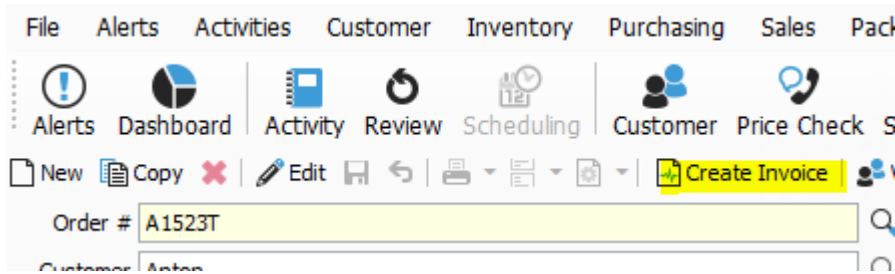Once you have a **Sales Order** you can generate an **invoice.**

- ➢ Select **Create Invoice.**

- ➢ Make sure **date** matches customer PO. Check **customer** details.

- ➢ An **Invoice Order** window will appear. Customer email should appear. Check all data is fields is correct. Select **Print + send** options (this generates a print version + sends invoice by email to customer.

➢ Next select **invoice** and the email interface will appear:

- Ends –