

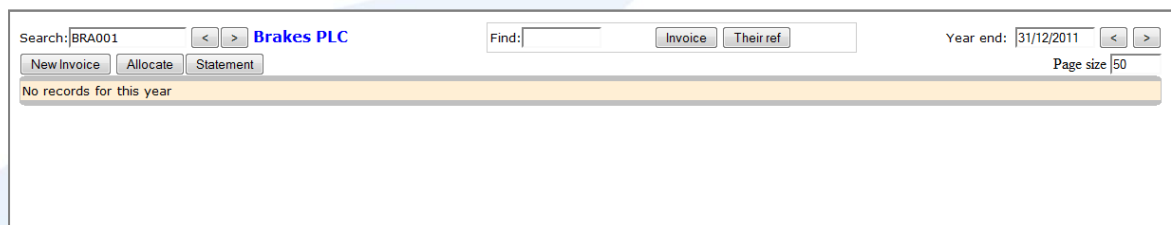
## Using Items in Sales Invoices

Using Items makes entering invoices much quicker and less prone to inputting error. To use them, you must set up an items list in the Items tab. For more information on how to do this, see the [Add an Item](#) help document. Items can only be used with sales invoices.

To create a new sales invoice, press the **Sales** tab and then the **Invoicing** button.



Press the **New invoice** button.



Enter the header details. Putting a **full stop [.]** in the **Delivery date** will enter today's date, and automatically fill in the **Invoice date** and **Settle date** fields. All the other fields are optional. Press the **New line** button.

**Customer invoice** Invoice status: Being created.

Customer Code	BRA001	Customer	Brakes PLC
Our invoice number		Deliver to	
Period/Year end			
Delivery date	.	Notes	
Invoice date		Their ref	
Settle date			

Begin typing the **Stock code** in. The matching codes will appear below in the drop down menu. Select the one you wish to use.

Line	Stock code	Qty	Price	Net	Tax code	Tax	Nominal
1	PIE	1			NA	G>N	

Detail

- PIE1:- Pork pies
- PIE2:- apple pies
- New-- Create new account

The rest of the line will automatically be filled in. Press the **Save** button to complete the line.

Line	Stock code	Qty	Price	Net	Tax code	Tax	Nominal
1	PIE1 Detail Pork pies	1	5	5	01 <input type="button" value="G&gt;N"/>	0.88	SA02