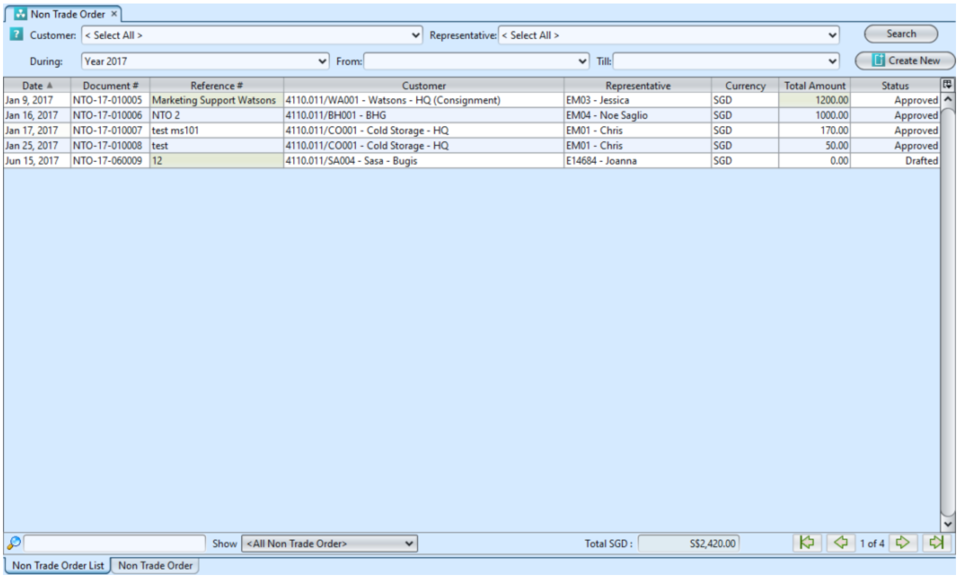
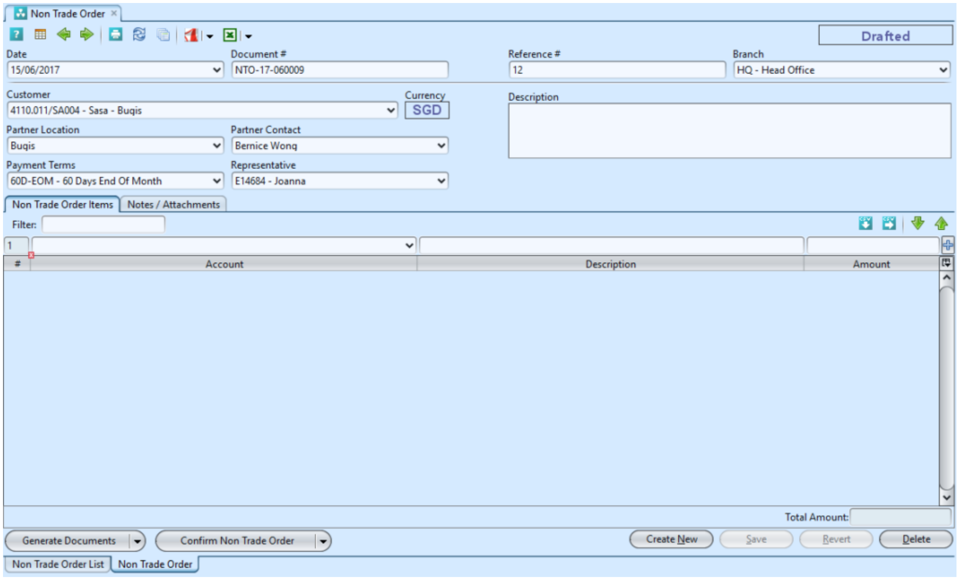
Non Trade Order

