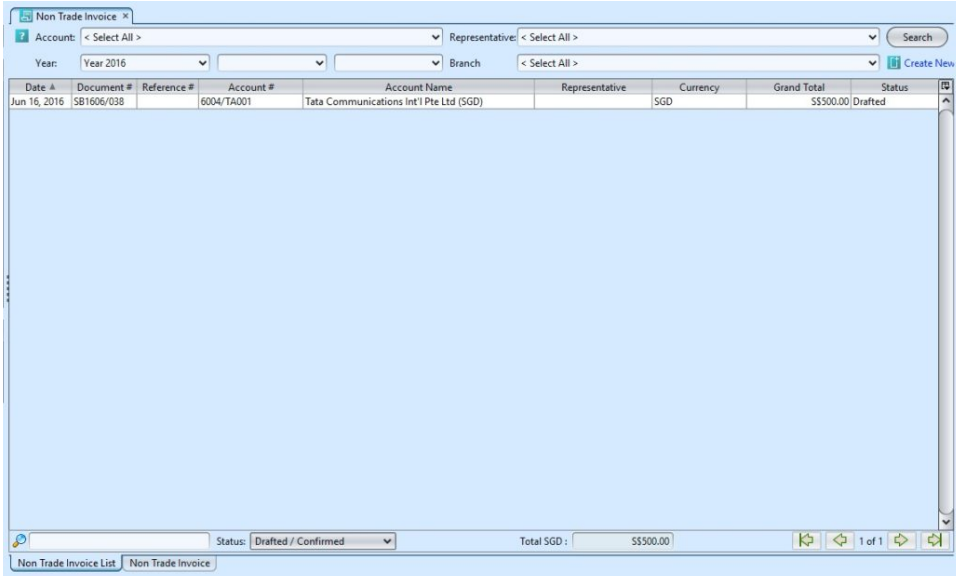
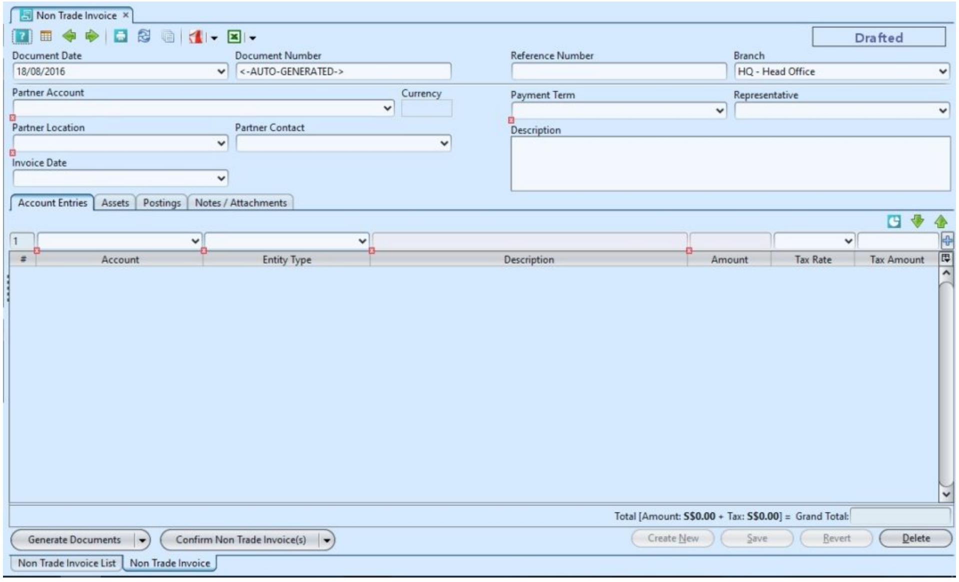
Non Trade Invoice

Non trade receivables are amounts due for payment to an entity other than its normal customer invoices for merchandise shipped or services.

