

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

Quick Edit Report As Bounced Delete

Customer: *
Tesco Ireland Ltd. +
Tesco Ireland Ltd.

Date: *
19/09/2011

Amount: *
3030.00

To account:
0.00

Type: *
EFT

Slip No:
Bank Account: *
AIB Bank +

Note:

- Recurring
Recurring Start Date:
Recurring End Date:
Recurring Freq:
Weekly

Payment Edit

This section allows you to edit the Payment of a Purchase or Sales Invoice.

NOTE: If you wish to edit the Customers/Suppliers name or the Amount it is better to Delete this transaction and re-allocate it properly. Deleting this transaction will automatically un-allocate the invoice it was allocated too.

Allocated to the following invoices

Invoice No	Customer	Date	Nominal	Job	VAT Rate	Net	VAT	Gross	Amount Closed
8	Tesco Ireland Ltd.	16/03/2011	Sales	Sample Food Company	Zero	3,030.00	0.00	3,030.00	3,030.00
-	-	-	-	-	-	3,030.00	0.00	3,030.00	3,030.00

OK Cancel

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.

Details Payments Refunds Recurring Delete

Customer: *
Tesco Ireland Ltd. +

VAT period:
Sep-Oct 2011

Date: *
16/09/2011

Due: *
16/09/2011

Reference:

Invoice No: *
14

Currency: *
Euro

Note:

Sequence No:

Details

Add New Line

Item	Description	Nominal	Quantity	Price	VAT rate	Net	VAT	Job	Gross
Turkey & Ham Dinner	Turkey & Ham Dinner	Sales	150	4.49	Zero	673.50	0.00	Sample Food Company	673.50
Cottage Pie	Cottage Pie	Sales	150	3.74	Zero	561.00	0.00	Sample Food Company	561.00
Lasagne/Clona		Sales	150	3.74	Zero	561.00	0.00	Sample Food Company	561.00
Ready Meals	Ready Meals	Sales	150	3.74	Zero	561.00	0.00	Sample Food Company	561.00
Roast Chicken Dinner	Chicken Dinner	Sales	150	4.49	Zero	673.50	0.00	Sample Food Company	673.50
Subtotal:									3030.00
VAT total:									0.00
Profit Margin:									46.04%
Total:									3030.00
Amount due:									€3030.00

Duplicate Preview Send Email History Credit Note

OK Canc

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

Details Payments Refunds Recurring Delete

Customer: + Invoice No: Currency:

VAT period: Note:

Date: Due: Sequence No:

Reference:

Details

[Add New Line](#)

Item	Description	Nominal	Quantity	Price	VAT rate	Net	VAT	Job	Gross	
<div style="border: 1px solid #ccc; padding: 5px;"> <p>Editing Invoice Details</p> <p>This section allows you to edit the previously entered details on this Sales Invoice.</p> </div>										
<input type="text" value="Turkey & Ham Dinner"/> + Nominal: <input type="text"/> X Delete this entry	Description: <input type="text" value="Turkey & Ham Dinner"/> Job: <input type="text" value="Sample Food Company"/> + Profit Margin: <input type="text" value="25% (cost: 502.50)"/>				VAT rate: <input type="text" value="23%"/> 13.5% 23% 21.5% 21% 9% Exempt Zero	Quantity: <input type="text" value="150.0000"/> Price: <input type="text" value="4.49"/> VAT: <input type="text" value="154.91"/> Gross: <input type="text" value="828.41"/>				<input type="button" value="Save"/> <input type="button" value="Cancel"/>
Cottage Pie	Cottage Pie	Sales	150	3.74	Zero			Sample Food Company	561.00	
Lasagne/Clona		Sales	150	3.74	Zero	561.00	0.00	Sample Food Company	561.00	
Ready Meals	Ready Meals	Sales	150	3.74	Zero	561.00	0.00	Sample Food Company	561.00	
Roast Chicken Dinner	Chicken Dinner	Sales	150	4.49	Zero	673.50	0.00	Sample Food Company	673.50	
Subtotal:									3030.00	
VAT total:									0.00	
Profit Margin:									46.04%	
Total:									3030.00	
Amount due:									€3030.00	

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