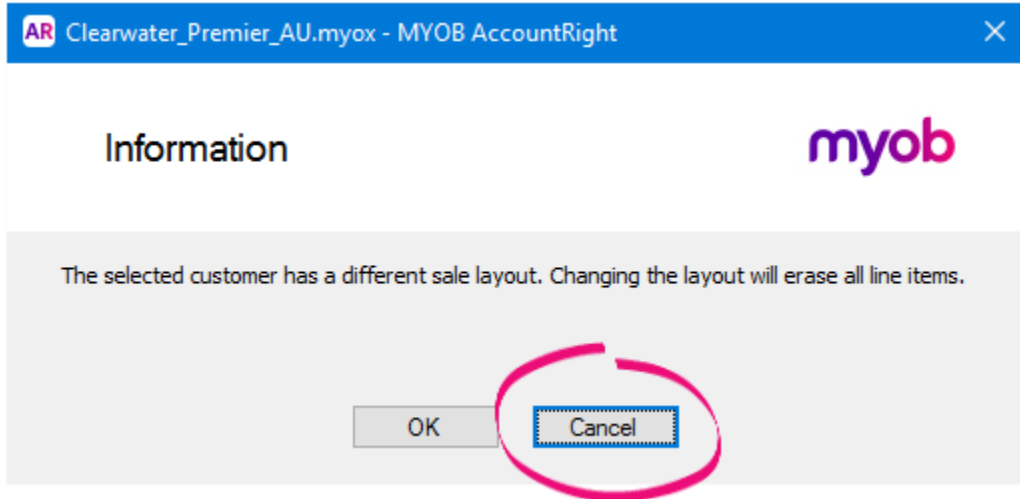


Changing the customer on a recorded invoice

If you need to change the customer on a recorded invoice, here's the fastest way to do it:

1. Find and open the invoice to be modified and save it as a [recurring transaction](#).
2. Delete the original invoice (open the invoice, go to the **Edit** menu and choose **Delete Sale**. [Learn more about deleting invoices.](#))
3. Go to **Lists > Recurring Transactions**, select the recurring transaction you just created and click **Use Recurring**. A new sale transaction is displayed.
4. Select the correct customer for the transaction.
5. If this message appears, click **Cancel**.



6. Ensure all details of the invoice are correct then click **Record**.
7. Go to **Lists > Recurring Transactions**, select the recurring transaction then click **Delete**.

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