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**.