



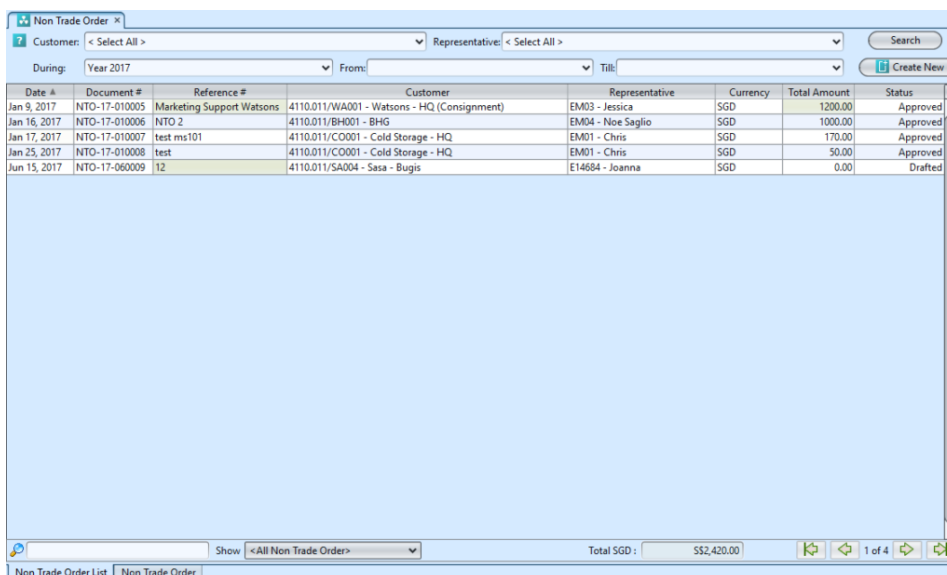


Non Trade Order

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



Date	Document #	Reference #	Customer	Representative	Currency	Total Amount	Status
Jan 9, 2017	NTO-17-010005	Marketing Support Watsons	4110.011/WA001 - Watsons - HQ (Consignment)	EM03 - Jessica	SGD	1200.00	Approved
Jan 16, 2017	NTO-17-010006	NTO 2	4110.011/BH001 - BHG	EM04 - Noe Saglio	SGD	1000.00	Approved
Jan 17, 2017	NTO-17-010007	test ms101	4110.011/CO001 - Cold Storage - HQ	EM01 - Chris	SGD	170.00	Approved
Jan 25, 2017	NTO-17-010008	test	4110.011/CO001 - Cold Storage - HQ	EM01 - Chris	SGD	50.00	Approved
Jun 15, 2017	NTO-17-060009	12	4110.011/SA004 - Sasa - Bugis	E14684 - Joanna	SGD	0.00	Drafted

Non Trade Order List | Non Trade Order | Show <All Non Trade Order> | Total SGD : 552,420.00 | 1 of 4

Non Trade Order

Date: 15/06/2017 Document #: NTO-17-060009 Reference #: 12 Branch: HQ - Head Office

Customer: 4110.011/SA004 - Sasa - Bugis Currency: SGD

Partner Location: Bugis Partner Contact: Bernice Wong

Payment Terms: 60D-EOM - 60 Days End Of Month Representative: E14684 - Joanna

Non Trade Order Items / Notes / Attachments

#	Account	Description	Amount
1			

Total Amount: _____

Buttons: Generate Documents, Confirm Non Trade Order, Create New, Save, Revert, Delete

Non Trade Order List | Non Trade Order

Non Trade Order

Date: 15/06/2017 Document #: NTO-17-060009 Reference #: 12 Branch: HQ - Head Office

Customer: 4110.011/SA004 - Sasa - Bugis Currency: SGD

Partner Location: Bugis Partner Contact: Bernice Wong

Payment Terms: 60D-EOM - 60 Days End Of Month Representative: E14684 - Joanna

Non Trade Order Items / Notes / Attachments

Title	File Size	By User	On Date

Title: _____ Description: _____

File Name: _____ Size: bytes (1)

Total Amount: _____

Buttons: Generate Documents, Confirm Non Trade Order, Create New, Save, Revert, Delete

