ISAM – NON-TRADE EXPENSE

User
Training

Prepared by: IT

Version: 1.52

ISAM – Non-Trade Expense

- What’s Non-Trade Expenses?
- What’s Non-Trade Expense System?
- Who will handle Non-Trade Expense?
- Why use Non-Trade Expense system?
- How to process Non-Trade Expense?
- How to create an new Non-Trade Vendor Profile?
- Accounts users responsibilities

ISAM – Non-Trade Expense

- System launch on 29-July-2013

ISAM – Non-Trade Expense

What’s Non-Trade Expenses?

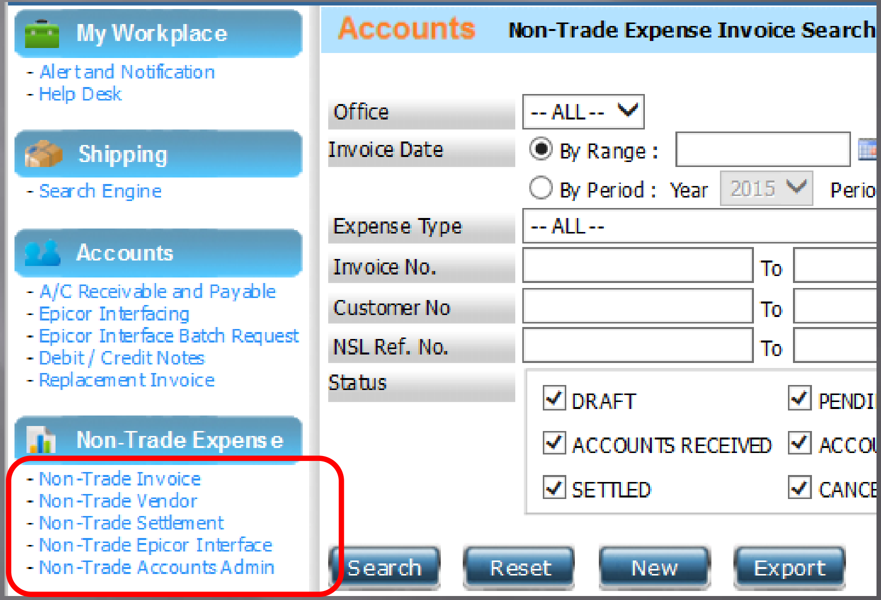
For Example,

	Handling Systems
☑ Rental, Stationery	Non-Trade Expense
☑ Electricity, Water, Telecommunications	Non-Trade Expense
☑ Computer maintenance, office equipment	Non-Trade Expense
☑ Lab Test Charge	Non-Trade Expense
☑ Courier cost	Non-Trade Expense
☒ Garment bulk / sample order payment	NSS/ISAM
☒ Fabric cost	NSS/ISAM/FLS
☒ Business trip expense	TEMS

ISAM – Non-Trade Expense

What's Non-Trade Expenses system?

- ❑ This is one of the module developed under the ISAM (Integrated Shipping and Accounts Management System)


My Workplace
- Alert and Notification
- Help Desk
Shipping
- Search Engine
Accounts
- A/C Receivable and Payable
- Epicor Interfacing
- Epicor Interface Batch Request
- Debit / Credit Notes
- Replacement Invoice
Non-Trade Expense
- Non-Trade Invoice
- Non-Trade Vendor
- Non-Trade Settlement
- Non-Trade Epicor Interface
- Non-Trade Accounts Admin
Search
Reset
New
Export

Accounts Non-Trade Expense Invoice Search

Office: -- ALL --

Invoice Date: ● By Range :

○ By Period : Year 2015 Perio

Expense Type: -- ALL --

Invoice No. To

Customer No To

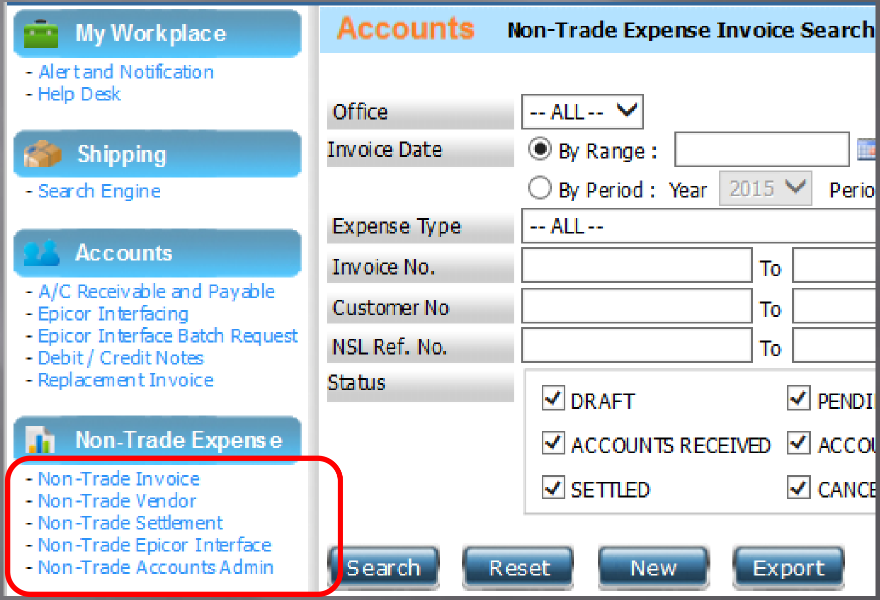
NSL Ref. No. To

Status:
☑ DRAFT ☑ PENDI
☑ ACCOUNTS RECEIVED ☑ ACCOU
☑ SETTLED ☑ CANCE

ISAM – Non-Trade Expense

What's Non-Trade Expenses system?

- This is one of the module developed under the ISAM (Integrated Shipping and Accounts Management System)


My Workplace
- Alert and Notification
- Help Desk
Shipping
- Search Engine
Accounts
- A/C Receivable and Payable
- Epicor Interfacing
- Epicor Interface Batch Request
- Debit / Credit Notes
- Replacement Invoice
Non-Trade Expense
- Non-Trade Invoice
- Non-Trade Vendor
- Non-Trade Settlement
- Non-Trade Epicor Interface
- Non-Trade Accounts Admin

Accounts Non-Trade Expense Invoice Search

Office: -- ALL --

Invoice Date: ● By Range :

○ By Period : Year 2015 Perio

Expense Type: -- ALL --

Invoice No. To

Customer No To

NSL Ref. No. To

Status: ☑ DRAFT ☑ PENDI ☑ ACCOUNTS RECEIVED ☑ ACCOU ☑ SETTLED ☑ CANCE

Search
Reset
New
Export

ISAM – Non-Trade Expense

Who will handle Non-Trade Expense?

User Group	Invoices Samples
HR and Admin Department	Electricity bill, office rental, stationery, etc.
IT Department	Software and hardware purchase, etc.
Merchandising Department	Lab test charge, Press Sample, etc.
Secretaries	Expat allowance (home rental and expense), etc.
Shipping Department	Courier cost, etc.
Sourcing Department	Trim invoice, etc.
Accounts Department	
…more	

ISAM – Non-Trade Expense

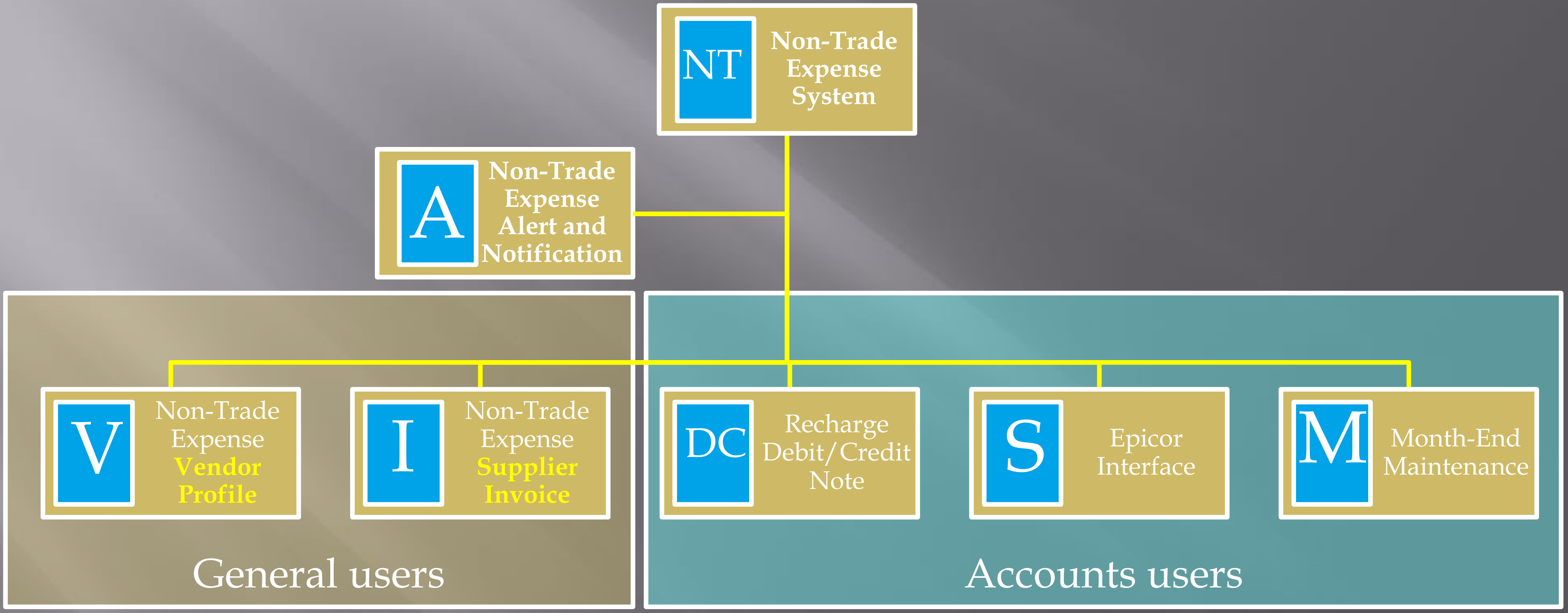
Why use Non-Trade Expense system?

Benefit

- All supplier invoices stored and retrieved through system immediately instead of box file.
- Epicor Accounts entries will be generated and imported into Epicor Accounting system through ISAM's Non-Trade Expense module.

ISAM – Non-Trade Expense

Non-Trade Expense system functions



NT Non-Trade Expense System

A Non-Trade Expense Alert and Notification

V Non-Trade Expense **Vendor Profile**

I Non-Trade Expense **Supplier Invoice**

General users

DC Recharge Debit/Credit Note

S Epicor Interface

M Month-End Maintenance

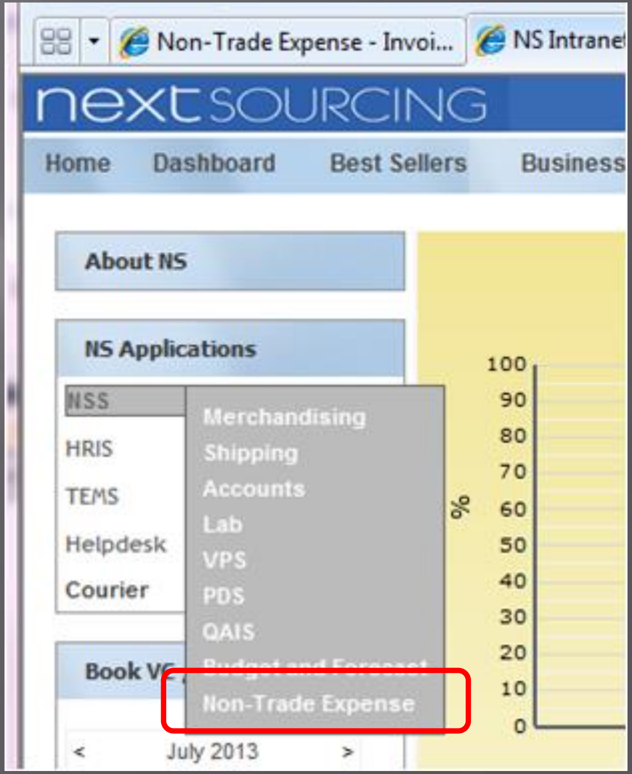
Accounts users

ISAM – Non-Trade Expense

How to access this system

Non-Trade Expense system is one of the module into ISAM.

- You can click [Non-Trade Expense] shortcut in intranet to open the system.


Non-Trade Expense - Invoi...
NS Intrane
nextSOURCING
Home
Dashboard
Best Sellers
Business
About NS
NS Applications
NSS
HRIS
TEMS
Helpdesk
Courier
Merchandising
Shipping
Accounts
Lab
VPS
PDS
QAIS
Budget and Forecast
Non-Trade Expense
Book V
July 2013
%
100
90
80
70
60
50
40
30
20
10
0

ISAM – Non-Trade Expense

V

Non-Trade Expense

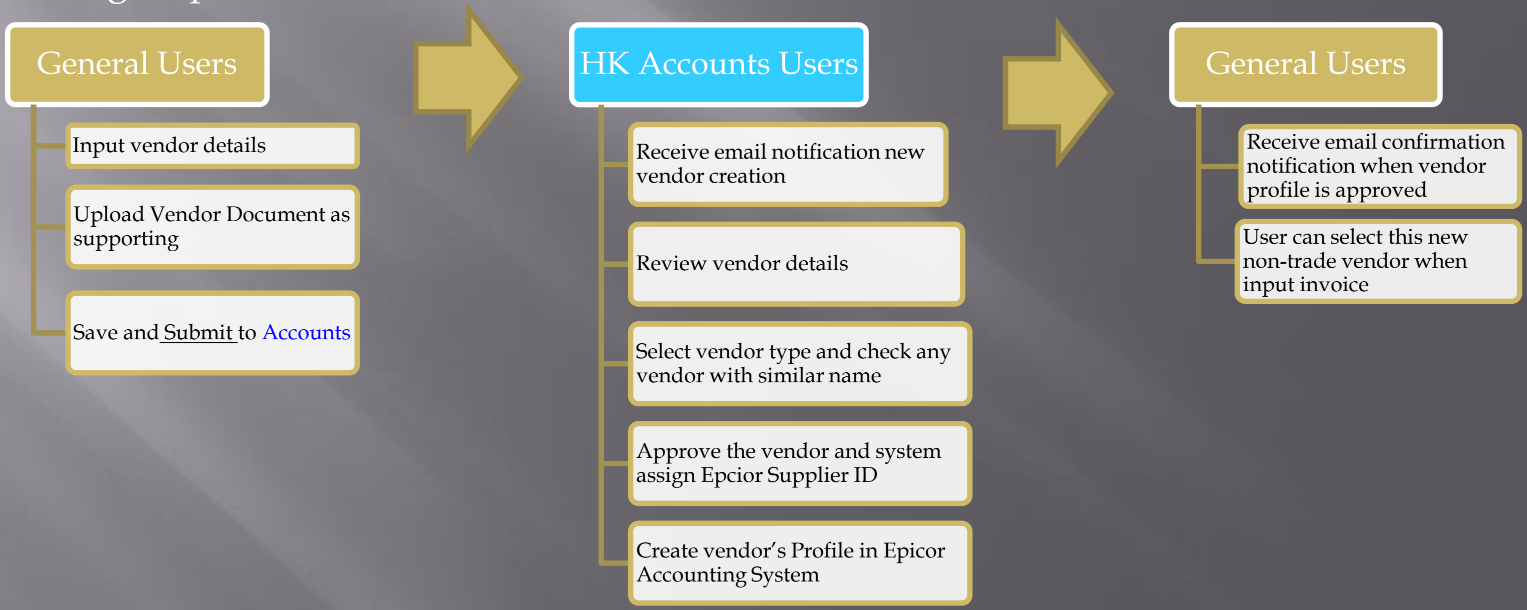
Vendor Profile

ISAM – Non-Trade Expense

Vendor Profile

How to Create new vendor profile?

- Everyone can create an new non-trade expense vendor profile by themselves with following steps



General Users

- Input vendor details
- Upload Vendor Document as supporting
- Save and Submit to Accounts

HK Accounts Users

- Receive email notification new vendor creation
- Review vendor details
- Select vendor type and check any vendor with similar name
- Approve the vendor and system assign Epcior Supplier ID
- Create vendor's Profile in Epicor Accounting System

General Users

- Receive email confirmation notification when vendor profile is approved
- User can select this new non-trade vendor when input invoice

Remark: Please note bulk order vendors (Garment, Fabric, etc.) is still need to Helpdesk_support@nextsl.com.hk for vendor profile setup.

ISAM – Non-Trade Expense

Vendor Profile (General Users)

How to Create new vendor profile?

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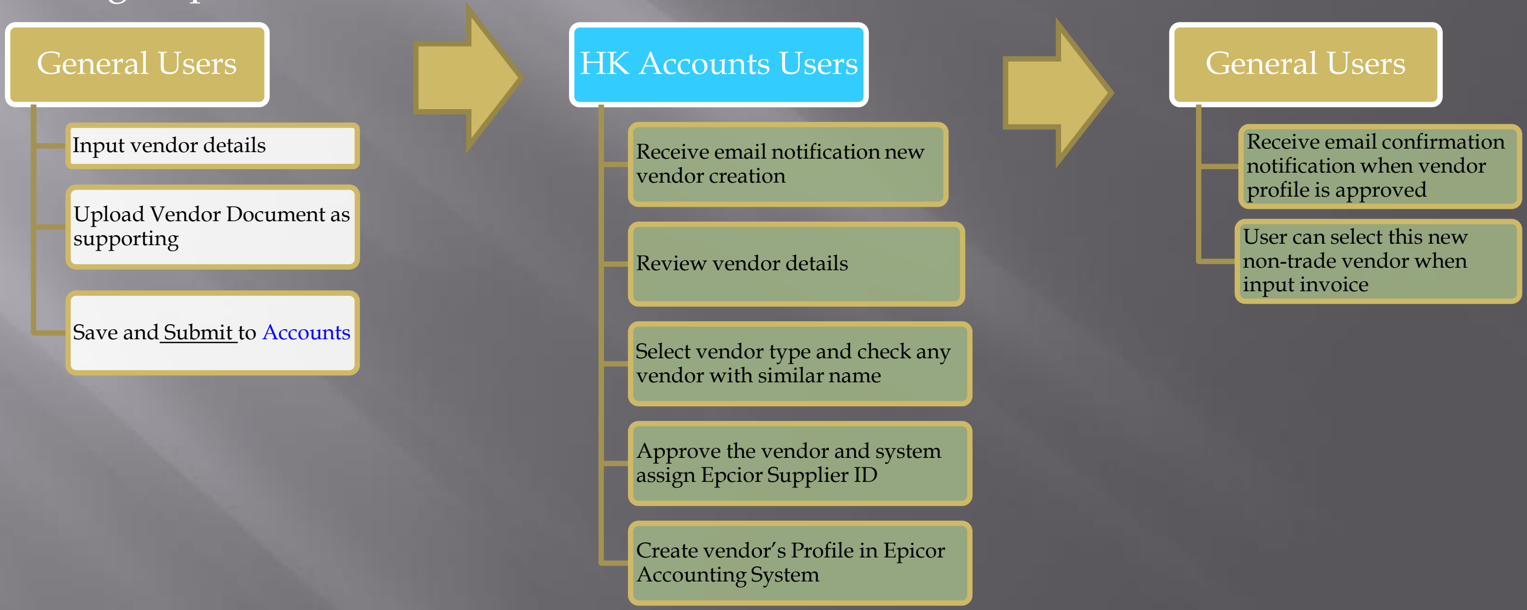

