

# Mastering Invoice Previews with Web Report Designing

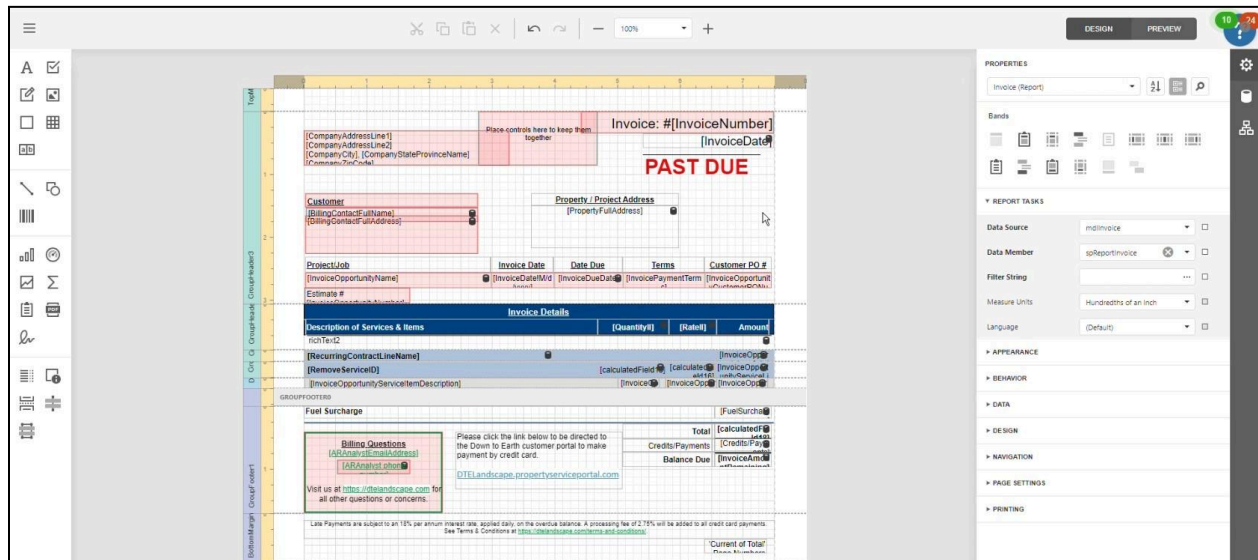
Our comprehensive report services cater to all your needs, from writing and designing to publishing custom reports upon request. With our intuitive Report designing, you can effortlessly define data sources, create datasets, run queries, and configure layouts for data regions and fields. Each report is customized to meet the specific requirements of our clients, ensuring a perfect fit for your unique needs.

This job aid will guide you through the process of previewing an invoice in the Web Report Designing. By following these simple steps, you'll be able to quickly and easily access the invoice information you need.

## Steps:

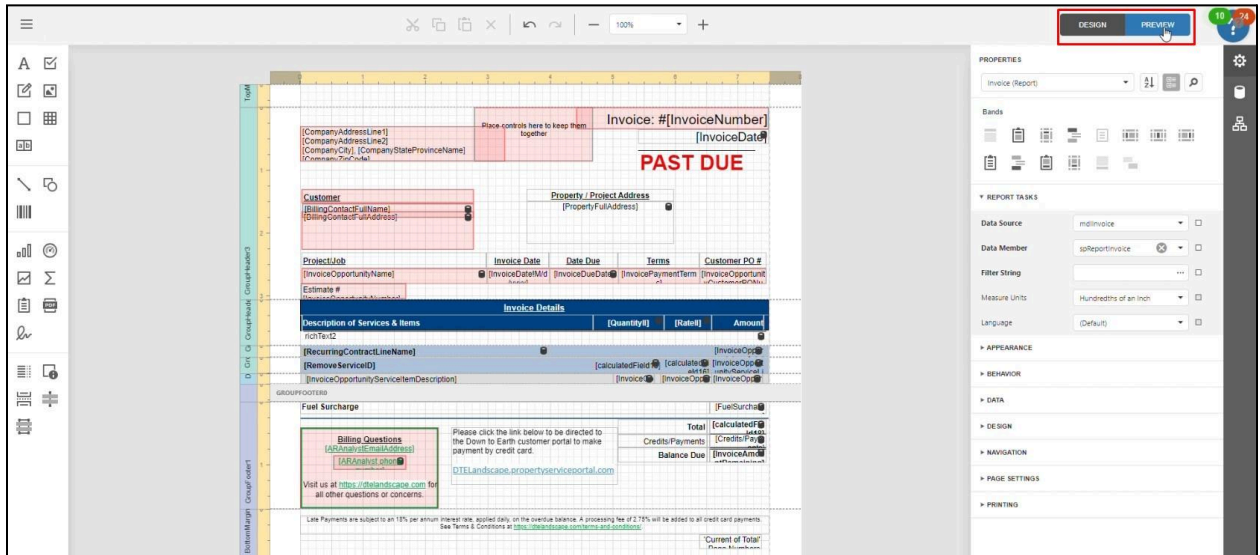
### 1. Open the Web Report Designing

- Begin by navigating to the Web Report designing. This is your primary tool for accessing and previewing invoice data.



