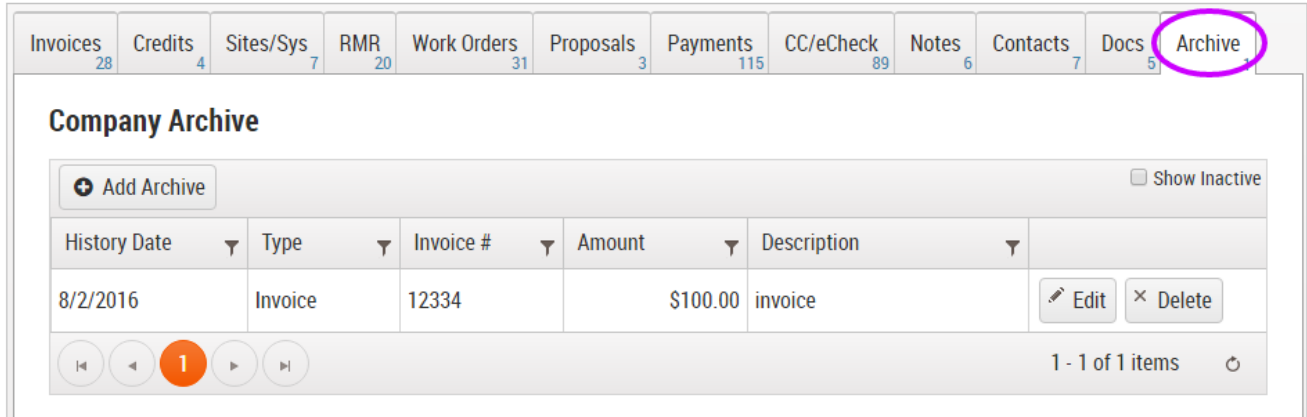


# Archives Tab

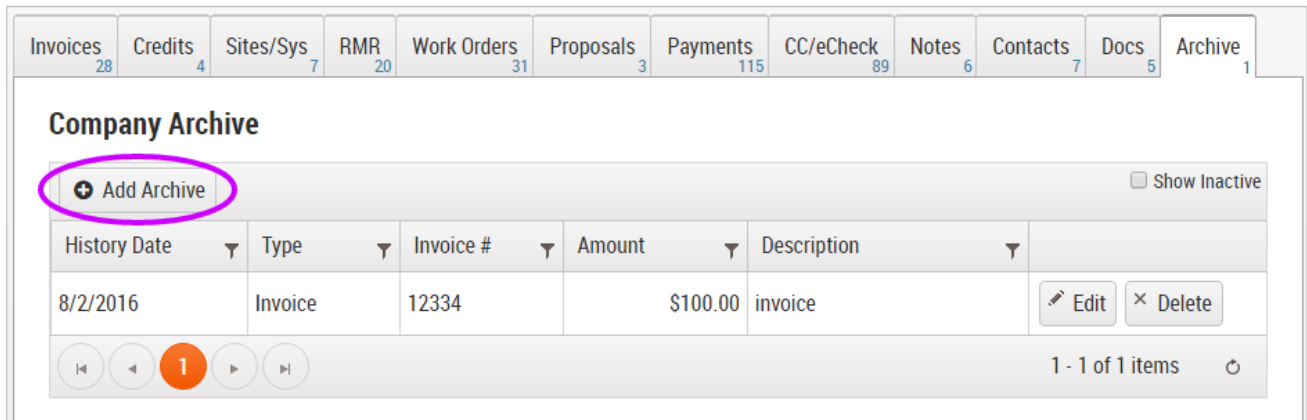
Last Modified on 11/07/2016 2:31 pm EST

The archive tab is used to store past records of invoices, payments and credits that are no longer active. This is an easy way to store past information when converting data.



## Add Archrive

To add an archive click "Add Archive" on the left side of the page.



## Complete Fields

Complete the fields for the new archive

History Date	Type	Invoice #	Amount	Description
8/1/2016	3	34545345	200.00	payment

## History Date

Enter the invoice, payment, or credit date.

## Type

Enter a 1 if you are entering an invoice, a 3 if you are entering a payment, and a 4 if you are entering a credit.

## Invoice #

enter the invoice, credit, or payment number.

## Amount






Enter the amount.

## Description

Enter a brief description of the archive.



## Update

Click update on the right side of the page to save.

History Date	Type	Invoice #	Amount	Description	
8/1/2016 	<input type="text" value="3"/>	<input type="text" value="34545345"/>	200.00  	<input type="text" value="payment"/>	 Update  Cancel

## Edit

Edit by clicking the pencil icon to the right of an archive.

History Date	Type	Invoice #	Amount	Description	
8/1/2016	Payment	34545345	\$200.00	payment	 Edit  Delete