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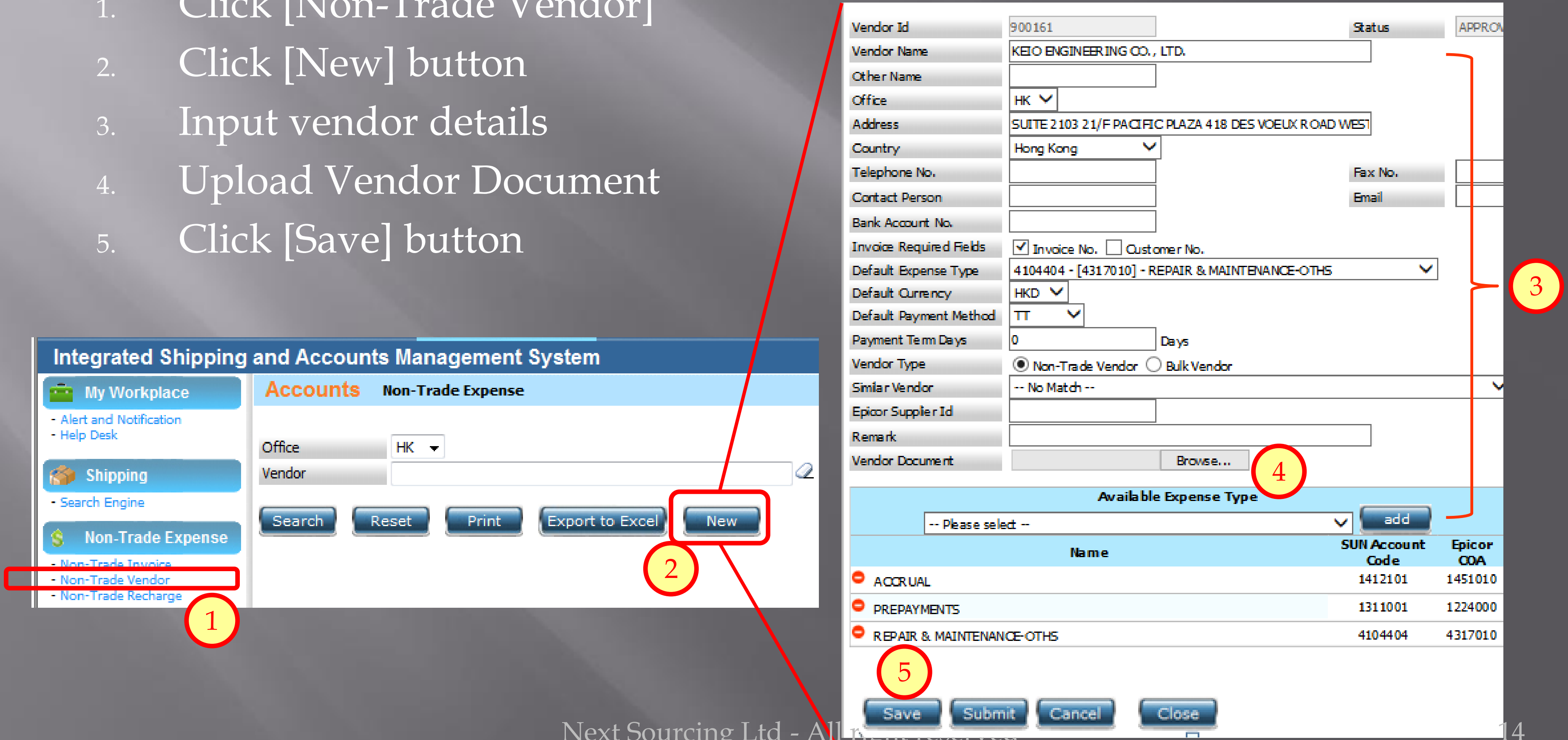
ISAM – Non-Trade Expense

Vendor Profile – How to create new vendor profile

General users input vendor’s details except Epicor Account Code.

1. Click [Non-Trade Vendor]
2. Click [New] button
3. Input vendor details
4. Upload Vendor Document
5. Click [Save] button


Integrated Shipping and Accounts Management System
My Workplace
- Alert and Notification
- Help Desk
Shipping
- Search Engine
Non-Trade Expense
- Non-Trade Invoice
- Non-Trade Vendor
- Non-Trade Recharge
Accounts
Non-Trade Expense
Search
Reset
Print
Export to Excel
New
1
2
3
4
5
Browse...
Available Expense Type
-- Please select --
add
Save
Submit
Cancel
Close

Office	HK
Vendor	

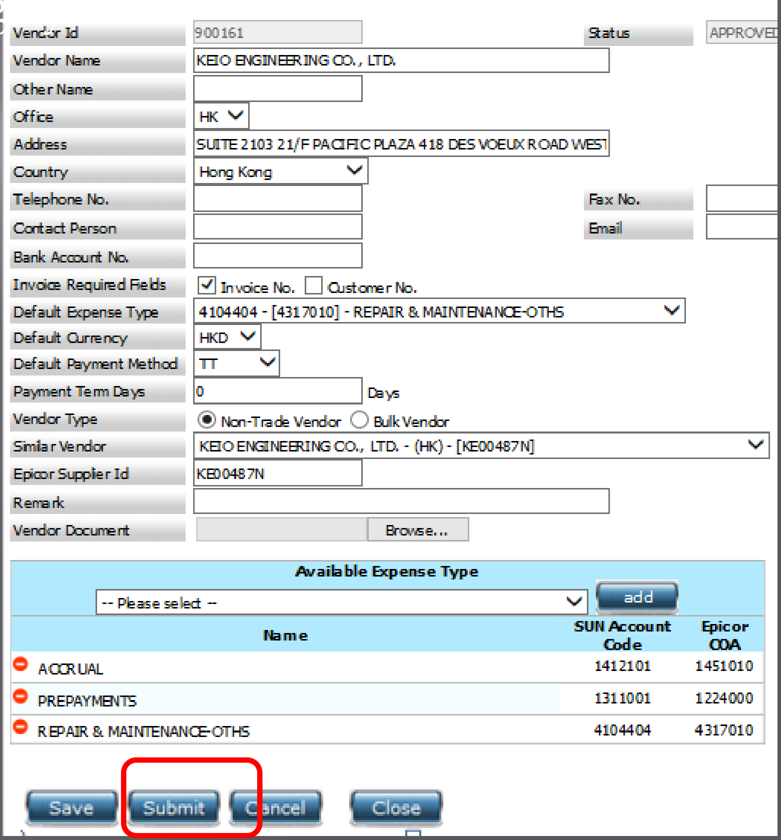
Vendor Id	900161	Status	APPROV
Vendor Name	KEIO ENGINEERING CO., LTD.		
Other Name			
Office	HK		
Address	SUITE 2103 21/F PACIFIC PLAZA 418 DES VOEUX ROAD WEST		
Country	Hong Kong		
Telephone No.		Fax No.	
Contact Person		Email	
Bank Account No.			
Invoice Required Fields	☑ Invoice No. ☐ Customer No.		
Default Expense Type	4104404 - [4317010] - REPAIR & MAINTENANCE-OTHS		
Default Currency	HKD		
Default Payment Method	TT		
Payment Term Days	0 Days		
Vendor Type	● Non-Trade Vendor ○ Bulk Vendor		
Similar Vendor	-- No Match --		
Epicor Supplier Id			
Remark			
Vendor Document			

Name	SUN Account Code	Epicor COA
ACCRUAL	1412101	1451010
PREPAYMENTS	1311001	1224000
REPAIR & MAINTENANCE-OTHS	4104404	4317010

ISAM – Non-Trade Expense

Vendor Profile – How to create new vendor profile

- An unique Epicor's Supplier ID must be assigned by NT system
- Click [Submit] button to HK Accounts for further review and they will create a profile in Epicor Accounting system
- Please note user cannot select this vendor until HK Accounts complete the approval on the vendor profile.



Vendor Id: 900161
Status: APPROVED
Vendor Name: KEIO ENGINEERING CO., LTD.
Other Name:
Office: HK
Address: SUITE 2103 21/F PACIFIC PLAZA 418 DES VOEUX ROAD WEST
Country: Hong Kong
Telephone No.:
Fax No.:
Contact Person:
Email:
Bank Account No.:
Invoice Required Fields: ☑ Invoice No. ☐ Customer No.
Default Expense Type: 4104404 - [4317010] - REPAIR & MAINTENANCE-OTHS
Default Currency: HKD
Default Payment Method: TT
Payment Term Days: 0 Days
Vendor Type: ● Non-Trade Vendor ○ Bulk Vendor
Similar Vendor: KEIO ENGINEERING CO., LTD. - (HK) - [KE00487N]
Epicor Supplier Id: KE00487N
Remark:
Vendor Document:

Available Expense Type

-- Please select --

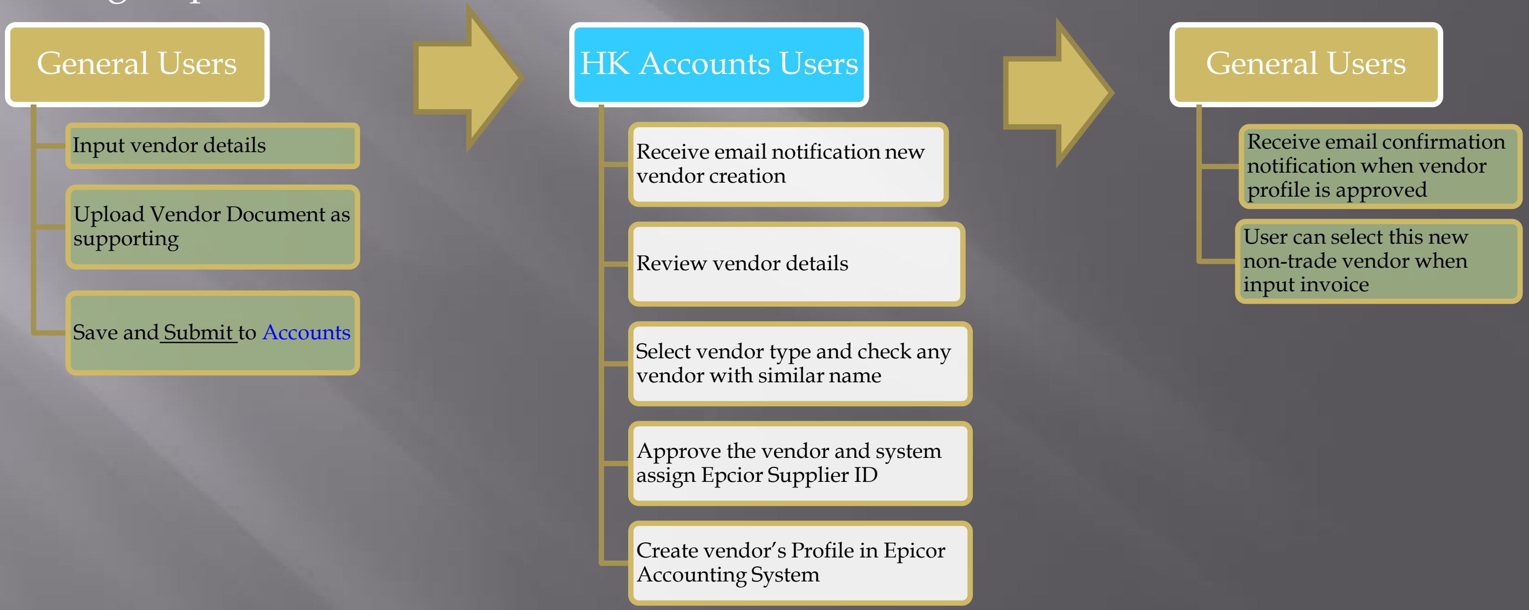
Name	SUN Account Code	Epicor COA
ACCRUAL	1412101	1451010
PREPAYMENTS	1311001	1224000
REPAIR & MAINTENANCE-OTHS	4104404	4317010

ISAM – Non-Trade Expense

Vendor Profile (HK Accounts Users)

How to Create new vendor profile?

- Everyone can create an new non-trade expense vendor profile by themselves with following steps



General Users

- Input vendor details
- Upload Vendor Document as supporting
- Save and Submit to Accounts

HK Accounts Users

- Receive email notification new vendor creation
- Review vendor details
- Select vendor type and check any vendor with similar name
- Approve the vendor and system assign Epcior Supplier ID
- Create vendor's Profile in Epicor Accounting System

General Users

- Receive email confirmation notification when vendor profile is approved
- User can select this new non-trade vendor when input invoice

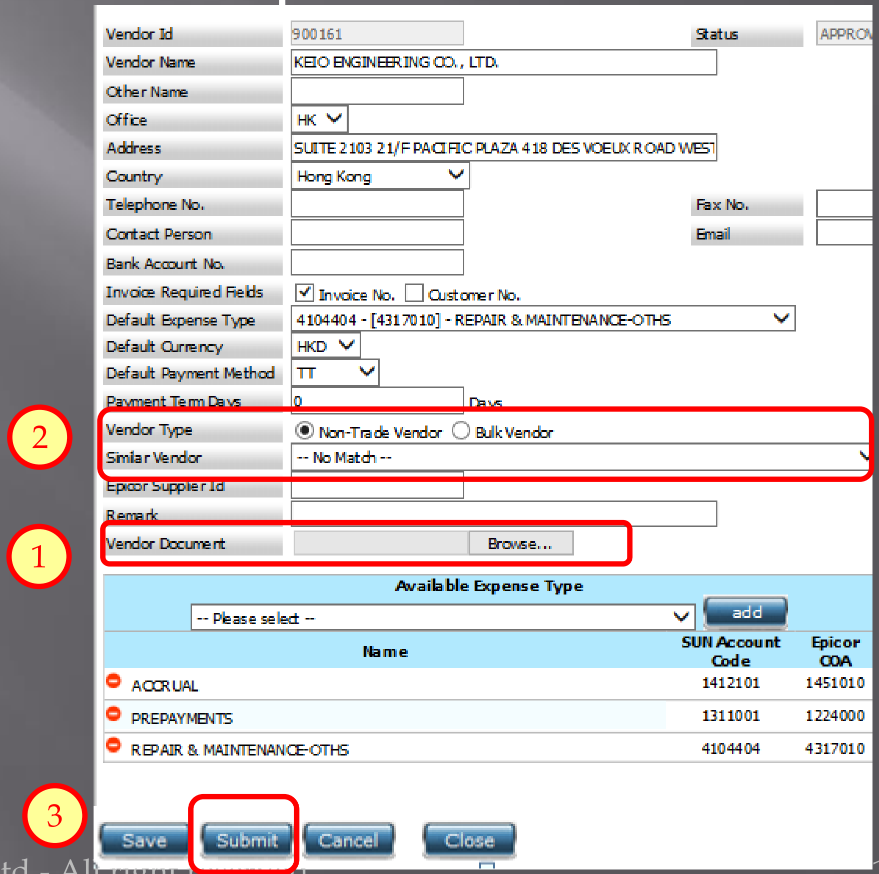
Remark: Please note bulk order vendors (Garment, Fabric, etc.) is still need to Helpdesk_support@nextsl.com.hk for vendor profile setup.

ISAM – Non-Trade Expense

Vendor Profile (HK Accounts User)

What do HK Accounts follow-up?

1. Verify vendor profile details against uploaded vendor document.
2. Assign Vendor Type and identify any similar vendor
3. Click [Approve] button if vendor profile details in correct or [Reject] button if vice versa.



Vendor Id	900161	Status	APPRO
Vendor Name	KEIO ENGINEERING CO., LTD.		
Other Name			
Office	HK		
Address	SUITE 2103 21/F PACIFIC PLAZA 418 DES VOEUX ROAD WEST		
Country	Hong Kong		
Telephone No.		Fax No.	
Contact Person		Email	
Bank Account No.			
Invoice Required Fields	☑ Invoice No. ☐ Customer No.		
Default Expense Type	4104404 - [4317010] - REPAIR & MAINTENANCE-OTHS		
Default Currency	HKD		
Default Payment Method	TT		
Payment Term Days	0 Days		
Vendor Type	● Non-Trade Vendor ○ Bulk Vendor		
Similar Vendor	-- No Match --		
Epicor Supplier Id			
Remark			
Vendor Document			

Available Expense Type

-- Please select --

Name	SUN Account Code	Epicor COA
ACCRUAL	1412101	1451010
PREPAYMENTS	1311001	1224000
REPAIR & MAINTENANCE-OTHS	4104404	4317010

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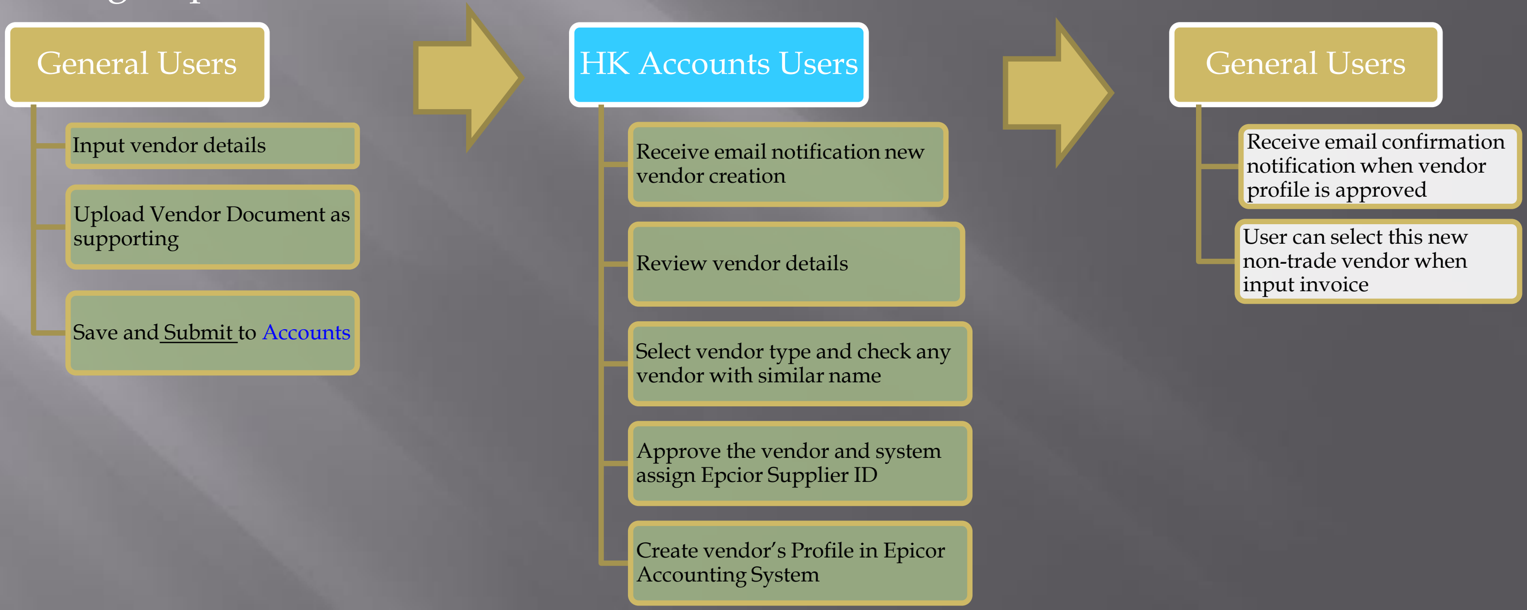

General Users
- Input vendor details
- Upload Vendor Document as supporting
- Save and Submit to Accounts

HK Accounts Users
- Receive email notification new vendor creation
- Review vendor details
- Select vendor type and check any vendor with similar name
- Approve the vendor and system assign Epcior Supplier ID
- Create vendor's Profile in Epicor Accounting System

General Users
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- User can select this new non-trade vendor when input invoice

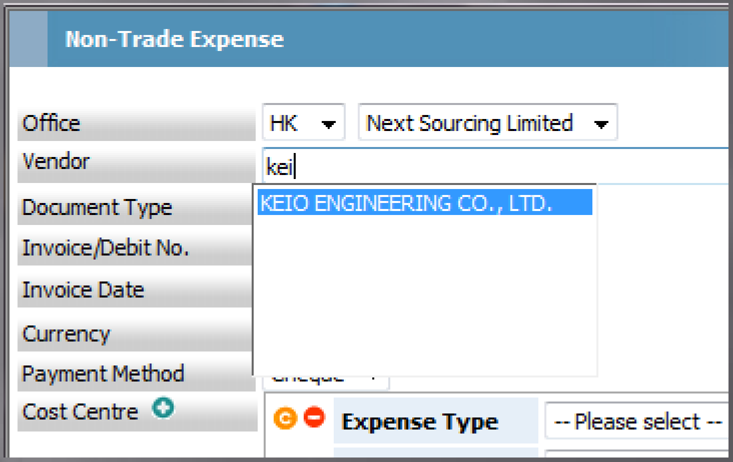
Remark: Please note bulk order vendors (Garment, Fabric, etc.) is still need to Helpdesk_support@nextsl.com.hk for vendor profile setup.

