12/04/2024 3:39 pm EST

In Managely, users can check the history of an invoice with just a few clicks.

To check the history, follow the steps below:

- 1. Open the invoice in question.
- 2. Click the History button in the top right corner:

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Recurring Invoice 5404

\$

Make a Payment

✉

Deliver

💳

Credit

☰

Tasks

🕒

History

More...

ABC (commercial)

#1 Site 1 ABC (commercial) - 8800 Lyra Drive

Invoice Amount

\$68.30

Balance Due

\$68.30

Category

200 MCN

Billing Address

8800 Lyra Drive Suite 300, Columbus, OH 43214

Branch

Default

Sales Tax

OHSTATETAX - 6.0000%

Template

Default Invoice

- 3. Expand the information by clicking the plus icon on the left hand-side (once expanded it will become a minus icon):

Invoice History

	Action	Message	User	Date
+	Message	Invoice #5404 has been Re-Delivered.	004, Admin user	11/11/2024 10:46:28 AM
+	Update	Invoice #5404 has been emailed.	Managely, Managely	6/25/2024 1:03:00 AM
+	Add	Invoice #5404 was Added	Managely, Managely	6/24/2024 11:09:28 PM

1

1 - 3 of 3 items

Refresh