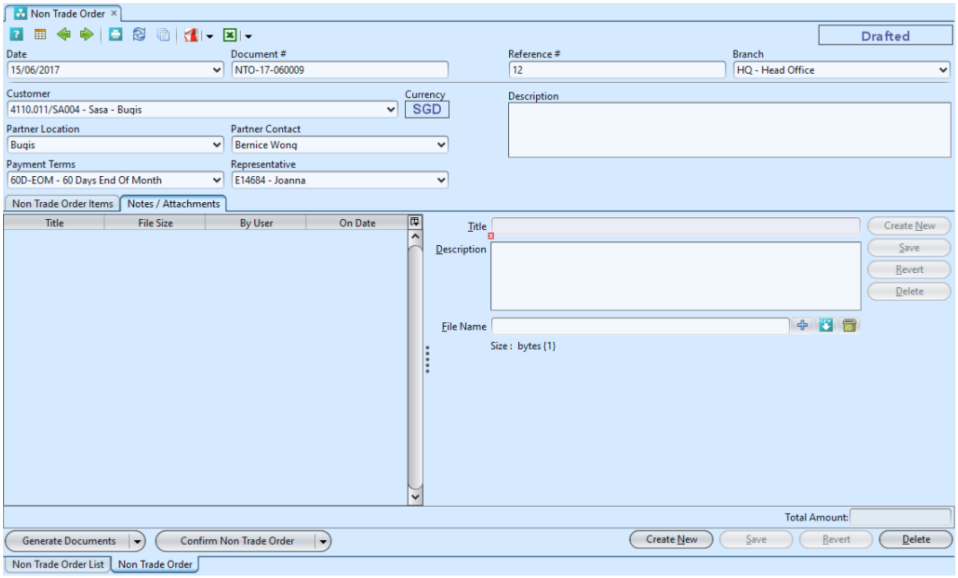
Non Trade Order view allows the user to create and manage non trade expenses for non-inventorized items. Create new non trade order; update, delete, view and search for non trade expense details. When Non Trade Order is approved, user will be able to generate Credit Memo document for the expense.

Below are available actions for the user from Non Trade Order view:

- Create new non trade order
- Update non trade order details
- Delete non trade order
- View and search non trade order details





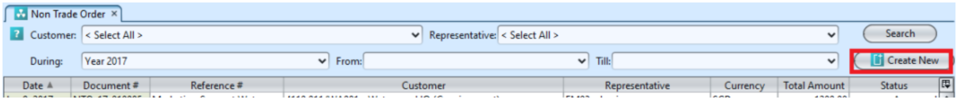


Field Name	Explanations	Mandatory Information
Document Date	Creation date of the document	Y
Document Number	Document number of the non trade order	Y
Reference Number	Code for easy reference search of the document	Y
Branch	Name of company's branch which make the non trade order	Y
Customer	The customer of whom to make the purchase from	Y
Currency	Currency used by the customer	Y
Partner Location	The location of customer	Y
Partner Contact	The contact person of customer	N
Payment Terms	Payment terms for the non trade order	Y
Representative	Name of staff to process the non trade order	Y
Account	Which account to charge the non trade order to	Y
Description	Description of the non trade order	N
Amount	Estimated amount to charge to the selected account	Y

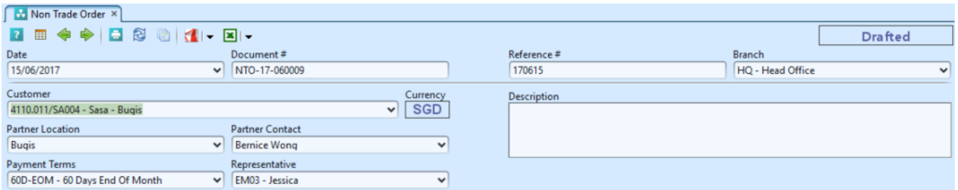
Total Amount	Total amount for the non trade order	Y

Create New Non Trade Order:

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



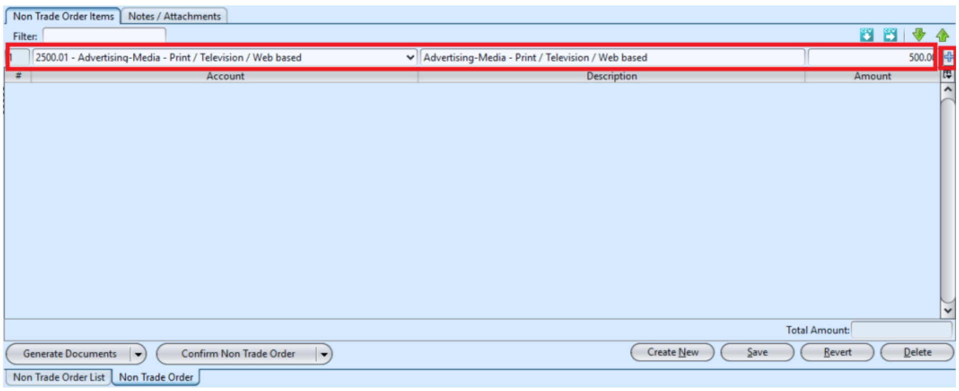
2. Fill up Non Trade Order's header information on the top half of screen



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

4. Add a line into the Non Trade Order by selecting an account from the ***"Account"*** drop-down list in the table on ***"Non Trade Order Items"*** tab

5. Enter the item's info and click "  " button to add the line into the Non Trade Order document



6. Repeat steps 4-5 to add more line entry into the Non Trade Order

7. Click on ***“Notes / Attachments”*** tab at the middle of screen to add notes or files attachment for the Non Trade Order.

