

Edit Invoice

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To Edit an Invoice from the Active Pane, highlight an open Invoice, right-click and select the Edit Invoice option. The Invoice form will open for editing. If the User does not have the appropriate permissions, this option will not be available.

Note: 1) If an Invoice has been partially paid or if the accounting period for the Invoice has been closed, a message will display in the Invoice banner stating the accounting data is locked, and the user is not allowed to edit the invoice.

2) Job invoices may not be edited; the entire invoice must be credited (from the Job record) and re-invoiced through the Job Billing process.

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