

Accessing Invoice Forms

If you want to access an **invoice** form without using the Search tool, click **Sales** on the navigation bar and open the **Invoices** tab. Click the invoice you wish to view. A sidebar will appear.

Invoice 1004

✓ Paid

Total
\$ 2,369⁵²

Invoice date
9/3/2021

Due date
10/3/2021

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
9/3/2021
- Payment received
9/15/2021
\$1,675.52
[View payment #120](#)
- Payment received
9/8/2021 | Check
\$694.00
[View payment #61](#)
- Deposited

Products and services

More actions ✓ **Edit invoice**

Click **Edit invoice** (1) if you want to open the invoice form.

If you simply want to view the customer charges, 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	

Click **More details** to see quantities and unit costs.

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

You can void or delete forms from the **More actions** dropdown menu (3).