## 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:

< Recurring In		\$ Make a Payment	Deliver	E Credit	žΞ Tasks	3 History	More					
ABC (commercial)  ABC (commercial) - 8800 Lyra Drive												
Invoice Amount \$68.30	Balance Due \$68.30	Category Branch		-	8800 Lyra Drive Suite 300, Columbus, OH 43214 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 X											
		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						
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