ISAM – Non-Trade Expense

Vendor Profile (General Users)

After HK Accounts Approval

- User can select this new vendor after HK Accounts approval when input non-trade expense invoice.



Non-Trade Expense

Office	HK Next Sourcing Limited
Vendor	kei
Document Type	
Invoice/Debit No.	
Invoice Date	
Currency	
Payment Method	
Cost Centre	**Expense Type** -- Please select --

KEIO ENGINEERING CO., LTD.

ISAM – Non-Trade Expense

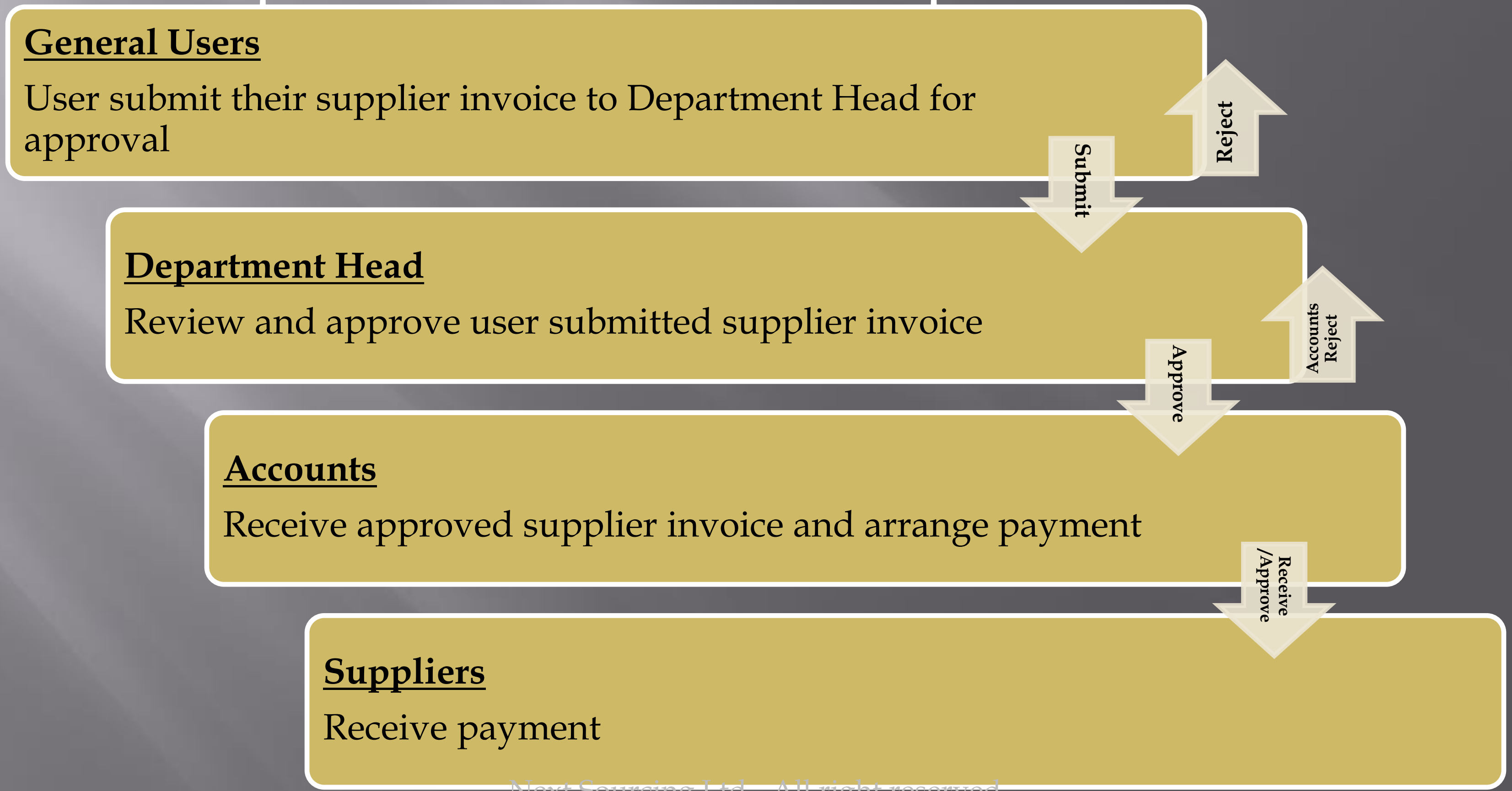
I

Non-Trade Expense
Supplier Invoice

ISAM – Non-Trade Expense

Supplier Invoice

How to process Non-Trade Expense Invoice?


Submit
Reject
Approve
Accounts Reject
Receive /Approve

General Users

User submit their supplier invoice to Department Head for approval

Department Head

Review and approve user submitted supplier invoice

Accounts

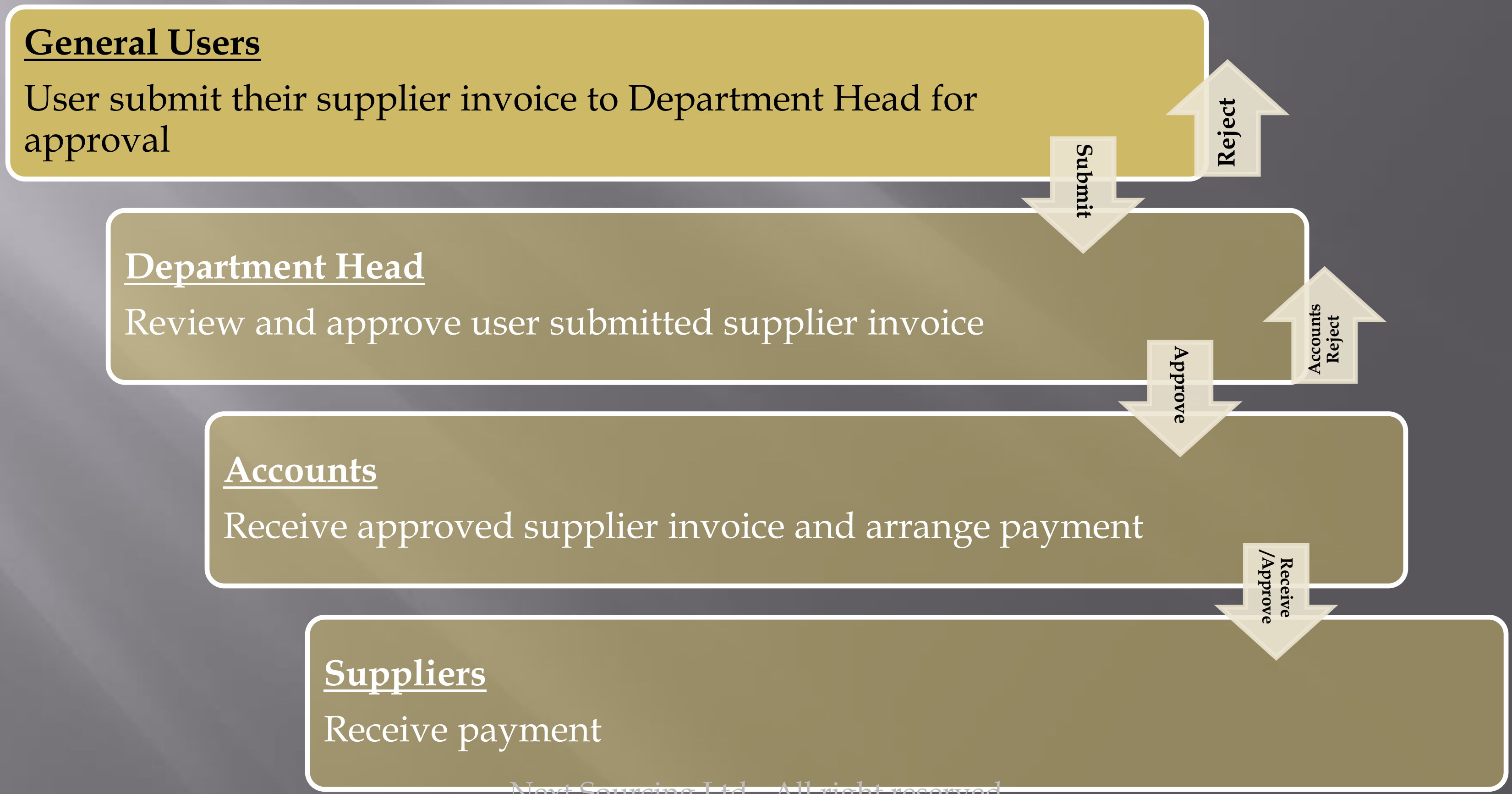
Receive approved supplier invoice and arrange payment

Suppliers

Receive payment

ISAM – Non-Trade Expense

Supplier Invoice (General Users)


Submit
Reject
Approve
Accounts Reject
Receive /Approve

General Users

User submit their supplier invoice to Department Head for approval

Department Head

Review and approve user submitted supplier invoice

Accounts

Receive approved supplier invoice and arrange payment

Suppliers

Receive payment

ISAM – Non-Trade Expense

Supplier Invoice (General Users)

Below is the steps for general user to create and submit an Non-Trade Expense Invoice

1
- Receive non-trade expense invoice / debit note and check the correctness

2
- Create and input non-trade expense invoice / debit note details into system

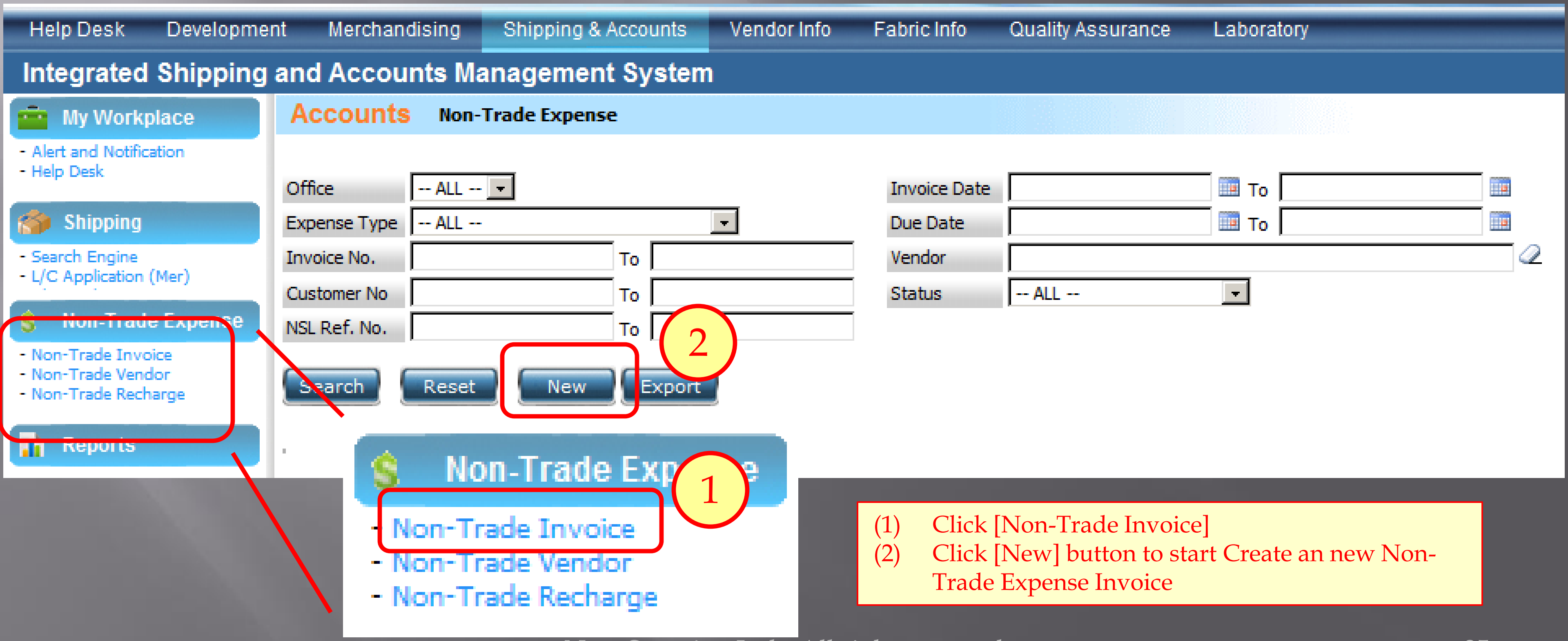
3
- Upload non-trade expense invoice /debit note

4
- Submit the non-trade expense invoice to Department Head for approval

ISAM – Non-Trade Expense

Supplier Invoice (General Users)

How to create and submit Non-Trade Expense?


Help Desk
Development
Merchandising
Shipping & Accounts
Vendor Info
Fabric Info
Quality Assurance
Laboratory
Integrated Shipping and Accounts Management System
My Workplace
- Alert and Notification
- Help Desk
Shipping
- Search Engine
- L/C Application (Mer)
Non-Trade Expense
- Non-Trade Invoice
- Non-Trade Vendor
- Non-Trade Recharge
Reports
Accounts
Non-Trade Expense
Search
Reset
New
Export
2
Non-Trade Expense
- Non-Trade Invoice
- Non-Trade Vendor
- Non-Trade Recharge
1

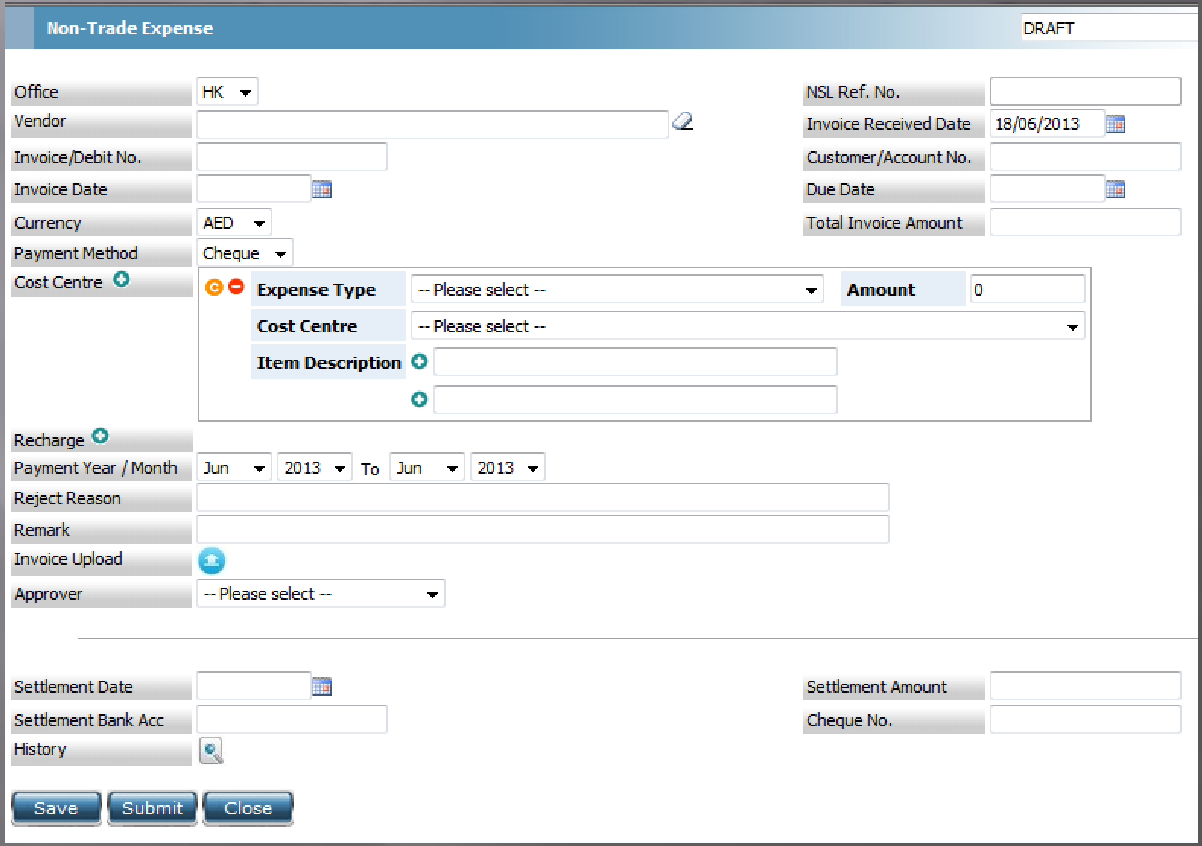
Office: -- ALL --
Expense Type: -- ALL --
Invoice No. To
Customer No To
NSL Ref. No. To
Invoice Date To
Due Date To
Vendor
Status: -- ALL --

(1) Click [Non-Trade Invoice]
(2) Click [New] button to start Create an new Non-Trade Expense Invoice

ISAM – Non-Trade Expense

Supplier Invoice (General Users)

Non-Trade Expense Invoice input screen



Non-Trade Expense DRAFT

Office	HK	NSL Ref. No.	
Vendor		Invoice Received Date	18/06/2013
Invoice/Debit No.		Customer/Account No.	
Invoice Date		Due Date	
Currency	AED	Total Invoice Amount	
Payment Method	Cheque		

Cost Centre

Expense Type	-- Please select --	**Amount**	0
Cost Centre	-- Please select --		
Item Description			

Recharge

Payment Year / Month: Jun 2013 To Jun 2013

Reject Reason:

Remark:

Invoice Upload

Approver: -- Please select --

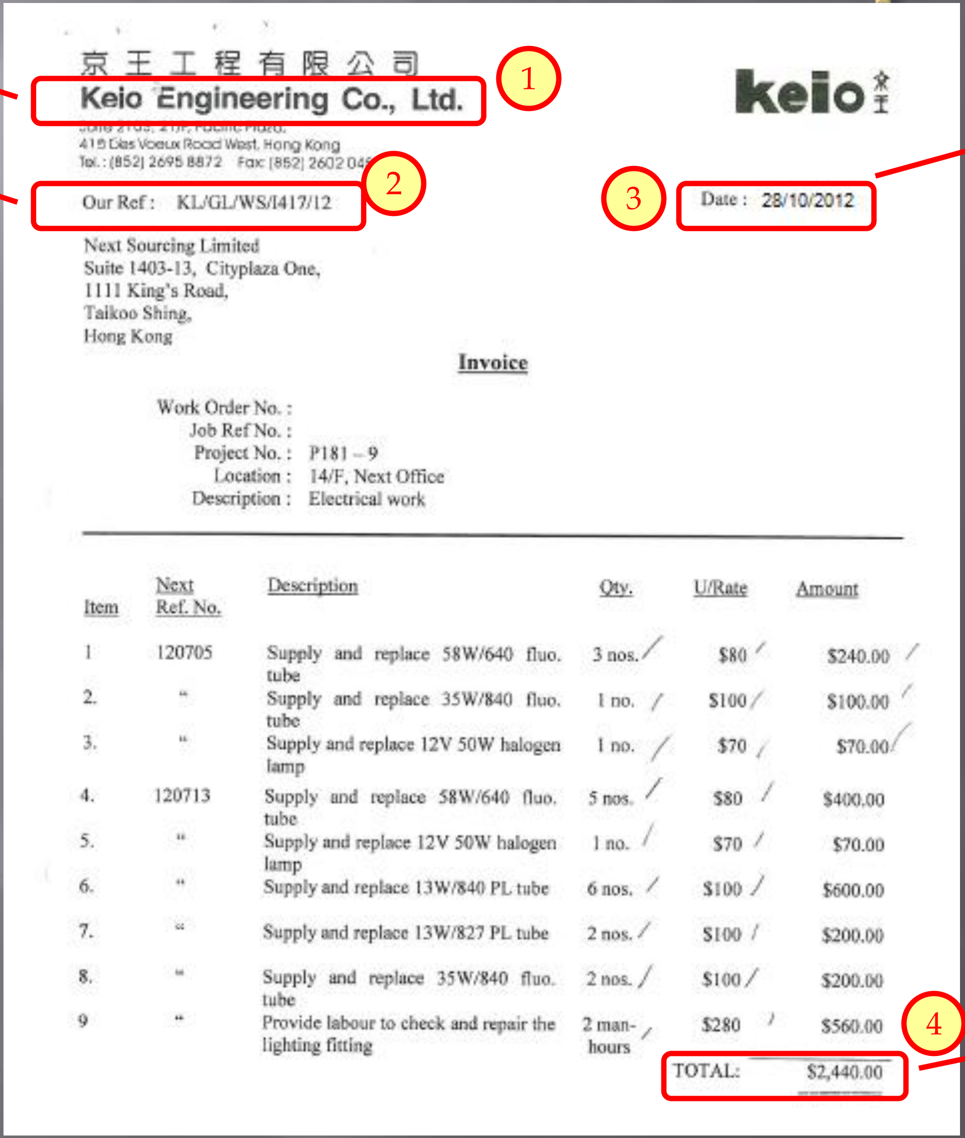
Settlement Date		Settlement Amount	
Settlement Bank Acc		Cheque No.	
History			

ISAM – Non-Trade Expense

Vendor

Invoice No.

