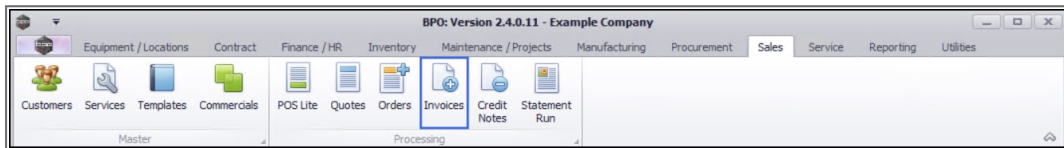


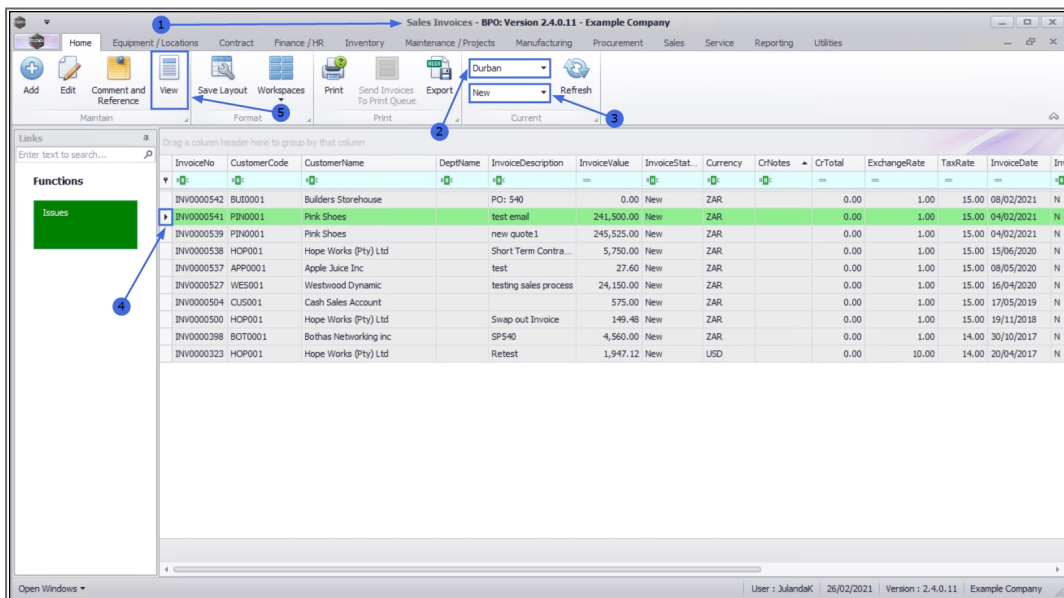
SALES

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**.



6. The **View Customer Invoice - INV[invoice number]** screen will be displayed.

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



This is a view 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 \(OTC\)](#).

