

## Add additional copies of line item to pending invoice

- **Product:** Voyager
  - **Product Version:** All
  - **Relevant for Installation Type:** Dedicated-Direct, Direct, Local, Total Care
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### Question

Ordered and received 6 of 10 copies for a line item. Invoiced 4 and need to add 2 additional copies to the pending invoice in order to invoice all received copies. How do we add additional copies to the invoice?

### Answer

1. Open Invoice.
2. Click Add Line From Order ...
3. Check box for "Include Already Invoiced Line Items"
4. Search for and find Purchase Order
5. Click "Display Line Items"
6. Expand the line item to the copy level and click the boxes next to the copies received but not yet invoiced
7. Click Append
- 8.

Additional copies should now be on the invoice.

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