



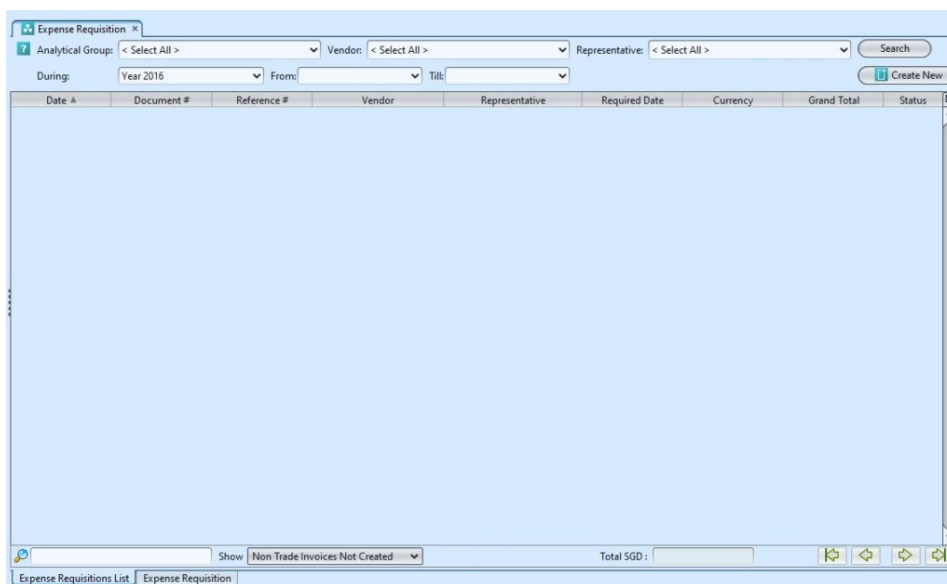


# Expense Requisition

Expense Requisition view allows the user to create and manage expense purchase requisition for non-inventorized items. When Expense Requisition is approved, user will be able to generate Non Trade Invoice document for the expense.

Below are available actions for the user from Expense Requisition view:

-  Create new expense requisition
-  Update expense requisition details
-  Delete expense requisition
-  View and search expense requisition details



The screenshot shows the 'Expense Requisition' view in a software application. At the top, there is a header bar with the title 'Expense Requisition'. Below the header, there are several dropdown menus for filtering: 'Analytical Group' (set to '< Select All >'), 'Vendor' (set to '< Select All >'), and 'Representative' (set to '< Select All >'). There is also a 'Search' button. Below these, there are date range filters: 'During: Year 2016', 'From:', and 'Till:'. A 'Create New' button is located on the right side of the filter area. The main area of the window is a large table with a light blue background. The table has columns for 'Date', 'Document #', 'Reference #', 'Vendor', 'Representative', 'Required Date', 'Currency', 'Grand Total', and 'Status'. The table is currently empty. At the bottom of the window, there is a status bar with a 'Show' button, a dropdown menu set to 'Non Trade Invoices Not Created', and a 'Total SGD' field. The bottom of the window also has a tab bar with 'Expense Requisitions List' and 'Expense Requisition' tabs.

The screenshot shows a web-based form for creating an expense requisition. The form is divided into several sections:
 

- Document Information:** Includes fields for Document Date (13/07/2016), Document Number (<-AUTO-GENERATED->), Reference Number, and Branch (HQ - Head Office).
- Vendor Information:** Includes fields for Vendor, Vendor Location, Vendor Contact, Payment Terms, Representative, and Currency.
- Required Date:** A dropdown menu for selecting the required date.
- Document Note:** A text area for additional notes.
- Requisition Items:** A table with columns for #, Account, Description, Uom, Quantity, Unit Price, and Total Amount. The table is currently empty.
- Footer:** Includes buttons for 'Generate Documents', 'Confirm Requisition', 'Create New', 'Save', 'Revert', and 'Delete'. A status bar at the bottom shows 'Total Qty: 0 Grand Total: 0'.

