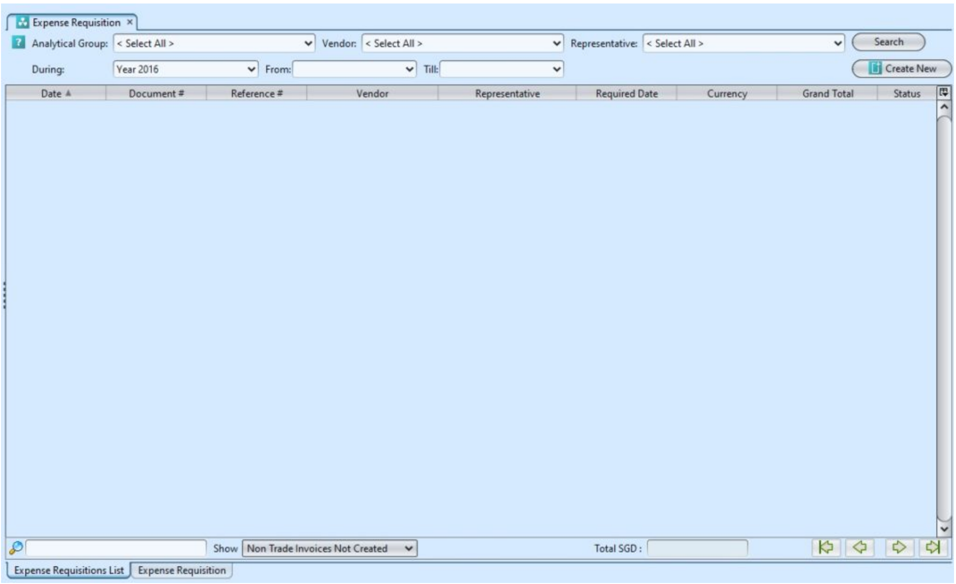
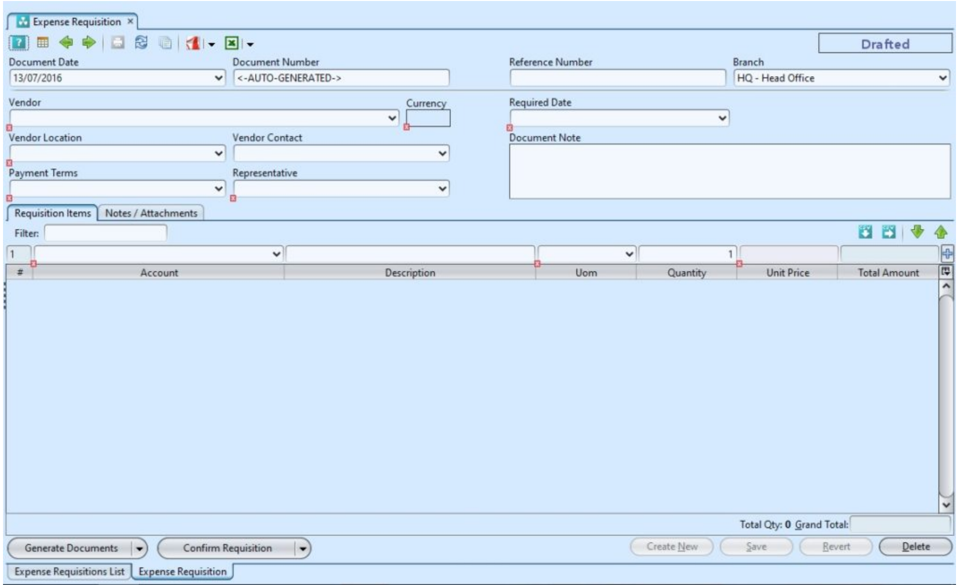
Expense Requisition

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



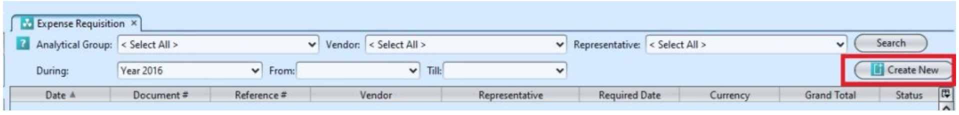


Field Name	Explanations	Mandatory Information
Document Date	Creation date of the document	Y
Document Number	Document number of the expense requisition	Y
Reference Number	Code for easy reference search of the document	N
Branch	Name of company’s branch which make the expense requisition	Y
Vendor	The vendor 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

