**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':**

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**'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:**

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

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

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**To View/Print, the invoice click on the paperclip *icon button:***

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

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

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**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**