How do I merge two invoices into one?

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Sometimes, attendees may add additional items to their record after receiving their initial invoice. Adding another item will create a second invoice, which can be hard for your accounts team to track.

Financials

	New Payment	New Refund	**Invoices**	Misc. Charge	Audit Trail						

INVOICE	DATE	STATUS	DETAILS	PURCHASE ORDER	ATTENDEE TOTAL	AMOUNT			
1	7/11/2023	Issued	Invoice	Add Purchase Order		200.00	200.00	View	Re-issue
				Total INR		200.00	200.00		
		Pending	Invoice			100.00	100.00	Preview	Issue
				Total INR					

You can combine the invoices by following these steps:

On the Attendee Record:

1. Click into one of the items (e.g. under Functions) on the first invoice and change the Payment Status from Purchased to Canceled. If the both invoices have been issued, you will need to repeat this for an item on the second invoice.

Functions

Details	Guests	Itinerary	Tax

Function*	27th Annual Gala Dinner ⌄
Fee Type*	Guest 100.00 ⌄
Number of Tickets*	2
Payment Status*	Canceled ⌄
Adjustment	0.00

2. Go to Financials and under the Invoices tab, Issue the Credit Note.

			Total INR					
	Pending	Credit Note			-200.00	-200.00	Preview	Issue
			Total INR					

3. Finally, go back to the items and change the Payment Status back to Purchase.

4. Return to the Invoices tab in the Financials section of the attendees record and there will be a new pending invoice for all items. Issuing the invoice will show all the items on the attendees record.

Financials

INVOICE	DATE	STATUS	DETAILS	PURCHASE ORDER	ATTENDEE TOTAL	AMOUNT		
1	7/11/2023	Issued	Invoice	Add Purchase Order	200.00	200.00	View	Re-issue
1	7/11/2023	Issued	Credit Note	Add Purchase Order	-200.00	-200.00	View	Re-issue
			Total INR		0.00	0.00		
		Pending	Invoice		300.00	300.00	Preview	Issue
			Total INR					