Below actions are available from ***"Non Trade Invoice"***:

Create new non-trade invoice; update, delete, view and search for non trade invoice details



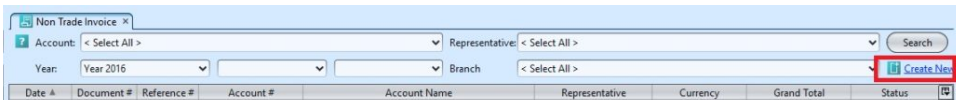


Field Name	Description	Mandatory Information

Document Date	Date of the non trade invoice	Y
Document Number	Document number for the non trade invoice	Y
Reference Number	Reference code for easy search	N
Branch	Company's branch	Y
Partner Account	Select the partner to issue the non trade invoice. (Once user select a partner, the partner's info: location, partner contact, payment term, currency and representative will automatically fill up)	Y
Partner Location	Place of partner	Y
Partner Contact	Contact of the partner's person in charge	N
Payment Term	Payment term for the partner	Y
Representative	Internal representative	N
Description	Description	N
Account Entries – Account	Select the account for the non trade invoice	Y
Account Entries – Entity Type	Entity Type group in Analytical Groups	Y
Account Entries – Description	Description for the account entry	N
Account Entries – Amount		Y
Account Entries – Tax Rate		N

Create New Non Trade Invoice

1. Click on ***"Create New"*** at the top right of screen of ***"Non Trade Invoice List"*** tab, it will open ***"Non Trade Invoice"*** tab with empty form



2. Fill up non trade invoice's information on top half of screen

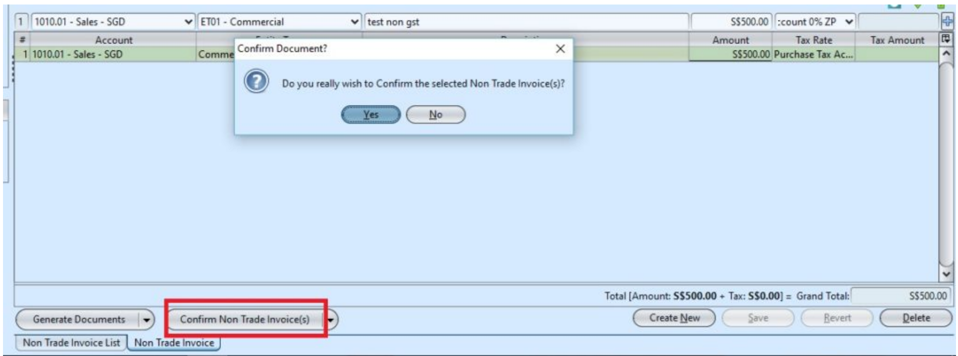
3. On ***"Account Entries"*** tab select an account from ***"Account"*** drop-down list, fill up account entry's information, and click  button

4. If the selected ***"Account"*** is of asset type, click on ***"Assets"*** tab in middle of the screen and fill up the asset's information as well. Click ***"Save"*** button at bottom of ***"Assets"*** tab when done, an asset record will be created at the table on the left side of ***"Assets"*** tab

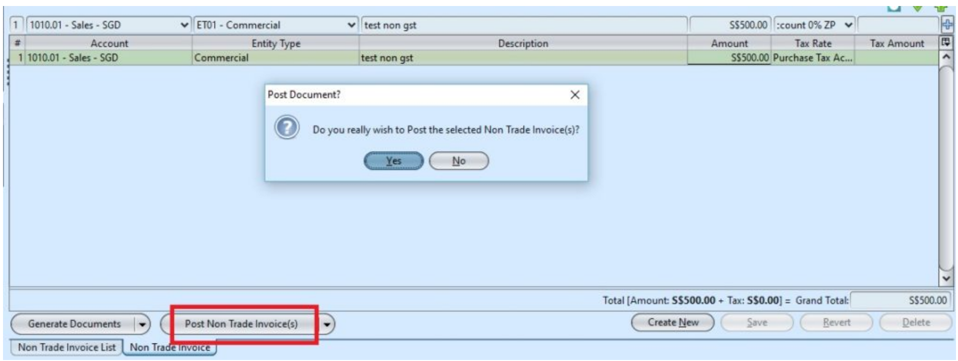
5. Click on ***"Notes / Attachments"*** tab at the middle of screen to add notes or files attachment for the non trade invoice

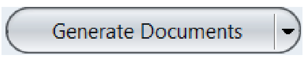
6. Click on ***"Save"*** button at the bottom of screen when completed

