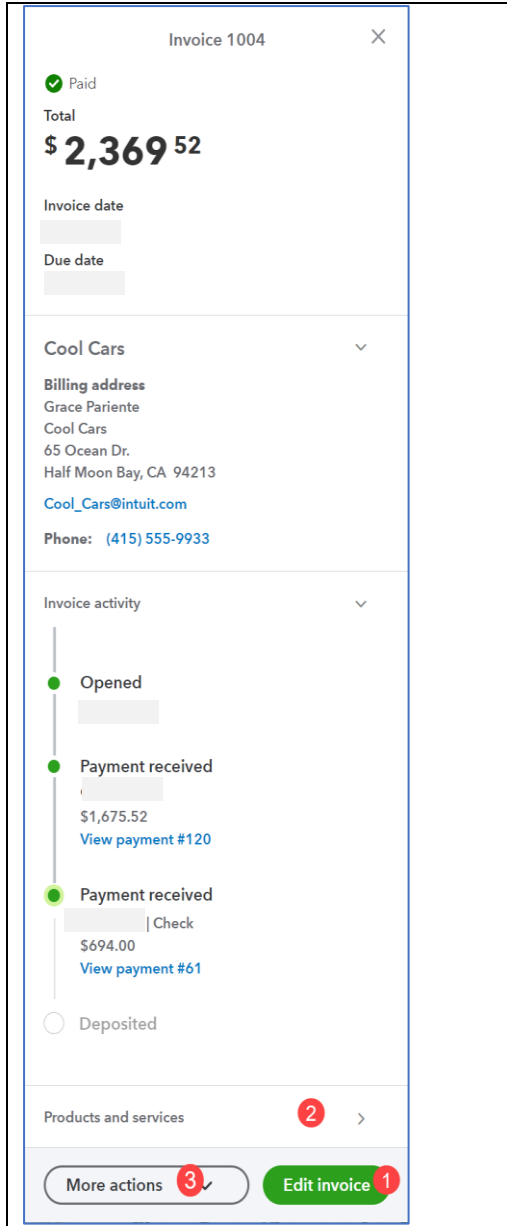


Accessing Invoices

Students may be confused by the sidebar that appears when an **invoice** is accessed from the **Invoices** tab of **Sales**. What appears is a workflow of steps an invoice may go through. Students can still open the invoice, look at it, and edit it, if needed. See below for details.



Invoice 1004

✓ Paid

Total
\$2,369.52

Invoice date
Due date

Cool Cars

Billing address
Grace Pariente
Cool Cars
65 Ocean Dr.
Half Moon Bay, CA 94213
Cool_Cars@intuit.com
Phone: (415) 555-9933

Invoice activity

- Opened
- Payment received
\$1,675.52
View payment #120
- Payment received
\$694.00 | Check
View payment #61
- Deposited

Products and services (2)

More actions (3) ✓ Edit invoice (1)

Students should click **Edit invoice** (1) if they want to open the invoice form.

If students simply want to view the customer charges, they can click **Products and services** (2). A summary will appear:

Products and services

Sprinkler Heads	\$20.00
Sprinkler Pipes	\$24.00
Sod	\$1,750.00

[More details](#)

Quantities and unit costs appear under **More details**.

Products and services

Sprinkler Heads	\$20.00
Sprinkler Heads	
10×\$2.00	
Taxable	
Sprinkler Pipes	\$24.00
Sprinkler Pipes	
6×\$4.00	
Taxable	

Students can void or delete forms by opening the **More actions** dropdown menu (3).