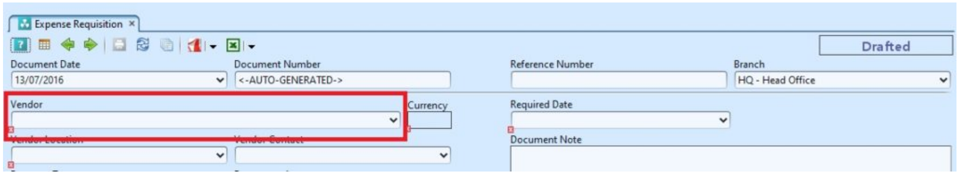
Create New Expense Requisition:

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

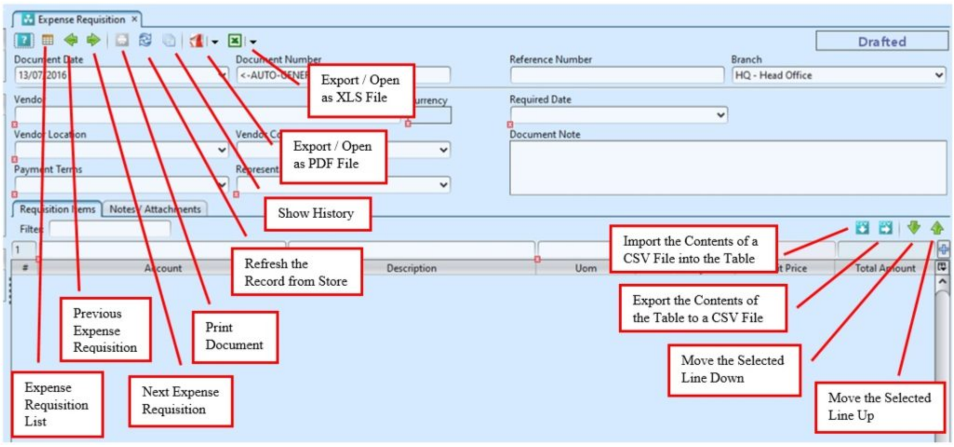
“Expense Requisition” tab with empty form



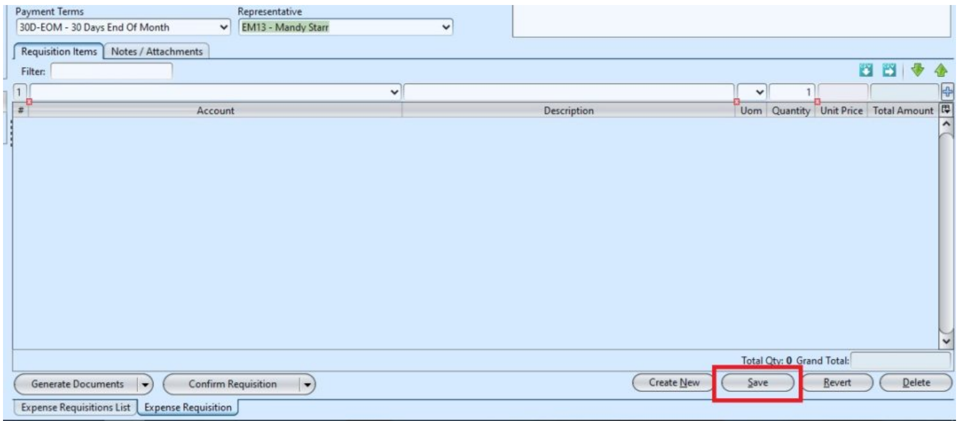
2. Select a vendor from the ***“Vendor”*** drop-down list on top left side of screen. It will fill up the form with the vendor’s info



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



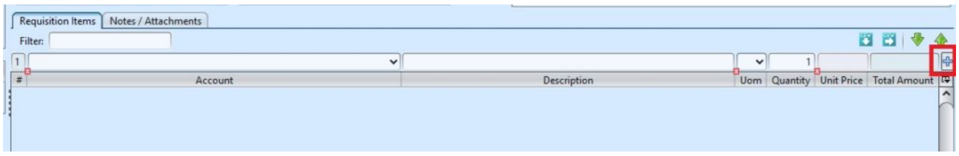
4. Click ***“Save”*** button at the bottom right side of screen



