Restore Deleted Invoices

If you delete an invoice or recurring invoice in error, you can restore it. When you restore an invoice, it is restored to its original status. Click a link below to jump to a topic.
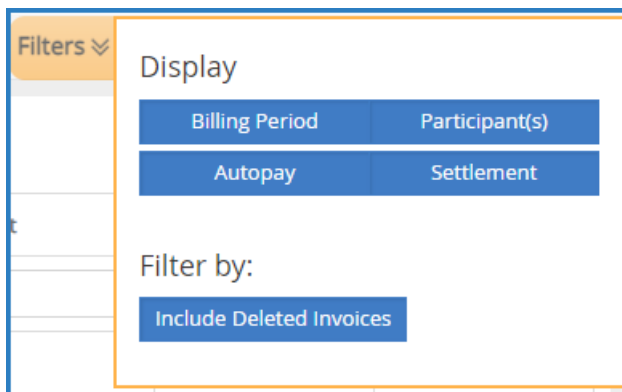
Display Deleted Invoices

Before you can view and restore your deleted invoices, you must update your page settings to show deleted invoices. To do so:

1. From the menu to the left, click **Accounting**.
2. Click **Income**.
3. Enter your Accounting PIN and click **Go**.

   > **Note:** If you do not have an Accounting PIN set, you are prompted to set one.

4. Click **Filters** in the top-right corner.
5. Select **Include Deleted Invoices**. Deleted invoices are now included in the invoices list. These rows are highlighted in red, so you can easily find them.

6. Click **Filters** again to hide the display options.

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Restore a Deleted Invoice

1. From the menu to the left, click **Accounting**.
2. Click **Income**.
3. Enter your Accounting PIN and click **Go**.

   > **Note:** If you do not have an Accounting PIN set, you are prompted to set one.

4. Click the **Status** drop-down menu and select **Deleted**. Only deleted invoices display.
5. Click the invoice to restore. The View Invoice page opens.
6. Click the **Invoice Actions** drop-down menu and select **Restore**.
7. At the Are You Sure prompt, click **Restore**. The invoice is restored to its original status.

Restore a Deleted Recurring Invoice

1. From the menu to the left, click **Accounting**.

2. Click **Income**.

3. Enter your Accounting PIN and click **Go**.

   > **Note:** If you do not have an Accounting PIN set, you are prompted to set one.

4. Click ▼ and select **Recurring Invoices**. The Recurring Invoices page opens.

5. Click the **Status** drop-down menu and select **Deleted**. Only deleted invoices display.

6. Click the invoice to restore.

7. At the Are You Sure prompt, click **Restore**. The recurring invoice is restored to its original status.