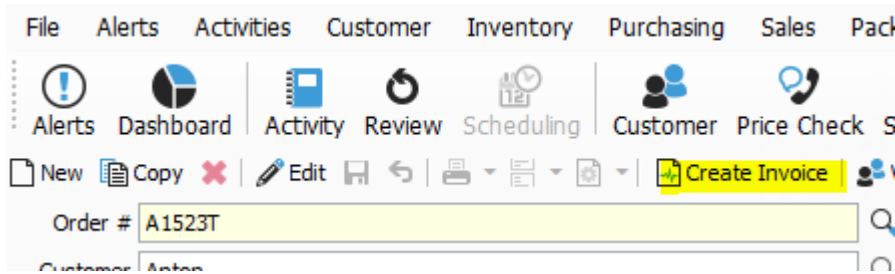


Once you have a **Sales Order** you can generate an **invoice**.

- 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 in fields is correct. Select **Print + send** options (this generates a print version + sends invoice by email to customer).

The 'Invoice Order' window is shown with the following fields and values:

- Invoice Information:**
 - Date: 7/4/2017
 - Format: Invoice
 - Email: Bill@apex.example.com
 - Print
 - Preview
 - Send
- Shipment:**
 - Shipped: 7/4/2017
 - Shipped by: [Empty]
 - Packages: 1
 - Ship Charge: 0.00
 - Delivered to: [Empty]
 - Weight: 0
 - Carrier Service: Ground
 - Distance: [Empty]
 - Tracking: [Empty]
- Payment:**
 - Type: [Empty]
 - Amount: 0.00
 - Number: [Empty]
- Invoice Total:**
 - Subtotal: 1,450.00
 - Discount: 0.00
 - Tax: 72.50
 - Total [CAD]: 1,522.50**

Buttons: Invoice, Cancel

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

The screenshot shows an email client interface with a menu bar at the top containing 'File', 'Alerts', 'Activities', 'Customer', 'Inventory', 'Purchasing', 'Sales', and 'Packaging'. Below the menu bar is a toolbar with icons for Alerts, Dashboard, Activity, Review, Scheduling, Customer, and Price Check. The main area contains a form for creating an email. The 'Send' button is highlighted in yellow. The form fields are: User (Floyd Harris), To (Bill@apex.example.com), Cc, Bcc, Subject, and Attachments (Invoice - B3346Z.PDF). The email body contains the text: Floyd Harris, General Manager, Southwestern Industries.

- Ends -