Field Name	Explanations	Mandatory Information
Document Date	Creation date of the document	Y
Document Number	Document number of the expense requisition	Y
Reference Number	Code for easy reference search of the document	N
Branch	Name of company's branch which make the expense requisition	Y
Vendor	The vendor of whom to make the purchase from	Y
Currency	Currency used by the vendor	Y
Vendor Location	The location of vendor	Y
Vendor Contact	The contact person of vendor	N
Payment Terms	Payment terms for the expense requisition	Y
Representative	Name of staff to process the expense requisition	Y
Required Date	Date to deliver the expense requisition	Y
Document Note	Additional information in regard to the expense requisition document	N
Account	Which account to charge the expense requisition to	Y
Description	Description of the expense requisition	N
Uom	Type of the expense requisition	Y
Quantity	Number of quantity of the expense requisition	Y
Unit Price	Estimated cost per item	Y
Total Amount	Total cost for the expense requisition	Y

## Create New Expense Requisition:

1. Click on **“Create New”** at the top right of screen of **“Expense Requisitions List”** tab, it will open

## "Expense Requisition" tab with empty form

The screenshot shows the top section of the 'Expense Requisition' form. It includes several filter fields: 'Analytical Group' (set to '< Select All >'), 'Vendor' (set to '< Select All >'), 'Representative' (set to '< Select All >'), 'During:' (set to 'Year 2016'), 'From:', and 'To:'. A 'Search' button is located to the right of these filters. Below the filters is a table header with columns: Date, Document #, Reference #, Vendor, Representative, Required Date, Currency, Grand Total, and Status. A red box highlights the 'Create New' button in the top right corner.

2. Select a vendor from the **"Vendor"** drop-down list on top left side of screen. It will fill up the form with the vendor's info

The screenshot shows the 'Expense Requisition' form with the 'Vendor' field selected. The 'Vendor' field is highlighted with a red box. The 'Vendor Location' and 'Vendor Contact' fields are also visible. The 'Document Date' is set to '13/07/2016' and the 'Document Number' is set to '< -AUTO-GENERATED->'. The 'Reference Number' and 'Branch' fields are also visible. The 'Required Date' and 'Document Note' fields are also visible. The 'Drafted' status is shown in the top right corner.

3. Fill up expense requisition's information on the top half of screen


The screenshot shows the 'Expense Requisition' form with various action buttons and a table. The buttons include: 'Export / Open as XLS File', 'Export / Open as PDF File', 'Show History', 'Refresh the Record from Store', 'Previous Expense Requisition', 'Next Expense Requisition', 'Expense Requisition List', 'Print Document', 'Import the Contents of a CSV File into the Table', 'Export the Contents of the Table to a CSV File', 'Move the Selected Line Down', and 'Move the Selected Line Up'. The table has columns: #, Account, Description, Uom, Quantity, Unit Price, and Total Amount. The 'Drafted' status is shown in the top right corner.

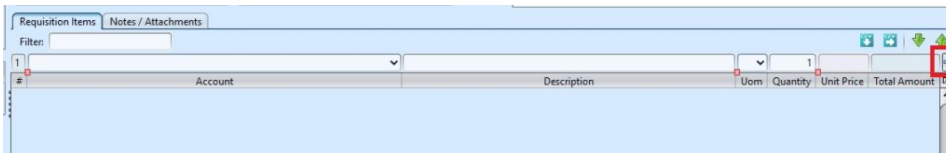
4. Click **"Save"** button at the bottom right side of screen

The screenshot shows the bottom section of the 'Expense Requisition' form. The 'Payment Terms' field is set to '30D-EOM - 30 Days End Of Month' and the 'Representative' field is set to 'EM13-Mandy Starr'. The 'Requisition Items' tab is selected. The table has columns: #, Account, Description, Uom, Quantity, Unit Price, and Total Amount. The 'Total Qty: 0' and 'Grand Total:' are shown at the bottom. The 'Save' button is highlighted with a red box.

