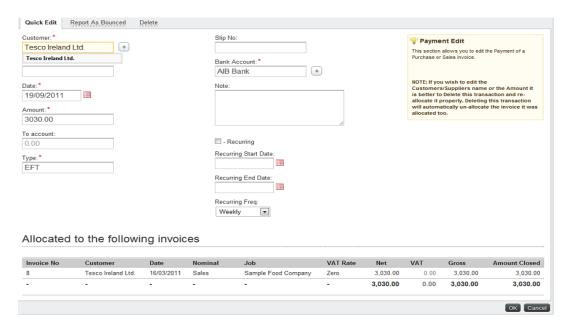
How to edit a sales invoice.

You are only able to make changes to an invoice that does not have a lodgement allocated against it.

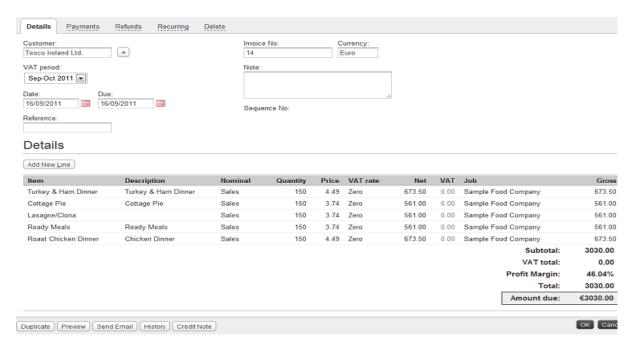
If you have already allocated a lodgement against the invoice you have to remove the lodgement first.

To do this, go to Accounts and Transaction Search. Search for the lodgement details by using the search box at the top right hand side of the screen. Once you have found the lodgement click on the details and then select the delete button

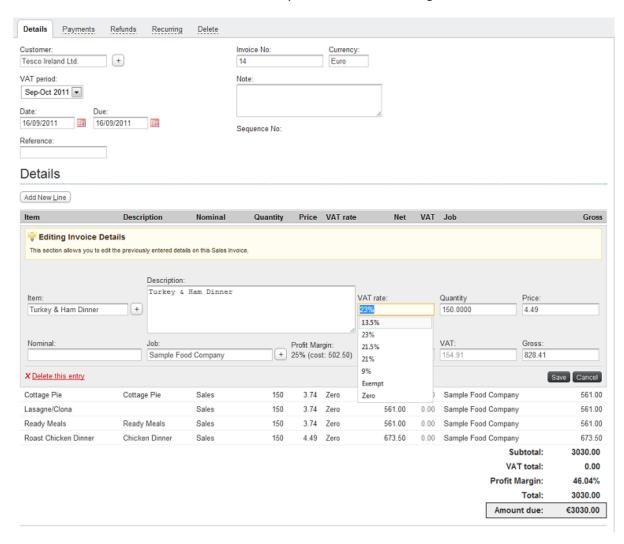


You are now able to edit your invoice. Go to Sales and Invoice. Search for your invoice using the search box at the right hand side of your screen.

Click on the invoice details to open up your invoice.



Click and Select the line of invoice details that you want to make changes to.



You are then able to edit the details as required. Once you have made your changes click on the Save button.