



Non-Inventory items can be added to standard "Item" invoices, the only difference being the non-inventory items don't actually track any inventory (as the name implies).

There's a couple things to point out first:

1. Before creating an invoice with a non-inventory item, the non-inventory item itself must be created. For more information on creating non-inventory items, please see [Creating Non-Inventory Items](#).
2. Even though the example below shows an invoice with just a non-inventory item listed, keep in mind that the true power of non-inventory items includes the ability to include both inventory AND non-inventory items on the same invoice.

To create one, pull up an invoice (**Purchasing - A/P > A/P Invoice**), the same as you would create an invoice for inventory items.

Just below the "Contents" tab you will notice a drop-down for "Item/Service Type":

The screenshot shows the 'A/P Invoice' form with the 'Contents' tab selected. The 'Item/Service Type' dropdown is set to 'Item'. Below this, a table is visible with columns for '#', 'Item No.', 'Item Descript...', 'Quantity', and 'Unit P'. The first row contains the number '1' in the '#' column.

#	Item No.	Item Descript...	Quantity	Unit P
1				

Ensure that "Item" is selected, otherwise change it to confirm an "Item" type invoice is being created.

Add the Vendor name/code to the invoice along with the dates, as standard. Under the "Item No." column, add the non-inventory item code or description to pull in the non-inventory item you wish to include:



A/P Invoice

Vendor

Name

Contact Person

Vendor Ref. No.

BP Currency

Contents Logistics Accounting

Item/Service Type

#	Item No.	Item Descript...	Quantity	Unit Price	D
1	<input type="text" value="X1001"/>	Repairs	<input type="text" value="1.00"/>		
2					

Although you'll notice that "Quantity" and "Unit Price" populate, keep in mind that no inventory is being tracked for this item. So whether you put in "1" or "1000" as the quantity, it will not actually track as such anywhere in the database. The thing to keep in mind is the unit price and/or total price to confirm how much is being charged for this line item. For example, if the cost for the repairs is \$2,000 total, I could list this as 1 unit @ \$2,000 or 2,000 units at \$1 each. Regardless, no quantities will be tracked in Orchestrated since this is a non-inventory item.