Accessing Composing Contract Invoices (No Release)
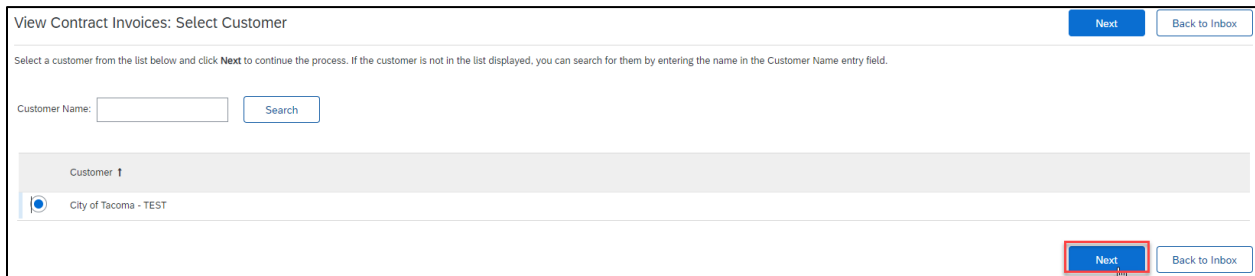
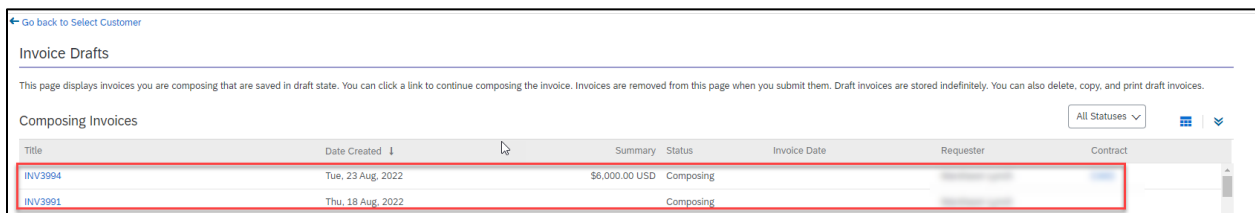1. Click **Orders** > **Contracts** from the upper-left of the home page.
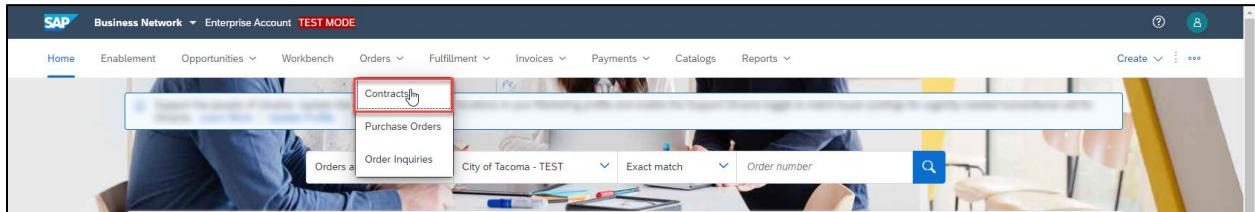
2. Click the **View contract invoices** link.
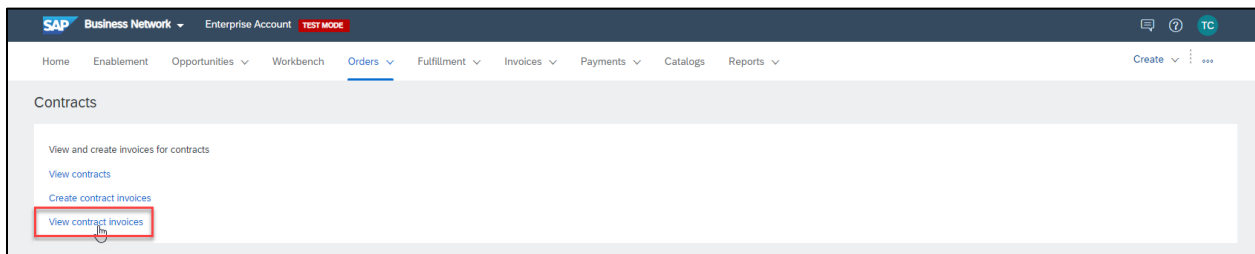
3. Select your customer and click **Next**.

Your contract-based invoice drafts appear. You can edit and continue working on the invoices or delete them from this page.
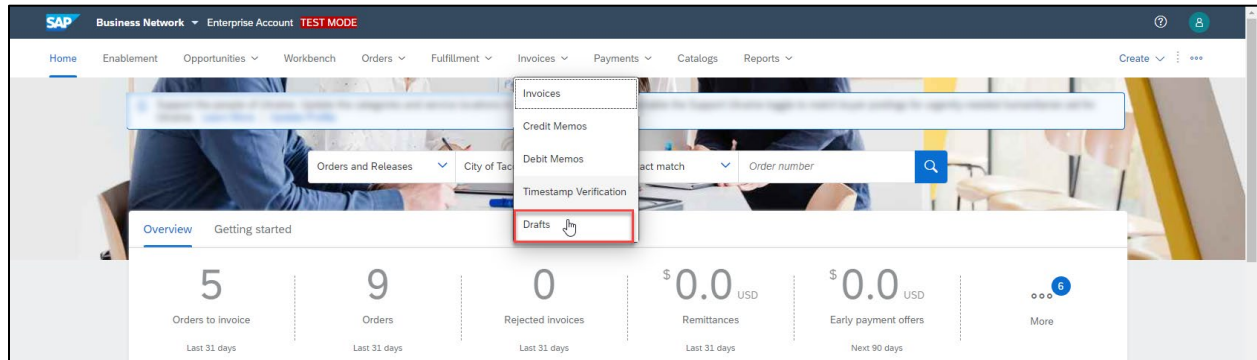
Accessing Composing Purchase Order Invoices (Release)

Click Invoice, then in the dropdown select "Drafts."

Your draft invoices will display on your screen.