

Copy An Invoice

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

Copy an existing invoice to save time:

1. Click the **Actions** menu icon on the upper right-hand side of the invoice, and click **Copy**.
2. In the **Copy Invoice** pop-up window, you can either add a new invoice number or leave it blank to reuse the old invoice number. Click **Copy**.
3. The newly copied invoice will load. All the fields from the old invoice are copied into the new invoice, with either the new invoice number (if you added it in the previous step) or the old invoice number (if the field was left blank in the previous step).
4. The newly copied invoice's status will be set to *Saved* by default. If you change the newly copied invoice, remember to click **Save** to preserve the changes.

Note: You can locate the new invoice by returning to the **Invoice Summary** and filtering the invoices by *Status = Saved*.
