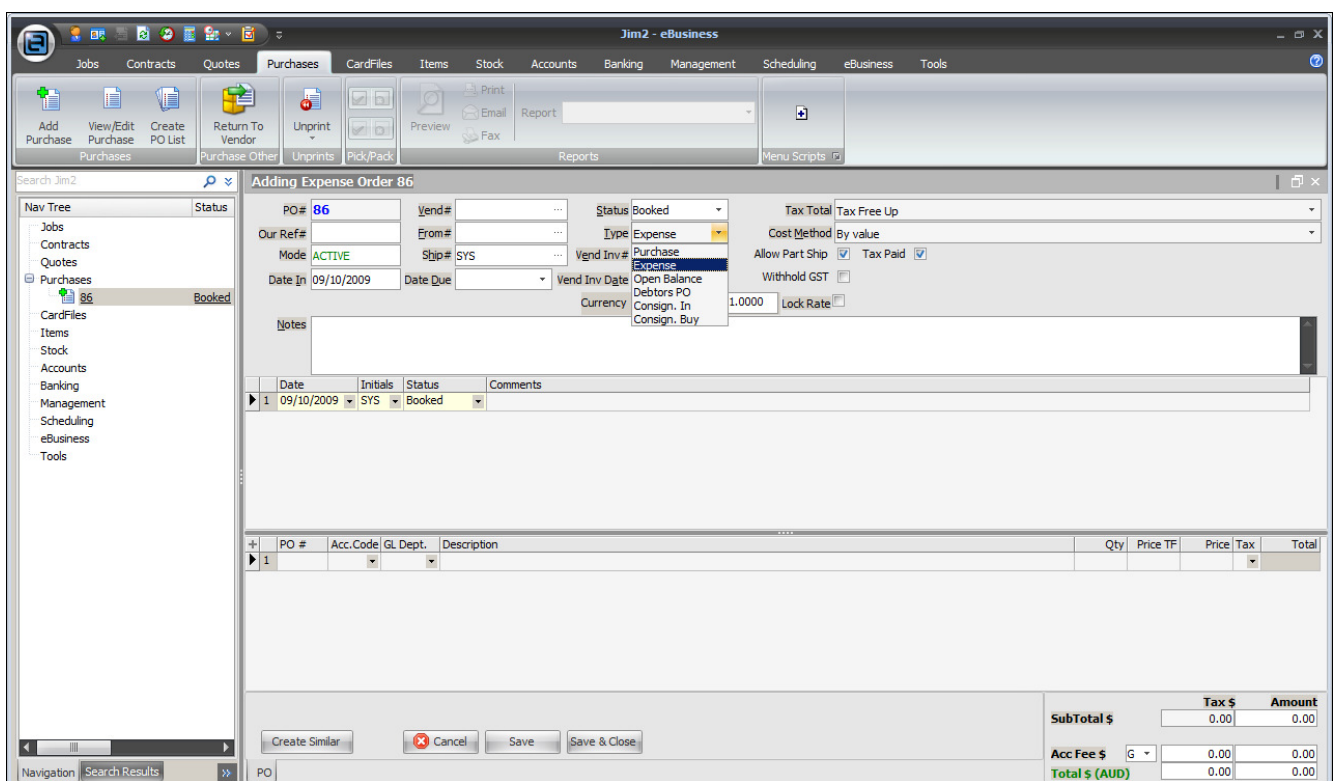


Skill: **Add an Expense Order** Who: **Users able to add Expense Orders.**

Describe: Add an Expense Order (not used for stock).

Context: Raising an expense order is to allow a user to provide a vendor with an order for services or products that are NOT stock codes, therefore will not be sold to customers.



Skill Steps:

1. Select the Purchases tab from the top of the Jim2 window.
2. Click Add Purchase in the Ribbon. The cursor moves to the Vend# field.
3. Enter the Vendor Code.
4. Click in the Type field and select "Expense". The stock grid will alter to an accounts grid.
5. Click in the Date Due field and edit as necessary.
6. Click in the Notes field and type the services or products that are to be ordered. These services or products are not stock.
7. Click Save.
8. Preview/Print/Email/Fax the Expense Order by selecting required Expense Order Report from the Reports icon in the Ribbon.
9. Once the order has been placed with the supplier, edit the Purchase Order and change the status to "Ordered".
10. Click Save.