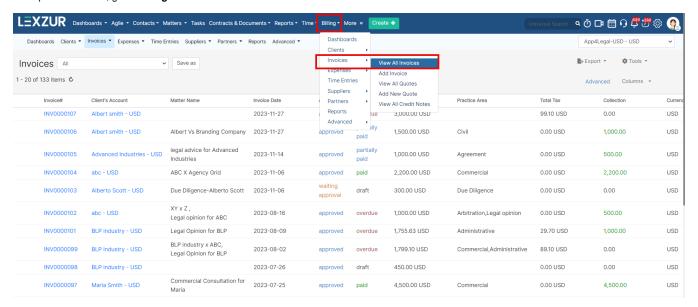# How to Duplicate Billing Transactions

Objectives:

- Duplicate Invoices
- Duplicate bills
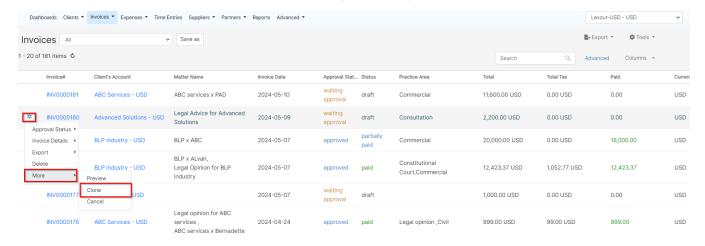- Duplicate Journals

Steps:

Accountants now can replicate invoices, bills, and journals. This enhanced feature greatly improves efficiency, enabling you to quickly duplicate your billing transactions, simplifying the process, and conserving valuable time.

Duplicating Invoices:

To duplicate invoices, go to **Billing Invoices View All Invoices**.
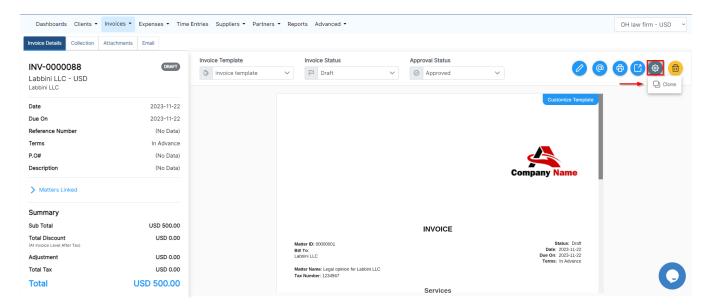

From there, click on the action wheel icon located next to the invoice that you want to duplicate, and choose **More->Clone**
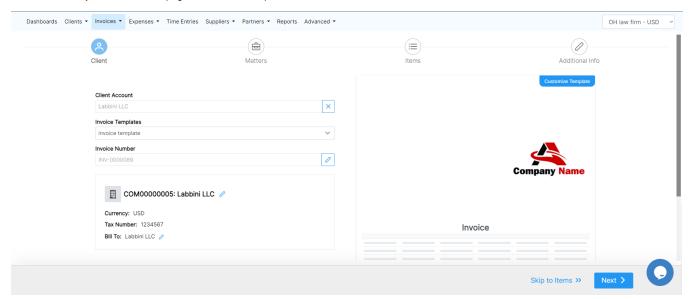

You can also create a duplicate of the invoice from inside the invoice itself.

All you have to do is to click on the **action wheel clone**.

This will redirect you to the invoice page, where all the duplicated invoice data is added.
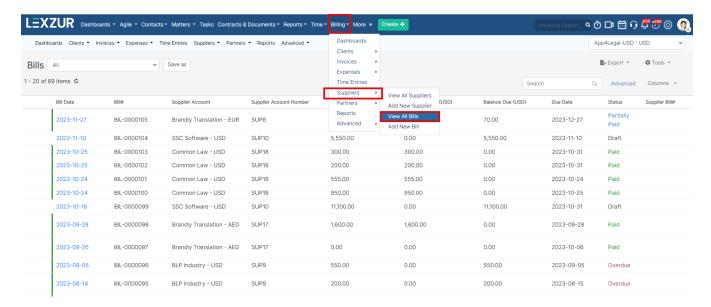

Subsequently, you can include additional information in your invoice as usual.
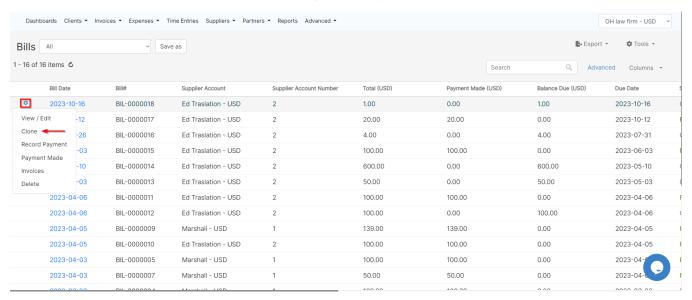
> ⚠️ This feature is exclusively applicable to invoices with "Services" items only.

