Create an Invoice from a PO

To flip a PO into an invoice, do one of the following:

- Click on the Create Invoice ( ) icon for the PO in the Purchase Orders table.
- Click on the PO Number link to open the purchase order and click on the Create Invoice button.

In the appearing window, choose the Invoice from address. The most recently used address is at the top of the list.
On the Create Invoice page, fill in at least the mandatory fields (marked with a red asterisk) in your invoice. Some of the fields are pre-populated with information from the PO. See Create or Edit an Invoice for more info.

Similarly to creating an invoice, you can create a credit note by clicking on the Create Credit Note icon for the PO in the Actions column of the Purchase Orders table.

By clicking on the icon in the Actions column, you can create an ASN. See Create or Update an ASN for more info.

**Note:** The ASN feature is available only if your customer enables it for you.

By clicking on the icon in the Actions column or on the Create Service/Time Sheets button on the PO, you can create a service/time sheet. See Create or Edit a Service (Time) Sheet for more info.

**Note:** The Service/Time Sheets feature is available only if your customer enables it for you. You also have to enable it for the CSP user(s) on the Admin page.