7. Click on ***"Confirm Non Trade Invoice(s)"*** button at the bottom of screen to confirm the non trade invoice



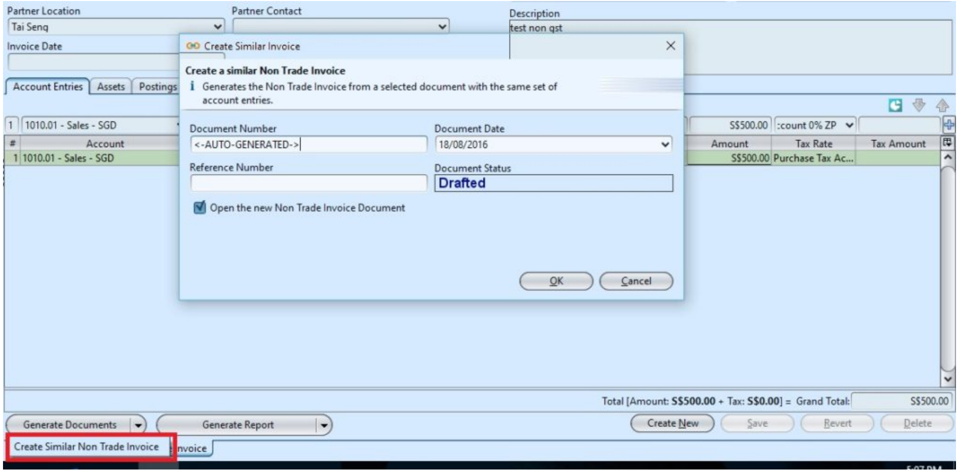
8. Click on ***"Post Non Trade Invoice(s)"*** button at the bottom of screen to post the non trade invoice. Journal entries will be automatically created under "***Postings***" tab



9. Click the arrow on 

 button on

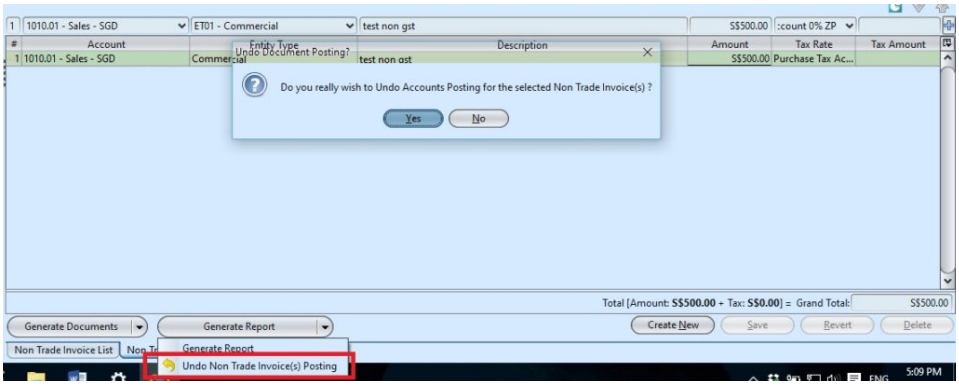
"Non Trade Invoice" tab at the bottom left side of screen and select "***Create Similar Non Trade Invoice***" to create new copy of the non trade invoice



Update Non Trade Invoice Details

1. Click on ***"Non Trade Invoice List"*** tab at the bottom of screen

2. Double click on non trade invoice to be updated, it will bring up the details on ***"Non Trade Invoice"*** tab for the selected invoice. If an invoice's status is ***"Confirmed"*** or ***"Posted"***, right click on the invoice and reopen / undo posting of the invoice first



3. Make change(s) on the non trade invoice information

4. Click on ***"Save"*** button at the bottom of screen to save

5. Click on ***"Revert"*** button at the bottom of screen or refresh icon at the top of the screen to roll back the changes

