

View Customer Receipts, Balance, and History

Use the customer profile to review the customer's account balance, visits, spending, receipts, and related history.

Open customer history

1. Go to **Review > Customers**.
2. Find the customer and open the three-dot menu.
3. Select **Open**.
4. Go to the profile area that contains receipts, statements, or account activity.

Screenshot placeholder: Customer profile summary showing visits, spending, balance, and history navigation.

Filter receipts

Use the available filters to narrow the history by details such as:

- Receipt type
- Receipt status
- Cash register
- Deleted invoices, when included by the selected filter

Screenshot placeholder: Customer receipt history with filter controls expanded.

Deleted invoices may remain visible in customer history for reference and audit purposes even though they are no longer active sales documents. The information available depends on your permissions.

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