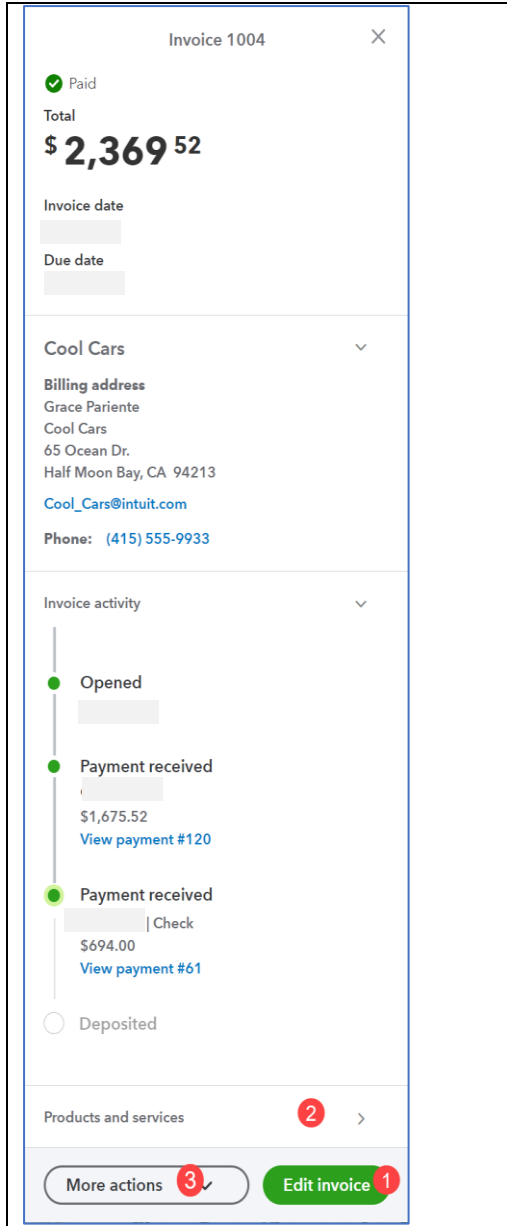# Accessing Invoices

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.

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:

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

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