How to Check Payment History in Managely

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

To check the history, follow the steps below:

1. Open the payment in question.

2. Click the history button in the top right corner.

   □

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

   □

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