

Invoice Email History

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Go to **Invoices** and then select an **Invoice** from the Invoice Summary section.

Verify that you have previously sent an invoice to a customer:

1. Click the **Actions** menu on the upper right-hand side of the invoice and then click on **View History**.
2. In the popup window, it will show the history of the invoice. The historical data includes the dates and times when the invoice was created, updated, and sent to the customer.

View the communication history of the invoice:

1. Click the **Actions** menu on the upper right-hand side of the invoice and then click on **View Communication**.
2. The popup window will show the communication history of the invoice, including the date/time sent and the recipient.

Note: There will not be a View Communication option for an invoice until the invoice has been sent to the customer.
