

# How to create a Miscellaneous Invoice from a Customer Explorer Record

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To create a Miscellaneous Invoice beginning from a Customer Explorer record, follow the instructions below.

1. Open the Customer Explorer for the customer you wish to create a miscellaneous invoice.
2. From the Customer Tree select the Invoices option, right-click and select *New Invoice*.
3. Once the blank Invoice Form is displayed, follow the steps found under *Create a Miscellaneous Invoice from Accounts Receivable* to create and post the invoice.

