

# 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.

Dashboard

Clients

Invoices

Expenses

Time Entries

Suppliers

Partners

Reports

Advanced

App4Legal-USD - USD

Invoice Details

Collection

Attachments

Email

TOTAL

SAR 1,851.85

PAID

SAR 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
<div><div></div><div>View</div><div>Edit</div><div>Print</div><div>Delete</div><div>Export to Word</div></div>	2023-12-06	Trust Fund	Petty Cash	499.99	USD	(No Data)	<div></div>

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Invoice Payment

Date: 2023-04-26

Payment Method: Trust Account

Invoice Number: INV0000011

Payment From: PAID - USD (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](mailto:help@lexzur.com).

Thank you!