

Cancel An Invoice

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Go to **Invoices** and then select an **Invoice** from the Invoice Summary section. You cannot cancel a partially paid invoice.

If you have created an incorrect invoice or accidentally created a duplicate invoice and want to cancel it:

1. Click the **Actions** menu icon on the upper right-hand side of the invoice.
2. Click **Cancel**.
3. Confirm that you want to cancel the invoice by clicking **Cancel Invoice** in the pop-up window.

The **Invoice Summary** will be reloaded, and the invoice you just canceled will appear with a status of **Canceled**.

Note: *The customer will not receive a cancelation notice for the canceled invoice, even if you have already sent the invoice. Please communicate directly with your customer that the invoice is canceled. The Pay Now button will not be available if the customer tries to pay a canceled invoice.*
