

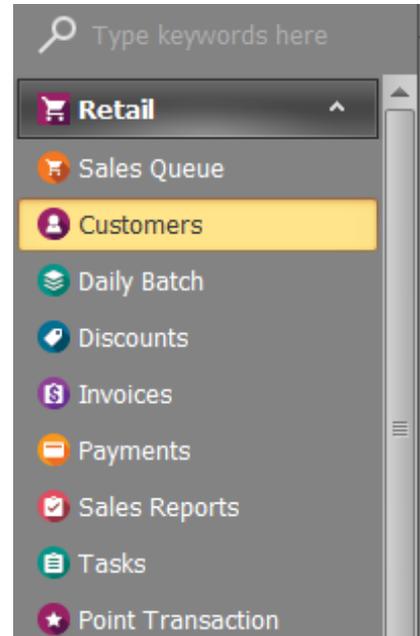
# View Customer Purchase History

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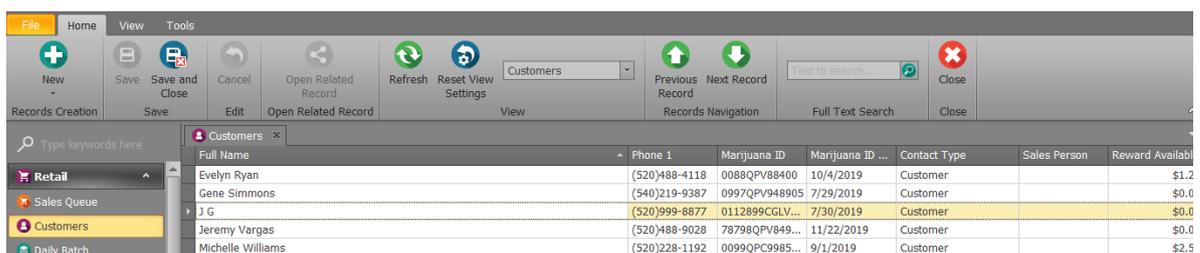
Every **purchase** a Customer makes is associated with their customer record, so you can always go back and see what they purchased and when. This can be very helpful information when it comes to assisting customers on what products they last purchased. This article will walk you through how to view information about a customer's purchase history.

To view a Customer's purchase history, follow the steps below:

- Step 1 - In the **Retail** module click on **Customers** in the navigation pane to view a list of current customers.



- Step 2 - Double-click on the desired **Customer** to open the detail view of the customer record.

A screenshot of a software application's main window. The top bar contains a menu (File, Home, View, Tools) and a toolbar with icons for New, Save, Save and Close, Cancel, Open Related Record, Refresh, Reset View Settings, Previous Record, Next Record, Full Text Search, and Close. Below the toolbar is a search bar with the placeholder text "Type keywords here". The main area displays a table of customer records. The table has columns for Full Name, Phone 1, Marijuana ID, Marijuana ID ..., Contact Type, Sales Person, and Reward Availabl. The table contains five rows of data.

Full Name	Phone 1	Marijuana ID	Marijuana ID ...	Contact Type	Sales Person	Reward Availabl
Evelyn Ryan	(520)488-4118	0088QPV88400	10/4/2019	Customer		\$1.2
Gene Simmons	(540)219-9387	0997QPV948905	7/29/2019	Customer		\$0.0
J G	(520)999-8877	0112899CGLV...	7/30/2019	Customer		\$0.0
Jeremy Vargas	(520)488-9028	78798QPV849...	11/22/2019	Customer		\$0.0
Michelle Williams	(520)228-1192	0099QPC985...	9/1/2019	Customer		\$2.5

- Step 3 - In the **Sales History** section, you can view all purchases made by that customer. Double-click on an individual invoice record to view the full invoice for that purchase.

#	Status	Invoice	Invoice Date	Sales Person	Total
1	Invoice	100025	12/5/2018 3:27 PM	Green, John	\$34.96
2	Invoice	100020	10/31/2018 5:53 PM		\$31.78
3	Invoice	100022	11/4/2018 10:22 AM	Green, John	\$30.51

This is a great feature if you need to help a customer remember what they have purchased in the past!

