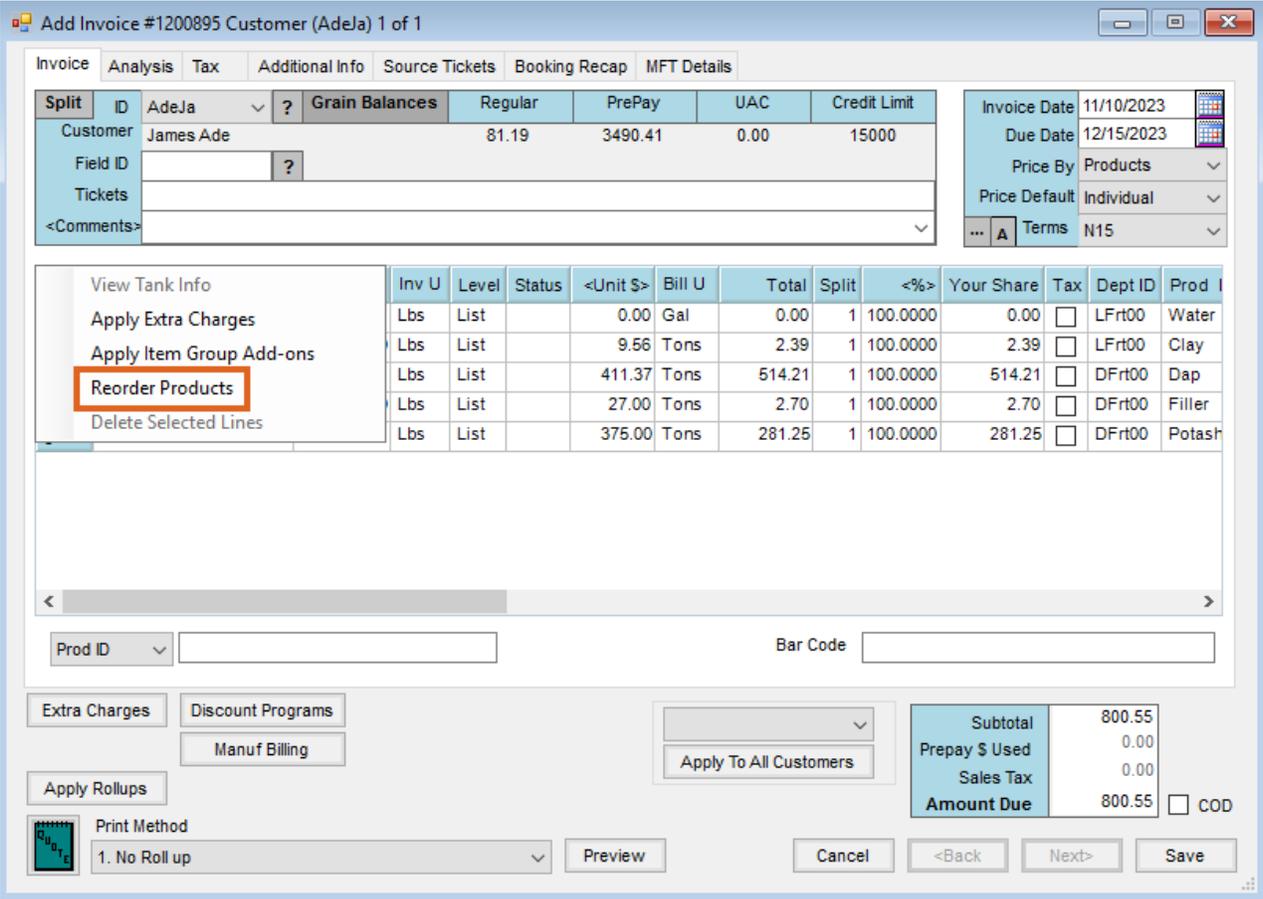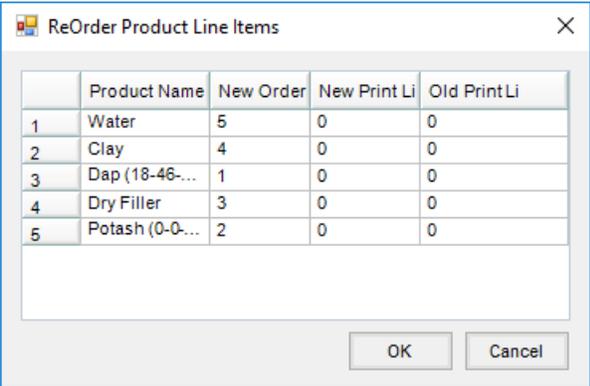# Reordering Products on an Invoice

Last Modified on 02/26/2026 10:49 am CST

When creating an Invoice, the Products may be reordered for printing or rollups.

On the *Add Invoice* window, right-click a Product in the *Product Name* column and choose *Reorder Products*.

The *ReOrder Product Line Items* window displays. In the *New Order* column, set the desired order of the Products. Use the *New Print Li* to set the print order of line items if applicable. Select**OK** to apply the changes.

Note: When invoicing by analysis (either blended or guaranteed), the analysis lines items are listed first on the

Invoice document, regardless of the order selected.

The Products are reordered on the *Add Invoice* window based on the order entered and print or roll up in the specified order.