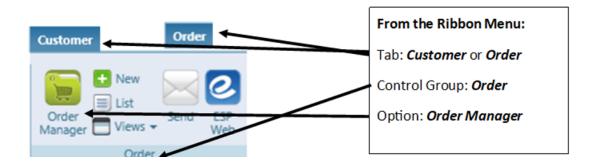
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How Do You Split Ship an Invoice (one order, invoice part now & part later)? Tammy Mason - 2022-07-21 - in Quotes, Orders & Invoices

How Do You Split Ship an Invoice (one order, invoice part now & part later)?

Create "New Invoice" from same order.



Explanation: Open the order through Order Manager. Create an invoice by selecting "New Invoice". Change the product quantities to reflect the portion that is to be invoiced on the first invoice, **Uncheck Complete checkbox** and click Process. The order is still open so when it is time to create an invoice for the remaining product, simply open the order, create a second invoice ("New Invoice"), modify the product quantities, and click Process.

