

We are currently updating our site; thank you for your patience.

SALES

INVOICES - VIEW TAX INVOICE

Ribbon Access: Sales > Invoices



- 1. The Sales Invoices listing screen will display.
- 2. Select the **Site** where the invoice has been created.
 - The example has **Durban** selected.
- 3. Select the **Status** for the invoice you wish to view.
 - The example has **New** selected.
- 4. Click on the **row** of the Sales Invoice that you wish to view.
- 5. Click on **View**.

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	INV0000538	8 HOP001	Hope Works (Pty) Ltd		Short Term Contra	5,750.00	New	ZAR		0.00	1.00	15.00	15/06/2020	
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6. The View Customer Invoice - INV[invoice number] screen will be dis-

played.

- You can view the following details:
 - ° Customer information,
 - [°] Customer contacts,
 - Billing information,
 - ° Shipping information,
 - ° Related (linked) references and
 - ° Sales invoice items

This is a <u>view</u> only screen and you cannot **make** or **save** changes to this screen.

For a detailed handling of each are of the Sales Invoice, refer to Invoices - Create Sales Invoice (OTC).

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					-					Grand	Total		245,52	25.00



- 7. Click on Print.
- 8. The **Select the option as desired** screen will display with the following options;
 - Fint Invoice (will open the invoice in Report Preview

to view, print export or email)

• Email Invoice (can attach documents, add recipients, the

system will create a .pdf and email the invoice)

• **Print and Email Invoice** (both the Report Preview and

Email screens will pop up)

PRINT TAX INVOICE

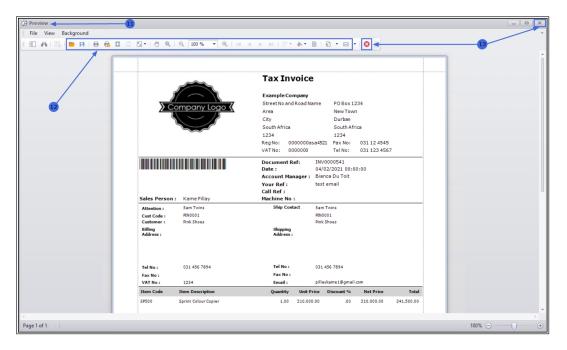
- 9. Click on the **Print Invoice** option.
- 10. Click on Accept.

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- 11. The Tax Invoice will display in the Reports **Preview** screen.
- From here you can make cosmetic changes to the Tax Invoice, as well as Save, Zoom, Add a Watermark, Export or Email from the preview screen.
- 13. Click **Close** to return to the **View Customer Invoice** screen.



14. Click on **Back** to return to the **Sales Invoices** listing screen.

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Related Topics

- Add New Invoice
- Edit an Invoice
- <u>Comment and Reference</u>
- Print Invoice
- Print Pro-Forma Invoice

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