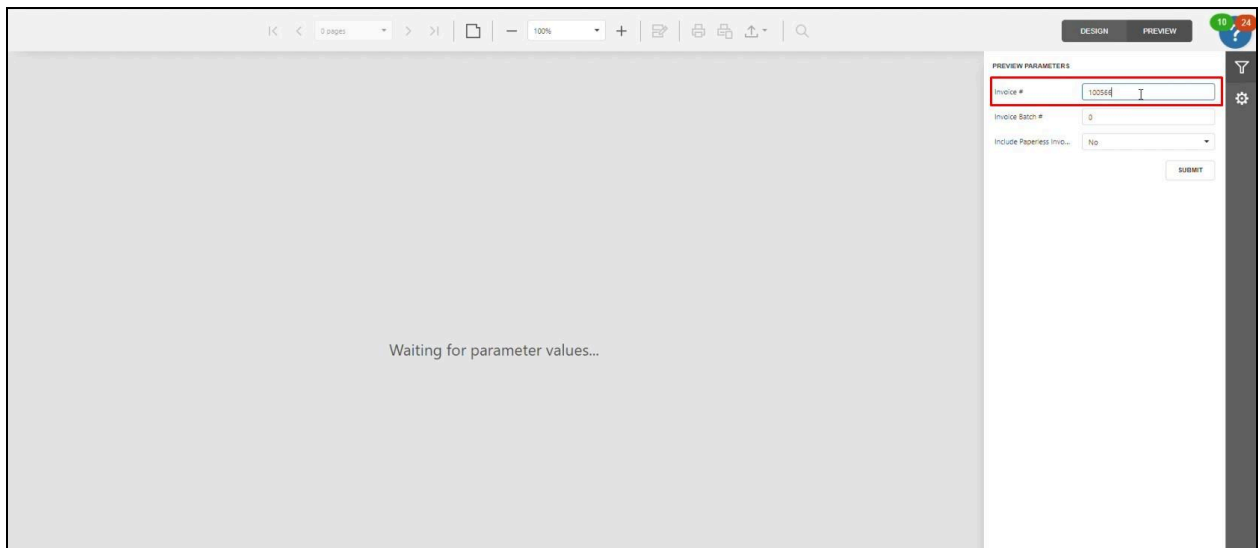
## 2. Click on "Preview"

- Once inside the Web Report designing, locate and click the "Preview" option. This will open the area where you can enter specific invoice details.



## 3. Enter the "Invoice Number"

- In the designated field, type in the "Invoice Number" you wish to preview. Ensure the number is accurate to retrieve the correct invoice.



#### 4. Click on "Submit"

- After entering the invoice number, click on the "Submit" button. This will generate a preview of the invoice based on the information provided.

2701 Mallard Center Pkwy  
Suite 200  
Maitland, Florida 32751  
321.263-2700

Invoice: #100566  
April 2024  
**PAST DUE**

Customer: [Redacted] Property / Project Address: [Redacted]

Project/Job: April Irrigation Inspection Repairs Invoice Date: 4/30/2024 Date Due: 5/15/2024 Terms: Net 15 Customer PO #: [Redacted]  
Estimate # 83813

Description of Services & Items	Quantity	Rate	Amount
Preauthorized irrigation inspection repairs April 2024			
<b>Irrigation Installation</b>			<b>\$138.96</b>
1800 6" SPRAY 12SI (Material)	2.00	\$9.08	\$18.16
Irrigation Technician Labor (E)(Labor)	1.00	\$85.00	\$85.00
Lateral Line Fitting 2" (Material)	2.00	\$6.38	\$12.75
Nozzle - Rainbird (Material)	4.00	\$5.74	\$22.95

PREVIEW PARAMETERS

Invoice #: 100566  
Invoice Batch #: 0  
Include Paperless Invo...: No  
**SUBMIT**

By following the steps outlined in this guide, you can efficiently preview invoices using the Web Report designing, streamlining your workflow and ensuring accuracy in your reporting. Whether you're customizing layouts or running data queries, our tools are designed to make the process straightforward and user-friendly. With these insights, you're now equipped to access the invoice information you need quickly and with confidence.