

# How to Check the History of an Invoice

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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:

□

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

□

The steps above will provide a full history of that invoice.