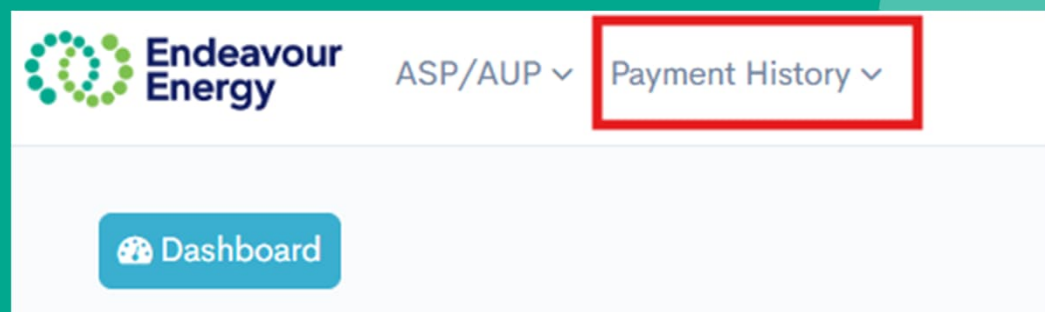


A Guide How to Find your Receipt after Payment has been made

All receipts can be found in the Payment History Tab



Click on Payment History in
your Dashboard

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	<input type="text"/>	COMPANY NAME	<input type="text"/>	DATE PAID	Equals <input type="text"/>	PURCHASE ORDER NUMBER	<input type="text"/>
STATUS	<input type="text"/>	BP NUMBER/ BUSINESS PARTNER ID	<input type="text"/>	<input type="text"/>	<input type="text"/>		

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

ACCOUNT REFERENCE ⇅	LINE ITEMS ⇅	STATUS ⇅	BILLING DATE ▼	DATE MODIFIED ⇅	INVOICE
	View 1	Paid	17/06/2024 12.43 pm	17/06/2024 12.58 pm	
	View 1	Paid	05/04/2024 09.18 am	05/04/2024 09.18 am	
6598	View 1	Paid	25/03/2024 02.18 am	26/03/2024 03.38 pm	



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