

## 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  
**\$ 2,369<sup>52</sup>**

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](mailto: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
<a href="#">More details</a>	

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

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	

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