Once an invoice is marked as delivered it cannot be deleted

Last Modified on 09/23/2024 2:41 pm EDT

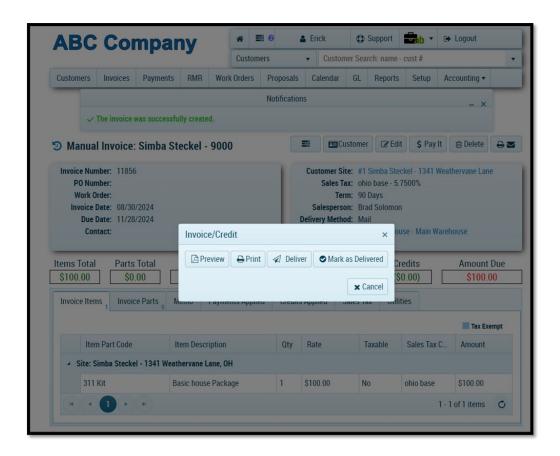
When an invoice is first created you will see the Delete button available.

If you click the Print/Envelope icon and then select either Print, Deliver or Mark as Delivered, the invoice will no longer be able to delete. For this reason, we encourage our Dealer to always select the Preview option. This way, you will be able to see the PDF invoice and if for some reason delete it you could.

1. Manual invoice 11856 was just created.



2. When you click the Print/Envelope icon (to the right of the Delete trash can button) you are given the option to Preview, Print, Deliver or Mark as Delivered.



3. It is best practices to always select the Preview button until you are ready to physically print out the invoice or deliver/mark as delivered.