Sample:
Non-Trade
Expense invoice



京王工程有限公司

Keio Engineering Co., Ltd. ①

[illegible]
415 Des Voeux Road West, Hong Kong
Tel.: (852) 2695 8872 Fax: (852) 2602 04

keio

Our Ref : KL/GL/WS/I417/12 ②

③ Date : 28/10/2012

Next Sourcing Limited
Suite 1403-13, Cityplaza One,
1111 King's Road,
Taikoo Shing,
Hong Kong

Invoice

Work Order No. :
Job Ref No. :
Project No. : P181 – 9
Location : 14/F, Next Office
Description : Electrical work

Item	Next Ref. No.	Description	Qty.	U/Rate	Amount
1	120705	Supply and replace 58W/640 fluo. tube	3 nos.	$80	$240.00
2.	"	Supply and replace 35W/840 fluo. tube	1 no.	$100	$100.00
3.	"	Supply and replace 12V 50W halogen lamp	1 no.	$70	$70.00
4.	120713	Supply and replace 58W/640 fluo. tube	5 nos.	$80	$400.00
5.	"	Supply and replace 12V 50W halogen lamp	1 no.	$70	$70.00
6.	"	Supply and replace 13W/840 PL tube	6 nos.	$100	$600.00
7.	"	Supply and replace 13W/827 PL tube	2 nos.	$100	$200.00
8.	"	Supply and replace 35W/840 fluo. tube	2 nos.	$100	$200.00
9	"	Provide labour to check and repair the lighting fitting	2 man-hours	$280	$560.00
				TOTAL:	$2,440.00

④

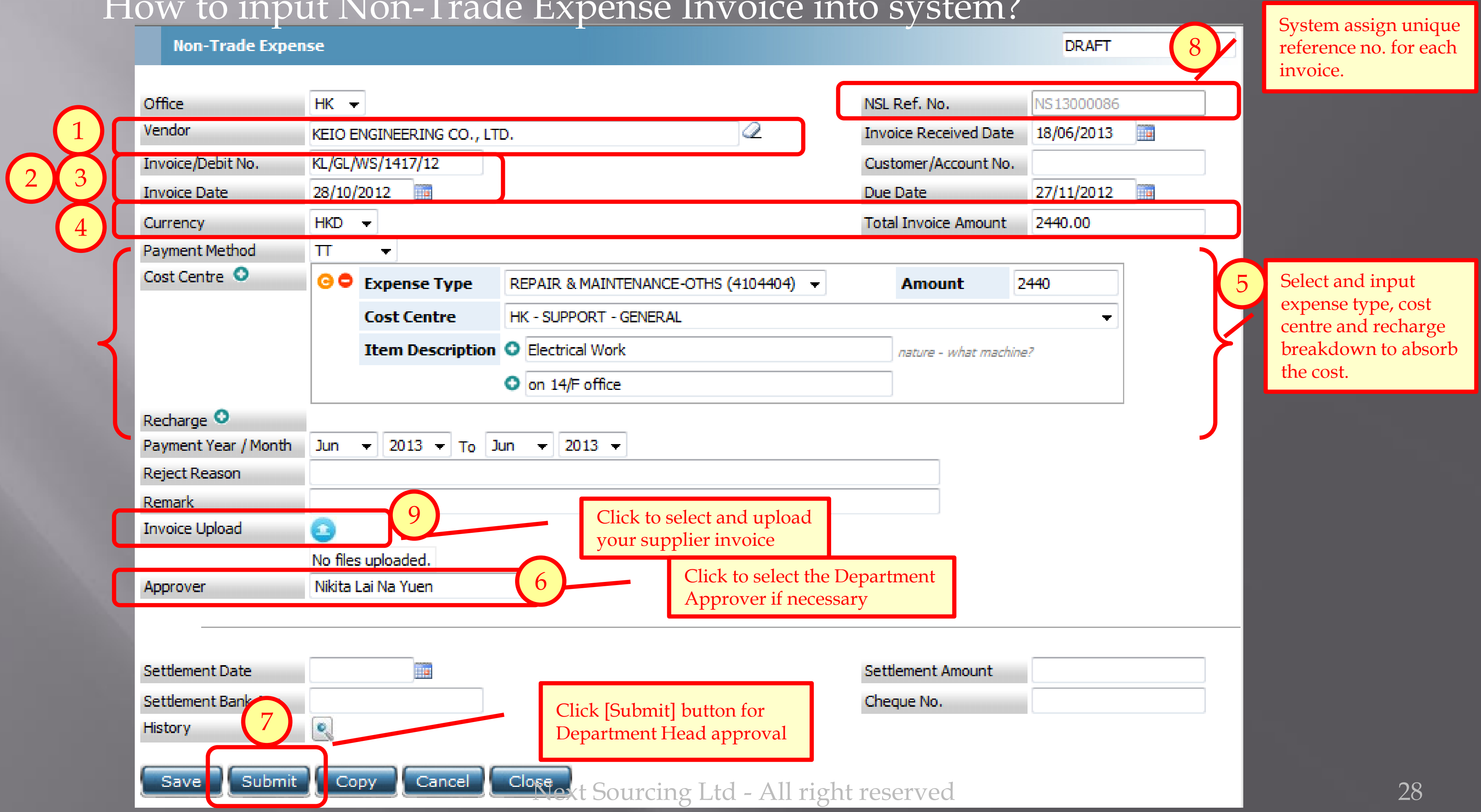
Invoice Date

Total Invoice Amount

ISAM – Non-Trade Expense

Supplier Invoice (General Users)

How to input Non-Trade Expense Invoice into system?



Non-Trade Expense DRAFT

Office: HK
Vendor: KEIO ENGINEERING CO., LTD.
Invoice/Debit No.: KL/GL/WS/1417/12
Invoice Date: 28/10/2012
Currency: HKD
Payment Method: TT
Cost Centre
Expense Type: REPAIR & MAINTENANCE-OTHS (4104404) Amount: 2440
Cost Centre: HK - SUPPORT - GENERAL
Item Description: Electrical Work
on 14/F office
nature - what machine?
Recharge
Payment Year / Month: Jun 2013 To Jun 2013
Reject Reason:
Remark:
Invoice Upload
No files uploaded.
Approver: Nikita Lai Na Yuen

NSL Ref. No.: NS13000086
Invoice Received Date: 18/06/2013
Customer/Account No.:
Due Date: 27/11/2012
Total Invoice Amount: 2440.00

Settlement Date:
Settlement Bank:
History
Settlement Amount:
Cheque No.:

1
2
3
4

5 Select and input expense type, cost centre and recharge breakdown to absorb the cost.

6 Click to select the Department Approver if necessary

7 Click [Submit] button for Department Head approval

8 System assign unique reference no. for each invoice.

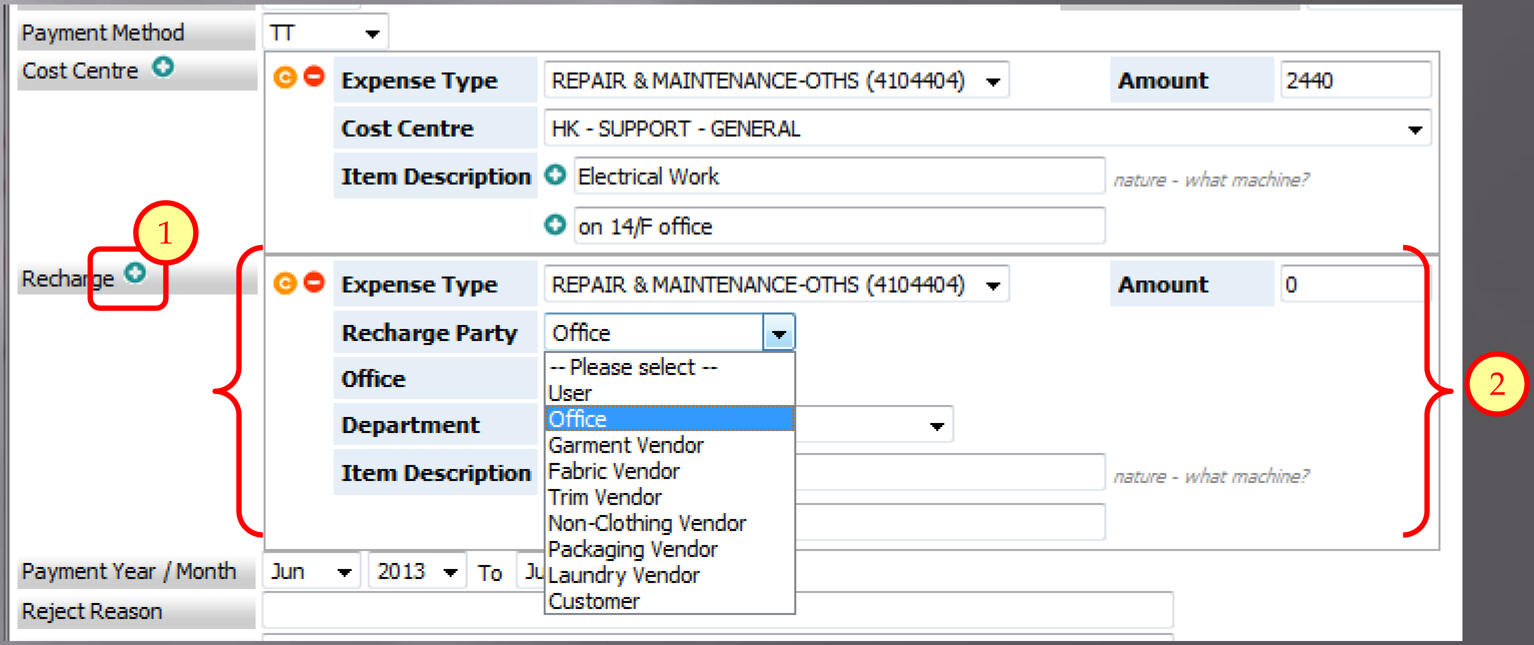
9 Click to select and upload your supplier invoice

ISAM – Non-Trade Expense

Supplier Invoice (General Users)

How to input Recharge cost?

1. Click “Recharge” icon.
2. Select “Recharge Party” and input recharge cost and other details.



1
2

Payment Method	TT		
Expense Type	REPAIR & MAINTENANCE-OTHS (4104404)	Amount	2440
Cost Centre	HK - SUPPORT - GENERAL		
Item Description	Electrical Work on 14/F office	nature - what machine?	
Expense Type	REPAIR & MAINTENANCE-OTHS (4104404)	Amount	0
Recharge Party	Office		
Office			
Department			
Item Description		nature - what machine?	
Payment Year / Month	Jun 2013 To Ju		
Reject Reason			

Cost Centre
Recharge
-- Please select --
User
Office
Garment Vendor
Fabric Vendor
Trim Vendor
Non-Clothing Vendor
Packaging Vendor
Laundry Vendor
Customer

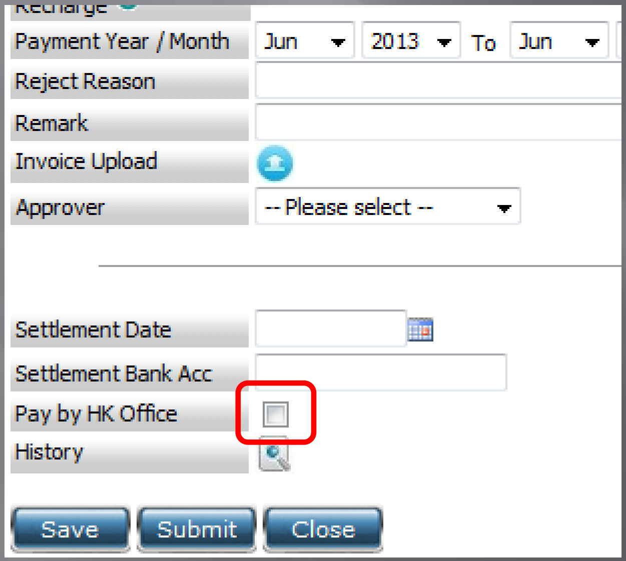
Please note system will issue related Debit/Credit Note to Recharge Party after your invoice approved.

ISAM – Non-Trade Expense

Supplier Invoice (General Users)

Pay by HK office

- For offshore office, some non-trade expense invoice need to be settle by HK office. User need to tick "Pay by HK office" checkbox.

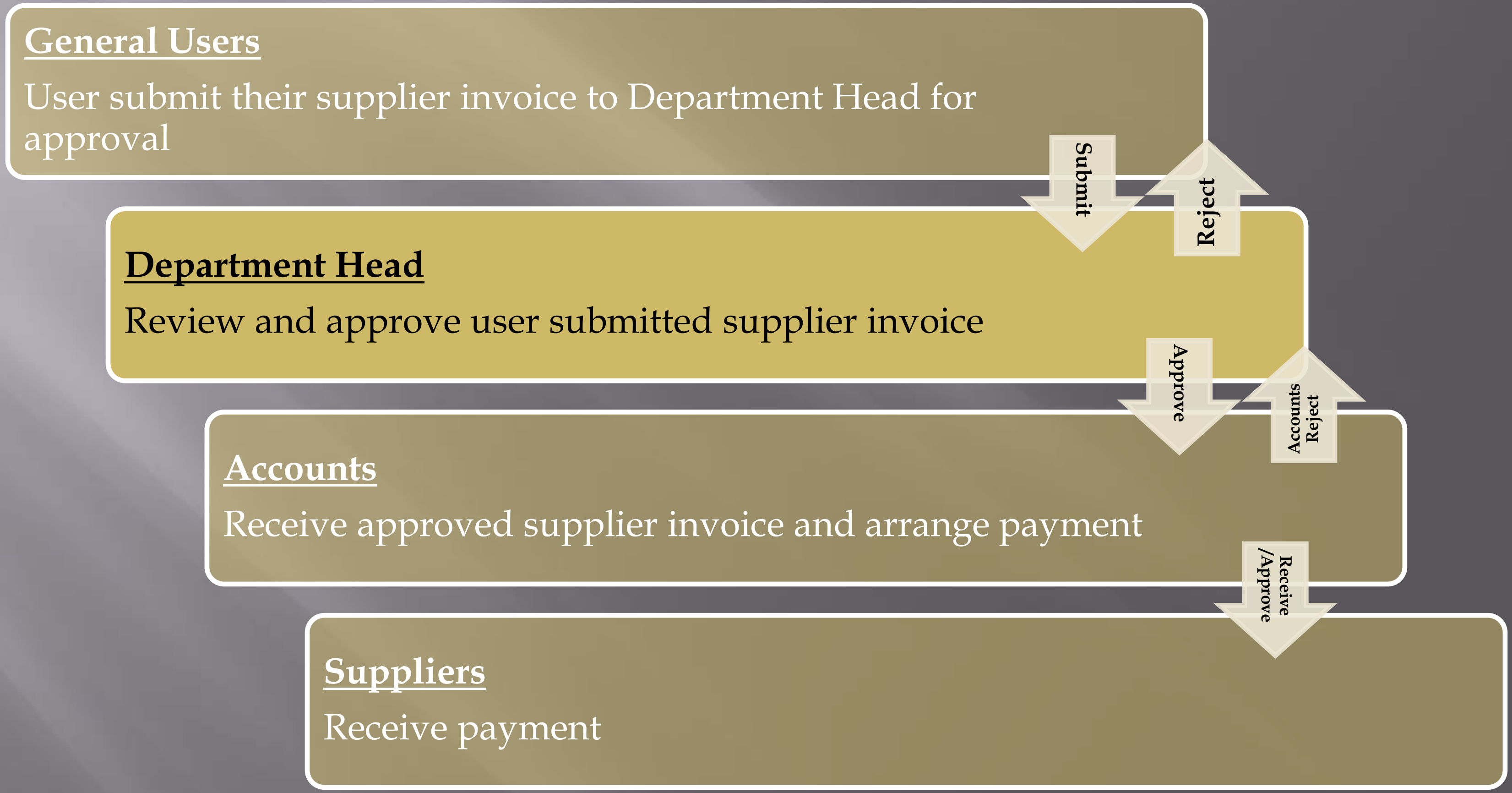


Payment Year / Month	Jun 2013 To Jun
Reject Reason	
Remark	
Invoice Upload	
Approver	-- Please select --
Settlement Date	
Settlement Bank Acc	
Pay by HK Office	☐
History	

Please note system will issue related Debit Note by HK to offshore office to recharge the settled amount.