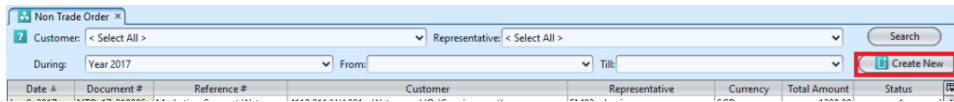
Non Trade Order List | Non Trade Order

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

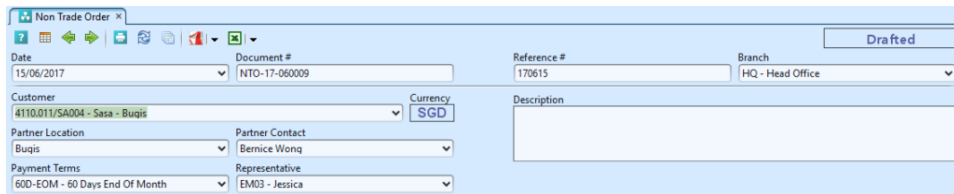
Total Amount	Total amount for the non trade order	Y
--------------	--------------------------------------	---

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



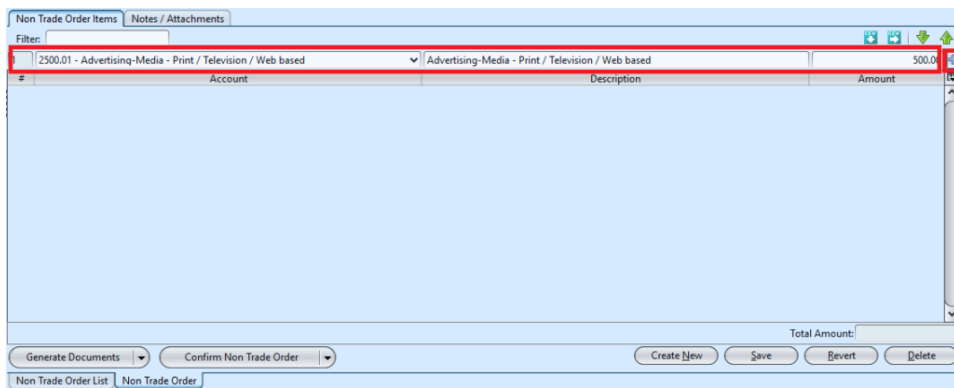
2. Fill up Non Trade Order’s header information on the top half of screen



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

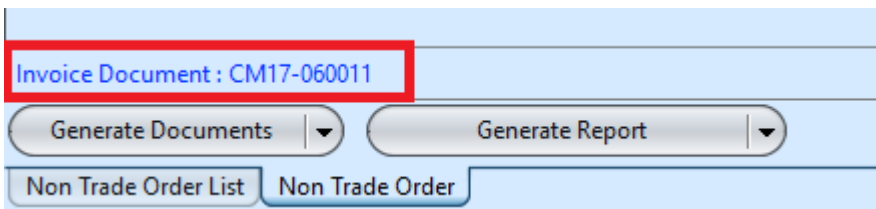
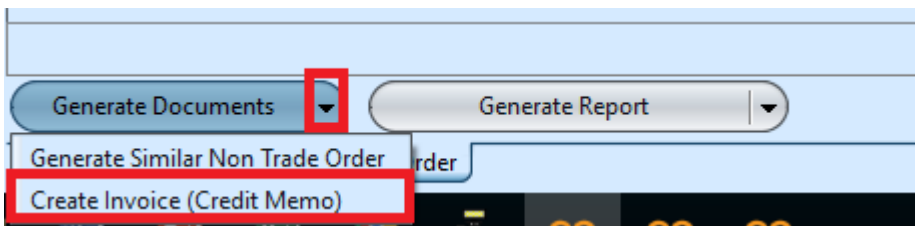
7. Click on **“Notes / Attachments”** tab at the middle of screen to add notes or files attachment for the Non Trade Order.

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 **Generate Documents** 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.

