

Changing a sale's type

A sale might start as a quote or an order, then become an invoice.

The following sale types can be changed:

Sale type	Can change to...
Quote	order (<i>Not Basics</i>) or invoice
Order (<i>Not Basics</i>)	invoice
Invoice	An invoice cannot be changed.

You can change a sale's type from the **Sales** window or from the **Sales Register** window.

To change a quote to an order or invoice

To change an order to an invoice (Not Basics)

To change several orders to invoices (Not Basics)

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