ISAM – Non-Trade Expense

Supplier Invoice (Department Head)



General Users

User submit their supplier invoice to Department Head for approval

Department Head

Review and approve user submitted supplier invoice

Accounts

Receive approved supplier invoice and arrange payment

Suppliers

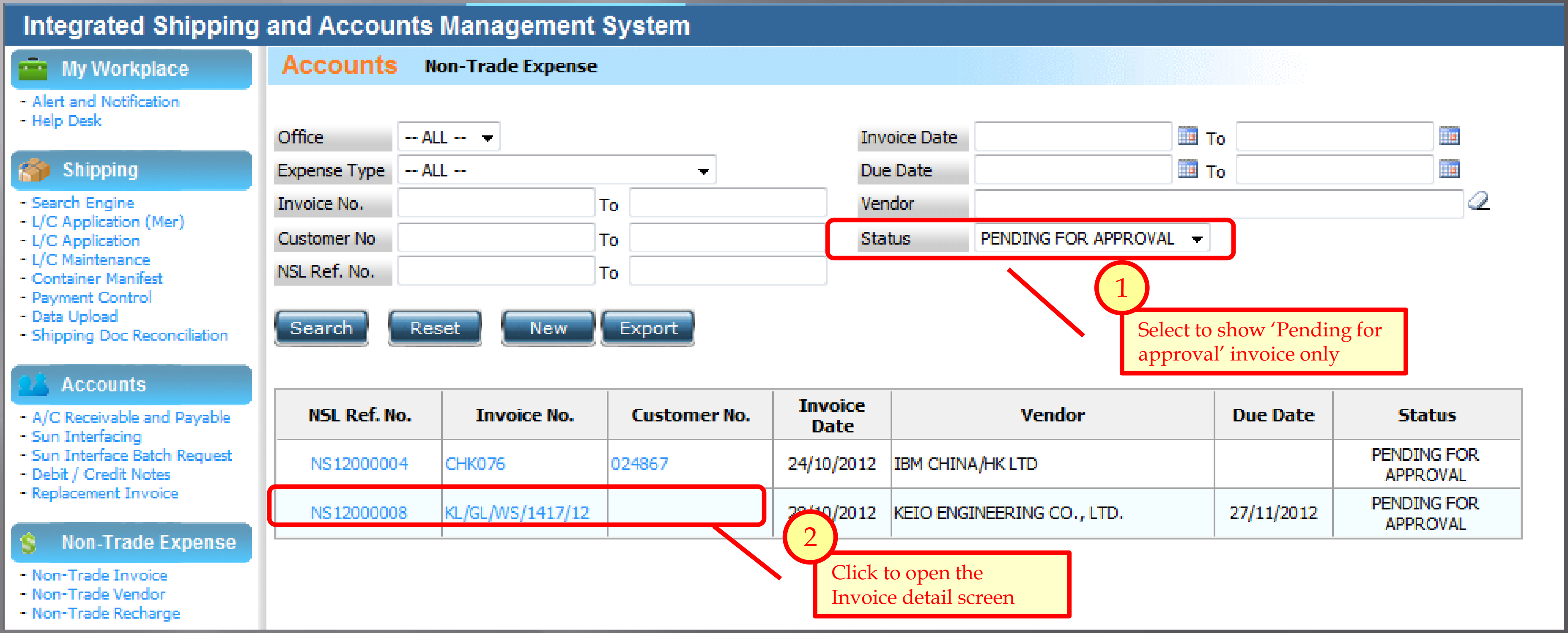
Receive payment

Submit
Reject
Approve
Accounts Reject
Receive /Approve

ISAM – Non-Trade Expense

Supplier Invoice (Department Head)

How to search Pending for Approval invoices?


Integrated Shipping and Accounts Management System
My Workplace
- Alert and Notification
- Help Desk
Shipping
- Search Engine
- L/C Application (Mer)
- L/C Application
- L/C Maintenance
- Container Manifest
- Payment Control
- Data Upload
- Shipping Doc Reconciliation
Accounts
- A/C Receivable and Payable
- Sun Interfacing
- Sun Interface Batch Request
- Debit / Credit Notes
- Replacement Invoice
Non-Trade Expense
- Non-Trade Invoice
- Non-Trade Vendor
- Non-Trade Recharge
Accounts
Non-Trade Expense
Search
Reset
New
Export

Office	-- ALL --			Invoice Date		To	
Expense Type	-- ALL --			Due Date		To	
Invoice No.		To		Vendor			
Customer No		To		Status	PENDING FOR APPROVAL		
NSL Ref. No.		To					

① Select to show 'Pending for approval' invoice only

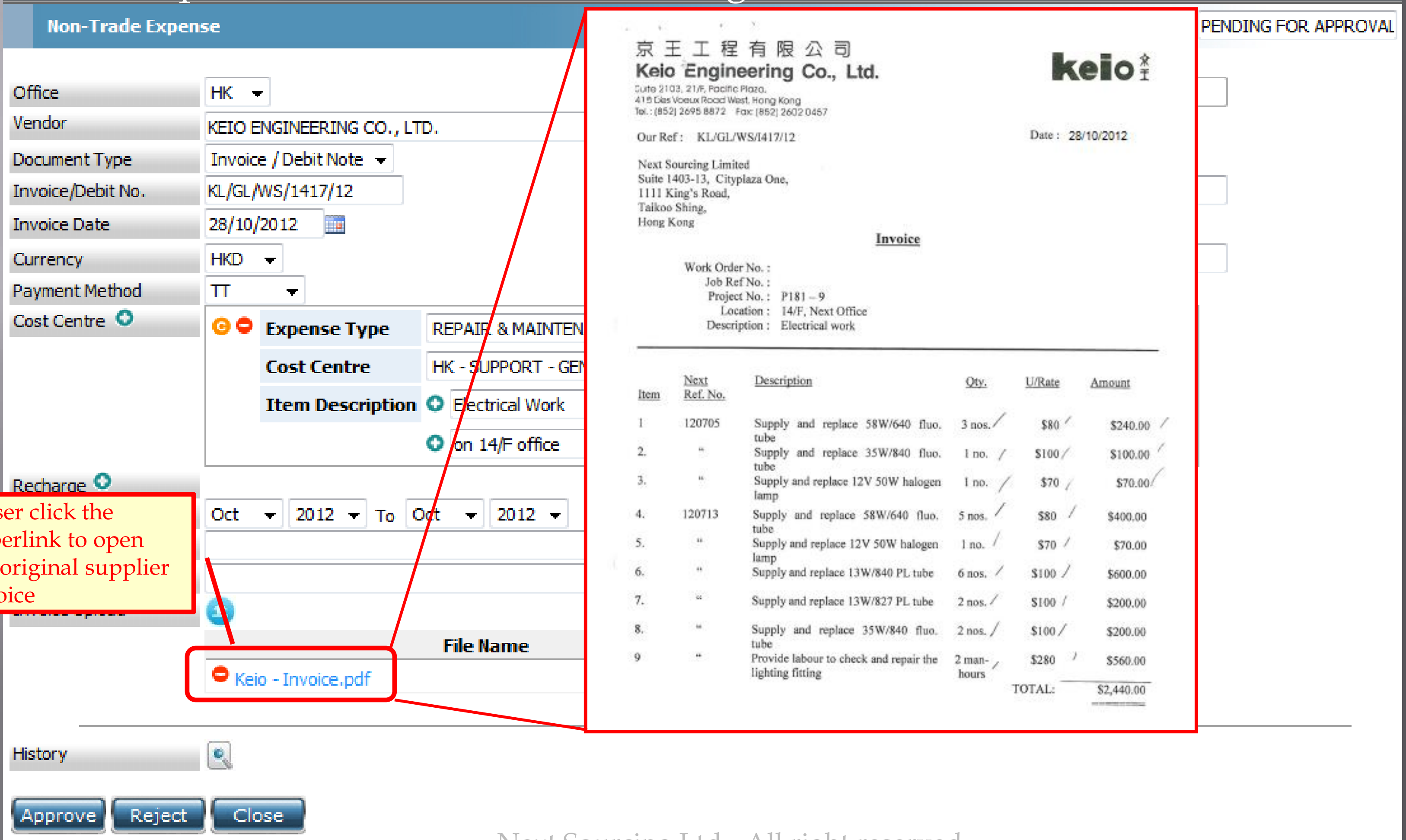
NSL Ref. No.	Invoice No.	Customer No.	Invoice Date	Vendor	Due Date	Status
NS12000004	CHK076	024867	24/10/2012	IBM CHINA/HK LTD		PENDING FOR APPROVAL
NS12000008	KL/GL/WS/1417/12		2[illegible]/10/2012	KEIO ENGINEERING CO., LTD.	27/11/2012	PENDING FOR APPROVAL

② Click to open the Invoice detail screen

ISAM – Non-Trade Expense

Supplier Invoice (Department Head)

How Department Head review the original invoice?



Non-Trade Expense

PENDING FOR APPROVAL

Office	HK
Vendor	KEIO ENGINEERING CO., LTD.
Document Type	Invoice / Debit Note
Invoice/Debit No.	KL/GL/WS/1417/12
Invoice Date	28/10/2012
Currency	HKD
Payment Method	TT

Cost Centre

Expense Type	REPAIR & MAINTEN
Cost Centre	HK - SUPPORT - GEN
Item Description	Electrical Work on 14/F office

Recharge: Oct 2012 To Oct 2012

File Name

Keio - Invoice.pdf

- User click the hyperlink to open the original supplier invoice

京王工程有限公司
Keio Engineering Co., Ltd.
Suite 2103, 21/F, Pacific Plaza,
415 Des Voeux Road West, Hong Kong
Tel.: (852) 2695 8872 Fax: (852) 2602 0457

keio 京王

Our Ref: KL/GL/WS/I417/12

Date: 28/10/2012

Next Sourcing Limited
Suite 1403-13, Cityplaza One,
1111 King's Road,
Taikoo Shing,
Hong Kong

Invoice

Work Order No.:
Job Ref No.:
Project No.: P181 – 9
Location: 14/F, Next Office
Description: Electrical work

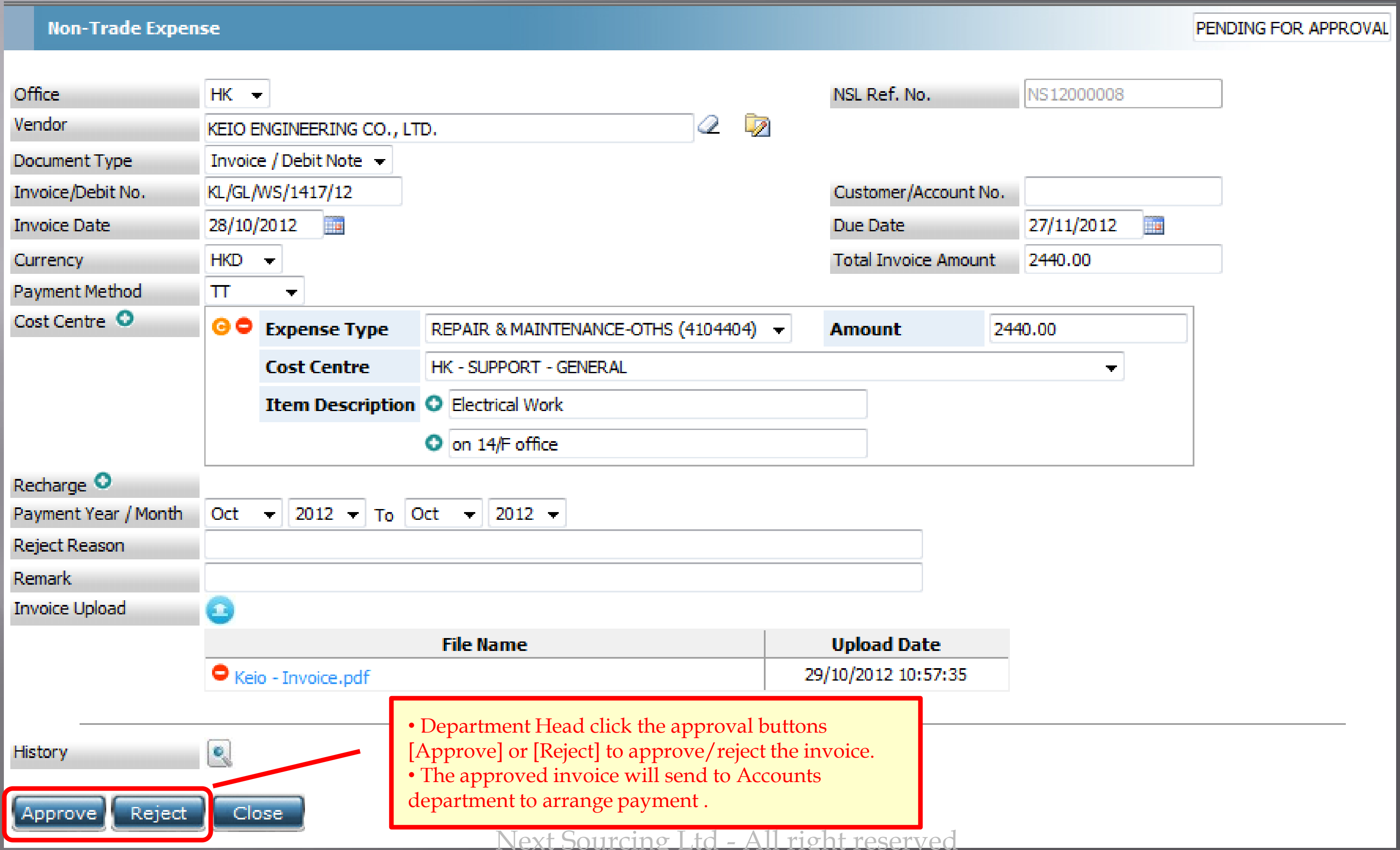
Item	Next Ref. No.	Description	Qty.	U/Rate	Amount
1	120705	Supply and replace 58W/640 fluo. tube	3 nos.	$80	$240.00
2.	"	Supply and replace 35W/840 fluo. tube	1 no.	$100	$100.00
3.	"	Supply and replace 12V 50W halogen lamp	1 no.	$70	$70.00
4.	120713	Supply and replace 58W/640 fluo. tube	5 nos.	$80	$400.00
5.	"	Supply and replace 12V 50W halogen lamp	1 no.	$70	$70.00
6.	"	Supply and replace 13W/840 PL tube	6 nos.	$100	$600.00
7.	"	Supply and replace 13W/827 PL tube	2 nos.	$100	$200.00
8.	"	Supply and replace 35W/840 fluo. tube	2 nos.	$100	$200.00
9	"	Provide labour to check and repair the lighting fitting	2 man-hours	$280	$560.00
				TOTAL:	$2,440.00

History

ISAM – Non-Trade Expense

Supplier Invoice (Department Head)

How Department Head to approve?



Non-Trade Expense PENDING FOR APPROVAL

Office	HK	NSL Ref. No.	NS12000008
Vendor	KEIO ENGINEERING CO., LTD.		
Document Type	Invoice / Debit Note		
Invoice/Debit No.	KL/GL/WS/1417/12	Customer/Account No.	
Invoice Date	28/10/2012	Due Date	27/11/2012
Currency	HKD	Total Invoice Amount	2440.00
Payment Method	TT		

Cost Centre

Expense Type	REPAIR & MAINTENANCE-OTHS (4104404)	**Amount**	2440.00
Cost Centre	HK - SUPPORT - GENERAL		
Item Description	Electrical Work on 14/F office		

Recharge

Payment Year / Month: Oct 2012 To Oct 2012

Reject Reason

Remark

Invoice Upload

File Name	Upload Date
Keio - Invoice.pdf	29/10/2012 10:57:35

History

- Department Head click the approval buttons [Approve] or [Reject] to approve/reject the invoice.
- The approved invoice will send to Accounts department to arrange payment .

ISAM – Non-Trade Expense

Summary of buttons on Non-Trade Expense Invoice input screen

Buttons	Description	Non-Trade Expense Invoice status
Save	Save Non-Trade Expense invoice details into database.	Draft
Submit	• Save Non-Trade Expense invoice details into database. • Submit non-trade expense invoice to department head approval.	Pending for approval
Cancel	Cancel the non-trade expense invoice.	Cancelled
Approve	Department head approve the non-trade expense invoice.	Department Approved
Reject	Department head reject the non-trade expense invoice and return to requestor make correction / amendment.	Department Rejected
Acc Receive	Accounts 1st level approver verify and confirm receive the non-trade expense claims.	Accounts Received
Acc Reject	Accounts 1st level approver reject user non-trade expense invoice due to invalid data input /insufficient supporting document.	Accounts Rejected
Acc Approve	Accounts 2nd level approver verify and approve 1st level accounts received invoice.	Accounts Approved
Acc Evaluate	Accounts 2nd level approver evaluate the non-trade expense invoice and return to 1st level approver follow-up due to incorrect data entry or insufficient information for proceed payment. For example, expense type, Cost Center, etc.	Accounts Evaluating
Close	Close non-trade expense invoice input screen.	

ISAM – Non-Trade Expense

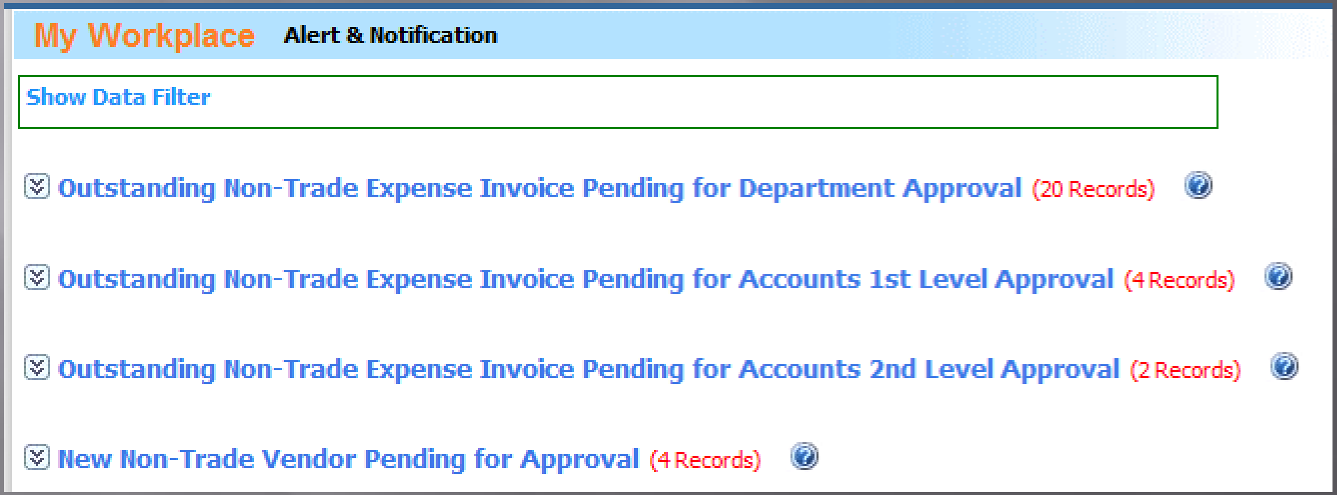
A

Non-Trade Expense
Alert and Notification

ISAM – Non-Trade Expense

Alert and Notification

- Non-Trade Expense system also has alert and notification to alert users if any non-trade expense invoice(s) / vendor profile(s) is/are waiting for users follow-up.



Outstanding Non-Trade Expense Invoice Pending for Department Approval (20 Records)

Outstanding Non-Trade Expense Invoice Pending for Accounts 1st Level Approval (4 Records)

Outstanding Non-Trade Expense Invoice Pending for Accounts 2nd Level Approval (2 Records)

New Non-Trade Vendor Pending for Approval (4 Records)

ISAM – Non-Trade Expense

M

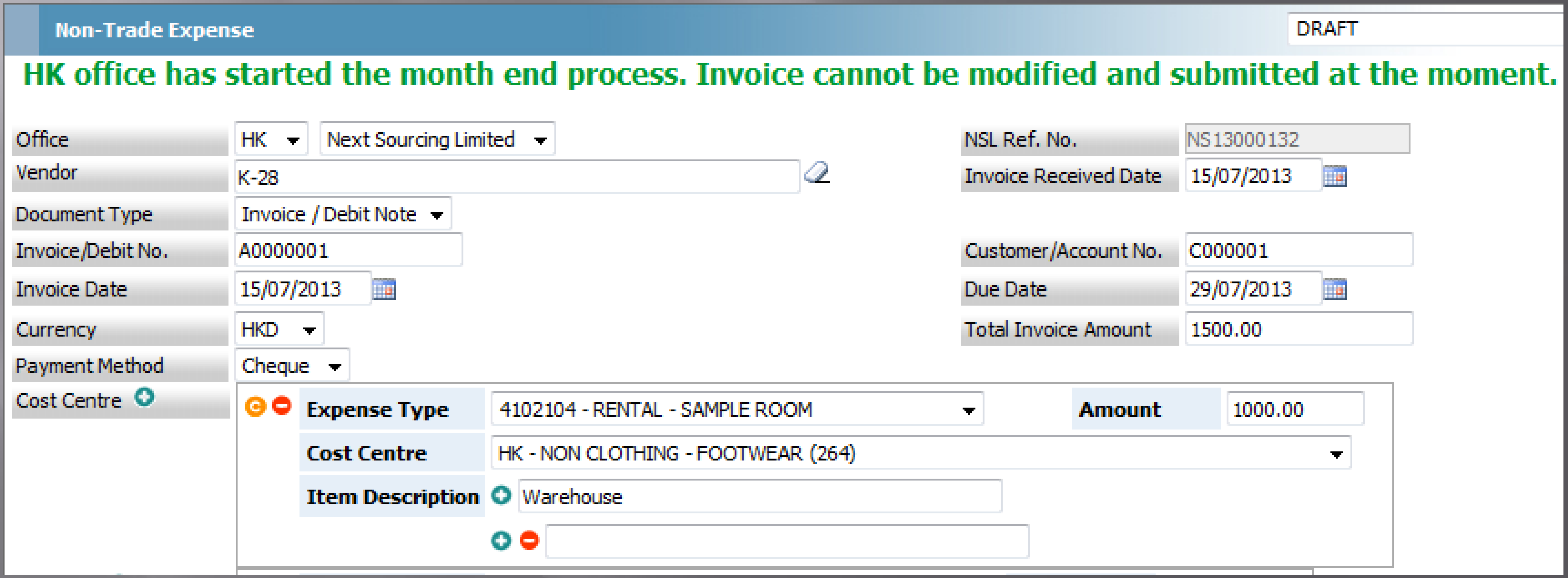
Non-Trade Expense

Month-End Closing

ISAM – Non-Trade Expense

Month-End Closing (General Users)

- Non-Trade Expense system also has an Month-End functions for Accounts users to restrict all user submit, create or modify non-trade expense invoice during their month-end closing.



