

Edit An Invoice

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Go to **Invoices** and then select an *Invoice* from the Invoice Summary section.

You can edit any field on a saved invoice before the invoice is sent to a customer. After the invoice is sent, you can only edit the *From* information in the **Header** section and the *Billing Contact* information in the **Billing** section. If you realize that you made an error after sending an invoice, you can [cancel](#) and create a new one.

After you have made your edits, click **Save** to save your changes.