7. Click on **Print**.
8. The **Select the option as desired** screen will display with the following options;

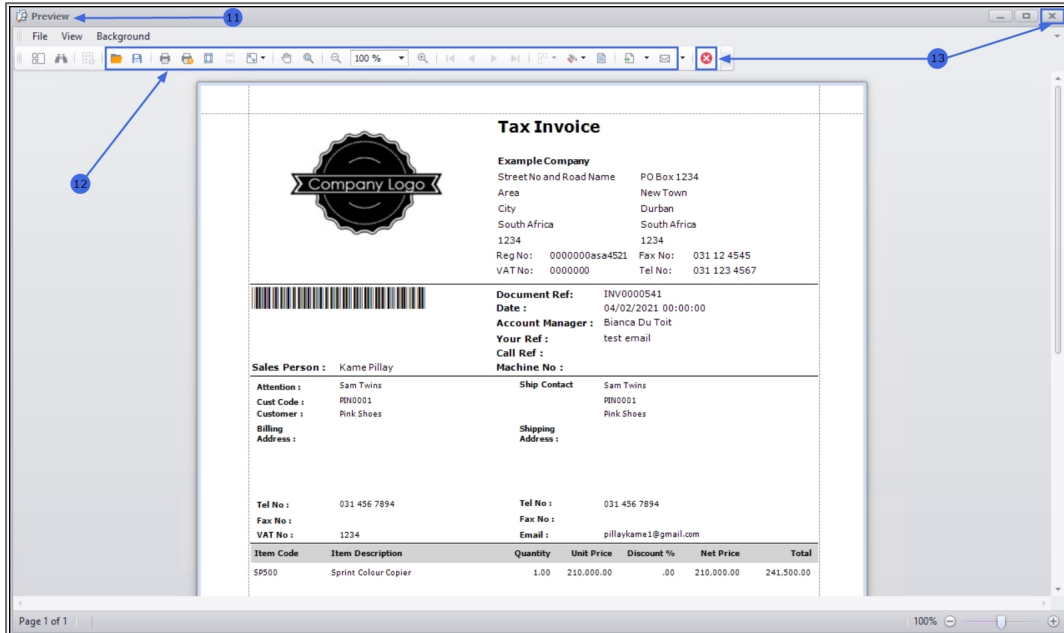
- **Print Invoice** (will open the invoice in Report Preview to view, print export or email)
- **Email Invoice** (can attach documents, add recipients, the system will create a .pdf and email the invoice)
- **Print and Email Invoice** (both the Report Preview and Email screens will pop up)

PRINT TAX INVOICE

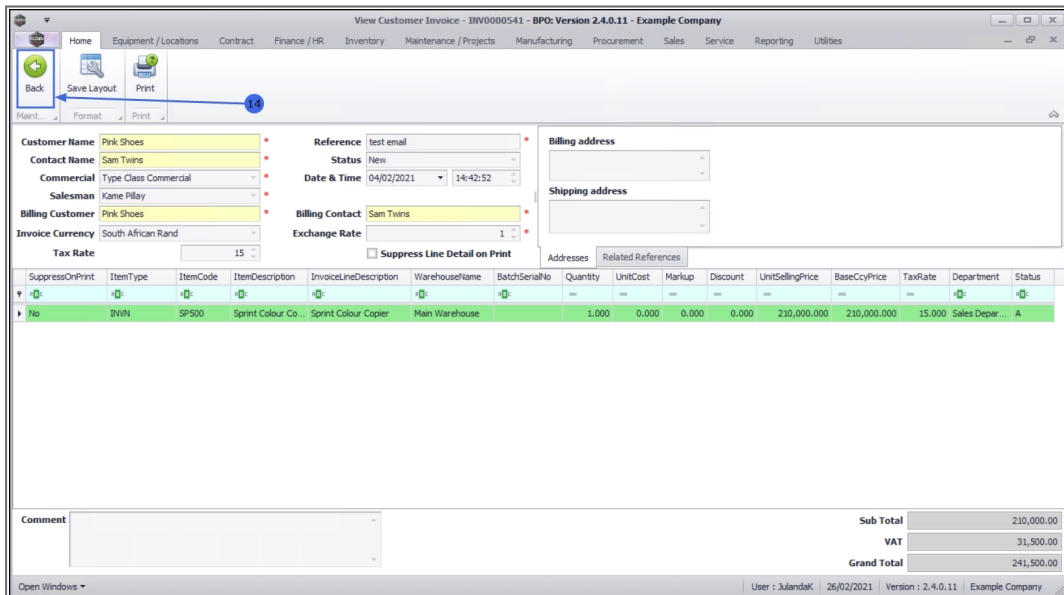
9. Click on the **Print Invoice** option.
10. Click on **Accept**.

SuppressOnPrint	ItemType	ItemCode	ItemDescription	UnitCost	Markup	Discount	UnitSellingPrice	BaseCcyPrice
No	INWN	SP500	Sprint Colour Co...	175,000.00	0.000	0.000	210,000.000	210,000.000
No	INWN	50PGFT	50 Page Feeder...	0.000	0.000	0.000	3,500.000	3,500.000

11. The Tax Invoice will display in the Reports **Preview** screen.
12. 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.



Related Topics

- [Add New Invoice](#)
- [Edit an Invoice](#)
- [Comment and Reference](#)
- [Print Invoice](#)
- [Print Pro-Forma Invoice](#)

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