DRAFT

HK office has started the month end process. Invoice cannot be modified and submitted at the moment.

Office	HK Next Sourcing Limited	NSL Ref. No.	NS13000132
Vendor	K-28	Invoice Received Date	15/07/2013
Document Type	Invoice / Debit Note		
Invoice/Debit No.	A0000001	Customer/Account No.	C000001
Invoice Date	15/07/2013	Due Date	29/07/2013
Currency	HKD	Total Invoice Amount	1500.00
Payment Method	Cheque		
Cost Centre			

Expense Type 4102104 - RENTAL - SAMPLE ROOM **Amount** 1000.00

Cost Centre HK - NON CLOTHING - FOOTWEAR (264)

Item Description Warehouse

ISAM – Non-Trade Expense

Month-End Closing

Under "CLOSING" status

- User cannot submit / approve non-trade expense invoice which under below status
    - Draft
    - Pending for Approval
    - Accounts Rejected
    - Cancelled

- Accounts 1st and 2nd level approvers can continue approve non-trade expense invoices. Therefore, they can amend, approve or reject invoice under below status
    - Department Head Approved
    - Accounts Received
    - Accounts Approved
    - Accounts Evaluating

ISAM – Non-Trade Expense

Summary

User Group	Invoices Samples	Responsibilities
HR and Admin Department	Electricity Bill, office rental, Stationery, etc.	- Input and upload non-trade expense invoice into the system correctly.
IT Department	Software and Hardware Purchase, etc.	
Merchandising Department	Lab Test Charge, Press Sample, etc.	
Secretaries	Expert Home Rental, Electricity Bill, etc.	
Shipping Department	Courier Cost, etc.	
Sourcing Department	Trim invoice, etc.	
Accounts Department		- Verify and amend users submitted non-trade expense invoice. - Prepare payment to the suppliers.

ISAM – Non-Trade Expense

Q & A

ISAM – Non-Trade Expense

End of General User Presentation

ISAM – Non-Trade Expense

Accounts Users

ISAM – Non-Trade Expense

Accounts User Responsibilities

1. Review and amend user submission
2. Approval and settle the submitted non-trade expense invoices.
3. Generate Recharge Debit Note #1
4. Update settlement details #1
5. Generate Epicor Interface File and upload into Epicor Accounting System #1
6. Control Month-End process #1

Remark

#1: An optional item which depends on the operation flow of each office.

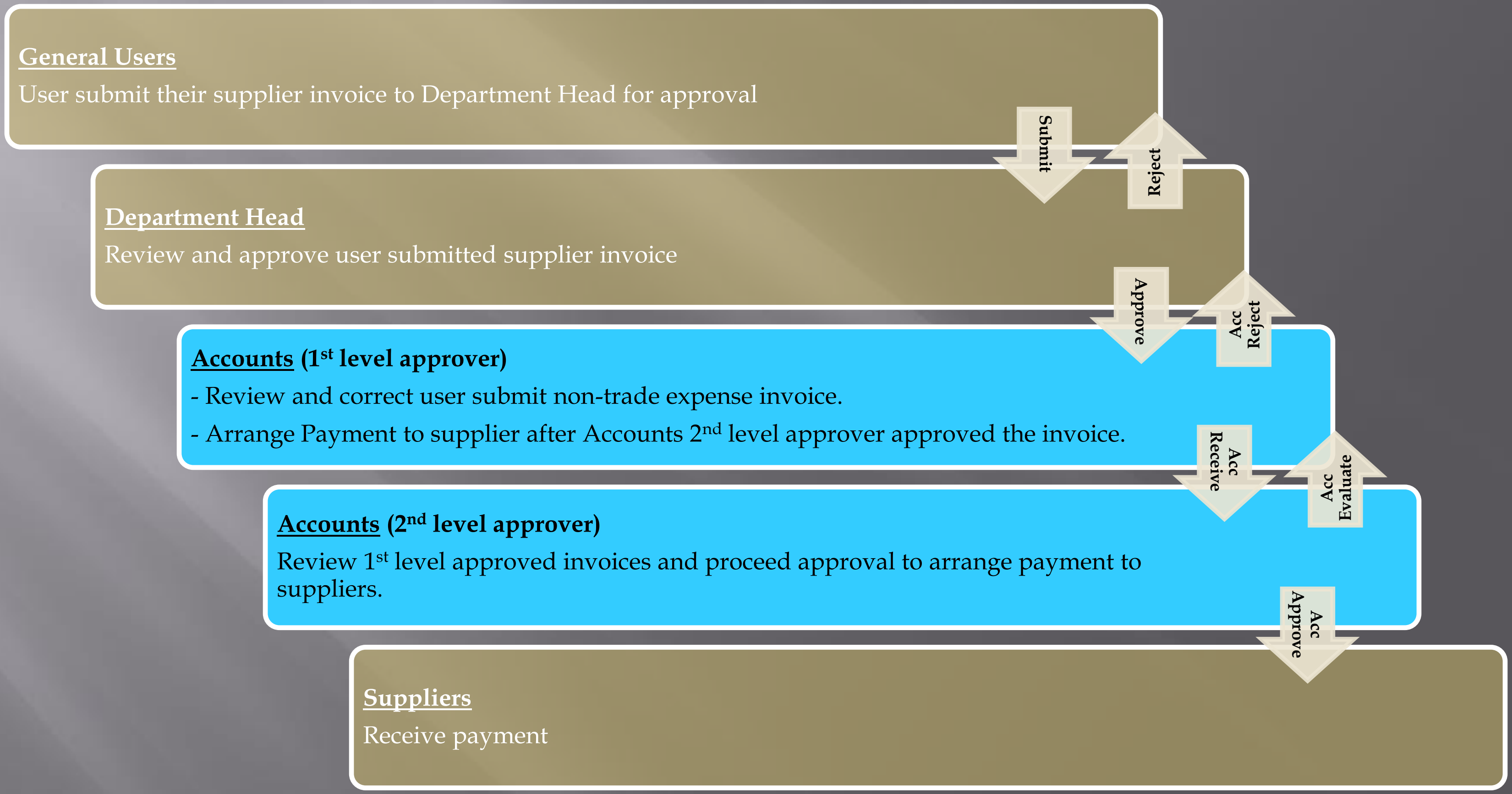
ISAM – Non-Trade Expense

I

Non-Trade Expense
Supplier Invoice
(Accounts Users)

ISAM – Non-Trade Expense

Accounts – two level of approval



General Users

User submit their supplier invoice to Department Head for approval

Department Head

Review and approve user submitted supplier invoice

Accounts **(1st level approver)**

- Review and correct user submit non-trade expense invoice.
- Arrange Payment to supplier after Accounts 2nd level approver approved the invoice.

Accounts **(2nd level approver)**

Review 1st level approved invoices and proceed approval to arrange payment to suppliers.

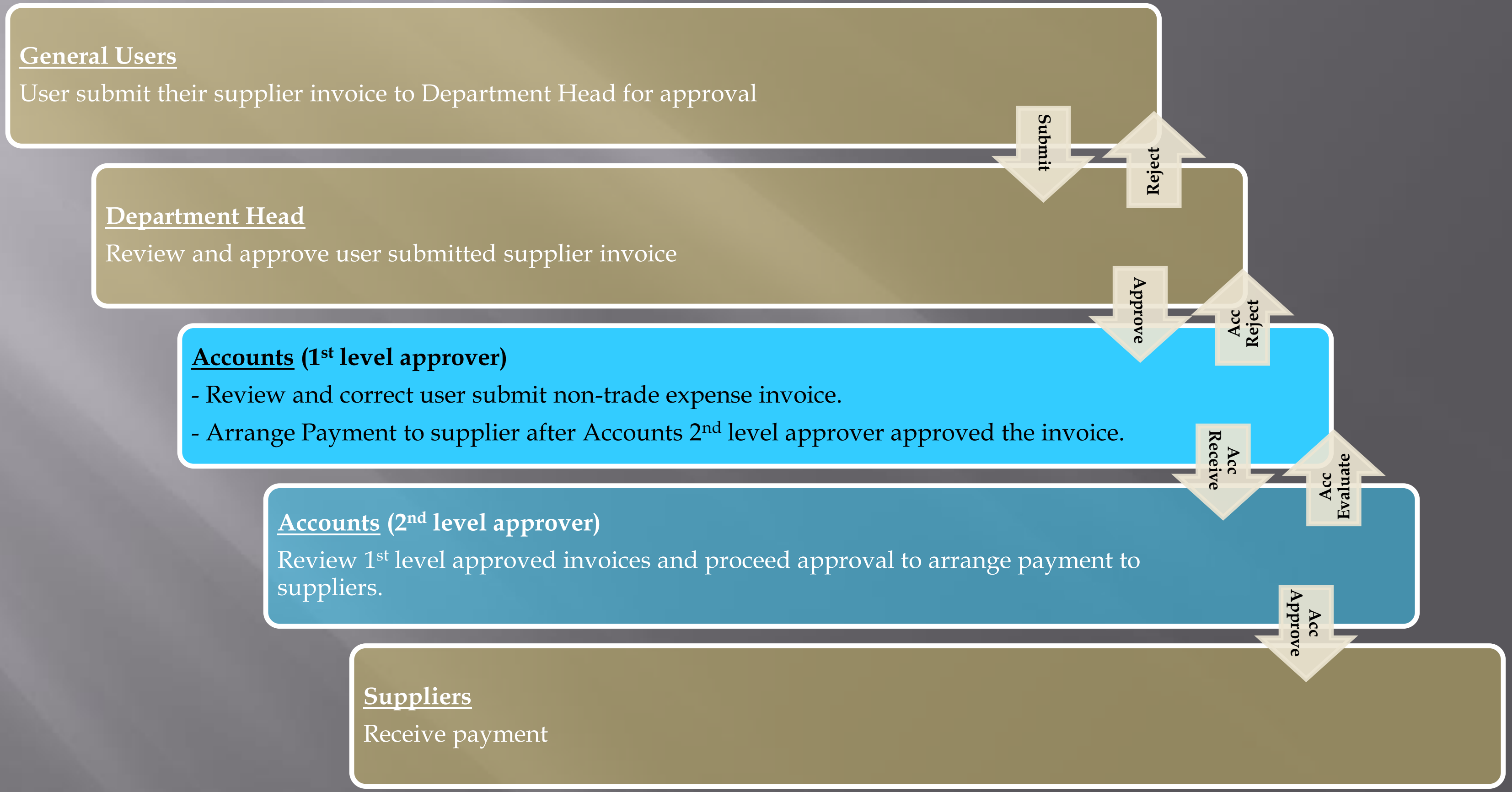
Suppliers

Receive payment

Submit
Reject
Approve
Acc Reject
Acc Receive
Acc Evaluate
Acc Approve

ISAM – Non-Trade Expense

Accounts (1^{st} Level Approver)



General Users

User submit their supplier invoice to Department Head for approval

Department Head

Review and approve user submitted supplier invoice

Accounts (1^{st} level approver)

- Review and correct user submit non-trade expense invoice.
- Arrange Payment to supplier after Accounts 2^{nd} level approver approved the invoice.

Accounts (2^{nd} level approver)

Review 1^{st} level approved invoices and proceed approval to arrange payment to suppliers.

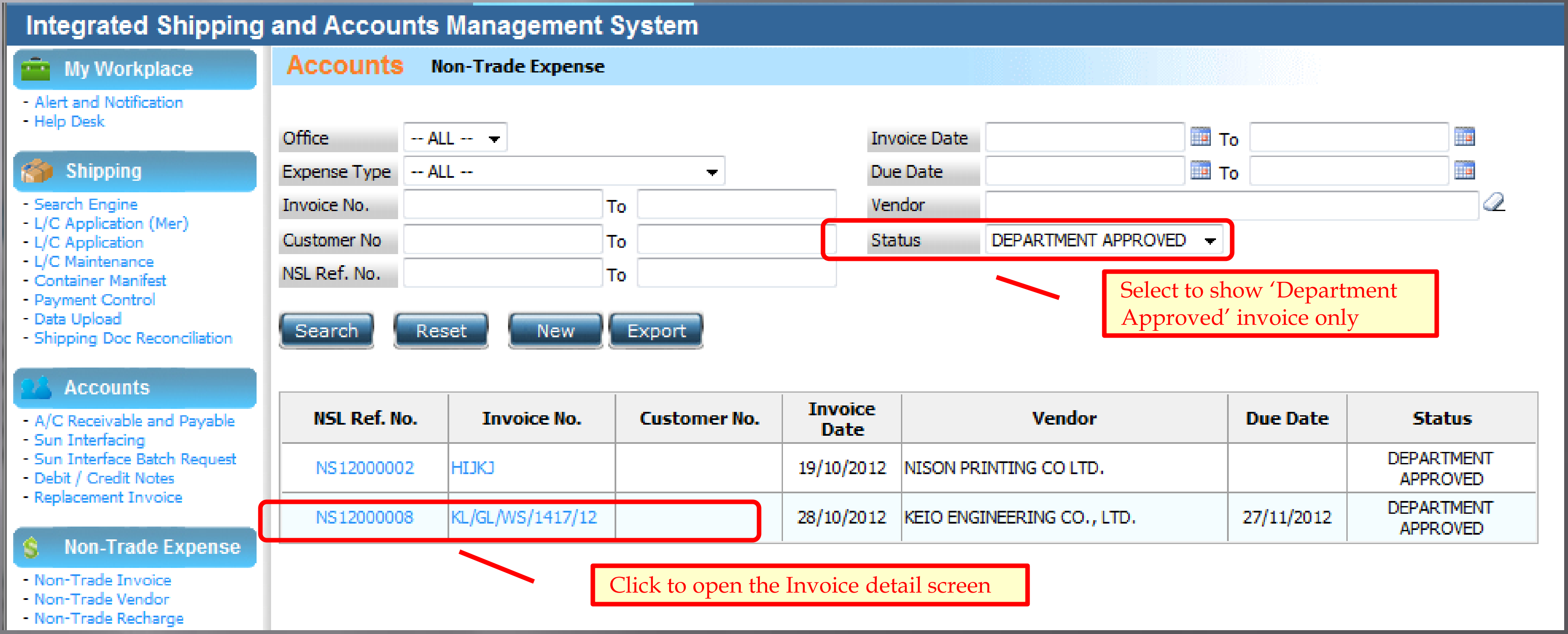
Suppliers

Receive payment

Submit
Reject
Approve
Acc Reject
Acc Receive
Acc Evaluate
Acc Approve

ISAM – Non-Trade Expense

Accounts Approval (1st level Approver)


Integrated Shipping and Accounts Management System
My Workplace
- Alert and Notification
- Help Desk
Shipping
- Search Engine
- L/C Application (Mer)
- L/C Application
- L/C Maintenance
- Container Manifest
- Payment Control
- Data Upload
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Accounts
- A/C Receivable and Payable
- Sun Interfacing
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- Debit / Credit Notes
- Replacement Invoice
Non-Trade Expense
- Non-Trade Invoice
- Non-Trade Vendor
- Non-Trade Recharge
Accounts
Non-Trade Expense
Search
Reset
New
Export

Office: -- ALL --
Expense Type: -- ALL --
Invoice No. To
Customer No To
NSL Ref. No. To
Invoice Date To
Due Date To
Vendor
Status: DEPARTMENT APPROVED

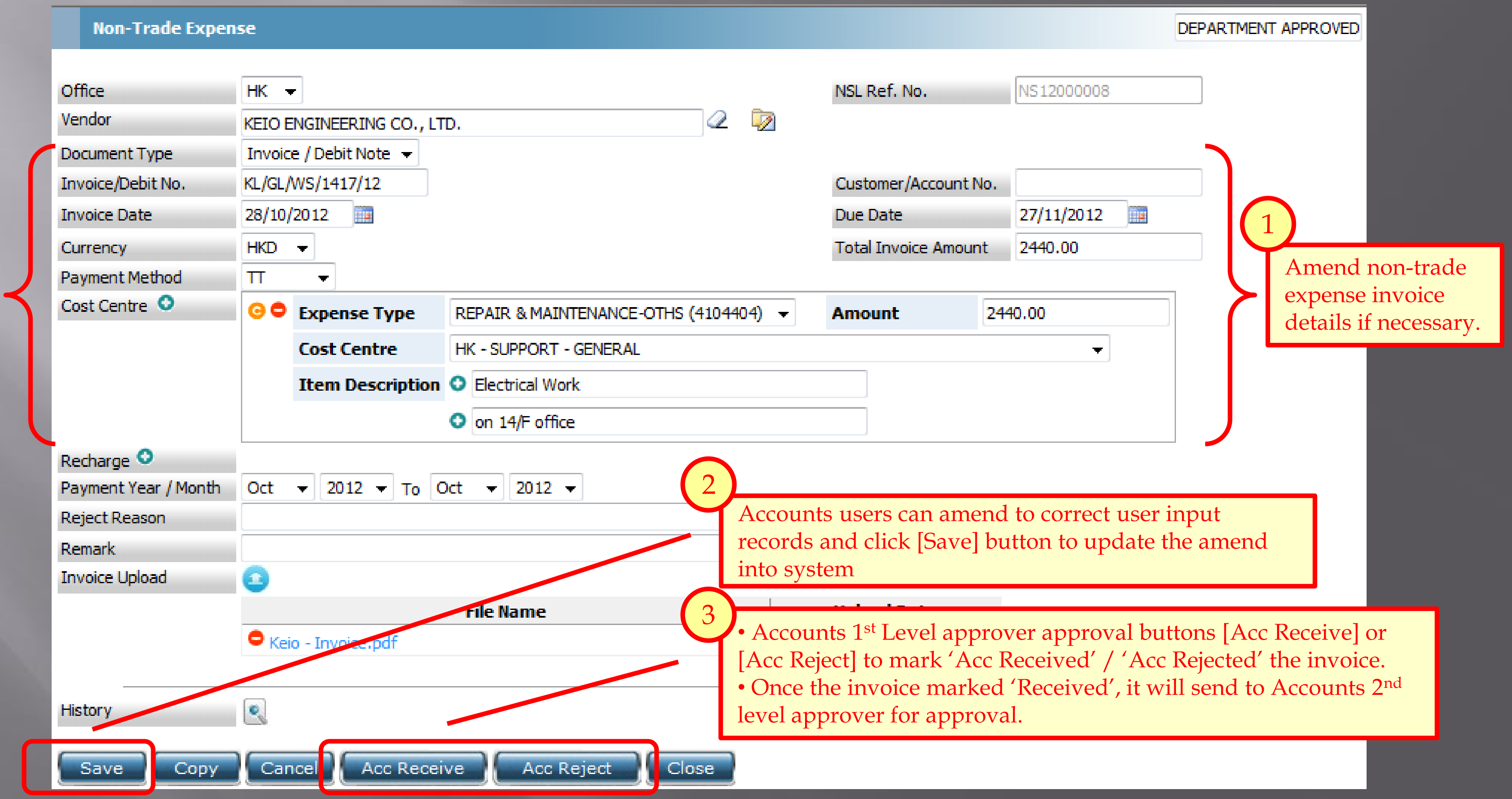
Select to show 'Department Approved' invoice only

