

Close Invoices

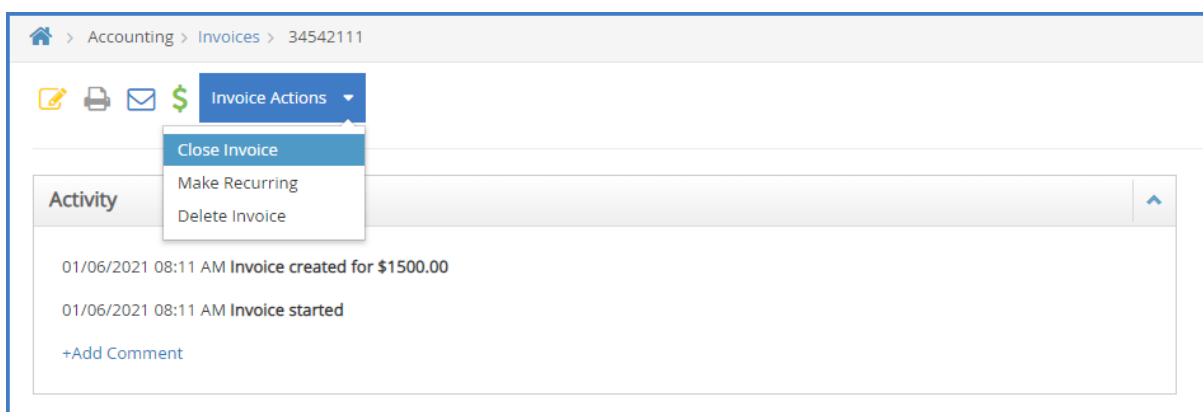
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Close invoices with unpaid balances before you delete them. Closing an invoice clears the balance due from your records.

1. From the menu to the left, click **Accounting**.
2. Click **Invoices**.
3. Enter your accounting PIN and click **Go**.

Note: If you do not have an account PIN set, you are prompted to set one.

4. Click the invoice to close. The Invoice Details page opens.
5. Click **Invoice Actions** and select **Close Invoice**.



6. At the Are You Sure prompt, click **Close**. The invoice is closed and the balance due is reduced to \$0.00.