

# Printing Clinic Invoices Through Patient Records

Start off by opening the patient in question's record and hit the **Accounts** button.



This button reveals a patient's billing/ treatment history where **each line is an invoice**:



So from here, simply right click on the desired invoice to be printed and select **Print Invoice**. This will produce a **PDF** file of the invoice, which you may print or store/ send electronically.



If selecting **Print Invoice** presents you with the below message, this means you do not have an **invoice template** for the *type of invoice* you are attempting to print,

So, [click here to view our guide on how to upload an invoice template.](#)