Credit Memo

Document Date: 15/06/2017 | Document Number: CM17-060011 | Reference Number: 170615 | Branch: HQ - Head Office

Partner Account: 4110.011/SA004 - Sasa - Bugis | Currency: SGD | Payment Term: 60D-EOM - 60 Days End Of Month | Representative: EM03 - Jessica

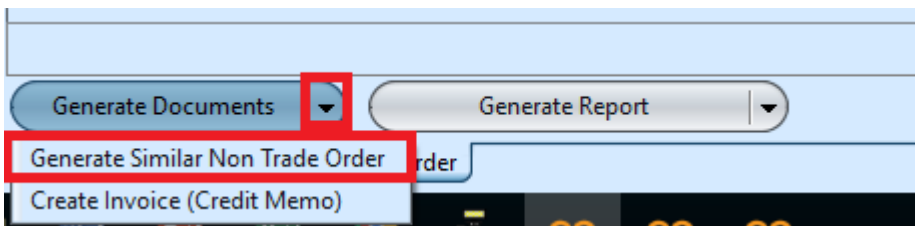
Partner Location: Bugis | Partner Contact: Bernice Wong

#	Account	Entity Type	Description	Amount	Tax Rate	Tax Amount
2	0.01 - Advertising-Media - Print / Television / Web based	ET01 - Commercial	Advertising-Media - Print / Television / Web based	S\$500.00		
2	2500.01 - Advertising-Media - Print / Television / Web based	Commercial	Advertising-Media - Print / Television / Web based	S\$500.00		

Non Trade Order: NTO-17-060009 | Total [Amount: S\$500.00 + Tax: S\$0.00] = Grand Total: S\$500.00

Buttons: Generate Documents, Confirm Credit Memo(s), Create New, Save, Revert, Delete

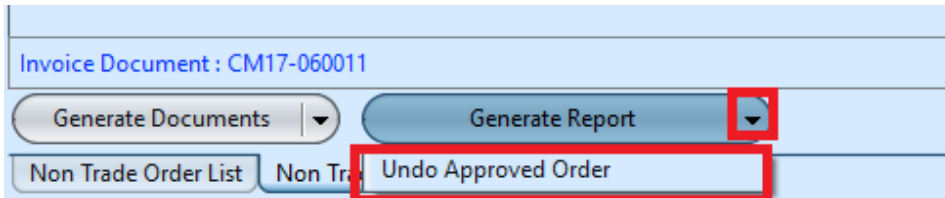
12. Click arrow on **Generate Documents** button and select **“Generate Similar Non Trade Order”** option to generate a new copy of the Non Trade Order form



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

Date	Document #	Reference #	Customer	Representative	Currency	Total Amount	Status
Jan 9, 2017	NTO-17-010005	Marketing Support Watsons	4110.011/WA001 - Watsons - HQ (Consignment)	EM03 - Jessica	SGD	1200.00	Approved
Jan 16, 2017	NTO-17-010006	NTO 2	4110.011/BH001 - BHG	EM04 - Noe Saglio	SGD	1000.00	Approved
Jan 17, 2017	NTO-17-010007	test msl01	4110.011/C0001 - Cold Storage - HQ	EM01 - Chris	SGD	170.00	Approved
Jan 25, 2017	NTO-17-010008	test	4110.011/C0001 - Cold Storage - HQ	EM01 - Chris	SGD	50.00	Approved
Jun 15, 2017	NTO-17-060009	170615		EM03 - Jessica	SGD	500.00	Approved



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

Date #	Document #	Reference #	Customer	Representative	Currency	Total Amount	Status
Jan 9, 2017	NTO-17-010005	Marketing Support Watsons	4110.011/WA001 - Watsons - HQ (Consignment)	EM03 - Jessica	SGD	1200.00	Approved
Jan 16, 2017	NTO-17-010006	NTO 2	4110.011/BH001 - BHG	EM04 - Noe Saglio	SGD	1000.00	Approved
Jan 17, 2017	NTO-17-010007	test ms101	4110.011/C0001 - Cold Storage - HQ	EM01 - Chris	SGD	170.00	Approved
Jan 25, 2017	NTO-17-010008	test	4110.011/C0001 - Cold Storage - HQ	EM01 - Chris	SGD	50.00	Approved
Jun 15, 2017	NTO-17-060009	170615	4110.011/SA004 - Sasa - Bugis	EM03 - Jessica	SGD	500.00	Approved

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