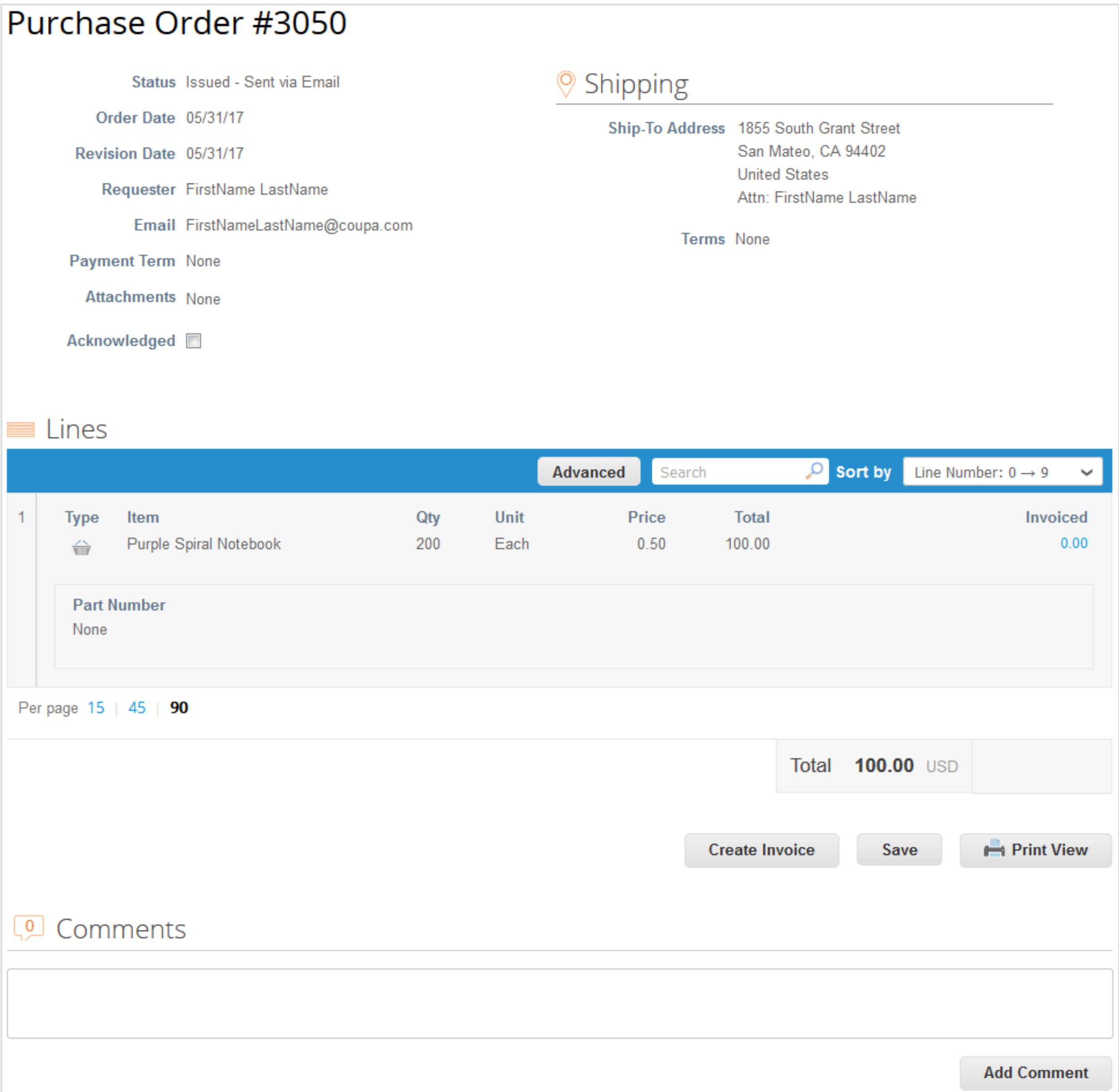
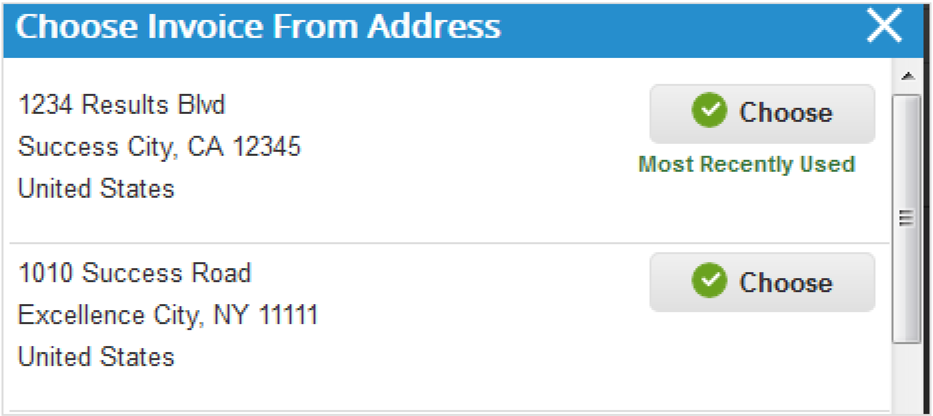
Create an Invoice from a PO

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.