6. Click on ***"Confirm Non Trade Invoice (s)"*** button at the bottom of screen to confirm the non trade invoice

7. Click on ***"Post Non Trade Invoice (s)"*** button at the bottom of screen to post the non trade invoice

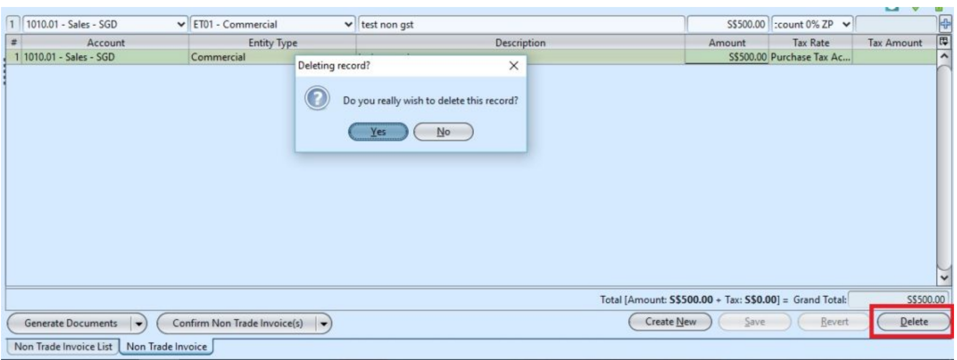
Delete Non Trade Invoice

1. Click on ***"Non Trade Invoice List"*** tab at the bottom of screen

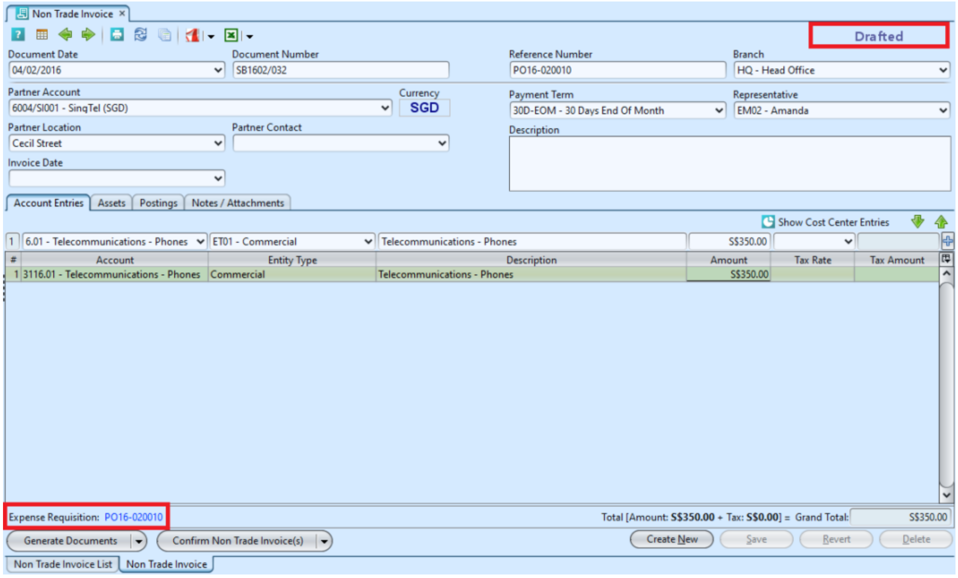
2. Double click on non trade invoice to be deleted, it will bring up the details on ***"Non Trade Invoice"*** tab for the selected invoice. If an invoice's status is ***"Confirmed"*** or ***"Posted"***, right click on the invoice and reopen / undo posting of the invoice first

3. Click on ***"Delete"*** button at the bottom right side of screen

4. Click on ***"Yes"*** button on the pop-up window to confirm invoice deletion



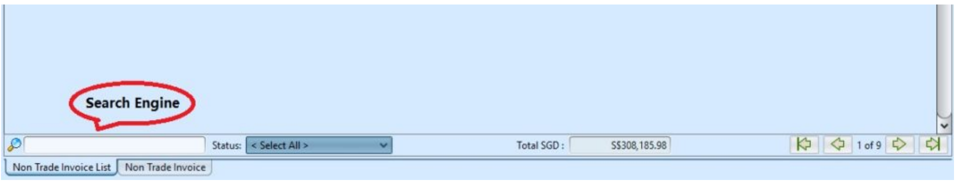
Note: For Non Trade Invoice document that was generated by Expense Requisition (Purchase module), user will need to undo posting of the source Expense Requisition document to delete the corresponding Non Trade Invoice document.



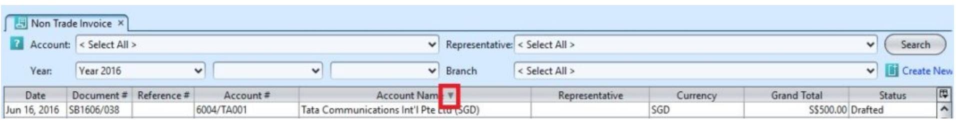
View and Search for Non Trade Invoice Details

1. Click on ***"Non Trade Invoice List"*** tab at the bottom of screen

2. Enter search parameter to filter the result, i.e. type in account of the non trade invoice to search for in the "***Account***" text field box or select from drop-down list



3. Result can be sorted alphabetically by clicking the fields' columns



4. Double click on non trade invoice to view full details of the invoice, it will bring up the details on ***"Non Trade Invoice"*** tab for the selected invoice