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

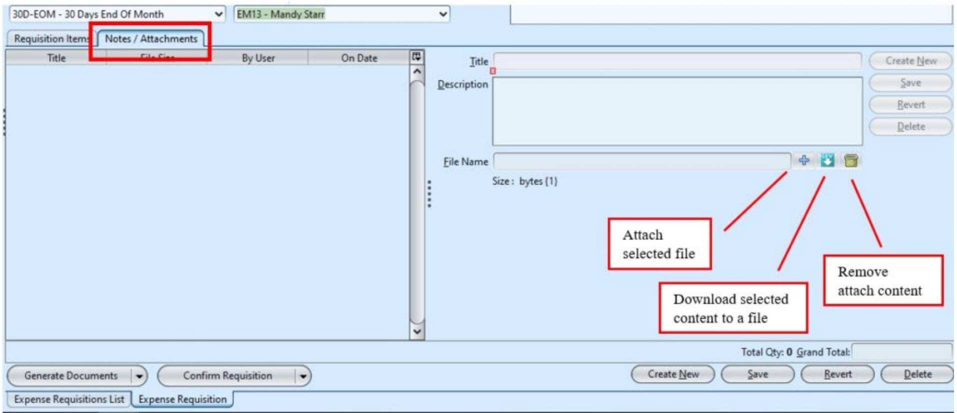
list in the table on ***“Requisition Items”*** tab

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



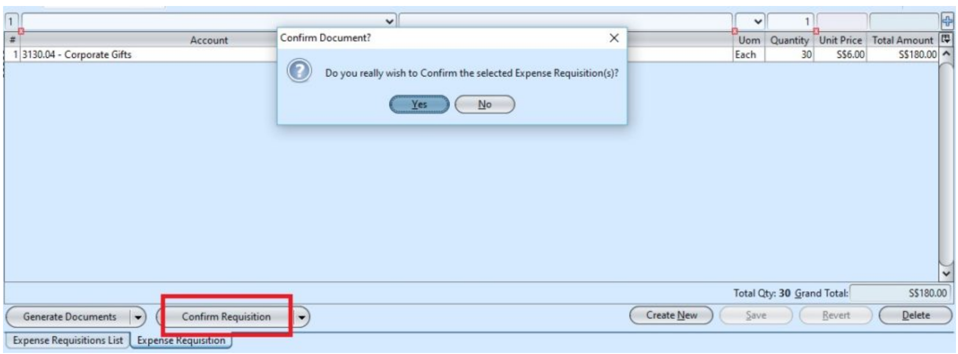
7. Repeat steps 5-6 to add more products into the expense requisition

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

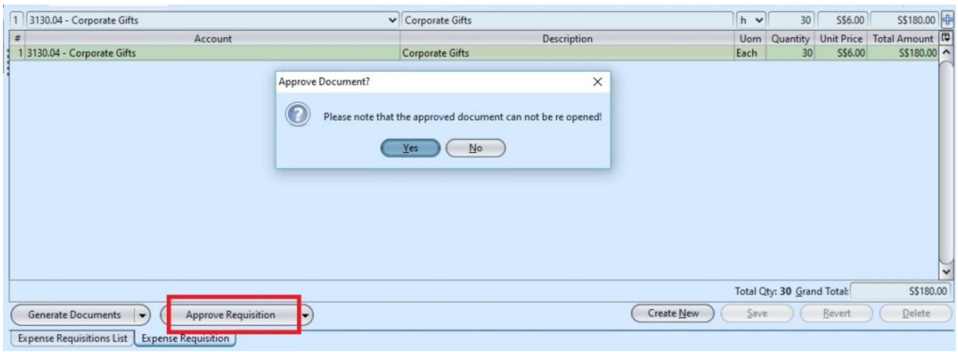


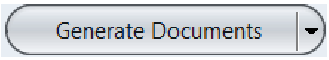
9. Click on ***“Save”*** button at the bottom right of screen when completed

