

CabVista: How can I re-create last month's invoices

You can re-create (or re-print, or alter) last month's (or last week's) invoices as follows:

- 1) Go to "Invoice Manager", and click on "Specials" then on "Re-import last month's jobs (or any other period)"
- 2) Choose the "To" and "From" dates for the period you wish to import (by default it will show the first and last days of last month), then click "Re-import".
- 3) If you only want to re-create the invoice for a **specific customer**, click "None" then double-click on that customer so it says "Yes" next to him.
Alternatively, if you want **all** customers, then they are already selected so you need do nothing.
Then click "Continue" until you are back in Invoice Manager.
- 4) You can now make any changes you wish to the Fares, then click "Print" to print the invoices.
- 5) If you want to save these changes in your archives, then click "Archive ->" before you leave Invoice Manager.