Re-Issue Invoices
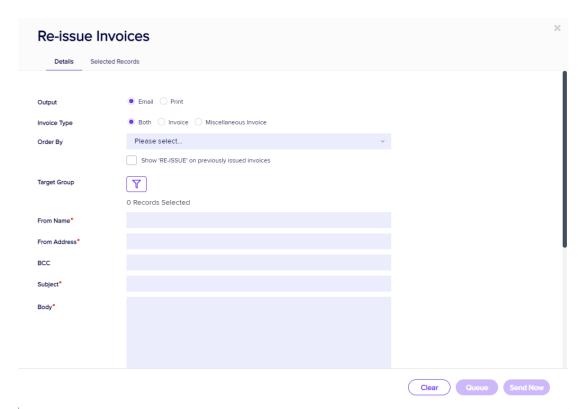
This Express Action lets you re-generate individual or multiple attendee invoices based on your filtered selections.

Tip: The contents of an invoice cannot be altered once it has been issued. Even details like name and address are saved against the invoice at the time it is issued, and cannot be changed. If you change an attendee's address, then re-issue their invoice, the re-issue will have the same details as the original, including the original address. If there is an error on an invoice, you should issue a Credit Note to reverse that invoice, and then issue a new invoice.

To re-issue invoices:

1. Select your desired output (**Email** or **Print**).
2. Choose what type of invoice you want to print:

   - Invoice
   - Miscellaneous Invoice
   - Both

4. Use the **Target Group** filter option to search for the records with invoices that you wish to re-issue. For example, you can search for records with money outstanding from within the Financial Module.
5. If you wish, you can select **Show REISSUE** on invoices that have been sent previously.
6. If you selected **Email:**

   - Complete the email details as displayed.
   - Select **Queue** or **Send Now** to complete your email submission.

5. If you selected **Print**

   - Select **Print** to complete printing your Invoice.

Selected Records Tab

You can view a complete list of Selected Records. You are able to use all selected records (by default) or select specific records that you want to re-issue invoices for.

Save as Data Snapshot Option

Selecting the **Save as Data Snapshot** option lets you save the current set of Selected Records. You can then later re-use that Snapshot in a future filter operation. For example, if you made a set of changes to a specific selection of records, you can recall that same set of records in order to send an email communication, or run a report specific to the selection.

> **Note**: **Save As Data Snapshot** saves the results, not the selection criteria. This means that any Attendees added *after* you made this selection are NOT included, even if they match your original selection.
> If you want to save the *Selection Criteria* (instead of the *results*), simply use the **Save** button inside the Filter screen, instead of the **Save As Data Snapshot** button on the Selected Records screen.