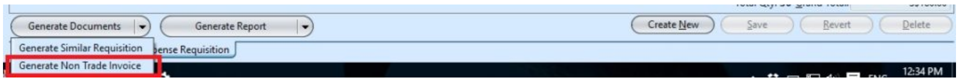
10. Click on ***“Confirm Requisition”*** button at the bottom of screen to confirm the expense requisition



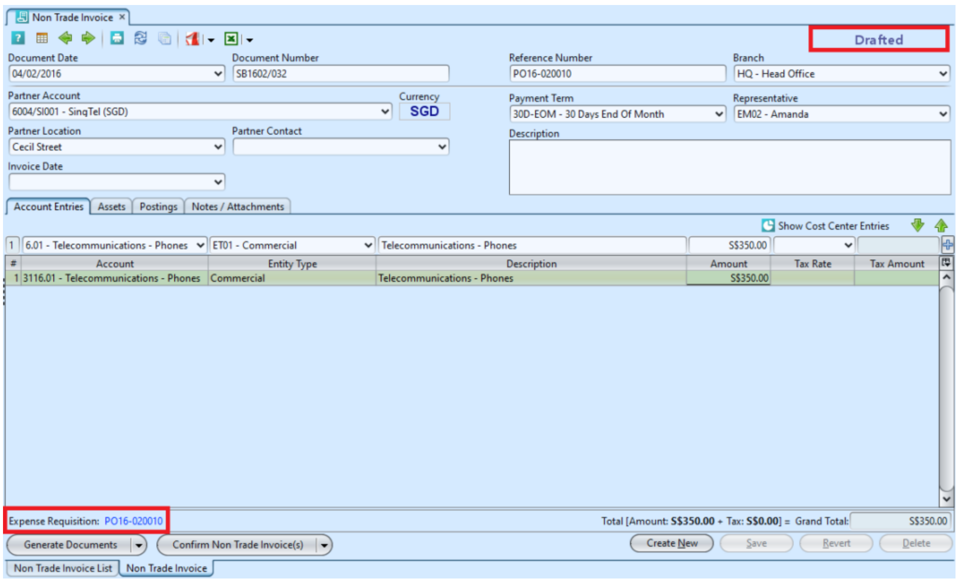
11. Click on ***“Approve Requisition”*** button at the bottom of screen to approve the expense requisition

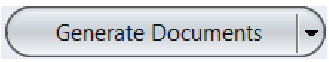


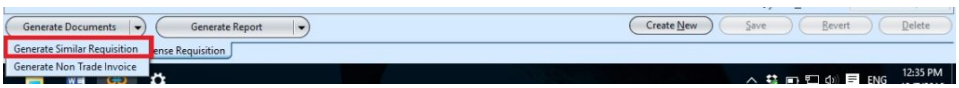
12. Click arrow on  button at the bottom left of screen and select ***"Generate Non Trade Invoice"*** option to generate a new non trade invoice. A link to show the non trade invoice will be created above the button



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.



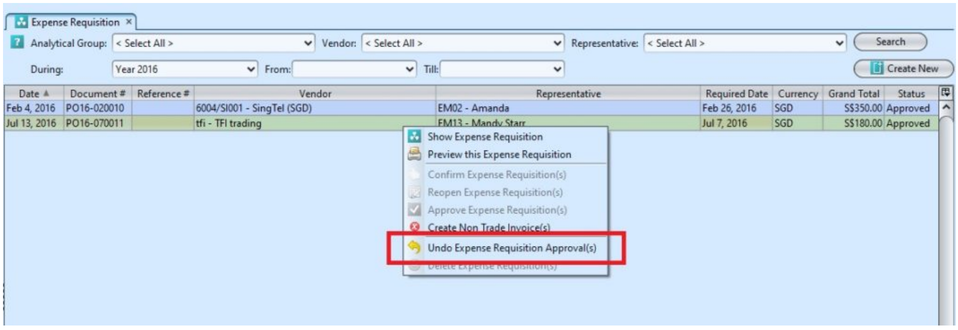
13. Click arrow on  button and select ***"Generate Similar Requisition"*** option to generate a new copy of the expense requisition form

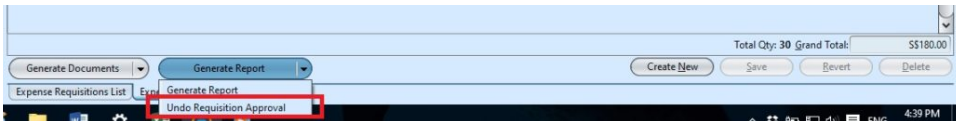


Update Expense Requisition Details:

