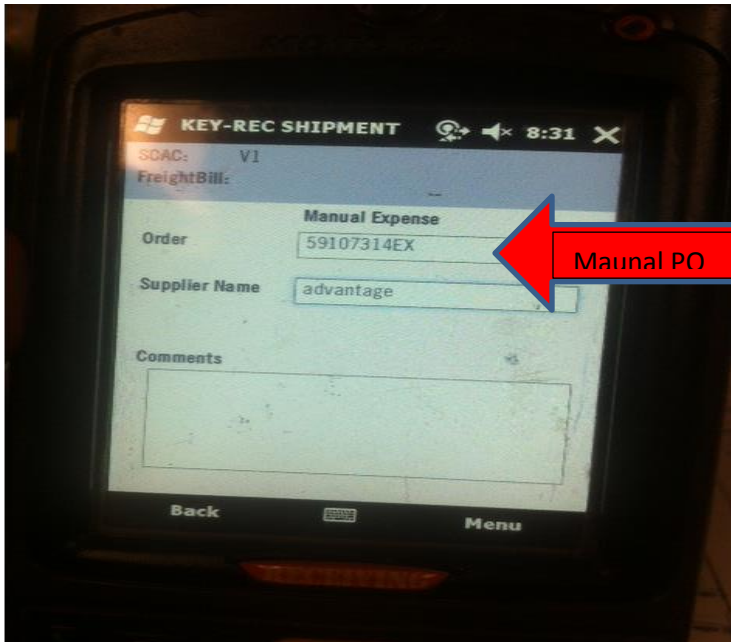
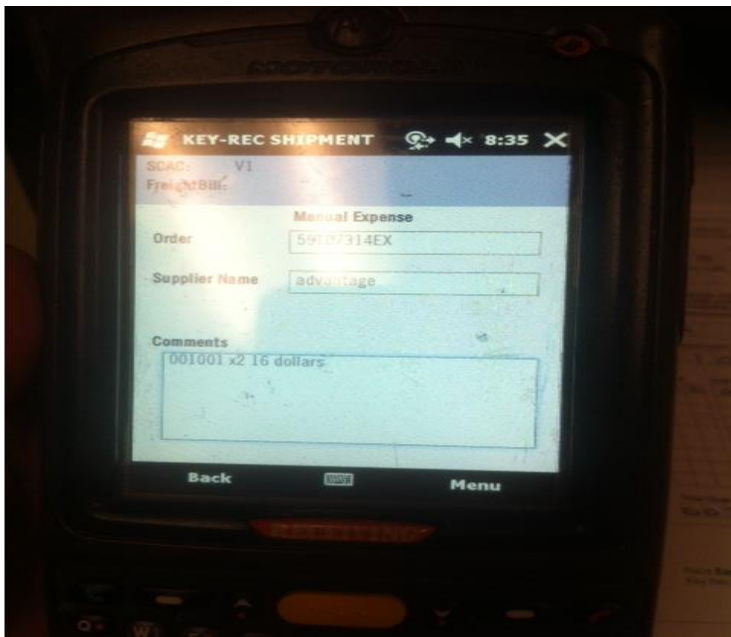


Creating Expense PO for Assemblers

- Enter Key Rec Receiving Icon
- Enter the Assemblers Invoice# as the Order/Transfer# Followed by "EXP" for "Expense" (Assemblers Manual PO)



- Choose "Yes" to Create a Manual Order
- Choose Option "Manual Expense" - Press Enter
- Type the Supplier Name -



- Type the Work Number (Expense Sku) and Dollar Amount in the Comments Box (EX. * 2219439 at 189 dollars)
- Press Menu - Select Accept Order

- Press Menu - Select Accept Order
- Press Menu - Select Key Rec All Orders
- Print One Label

