# How to Create a Non-Trade Invoice

This video will show users the How to Create a Non-Trade Invoice

Navigate to Accounting, Non Trade Invoice, New Entry.
Fill in header info, accounts line entry, and description.
Click Confirm and then Post.

STEP-BY-STEP:
1. Go to Accounting menu
2. Select Non Trade Invoice
3. Fill in the header info, i.e. Doc Date, Reference Number, Partner Account, Description, etc
4. Add account lines (Description, Amount, Tax)
5. For Cost Center type of accounts, enter the Cost Center amount allocations in the pop up dialog window.
The total amount for each dimension should be equal to the Total Amount on the top left.
The Balance Amount should be 0 when all the amount has been allocated.
Click OK button to enter the data.
For Cost Center type of accounts, the Amount will be underlined.
Right-click to view the allocation.
6. Click Confirm Non Trade Invoice button when done editing
7. Click Post Non Trade Invoice button to post the entries
8. To undo post and modify the Non Trade Invoice document, click the triangle on the Generate Report button.
Select Undo Non Trade Invoice Posting option. Only user with access right able to do this.
9. Click Generate Report button to preview and print the Non Trade Invoice
10. Click Generate Document button to create a similar (copy) the Non Trade Invoice document
11. In the Postings tab, user can view the posted journal entries of the Non Trade Invoice
12. Click Create New to create new Non Trade Invoice document
13. In the Notes/Attachments tab, user can add notes and attachment files for the Non Trade Invoice document

14. Click the List View button to see the list of Non Trade Invoice documents for the selected period