5. Add an item into the expense requisition by selecting an account from the **"Account"** drop-down

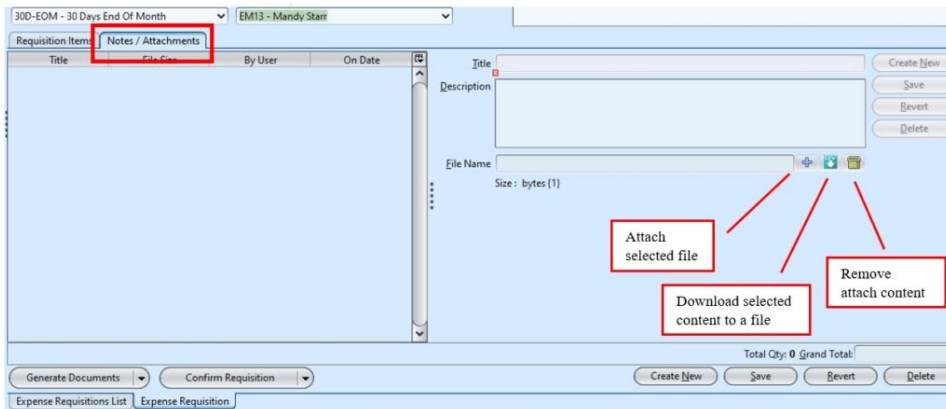
list in the table on ***“Requisition Items”*** tab

6. Enter the item’s info and click “” button to add the item into the expense requisition



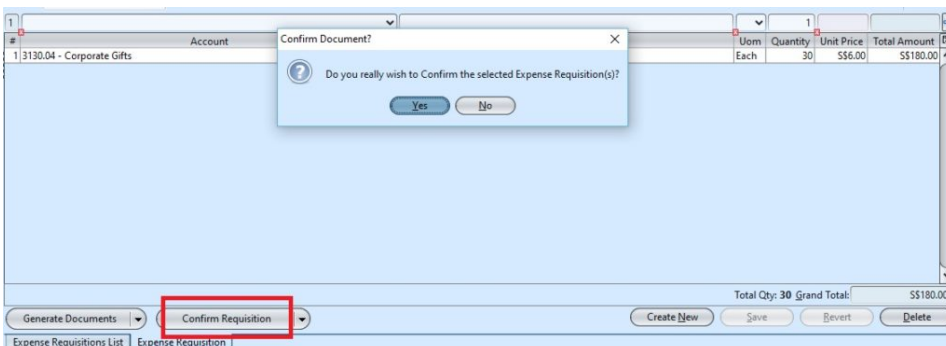
7. Repeat steps 5-6 to add more products into the expense requisition

8. Click on ***“Notes / Attachments”*** tab at the middle of screen to add notes or files attachment for the expense requisition.



9. Click on ***“Save”*** button at the bottom right of screen when completed

10. Click on ***“Confirm Requisition”*** button at the bottom of screen to confirm the expense requisition



11. Click on ***“Approve Requisition”*** button at the bottom of screen to approve the expense requisition

Approve Document?

Please note that the approved document can not be re opened!

Yes No

Generate Documents **Approve Requisition** Create New Save Revert Delete

Expense Requisitions List Expense Requisition

Total Qty: 30 Grand Total: \$5180.00

12. Click arrow on **Generate Documents** button at the bottom left of screen and select ***“Generate Non Trade Invoice”*** option to generate a new non trade invoice. A link to show the non trade invoice will be created above the button

Generate Documents Generate Report Create New Save Revert Delete

Generate Similar Requisition Expense Requisition

**Generate Non Trade Invoice**

12:34 PM

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

Non Trade Invoice

Document Date: 04/02/2016 Document Number: SB1602/032 Reference Number: PO16-020010 Branch: HQ - Head Office

Partner Account: 6004/SIO01 - SingTel (SGD) Currency: SGD Payment Term: 30D-EOM - 30 Days End Of Month Representative: EM02 - Amanda

Partner Location: Cecil Street Partner Contact:

Invoice Date:

Account Entries Assets Postings Notes / Attachments

#	Account	Entity Type	Description	Amount	Tax Rate	Tax Amount
1	3116.01 - Telecommunications - Phones	Commercial	Telecommunications - Phones	\$5350.00		

Expense Requisition: **PO16-020010** Total [Amount: \$5350.00 + Tax: \$50.00] = Grand Total: \$5350.00

Generate Documents Confirm Non Trade Invoice(s) Create New Save Revert Delete

Non Trade Invoice List Non Trade Invoice

13. Click arrow on **Generate Documents** button and select ***“Generate Similar Requisition”*** option to generate a new copy of the expense requisition form

