

# How to Print an Invoice using different Templates

**Released in Version:** Migration Manager 8.5.1

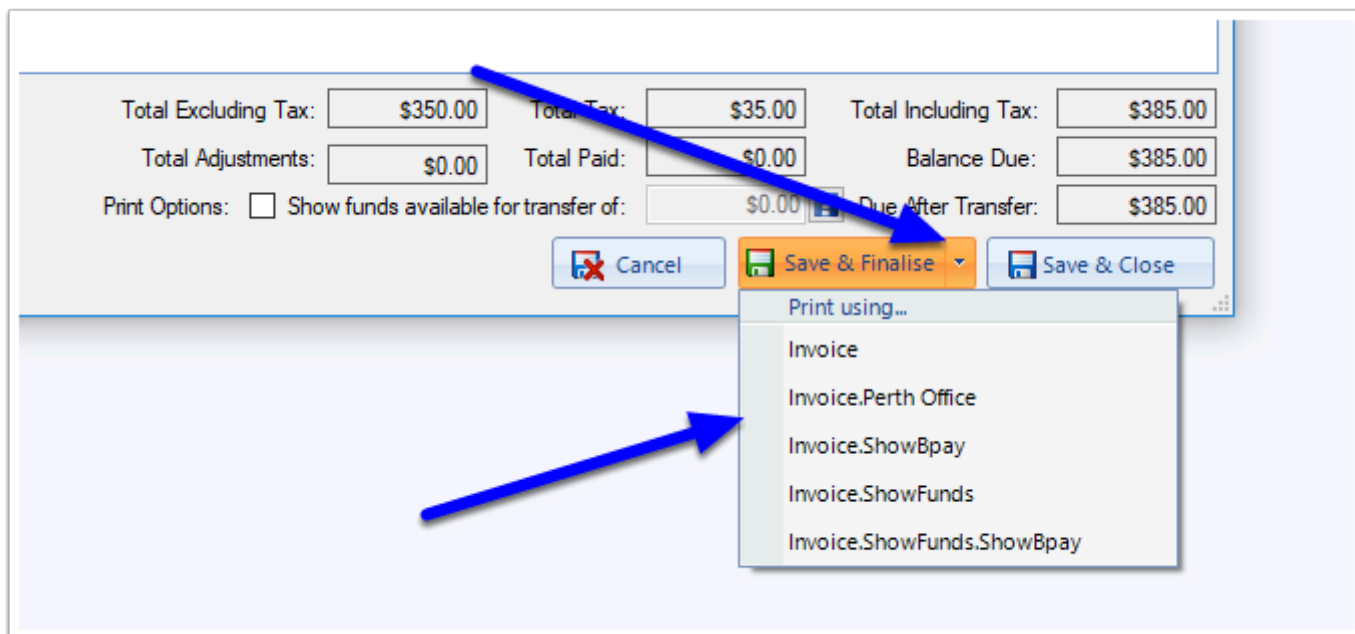
When you print an Invoice in Migration Manager it will print using the default Invoice template. However at the time of printing, you have the ability to choose a different Invoice Template. You can make this choice either at the time you finalise and print an invoice or after the invoice has been finalised and you want to print another copy

The reasons for choosing a different invoice template might include needing to use an invoice with specific payment information or a particular legal notice specific to a jurisdiction.

For instructions on how to create different types of Invoice Templates see: [How to Customise Accounts Templates](#) and [How to create a New Accounts Template](#) for instructions. Also see [How to set Default Accounts Templates](#) for instructions on how to set the default Invoices.

