

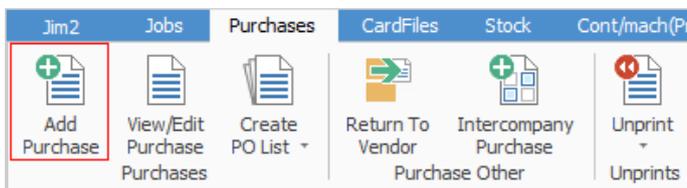
# Add an Expense Order

This document will explain:

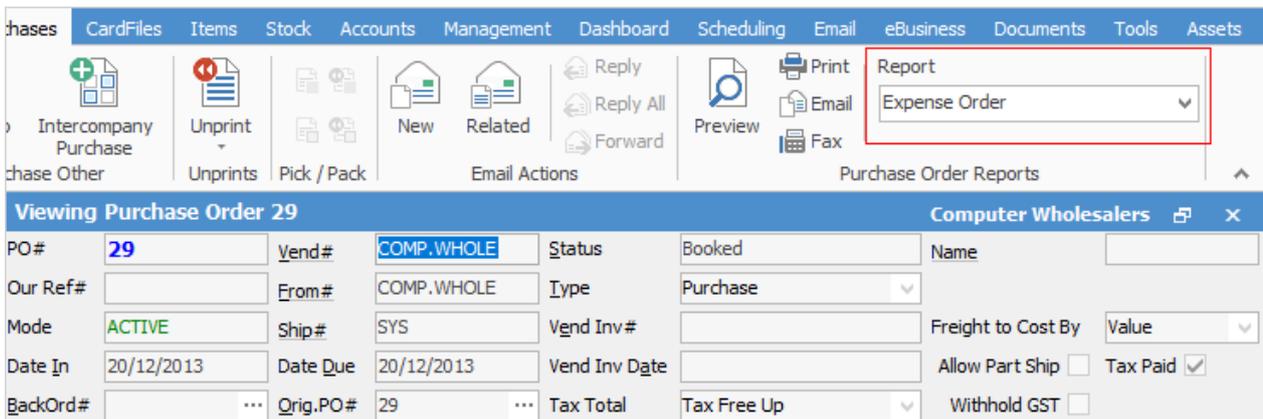
- How to add an expense order (not used for stock). Raising an expense order is to allow a user to provide a vendor with an order for services or products that are **not** stock codes, therefore will not be sold to customers.

## Skill Steps:

- Select the Purchases tab from the top of the Jim2 window.
- Select the Add Purchase icon in the Ribbon. The cursor moves to the Vend# field.



- Enter the Vendor Code.
- Click in the Type field and select 'Expense'. The stock grid will alter to an accounts grid.
- Click in the Date Due field and edit as necessary.
- Click in the Notes field and type the services or products that are to be ordered. These services or products are not stock.
- Click Save.
- Preview/Print/Email/Fax the Expense Order by selecting required Expense Order Report from the Reports icon in the Ribbon.



- Once the order has been placed with the supplier, edit the Purchase Order and change the status to "Ordered".
- Click Save.

For further information please go to Jim2 online Help file at <http://jim2help.happen.biz/index.html> and search CardFile.