Edit An Invoice

Go to **Invoices** and then select an Invoice from the **Invoice Summary** section.

You can edit any field on a saved invoice before the invoice is sent to a customer. After the invoice is sent, you can only edit the *From* information in the **Header** section and the *Billing Contact* information in the **Billing** section. If you realize you made an error after sending an invoice, you can <u>cancel</u> and create a new one.

After you have made your edits, click *Save* to save your changes.