

Creating a Copy Invoice

To quickly create a Copy of an invoice, just tap the appropriate icon as described below.

Creating a Copy Invoice - Image of the create copy invoice button

A new **Create Invoice** page will open, with invoice and transaction types already set to **Copy Sale** or **Copy Refund**.

Creating a Copy Invoice - Image of the transaction types

The mandatory *Reference Document Number* (the SDC Invoice Number of the original Normal Sale or Normal Refund invoice) will be added automatically, so you can just tap **Sign invoice** to create a *Copy*.

Creating a Copy Invoice - Image of the Reference Document Number option

Related Articles

- [Creating Invoices](#)
- [Creating a Refund Invoice](#)
- [View Invoices](#)