NSL Ref. No.	Invoice No.	Customer No.	Invoice Date	Vendor	Due Date	Status
NS12000002	HIJKJ		19/10/2012	NISON PRINTING CO LTD.		DEPARTMENT APPROVED
NS12000008	KL/GL/WS/1417/12		28/10/2012	KEIO ENGINEERING CO., LTD.	27/11/2012	DEPARTMENT APPROVED

Click to open the Invoice detail screen

ISAM – Non-Trade Expense

Accounts Approval (1st level Approver)



Non-Trade Expense DEPARTMENT APPROVED

Office: HK
NSL Ref. No.: NS12000008
Vendor: KEIO ENGINEERING CO., LTD.
Document Type: Invoice / Debit Note
Invoice/Debit No.: KL/GL/WS/1417/12
Customer/Account No.:
Invoice Date: 28/10/2012
Due Date: 27/11/2012
Currency: HKD
Total Invoice Amount: 2440.00
Payment Method: TT
Cost Centre

Expense Type	REPAIR & MAINTENANCE-OTHS (4104404)	**Amount**	2440.00
Cost Centre	HK - SUPPORT - GENERAL		
Item Description	Electrical Work on 14/F office		

Recharge
Payment Year / Month: Oct 2012 To Oct 2012
Reject Reason:
Remark:
Invoice Upload

File Name
Keio - Invoice.pdf

History

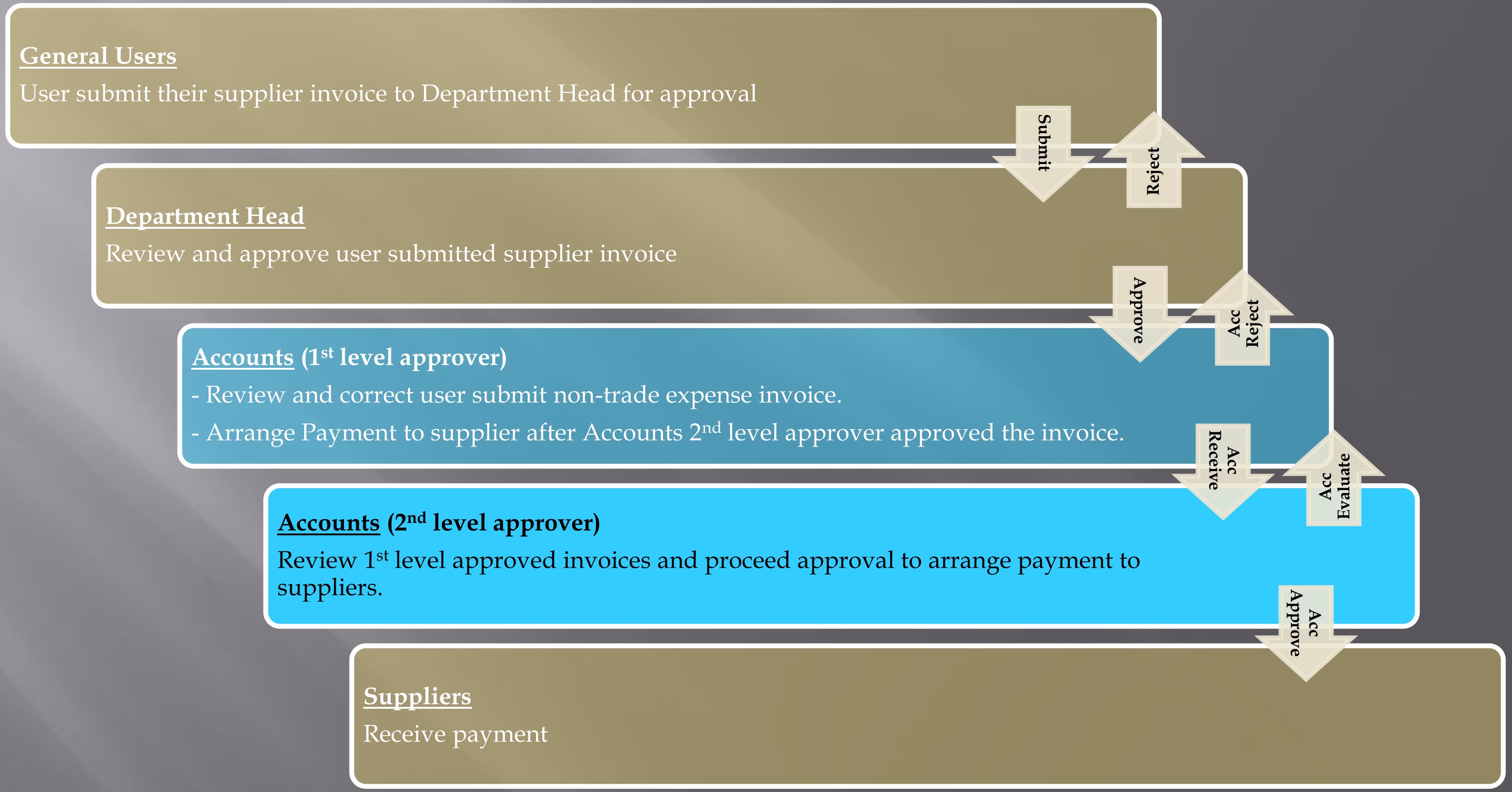
1 Amend non-trade expense invoice details if necessary.

2 Accounts users can amend to correct user input records and click [Save] button to update the amend into system

3
- Accounts 1st Level approver approval buttons [Acc Receive] or [Acc Reject] to mark ‘Acc Received’ / ‘Acc Rejected’ the invoice.
- Once the invoice marked ‘Received’, it will send to Accounts 2nd level approver for approval.

ISAM – Non-Trade Expense

Accounts (2nd Level Approver)


Submit
Reject
Approve
Acc Reject
Acc Receive
Acc Evaluate
Acc Approve

General Users

User submit their supplier invoice to Department Head for approval

Department Head

Review and approve user submitted supplier invoice

Accounts (1st level approver)

- Review and correct user submit non-trade expense invoice.
- Arrange Payment to supplier after Accounts 2nd level approver approved the invoice.

Accounts (2nd level approver)

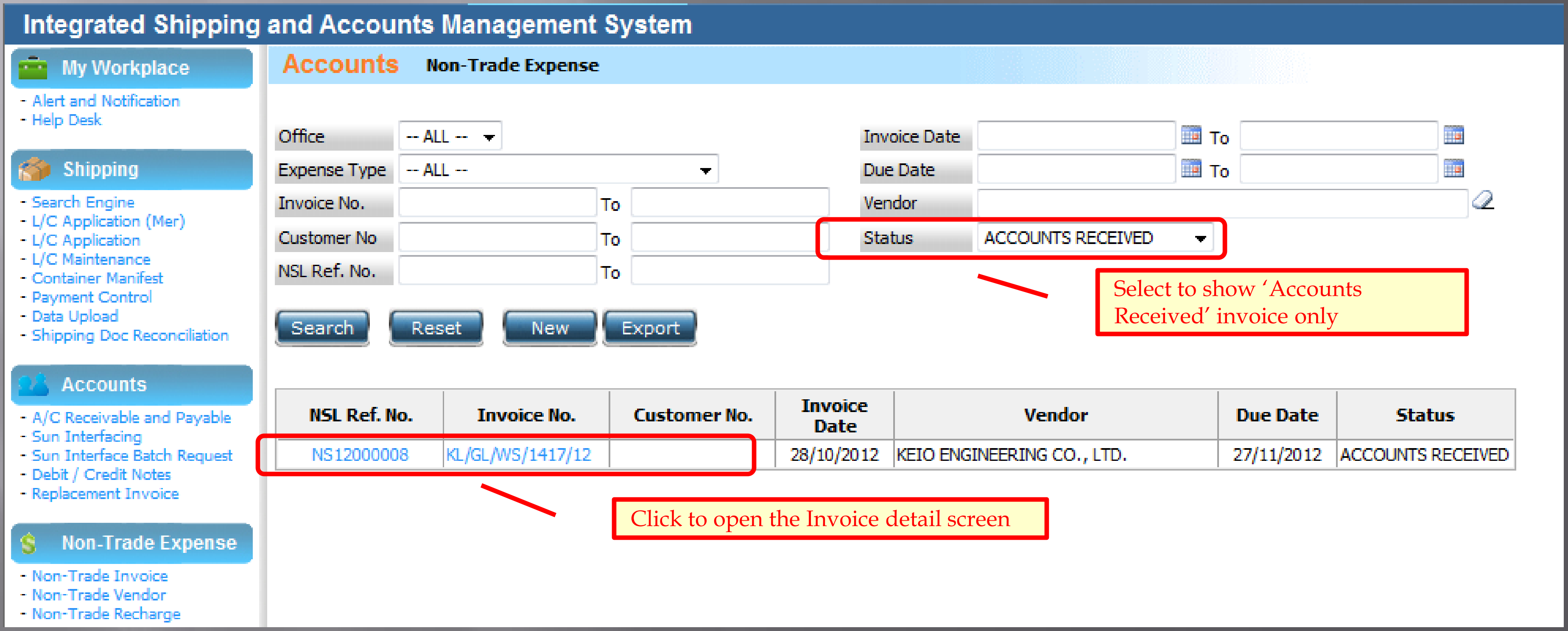
Review 1st level approved invoices and proceed approval to arrange payment to suppliers.

Suppliers

Receive payment

ISAM – Non-Trade Expense

Accounts Approval (2nd level Approver)


Integrated Shipping and Accounts Management System
My Workplace
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- Help Desk
Shipping
- Search Engine
- L/C Application (Mer)
- L/C Application
- L/C Maintenance
- Container Manifest
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Accounts
- A/C Receivable and Payable
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- Replacement Invoice
Non-Trade Expense
- Non-Trade Invoice
- Non-Trade Vendor
- Non-Trade Recharge
Accounts
Non-Trade Expense
Search
Reset
New
Export

Office	-- ALL --			Invoice Date		To
Expense Type	-- ALL --			Due Date		To
Invoice No.		To		Vendor		
Customer No		To		Status	ACCOUNTS RECEIVED	
NSL Ref. No.		To				

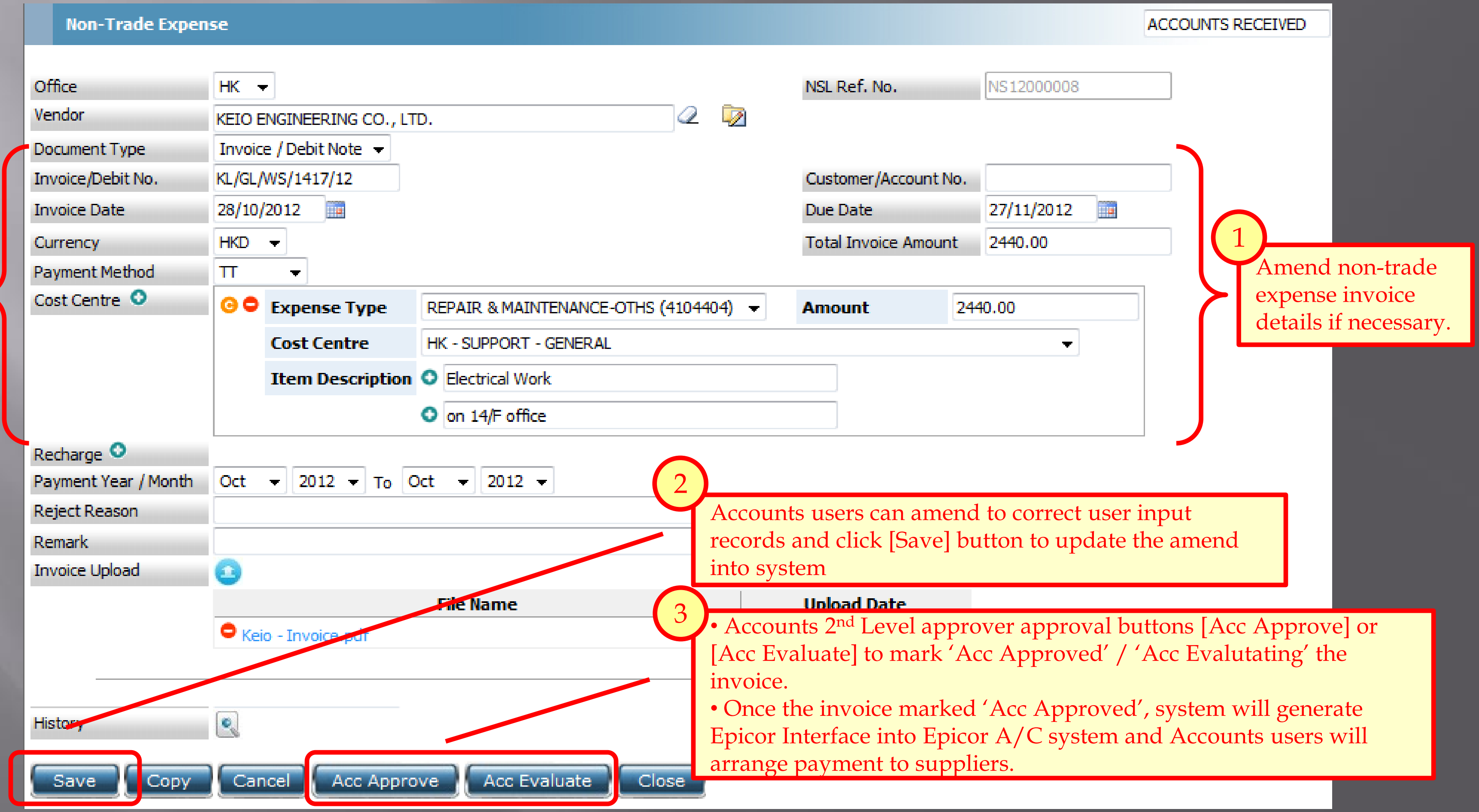
Select to show 'Accounts Received' invoice only

NSL Ref. No.	Invoice No.	Customer No.	Invoice Date	Vendor	Due Date	Status
NS12000008	KL/GL/WS/1417/12		28/10/2012	KEIO ENGINEERING CO., LTD.	27/11/2012	ACCOUNTS RECEIVED

Click to open the Invoice detail screen

ISAM – Non-Trade Expense

Accounts Approval (2^{nd} level Approver)



Non-Trade Expense

ACCOUNTS RECEIVED

Office	HK	NSL Ref. No.	NS12000008
Vendor	KEIO ENGINEERING CO., LTD.		
Document Type	Invoice / Debit Note		
Invoice/Debit No.	KL/GL/WS/1417/12	Customer/Account No.	
Invoice Date	28/10/2012	Due Date	27/11/2012
Currency	HKD	Total Invoice Amount	2440.00
Payment Method	TT		
Cost Centre			

Expense Type	REPAIR & MAINTENANCE-OTHS (4104404)	**Amount**	2440.00
Cost Centre	HK - SUPPORT - GENERAL		
Item Description	Electrical Work on 14/F office		

Recharge	
Payment Year / Month	Oct 2012 To Oct 2012
Reject Reason	
Remark	
Invoice Upload	

File Name	Upload Date
Keio - Invoice.pdf	

History

1 Amend non-trade expense invoice details if necessary.

2 Accounts users can amend to correct user input records and click [Save] button to update the amend into system

3
- Accounts 2^{nd} Level approver approval buttons [Acc Approve] or [Acc Evaluate] to mark ‘Acc Approved’ / ‘Acc Evalutating’ the invoice.
- Once the invoice marked ‘Acc Approved’, system will generate Epicor Interface into Epicor A/C system and Accounts users will arrange payment to suppliers.

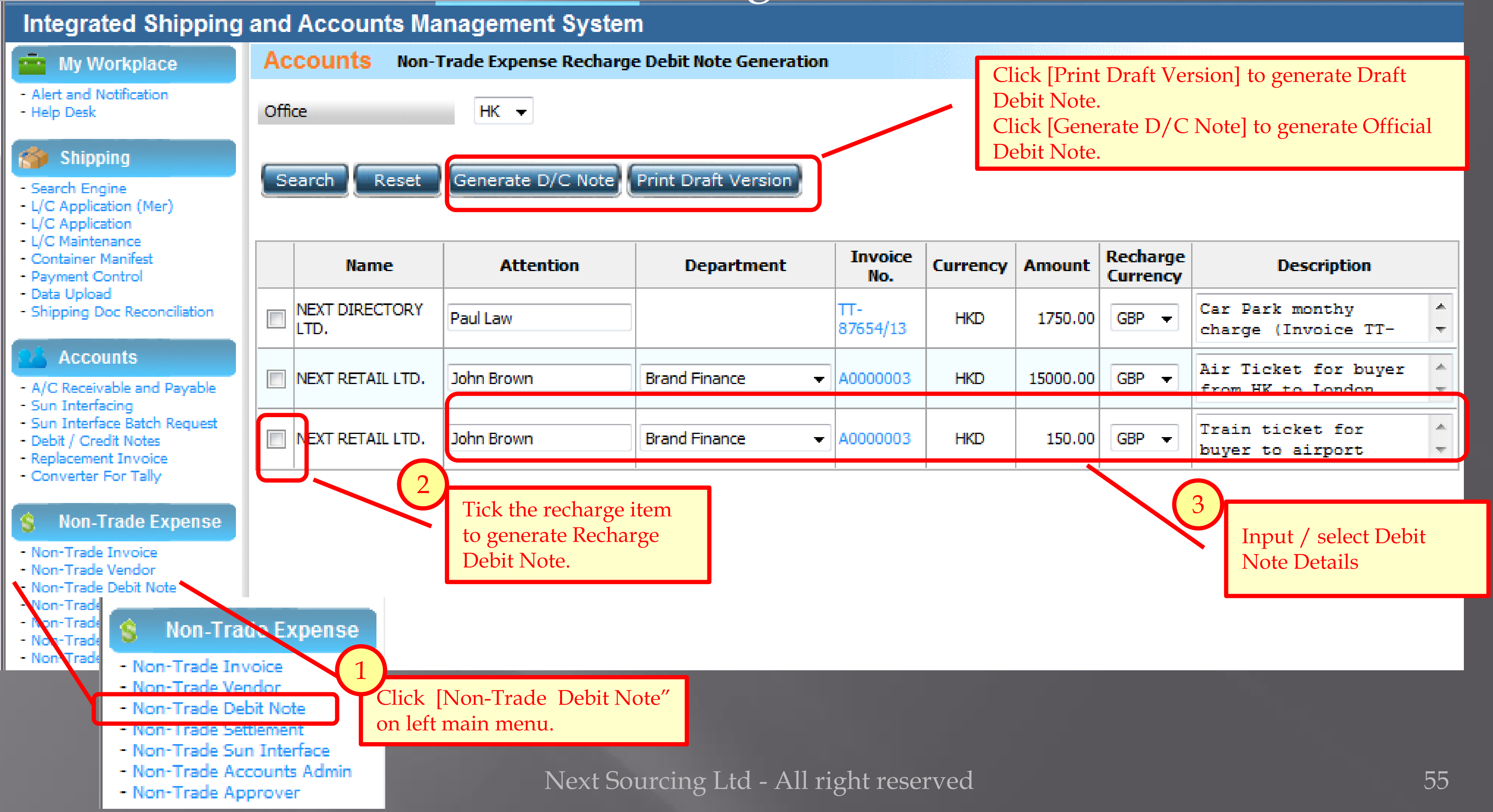
ISAM – Non-Trade Expense

DC

Non-Trade Expense
Recharge
Debit/Credit Note
Generation

ISAM – Non-Trade Expense

Accounts – Generate Recharge Debit Note


Integrated Shipping and Accounts Management System
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- L/C Maintenance
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- Debit / Credit Notes
- Replacement Invoice
- Converter For Tally
Non-Trade Expense
- Non-Trade Invoice
- Non-Trade Vendor
- Non-Trade Debit Note
- Non-Trade Settlement
- Non-Trade Sun Interface
- Non-Trade Accounts Admin
- Non-Trade Approver
Accounts
Search
Reset
Generate D/C Note
Print Draft Version

Non-Trade Expense Recharge Debit Note Generation

Office: HK

	Name	Attention	Department	Invoice No.	Currency	Amount	Recharge Currency	Description
☐	NEXT DIRECTORY LTD.	Paul Law		TT-87654/13	HKD	1750.00	GBP	Car Park monthy charge (Invoice TT-
☐	NEXT RETAIL LTD.	John Brown	Brand Finance	A0000003	HKD	15000.00	GBP	Air Ticket for buyer from HK to London
☐	NEXT RETAIL LTD.	John Brown	Brand Finance	A0000003	HKD	150.00	GBP	Train ticket for buyer to airport

Click [Print Draft Version] to generate Draft Debit Note.
Click [Generate D/C Note] to generate Official Debit Note.

