How far back can I view invoices

If you have not yet created an invoice in Gimme VMS, start here:

Creating & Scheduling invoices

In Gimme VMS, users can view past invoices one year from the current date.

1. Navigate to the **Accounts** page using the three-line menu in the top left of the screen
2. Using the **red Accounts search menu**, search for and select the desired account
3. Click **Next**
4. Click **More info**
5. On the Account Info page, click **Balance**
6. Select the red date range selector
7. Use the calendar's back arrow button to navigate to the desired start date
8. Select the start date
9. Use the calendar's forward arrow button to navigate to the desired end date
10. Click **Done**

[Video: How far back can I view invoices]