

ASICOMP.COM

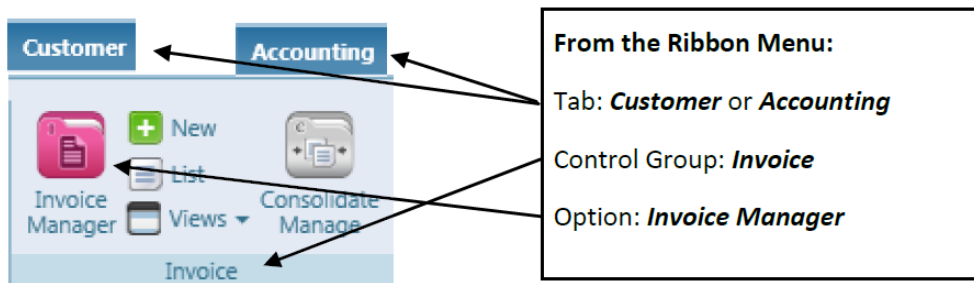
Portal > Knowledgebase > ASI SmartBooks Knowledgebase > Quotes, Orders & Invoices > How Do You Edit an invoice?

How Do You Edit an invoice?

Tammy Mason - 2022-07-21 - in Quotes, Orders & Invoices

How Do You Edit an Invoice?

Make changes and process the invoice again.



Explanation: The **Process Invoice or the Save** button can be used to make any changes to an existing invoice. Processing or saving after making changes will reverse all original postings and liabilities and repost them based on the changes made. The invoice number will not change, and all forms will now reflect these changes.

The original general ledger, sales, cost, commission, sales tax, and receivable transactions will be reversed, and a new set of transactions, sales, cost, commission, sales tax, and receivable will be posted. Posting date or month affected depends on the invoice date and can be changed based on each business situation.

