

How to Print a Voucher for Payment on an Invoice?

Objectives

- Print voucher for Payment

Steps

Payments of Invoices can be tracked and managed from the "Payment Made" tab of the invoice.

Click on the actions wheel near the payment, you can either view it or Print it or Export the Receipt to Word.

DashboardClientsInvoicesExpensesTime EntriesSuppliersPartnersReportsAdvancedApp4Legal-USD

Invoice DetailsCollectionAttachmentsEmail

TOTALSAR 1,851.85

PAIDSAR 1,851.81

CREDIT SAR 0.00

BALANCE SAR 0.04

INV0000111
Advanced Industries (SAR)
99%
Invoice Date: 2023-12-06
Due Date: 2023-12-06

Collected Payments+ New Payment

	Date	Payment Method	Deposit To	Amount	Currency	Reference #	Attachments
	2023-12-06	Trust Fund	Petty Cash	499.99	USD	(No Data)	

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Invoice Payment

Date: 2023-04-26
Payment Method: Trust Account
Invoice Number: INV00000123
Payment From: PAID 1200 (2023)

Amount (USD): 1,000.00
Balance Due (USD): 5,000.00

Item	Description	Quantity	Price	Discount	Tax (%)	Amount
Annual Legal Mgt.		1.00	6000.00	0.00%	0.00	6,000.00
Sub Total (USD):						6,000.00
Total Discount (USD):						0.00
Total Tax (USD):						0.00
Total (USD):						6,000.00
Balance Due (USD):						5,000.00

Authorized by

Received by

Print

1 sheet of paper

Destination

Adobe PDF

Pages

All

Color

Color

More settings

^

Paper size

Letter

Pages per sheet

1

Margins

Default

Quality

1,200 dpi

Scale

Default

Options

☒ Headers and footers

Print

Cancel

For more information about LEXZUR, kindly reach out to us at help@lexzur.com.

Thank you!