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

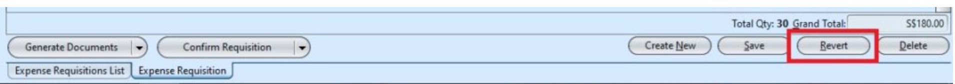




3. Make change(s) on the expense requisition information

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

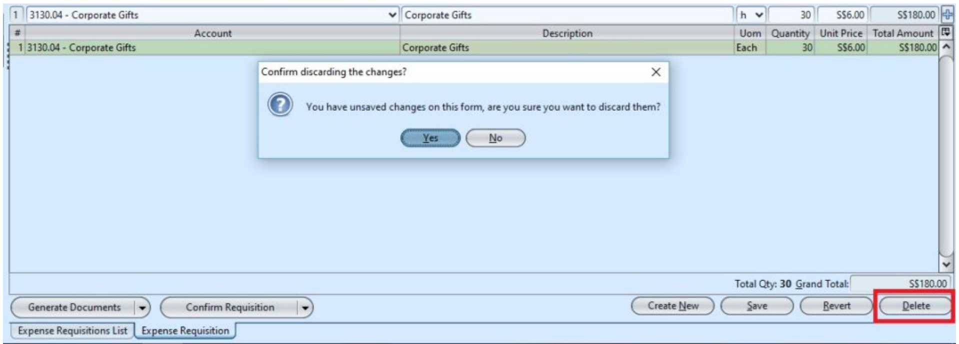
Delete Expense Requisition:

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

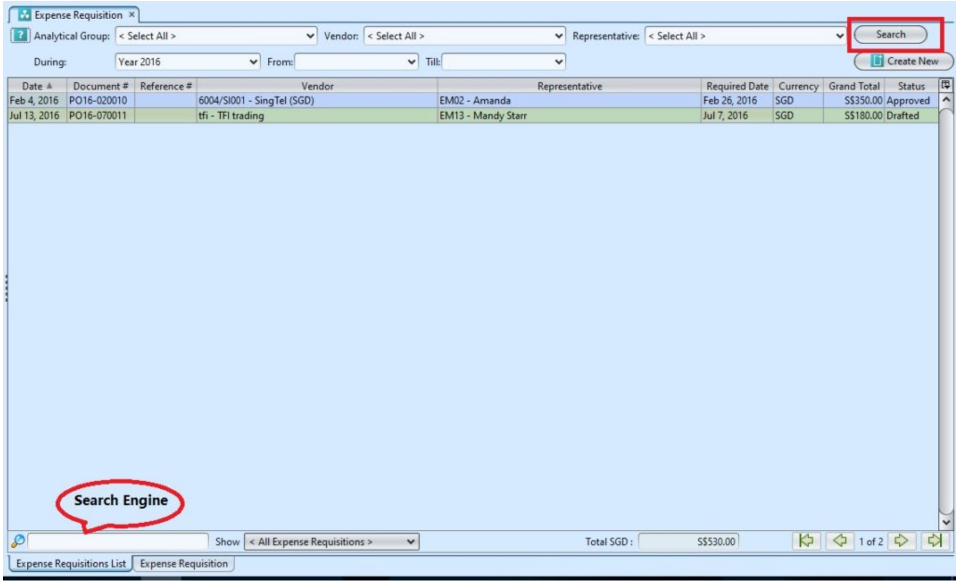
4. Click on ***"Yes"*** button on the pop-up window to confirm expense requisition deletion.



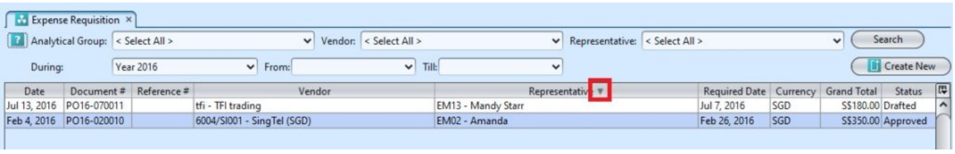
View and Search for Expense Requisition Details:

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



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



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