## 1. When Finalising an Invoice

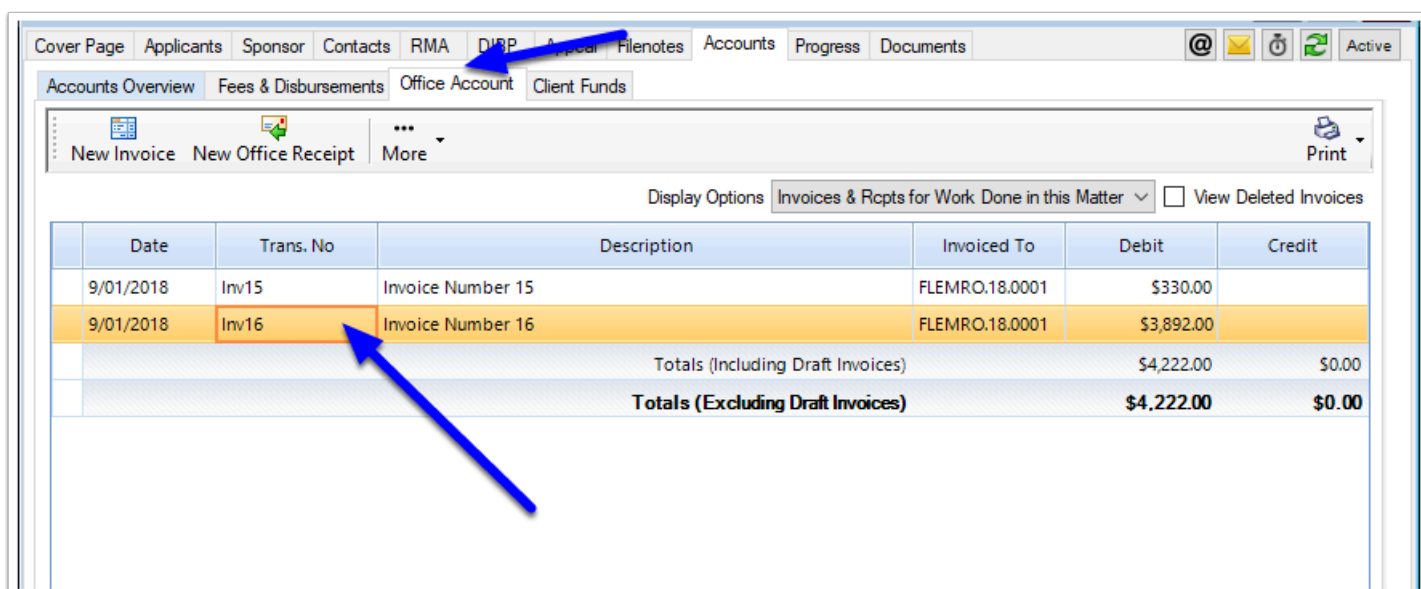
At the time you finalise an invoice (see [Generate an Invoice for Work Completed](#) for instructions on how to create an invoice) you can choose to have the invoice printed using one of the available templates by clicking the dropdown next to the **Save & Finalise** button and then selecting the desired template.



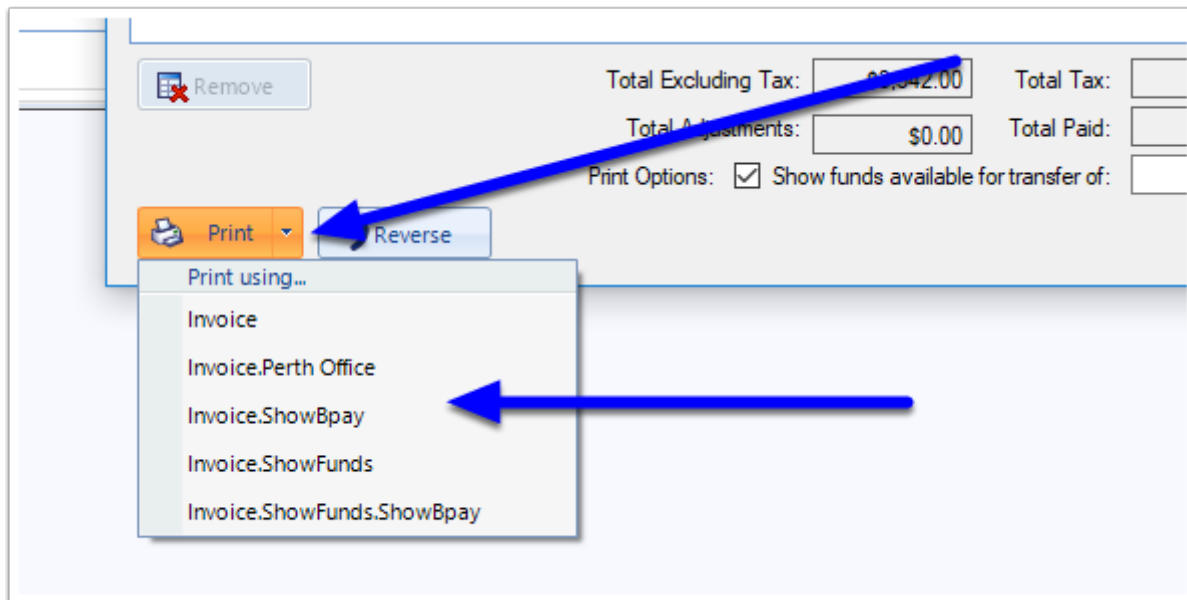
Selecting the Invoice Template will then result in the Invoice being finalised, merged (in the format of the selected template) and a copy saved to the *Documents* tab.

## 2. After an Invoice has been Finalised

After an Invoice has been saved and finalised, you can re-open the invoice by selecting it from the *Office Account* tab and double clicking it.



Once the Invoice has opened, can choose to have the invoice printed using one of the available templates by clicking the dropdown next to the **Print** button and then selecting the desired template.



Selecting the Invoice Template will then result in the Invoice being merged (in the format of the selected template) and a copy saved to the *Documents* tab.