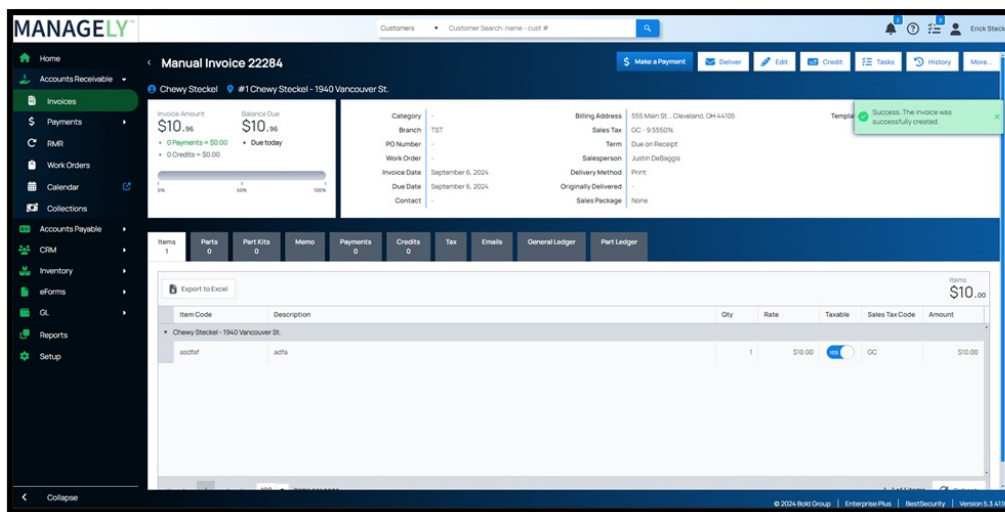


Once an invoice is marked as delivered it cannot be deleted

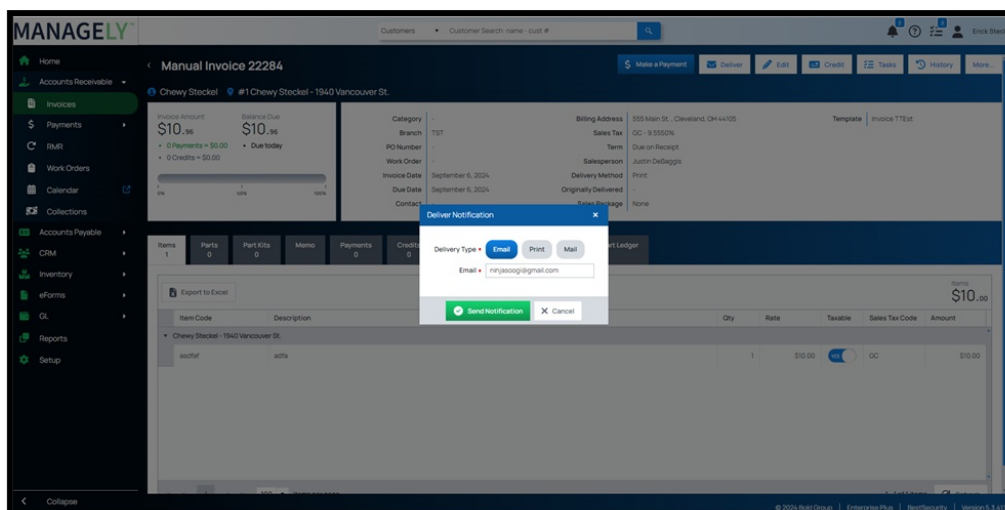
09/23/2024 2:40 pm EDT

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 the invoice. For this reason, if you are not actually sending the invoice to the customer, we encourage our Dealer to 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. Here manual invoice 11856 was just created



2. When you click the Deliver button (to the right of the Make a Payment button) you are given the option to Email, Print or Mail the invoice



3. By selecting any of these options the invoice is 'marked as delivered' and the ability to delete the invoice is removed.

4. It is best practice to always select the Print Preview button (more in the upper right corner of the invoice and then click Print Preview) until you are ready to physically print out the invoice or deliver it to the customer.
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