Customer Invoice History

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Go to **Customers** and select the customer to manage.

You can easily view all the transactions associated with a customer record and the invoices paid:

1. View the **Customer Information** section.
2. Scroll down to locate the **Invoices** section. The status of each invoice tells you whether it is Paid, Outstanding (sent to the customer, but not paid), Saved (not yet sent to the customer), or Canceled.
3. Click an invoice to review the Invoice Detail.