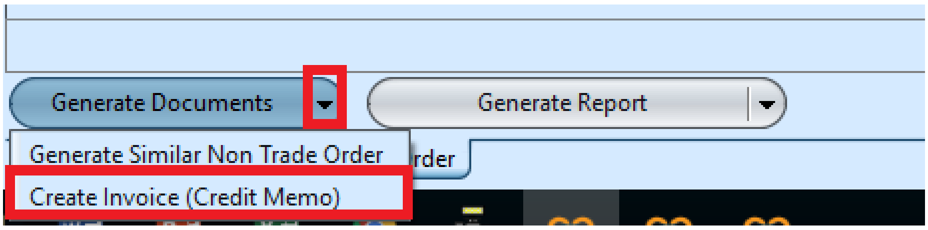
8. Click on ***“Save”*** button at the bottom right of screen when completed

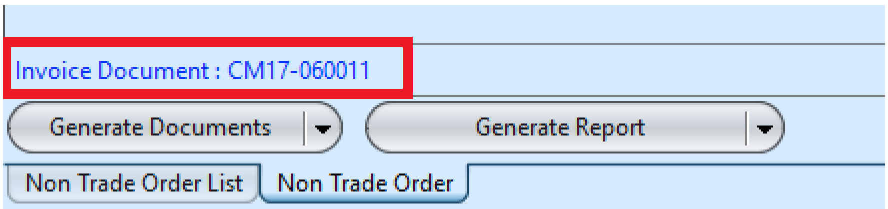
9. Click on ***“Confirm Non Trade Order”*** button at the bottom of screen to confirm the Non Trade Order

10. Click on ***“Approve Non Trade Order”*** button at the bottom of screen to approve the Non Trade Order

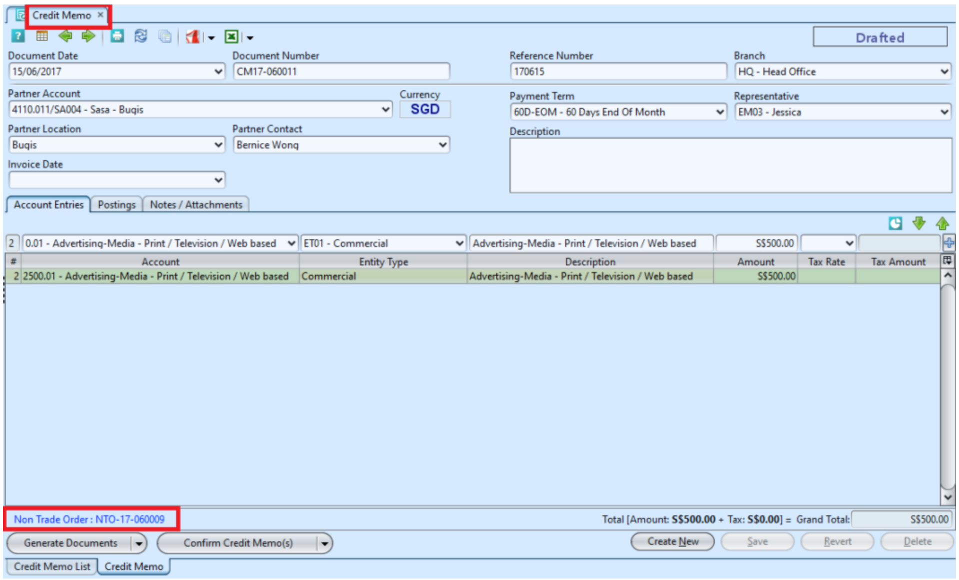
11. Click arrow on 

button at the bottom left of screen and select ***“Create Invoice (Credit Memo)”*** option to generate a new credit memo. A link to show the credit memo will be created above the button



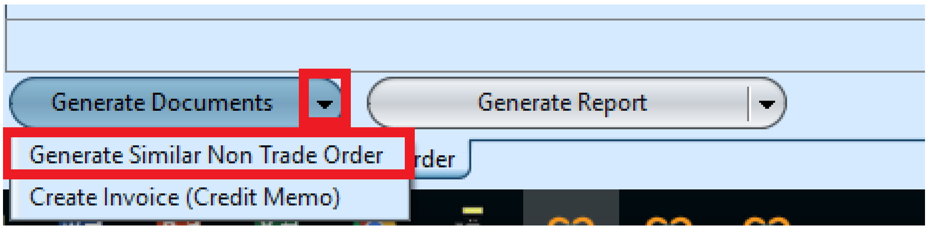


Note: For Credit Memo document (Account module) that was generated by Non Trade Order, user will need to undo posting of the source Non Trade Order document to delete the corresponding Credit Memo document.