Generate Documents Generate Report Create New Save Revert Delete

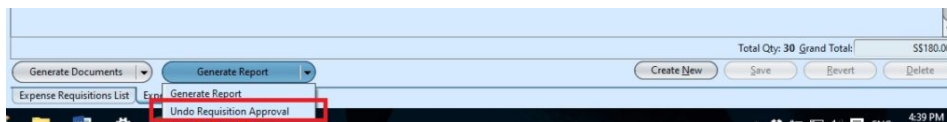
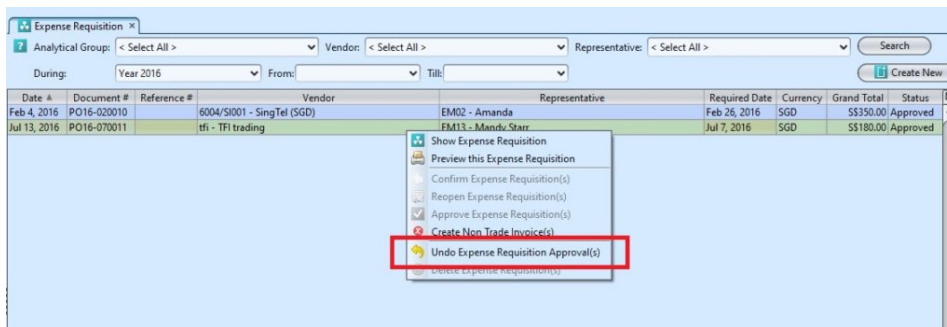
**Generate Similar Requisition** Expense Requisition

Generate Non Trade Invoice

12:35 PM

## Update Expense Requisition Details:

1. Click on ***"Expense Requisitions List"*** tab at the bottom of screen
2. Double click on expense requisition to be updated, it will bring up the details on ***"Expense Requisition"*** tab for the selected order. If an expense requisition's status is ***"Confirmed"*** or ***"Approved"***, right click on the order and reopen / undo approval of the order first. User can do so from the document as well by clicking the arrow on ***"Generate Report"*** button at the bottom left of the document screen



3. Make change(s) on the expense requisition information
4. Click on ***"Save"*** button at the bottom right of screen when done
5. Click on ***"Revert"*** button at the bottom right of screen or refresh icon at the top of the screen to roll back the changes



6. Click on ***"Confirm Requisition"*** button at the bottom of screen to confirm the expense requisition
7. Click on ***"Approve Requisition"*** button at the

bottom of screen to approve the expense requisition

## Delete Expense Requisition:

1. Click on ***“Expense Requisitions List”*** tab at the bottom of screen
2. Double click on expense requisition to be deleted, it will bring up the details on ***“Expense Requisition”*** tab for the selected order. If an expense requisition’s status is ***“Confirmed”*** or ***“Approved”***, right click on the order and reopen / undo approval of the order 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 expense requisition deletion.



## View and Search for Expense Requisition Details:

1. Click on ***“Expense Requisitions List”*** tab at the bottom of screen
2. Enter search parameter to filter the result, i.e. type in which vendor to search for in the ***“Vendor”*** text field box or select from drop-down list

Expense Requisition

Analytical Group: < Select All > Vendor: < Select All > Representative: < Select All > Search Create New

During: Year 2016 From: Till:

Date	Document #	Reference #	Vendor	Representative	Required Date	Currency	Grand Total	Status
Feb 4, 2016	PO16-020010		6004/SI001 - SingTel (SGD)	EM02 - Amanda	Feb 26, 2016	SGD	\$5350.00	Approved
Jul 13, 2016	PO16-070011		tfr - TFI trading	EM13 - Mandy Starr	Jul 7, 2016	SGD	\$5180.00	Drafted

Search Engine

Expense Requisitions List Expense Requisition

Total SGD: \$5530.00 1 of 2

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

Expense Requisition

Analytical Group: < Select All > Vendor: < Select All > Representative: < Select All > Search Create New

During: Year 2016 From: Till:

Date	Document #	Reference #	Vendor	Representative	Required Date	Currency	Grand Total	Status
Jul 13, 2016	PO16-070011		tfr - TFI trading	EM13 - Mandy Starr	Jul 7, 2016	SGD	\$5180.00	Drafted
Feb 4, 2016	PO16-020010		6004/SI001 - SingTel (SGD)	EM02 - Amanda	Feb 26, 2016	SGD	\$5350.00	Approved

4. Double click on expense requisition to view full details of the order, it will bring up the details on ***"Expense Requisition"*** tab for the selected order