

## 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  
[ ] Check  
\$694.00  
[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
<a href="#">More details</a>	

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

Products and services	
<b>Sprinkler Heads</b>	<b>\$20.00</b>
Sprinkler Heads	
10×\$2.00	
Taxable	
<b>Sprinkler Pipes</b>	<b>\$24.00</b>
Sprinkler Pipes	
6×\$4.00	
Taxable	

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