12. Click arrow on 

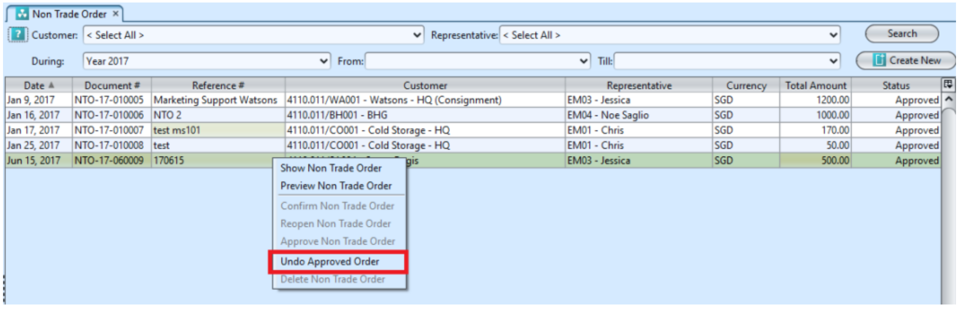
button and select ***"Generate Similar Non Trade Order"*** option to generate a new copy of the Non Trade Order form

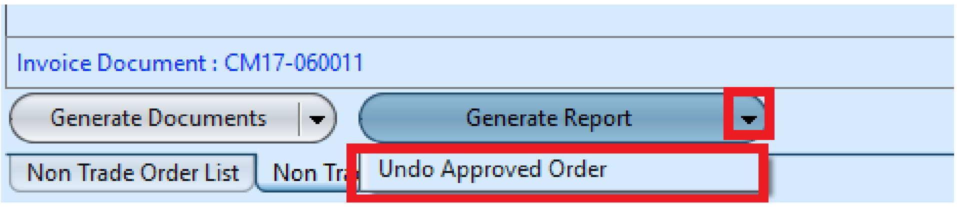


Update Non Trade Order Details:

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

2. Double click on Non Trade Order to be updated, it will bring up the details on ***"Non Trade Order"*** tab for the selected document. If an Non Trade Order's status is ***"Confirmed"*** or ***"Approved"***, right click on the order and reopen / undo approval of the document 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 Non Trade Order 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 Non Trade Order"*** button at the bottom of screen to confirm the Non Trade Order

7. Click on ***"Approve Non Trade Order"*** button at the bottom of screen to approve the Non Trade Order

Delete Non Trade Order:

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

2. Double click on Non Trade Order to be deleted, it will bring up the details on ***"Non Trade Order"*** tab for the selected document. If an Non Trade Order's status is ***"Confirmed"*** or ***"Approved"***, right click on the order and reopen / undo approval of the document first

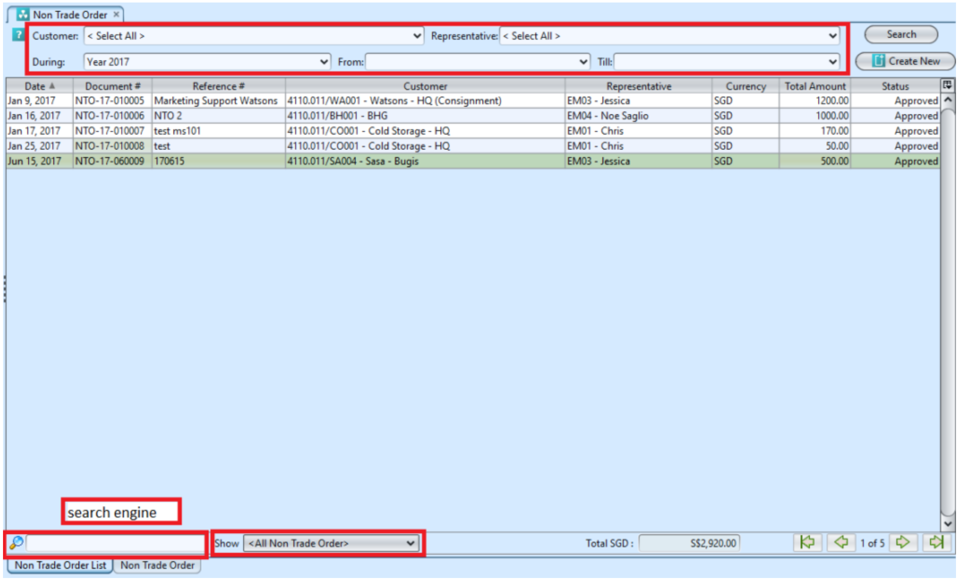
3. Click on ***"Delete"*** button at the bottom right side of screen

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

View and Search for Non Trade Order Details:

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

2. Enter search parameter to filter the result, i.e. type in which Customer to search for in the ***"Customer"*** 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 Order to view full details of the document, it will bring up the details on ***"Non Trade Order"*** tab for the selected document