

# How to Create Sales Invoice (Without Inventory Movement)

The video will show the user how to Create Sales Invoice (Without Inventory Movement)

Navigate to Sales, Sales Invoice, New Entry.  
Fill in document date, customer, and delivery location.  
Click Confirm and Post.

## STEP-BY-STEP:

1. Go to Sales menu
2. Select Sales Invoice
3. Click Create New.  
Tick the "Create Sales Invoice Without Inventory Movements" option in the creation dialog window, then click OK button.
4. Fill in the header info, i.e. document date, customer to send the invoice to, deliver to and location.  
(mandatory fields in red color or marked with red x)
5. Click Save button
6. Add line items in the table below.  
User can filter the products list by brand, by selecting a brand in the Product Brand drop down list.  
Fill in the line info, i.e. Product, UOM, Qty, Unit Price, and Tax Rate.  
Click + button or press ENTER to save the line entry.
7. Click Confirm Sales Invoice when done editing
8. Click Post To Accounts button to post the entries.
9. In the Taxes tab, user can view the tax details for the invoice.
10. In the Postings tab, user can view the posted journal entries of the Sales Invoice.
11. In the Receipts tab, user can view the payment made by customer.
12. In the Notes/Attachments tab, user can add notes and attachment files for the Sales Invoice document
13. In the Margin tab, user can view the margin details of the products in the Sales Invoice document
14. In the Applied Promotions tab, user can view related promotion applied for the Sales Invoice

document if any.

Note that promotion will only be applied for Sales Invoice is With Inventory Movement type.

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