How to Create Expense Requisition

The video will show the user how to create Expense Requisition

Navigate to Purchase, Expense Requisition, New Entry.
Fill in document date, vendor, and required date.
Click Confirm and Approve.

STEP-BY-STEP:
1. Go to Purchase menu
2. Select Expense Requisition
3. Click Create New
4. Fill in the header info, i.e. document date, vendor, required date, and representative.
(mandatory fields in red color or marked with red x)
5. Click Save button
6. Add requisition items in the table below.
Fill in the line info, i.e. Account, Qty, Unit Price.
Click + button or press ENTER to save the line entry.
7. User able to export the requisition lines data as csv file.
8. Click Confirm Requisition when done editing
9. Click Approve Requisition button to approve the requisition.
10. Click Generate Report button to preview or print the document