Duplicating Bills:

To duplicate bills, go to **Billing Suppliers View All Bills**
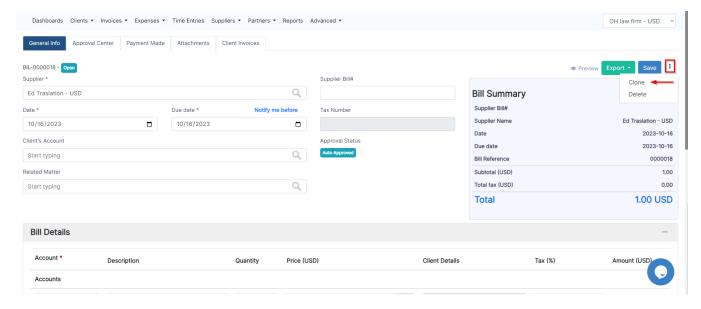
From there, click on the action wheel icon located next to the bill that you want to duplicate, and choose Clone.
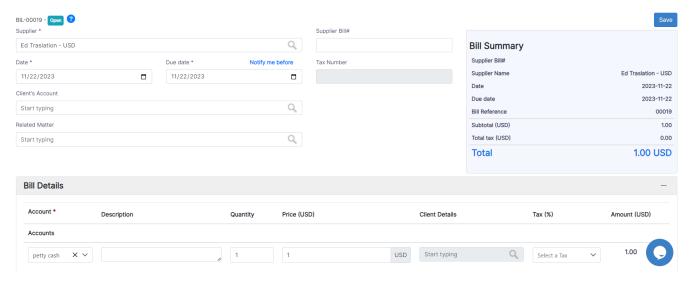

You can also create a duplicate of the bill from its own menu.

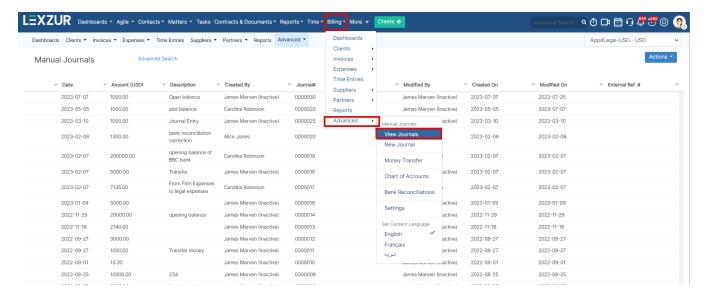All you have to do is to click on the **3 dots clone**.

This will navigate you to the bills page, where all the information is preloaded, allowing you to add any extra details for the duplicated bill.
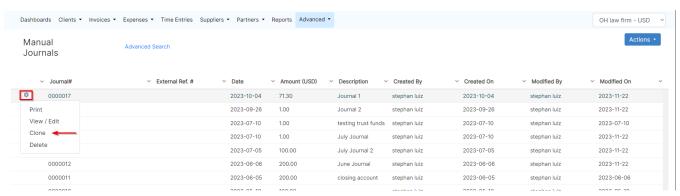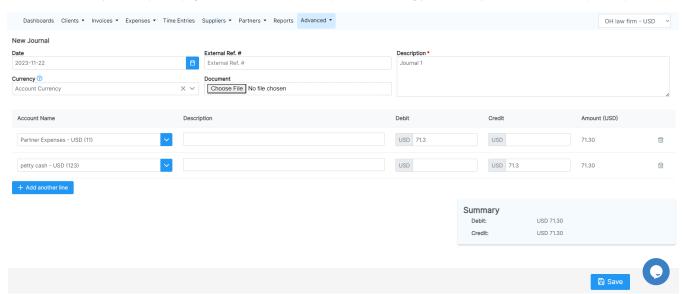

Duplicating Journals:

To duplicate journals, go to **Billing Advanced View Journals**.

From there, click on the action wheel icon located next to the journal that you want to duplicate, and choose **Clone**.

This will also redirect you to the journal page, where all the information is preloaded, allowing you to add any extra details for the duplicated journal.

For more information about LEXZUR, kindly reach out to us at help@lexzur.com.

Thank you!