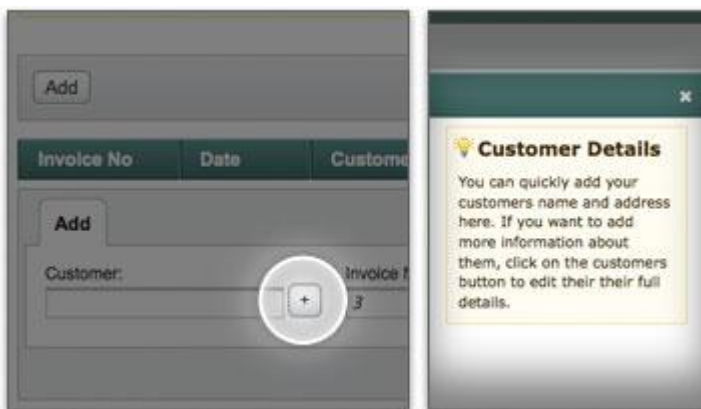# Sales Invoices

Click on the **Sales Tab** and then the **Invoices icon**.

You can click the **Add button** now to create your invoice. Did you notice the Hint that tells you about converting Quotes and Timesheets to Invoices? You can try that out later on.

Let's move on - click the **Add button**.

Any customers you have already set up will be in the drop-down list for you to select.

But you can just click on the **plus button** to quickly add details about the customer to create an invoice right now. The Hint tells you how to add other details later on.

The invoice number that comes up is a suggested sequence number which the system will maintain for you. You can change this if you like, just remember that it is best practice and generally required by tax officials to keep your sales invoices numbered sequentially.

Click OK and lets keep moving!

The invoice header will come up, with most things filled in already.

Just a few things about the invoice header:

Due date: Whatever days credit you set your customer to have (it defaults to thirty days), that's how the due date will be set. You can change it here if you like.

Note: This is for your own use, it WILL NOT PRINT on the invoice.

Job: This is for categorising the invoice, and will be used later in reports.
Read more about this here, or leave it alone for now.

That's all about the header, click on **Add New Line** to add details to the invoice.

Click into the **Item box** and select your product or service. If you want to preset your product or service with a selling price and vat rate please go to **Tools** and select **Product** or **Service**

Click into the **Nominal box** to select your sales nominal

You can enter the description of the product or service you are invoicing for in the **Description box.**

Select your vat rate in the **Vat rate** box and then put in your

Then enter your net price in the **Net box**

Once you have put in all your details click the **Save** button

To add a second line to your invoice click the **Add New Line** box