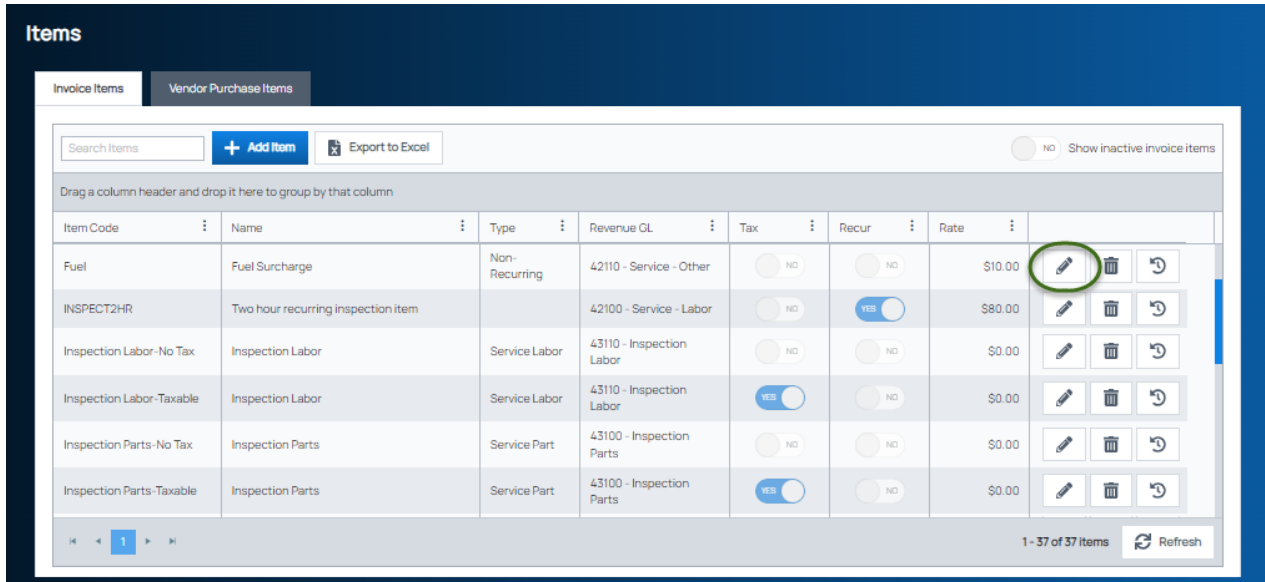


Edit an Invoice Item

Last Modified on 08/15/2022 11:14 am EDT

To edit an Invoice Item, from the main menu, arrive at the Invoice Items setup with this path: Setup > Items & Parts > Items.

The Invoice Items list will be displayed. Locate the Invoice Item you want to edit, and then click on the Edit button (pencil icon).



The Invoice Item form will be displayed. Make the necessary changes, and then click the Save button when finished.

The screenshot shows the 'Invoice Item' form with the following fields and values:

- Item Code: Inspection Labor-No Tax
- Description: Inspection Labor (15/150 characters)
- Type: Service Labor
- Sub-Type: Please Select
- Revenue GL: 43110 -Inspection Labor
- Deferred Income: Please Select
- Default Rate: \$0.00
- Cost Amount: \$0.00
- Labor units: 0
- Taxables: NO
- Recurring Item: NO
- Non-Deferred: NO

Buttons: Save, Cancel