# How to create & print Invoices (1 at a time)

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## Overview

This article explains how to create Invoices 1 at a time (usually from the Sales Order screen).

## Before You Begin

This article assumes you have already created a **Sales Order** that you are ready to Invoice.

> **Important Note:** 1place is designed to buy and sell inventory items. Inventory is reduced when you ship items on a **Sales Order**. For this reason (rather than just creating an Invoice) you need to always create a **Sales Order** that will be converted into an **Invoice**.

## Steps

1. On the **Sales Order** screen (with at least 1 item is shipped) click the **Create Invoice** button.
    a. This will open up a new browser tab and then create a new **Invoice**.
    b. This will insert the **Invoice #** into the **Invoice** field on the **Sales Order** screen.
    c. This will insert the **Sales Order #** on the **Invoice** screen.
    d. If any items on the **Sales Order** are NOT shipped it will create a **Sales Order Back Order** (with the same **Sales Order #** but with a -B1 on the end of the **Sales Order #.** (This will enable you to create 1 or more Invoices for the rest of the items on the Sales Orde as each are shipped separately or as a complete batch of items).
2. On the **Invoice** scren, click the **Print** button to print the **Invoice**.

> **Note**: You can perform both of these steps from the **Sales Order** screen by clicking the **Create Invoice & Print** button.