② Tick the recharge item to generate Recharge Debit Note.

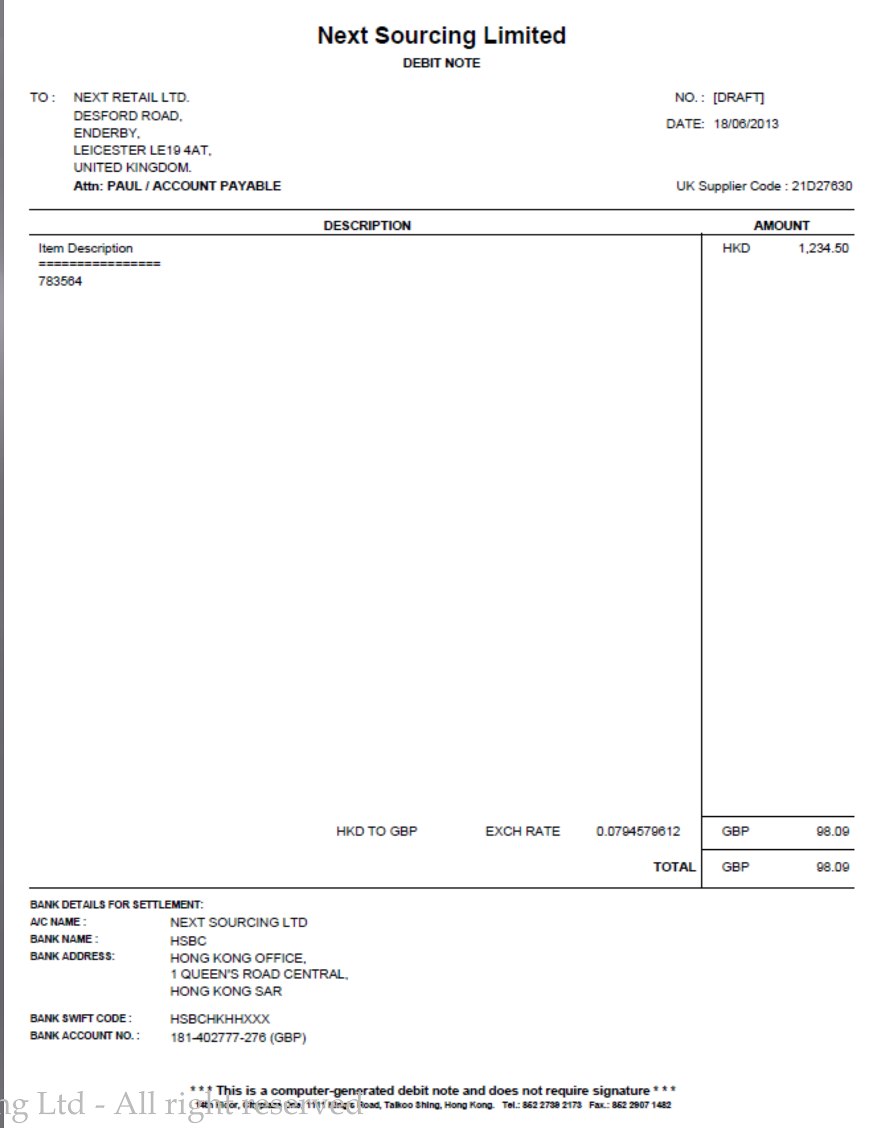
③ Input / select Debit Note Details

① Click [Non-Trade Debit Note" on left main menu.

ISAM – Non-Trade Expense

Accounts

Recharge Debit Note Sample



Next Sourcing Limited

DEBIT NOTE

TO : NEXT RETAIL LTD.
DESFORD ROAD,
ENDERBY,
LEICESTER LE19 4AT,
UNITED KINGDOM.
Attn: PAUL / ACCOUNT PAYABLE

NO. : [DRAFT]
DATE: 18/06/2013

UK Supplier Code : 21D27630

DESCRIPTION	**AMOUNT**	
Item Description ================ 783564	HKD	1,234.50
HKD TO GBP EXCH RATE 0.0794579612	GBP	98.09
TOTAL	GBP	98.09

BANK DETAILS FOR SETTLEMENT:

A/C NAME :	NEXT SOURCING LTD
BANK NAME :	HSBC
BANK ADDRESS:	HONG KONG OFFICE, 1 QUEEN'S ROAD CENTRAL, HONG KONG SAR
BANK SWIFT CODE :	HSBCHKHHXXX
BANK ACCOUNT NO. :	181-402777-276 (GBP)

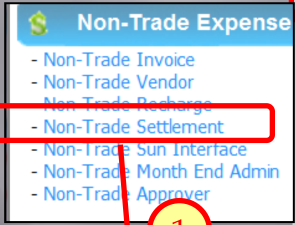
***** This is a computer-generated debit note and does not require signature *****

14th Floor, Cityplaza One, 1111 King's Road, Taikoo Shing, Hong Kong. Tel.: 852 2738 2173 Fax.: 852 2907 1482

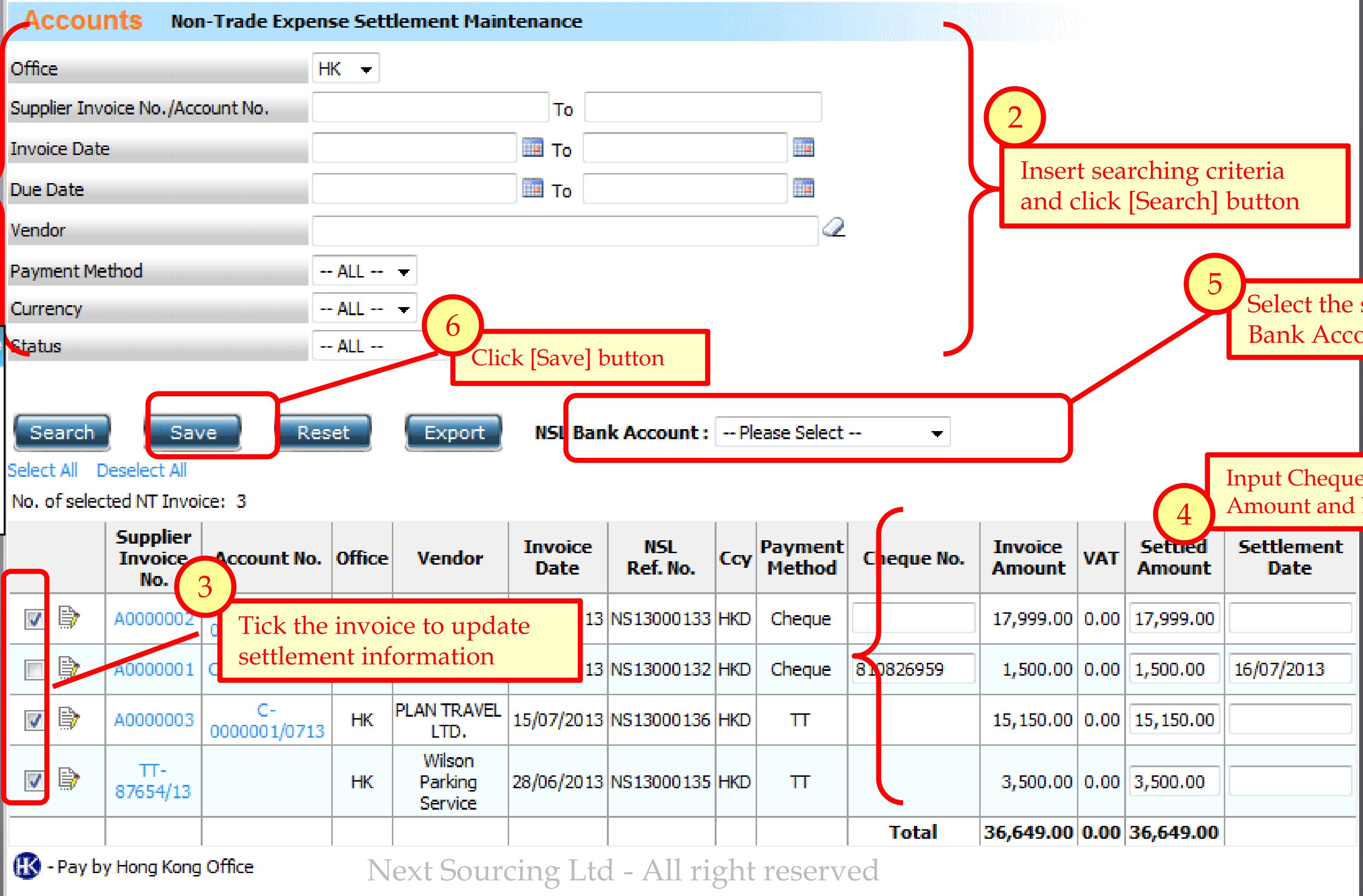
ISAM – Non-Trade Expense

Accounts – Settlement Maintenance

- Update Settlement information to the non-trade expense invoice


Non-Trade Expense
- Non-Trade Invoice
- Non-Trade Vendor
- Non-Trade Recharge
- Non-Trade Settlement
- Non-Trade Sun Interface
- Non-Trade Month End Admin
- Non-Trade Approver

① Select [Non-Trade Settlement] to open settlement maintenance screen


Accounts
Search
Save
Reset
Export
Select All
Deselect All

Non-Trade Expense Settlement Maintenance

Office	HK		
Supplier Invoice No./Account No.		To	
Invoice Date		To	
Due Date		To	
Vendor			
Payment Method	-- ALL --		
Currency	-- ALL --		
Status	-- ALL --		

NSL Bank Account : -- Please Select --

No. of selected NT Invoice: 3

		Supplier Invoice No.	Account No.	Office	Vendor	Invoice Date	NSL Ref. No.	Ccy	Payment Method	Cheque No.	Invoice Amount	VAT	Settled Amount	Settlement Date
☑		A0000002	0			13	NS13000133	HKD	Cheque		17,999.00	0.00	17,999.00	
☐		A0000001	C			13	NS13000132	HKD	Cheque	810826959	1,500.00	0.00	1,500.00	16/07/2013
☑		A0000003	C-0000001/0713	HK	PLAN TRAVEL LTD.	15/07/2013	NS13000136	HKD	TT		15,150.00	0.00	15,150.00	
☑		TT-87654/13		HK	Wilson Parking Service	28/06/2013	NS13000135	HKD	TT		3,500.00	0.00	3,500.00	
										Total	36,649.00	0.00	36,649.00	

HK - Pay by Hong Kong Office

② Insert searching criteria and click [Search] button

③ Tick the invoice to update settlement information

④ Input Cheque No., Settled Amount and Date.

⑤ Select the settlement Bank Account

⑥ Click [Save] button

ISAM – Non-Trade Expense

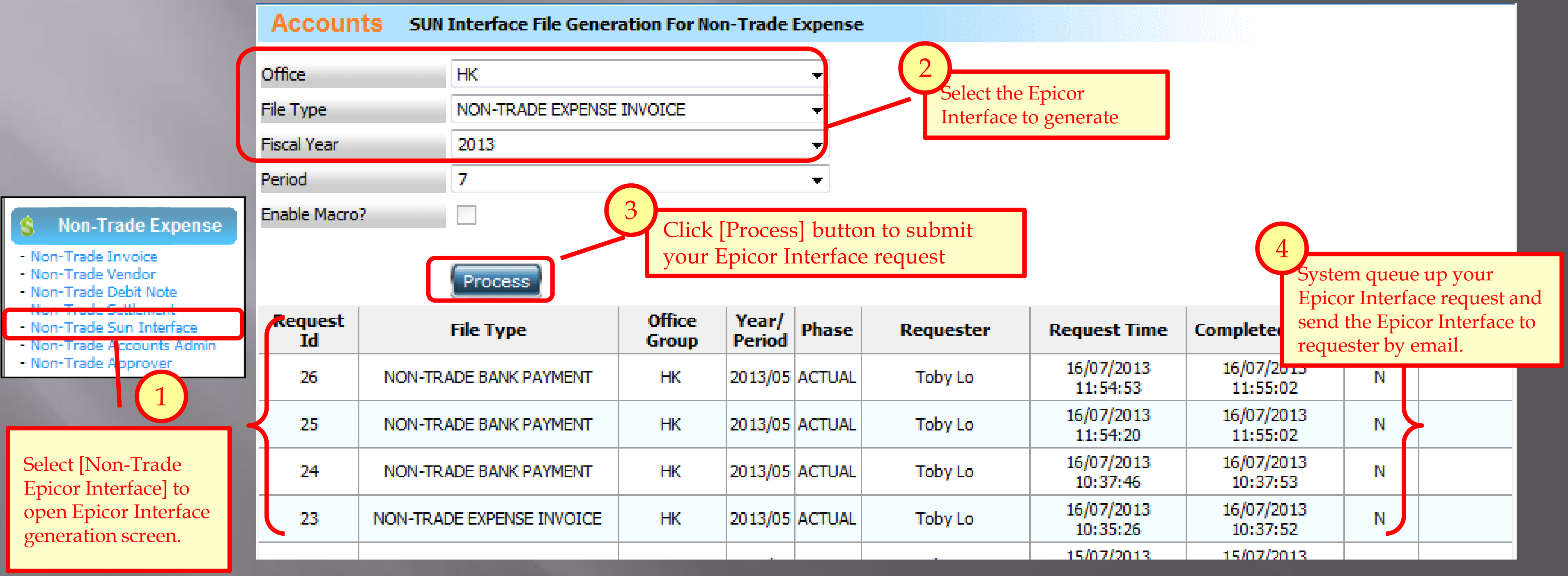
S

Non-Trade Expense
Epicor Interface
(Accounts Users)

ISAM – Non-Trade Expense

Accounts – Generate Epicor Interface

- Update Settlement information to the non-trade expense invoice



Non-Trade Expense
- Non-Trade Invoice
- Non-Trade Vendor
- Non-Trade Debit Note
- Non-Trade Settlement
- Non-Trade Sun Interface
- Non-Trade Accounts Admin
- Non-Trade Approver
Process

① Select [Non-Trade Epicor Interface] to open Epicor Interface generation screen.

Accounts SUN Interface File Generation For Non-Trade Expense

Office	HK
File Type	NON-TRADE EXPENSE INVOICE
Fiscal Year	2013
Period	7
Enable Macro?	☐

② Select the Epicor Interface to generate

③ Click [Process] button to submit your Epicor Interface request

④ System queue up your Epicor Interface request and send the Epicor Interface to requester by email.

Request Id	File Type	Office Group	Year/ Period	Phase	Requester	Request Time	Complete		
26	NON-TRADE BANK PAYMENT	HK	2013/05	ACTUAL	Toby Lo	16/07/2013 11:54:53	16/07/2013 11:55:02	N	
25	NON-TRADE BANK PAYMENT	HK	2013/05	ACTUAL	Toby Lo	16/07/2013 11:54:20	16/07/2013 11:55:02	N	
24	NON-TRADE BANK PAYMENT	HK	2013/05	ACTUAL	Toby Lo	16/07/2013 10:37:46	16/07/2013 10:37:53	N	
23	NON-TRADE EXPENSE INVOICE	HK	2013/05	ACTUAL	Toby Lo	16/07/2013 10:35:26	16/07/2013 10:37:52	N	
						15/07/2013	15/07/2013		

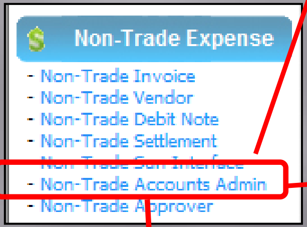
ISAM – Non-Trade Expense

M

Non-Trade Expense
Month-End
(Accounts Users)

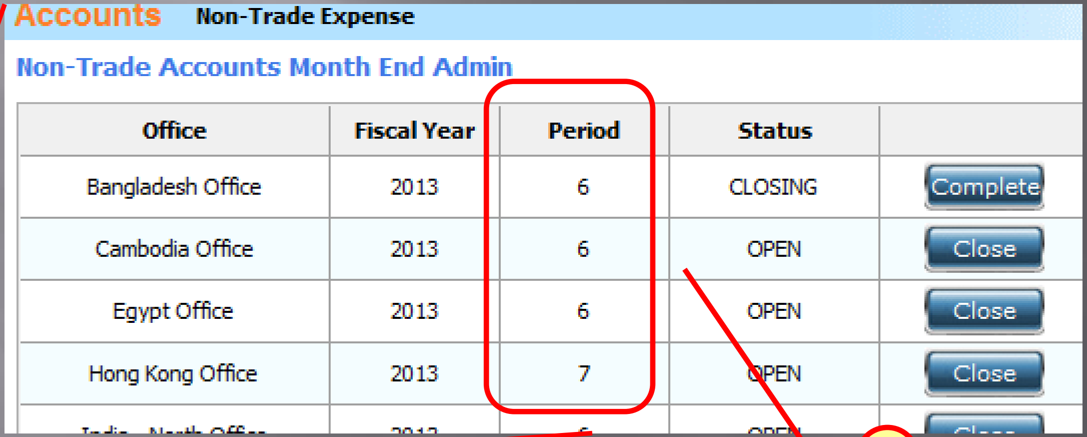
ISAM – Non-Trade Expense

Accounts – Month-End Admin


Non-Trade Expense
- Non-Trade Invoice
- Non-Trade Vendor
- Non-Trade Debit Note
- Non-Trade Settlement
- Non-Trade Sun Interface
- Non-Trade Accounts Admin
- Non-Trade Approver

1

Select [Non-Trade Accounts Admin] to open Epicor Interface generation screen.


Accounts
Non-Trade Expense

Non-Trade Accounts Month End Admin

Office	Fiscal Year	Period	Status	
Bangladesh Office	2013	6	CLOSING	Complete
Cambodia Office	2013	6	OPEN	Close
Egypt Office	2013	6	OPEN	Close
Hong Kong Office	2013	7	OPEN	Close

2

Click [Close] button will change office month-end status to "Closing". Please refer next slide for invoices handling during this status.

Click [Complete] button will open next fiscal period for the office.

ISAM – Non-Trade Expense

Month-End Closing (Accounts Users)

Under "CLOSING" status

- User cannot submit / approve non-trade expense invoice which under below status
  - Draft
  - Pending for Approval
  - Accounts Rejected
  - Cancelled

- Accounts 1st and 2nd level approvers can continue approve non-trade expense invoices. Therefore, they can amend, approve or reject invoice under below status
  - Department Head Approved
  - Accounts Received
  - Accounts Approved
  - Accounts Evaluating

ISAM – Non-Trade Expense

Q & A