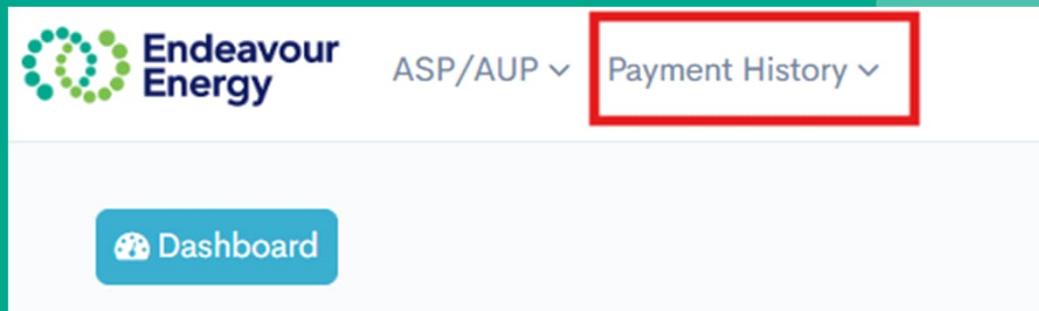


# A Guide How to Find your Receipt after Payment has been made



All receipts can be found in the Payment History Tab



Click on Payment History in  
your Dashboard

**POWER**  
together

## How to Search in Payment History

Various search fields can be used to find an invoice, You can search by:

- Invoice number
- Purchase Order Number
- Date Paid

Search Payment History

INVOICE NUMBER	COMPANY NAME	DATE PAID	PURCHASE ORDER NUMBER
STATUS	BP NUMBER/ BUSINESS PARTNER ID	Equals	
<input type="button" value="Search"/>	<input type="button" value="Clear"/>		

All Receipts can be downloaded  
By clicking on the small file under Invoice  
This will be downloaded to your Download folder as a pdf

INVOICE REFERENCE	LINE ITEMS	STATUS	BILLING DATE	DATE MODIFIED	INVOICE
	<a href="#">View 1</a>	Paid	17/06/2024 12.43 pm	17/06/2024 12.58 pm	
	<a href="#">View 1</a>	Paid	05/04/2024 09.18 am	05/04/2024 09.18 am	
6598	<a href="#">View 1</a>	Paid	25/03/2024 02.18 am	26/03/2024 03.38 pm	



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