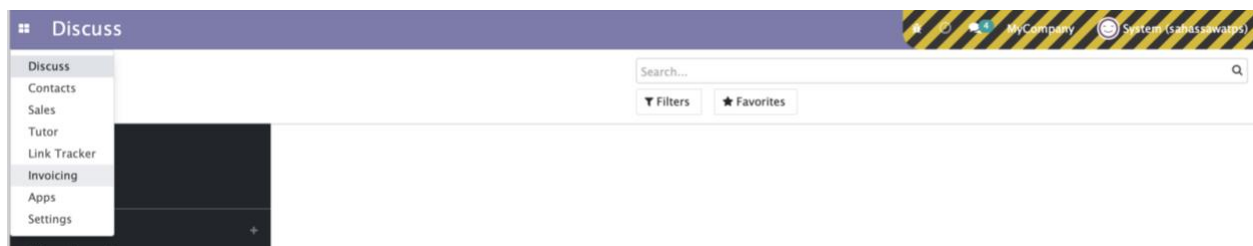


Easy to get a copied of invoice Just only one click

How to use

STEP 1

Go to Invoicing page



STEP 2

Select 1 invoice

A screenshot of the 'Invoicing' page in a software application. The page has a header with 'Invoicing' and sub-headers 'Customers', 'Vendors', 'Reporting', and 'Configuration'. Below the header, there are buttons for 'Create', 'Upload', and a download icon. A search bar and filters are also present. The main content area shows a progress bar with three steps: 'Company Data', 'Invoice Layout', and 'Create Invoice'. Below this, there is a table of invoices.

<input type="checkbox"/>	Number	Customer	Invoice Date	Due Date	Next Activity	Company	Tax Excluded	Total	Status	Payment Status
<input type="checkbox"/>	INV/2021/11/0003	Deco Addict	11/08/2021	In 3 days	Follow-up on payment	MyCompany	\$ 125,000.00	\$ 143,750.00	Draft	Not Paid
<input type="checkbox"/>	INV/2021/11/0002	Deco Addict	11/08/2021		Call	MyCompany	\$ 147,500.00	\$ 169,625.00	Posted	Paid
<input type="checkbox"/>	INV/2021/11/0006	Deco Addict, Douglas Fletcher	11/04/2021	Yesterday		MyCompany	\$ 316.00	\$ 363.40	Posted	Not Paid
<input type="checkbox"/>	INV/2021/11/0004	Azure Interior	11/02/2021	18 days ago		MyCompany	\$ 320.00	\$ 368.00	Posted	Not Paid
<input type="checkbox"/>	INV/2021/11/0005	Azure Interior	11/01/2021	In 26 days		MyCompany	\$ 320.00	\$ 368.00	Draft	Not Paid
<input type="checkbox"/>	INV/2021/11/0001	Azure Interior	11/01/2021	In 26 days	Include upsell	MyCompany	\$ 317,500.00	\$ 365,125.00	Posted	Not Paid
<input type="checkbox"/>	INV/2021/10/0001	Deco Addict	10/17/2021	49 days ago		MyCompany	\$ 317,500.00	\$ 365,125.00	Posted	Not Paid
							908,456.00	1,044,724.40		

STEP 3

Click Print button and choose Copied of invoice button

The screenshot shows the Odoo Invoicing interface. At the top, there's a navigation bar with 'Invoicing' selected. Below it, the breadcrumb 'Invoices / Draft Invoice INV/2021/11/0003' is visible. A toolbar contains 'Edit', 'Create', 'Print', and 'Action' buttons. The 'Print' button is highlighted, and a dropdown menu is open, showing options: 'Invoices', 'Invoices without Payment', and 'Copied of invoice'. The main area displays a 'Customer Invoice' form for 'INV/2021/11/0003'. It includes fields for 'Customer' (Deco Addict, 77 Santa Barbara Rd, Pleasant Hill CA 94523, United States), 'Invoice Date' (11/08/2021), 'Due Date' (30 Days), and 'Payment Reference' (INV/2021/11/0003). Below these are tabs for 'Invoice Lines', 'Other Info', and 'EDI Documents'. The 'Invoice Lines' tab is active, showing a table with two items: a Three-Seat Sofa and a Four Person Desk. At the bottom right, the 'Untaxed Amount' is \$ 125,000.00.

Product	Label	Quantity	Price	Taxes	Subtotal
[FURN_8999] Three-Seat Sofa	[FURN_8999] Three-Seat Sofa Three Seater Sofa with Lounger in Steel Grey Colour	5.00	1,500.00	Tax 15.00%	\$ 7,500.00
[FURN_8220] Four Person Desk	[FURN_8220] Four Person Desk Four person modern office workstation	5.00	23,500.00	Tax 15.00%	\$ 117,500.00

Untaxed Amount: \$ 125,000.00

STEP 4

Odoo will provide a copied of invoice for you

The screenshot shows a 'Draft copied of Invoice INV/2021/11/0003'. It includes the following details:

MyCompany
250 Executive Park Blvd, Suite 3400
San Francisco CA 94134
United States

Deco Addict
77 Santa Barbara Rd
Pleasant Hill CA 94523
United States

Draft copied of Invoice INV/2021/11/0003

Invoice Date:
11/08/2021

Description	Quantity	Unit Price	Taxes	Amount
[FURN_8999] Three-Seat Sofa	5.00	1,500.00	15.00%	\$ 7,500.00