Process from Expense Requisition to Non Trade Invoice

The video will show the user how to create the process from Expense Requisition to Non Trade Invoice

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. Click Confirm Requisition when done editing
8. Click Approve Requisition button to approve the requisition.
9. Click on the arrow next to Generate Documents button, user able to Generate Non Trade Invoice.
It will generate a Non Trade Invoice document based on the Expense Requisition document.
10. In the Non Trade Invoice document, verify the requisition lines data (Account, Amount, Tax Rate)
11. Right click on a line entry to show options available.
12. Choose Show Cost Center Entries, and assign the Cost Center Dimension and Amount.
Click OK when done.
13. Click Confirm Non Trade Invoice button when done editing
14. Click Post Non Trade Invoice(s) button to post to accounts
15. In the Postings tab, user can view the posted journal entries of the Non Trade Invoice.