



Copying Invoices

Only ad hoc/manual invoices can be copied. Open the invoice from the Accounts View, there is a Copy button at the top of the form

The screenshot shows the 'Accounts View' for 'GAL002 Galaxy Media Corporation PLC'. The 'Accounts' tab is selected, and an invoice for 'Sales Account GAL002 Galaxy Media Corporation PLC Invoice 19755' is displayed. The 'Copy' button is highlighted in the top right corner of the invoice form.

This opens the Invoice form attached to the same account and filled with the same details as the original

The screenshot shows the 'Invoice' form for 'Account GAL002'. The 'Date' is '01/12/2022' and 'Their Ref.' is 'L45'. The 'Description' is 'Invoice for work completed'. The 'Layout' is set to 'Sales Invoice'. The table below shows the invoice details:

Nominal	Description	VAT Rate	Amount
10	Shift by V Scott at the Steading on 30/11/2022	Standard	500.00

At the bottom, the summary shows: Gross 600.00, VAT 100.00, Amount 500.00. Buttons for 'Save as Template', 'Post', and 'Abandon' are visible.

What if you want to use it for a different account? From 2.22.9+ you can use the Save As Template button on the invoice form and give it an appropriate name



Then got to the other company record and on the Accounts view use the Invoice T to create a new invoice based on that template, simply select the relevant template from the list and it will populate the invoice form with the saved details.

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