How to Print a Voucher for Payment on an Invoice?

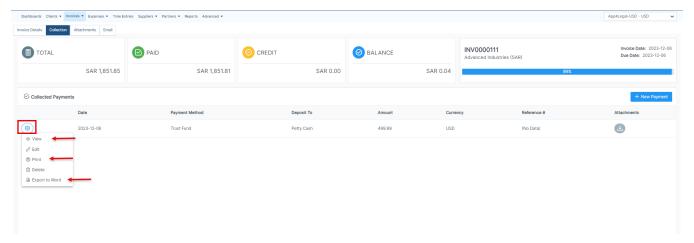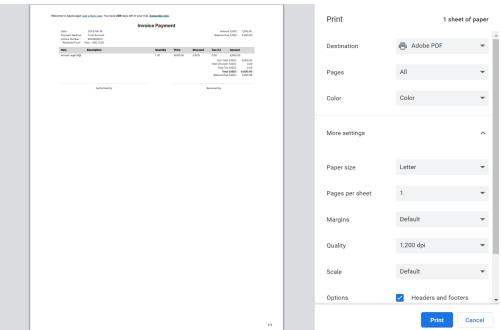## Objectives

- 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.

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

Thank you!