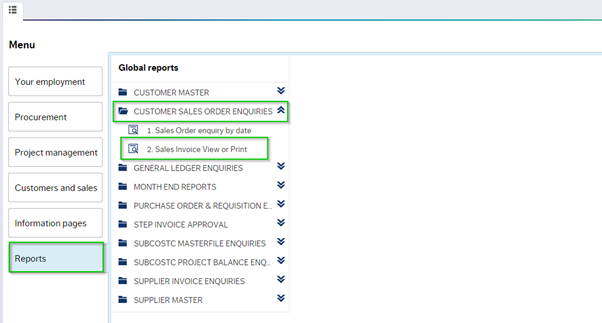
**How to View/Print a Sales Invoice**

**HOW TO PRINT A SALES INVOICE**

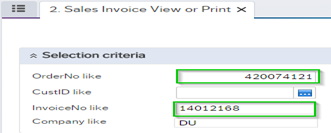
**Go to Reports/Customer Sales Enquiries, select option 2 'Sales Invoice View or Print':**

****

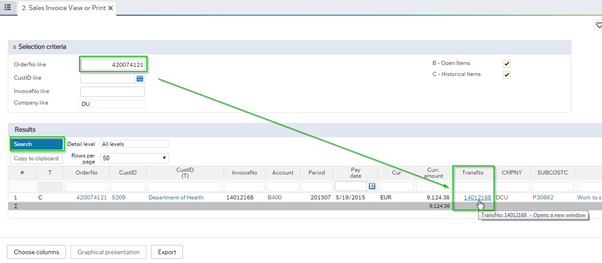
**'Sales Invoice View or Print' will enable the user to view or print a sales invoice, and provide the user with the following details:**

* **OrderNo**
* **CustID**
* **InvoiceNo**
* **Account**
* **Period**
* **Pay date**
* **Cur**
* **Cur.amount**
* **Trans No**
* **COMPANY**
* **SUBCOSTC**
* **Text**
* **Amount**

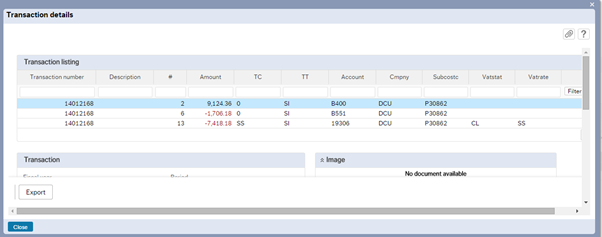
**To View/Print a Sales Invoice, enter the Sales Order or Sales Invoice number you would like to enquire about, click search:**

****

**The result of your search will show, see below:**

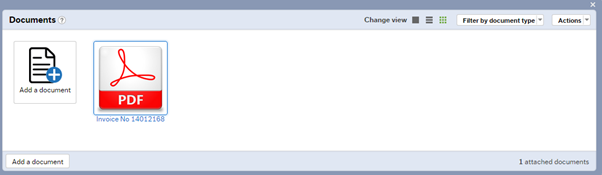
****

**Click on the Transaction Number column to drill down on the transaction, the following screen with the transaction details will open:**

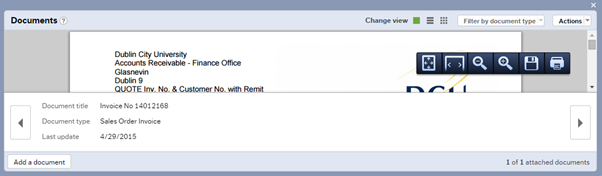
****

**To View/Print, the invoice click on the paperclip *icon button:https://s3-eu-west-1.amazonaws.com/eu-cdn.freshdesk.com/data/helpdesk/attachments/production/7004182790/original/EdSZbUj7GvzMxw4isibo2L9Q8FDn22GNMA?1501521739***

**The User will be presented with a PDF invoice version:**

******

**Click twice on the Pdf to print or save the invoice:**

******

**Invoices, statements, and reminder letters are issued electronically to customers.  All sales orders that are completed correctly are converted to an invoice.**

**Statements are issued on the 4th of every month by Accounts Receivable. Reminder letters are issued on a weekly basis.**

**In relation to sales order/invoice enquiries please contact accounts.receivable@dcu.ie**