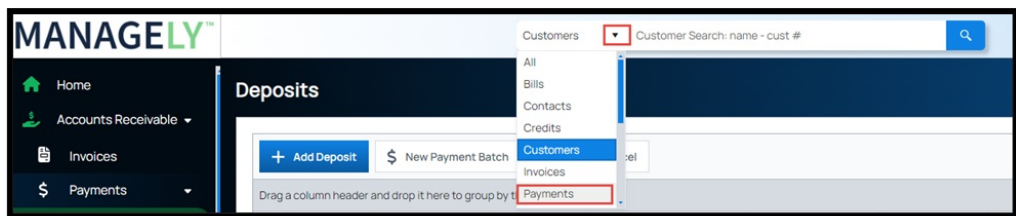


Managely – Multiple Ways of looking up a Payment

10/24/2024 3:44 pm EDT

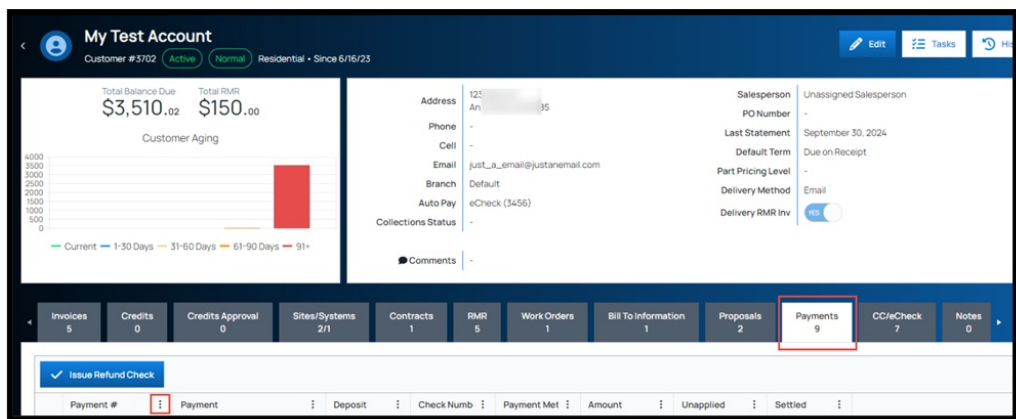
There are multiple ways of looking up payment in Managely by payment number.

1. Switch the search criteria from the top drop-down from Customers to Payments (then type the payment number and push the Enter key):



2. From the customer page under the payments tab.

The filter option (three vertical dots) can be used to filter for exact payment number.



3. From the main payments section under accounts receivable, depending on how the payment was made, it can be found in different ways, accessing the correct option.

