

Accounts

- *Travel
- *Travel - Airfare
- *Travel - Auto Expenses
- *Travel - Lodging
- *Travel - Meals
- *Travel - Office/Computer/Postag
- *Travel - Parking, Tolls
- *Uniforms & Laundry

Items

*Reimb Exp-Air Travel	Airfare
*Reimb Exp-Auto	
*Reimb Exp-Hotel/Lodging	Hotel / Lodging
*Reimb Exp-Meals / Incidentals	
*Reimb Exp-Other	
*Reimb Exp-Parking	Parking DTW
*Reimb Group	Total Reimbursable Expenses

Edit Item

TYPE

Group Use to quickly enter a group of individual items on an invoice.

Group Name/Number

Description

Item is inactive

Print items in group

ITEM	DESCRIPTION	QTY

Edit

TYPE

Other Charge Use for miscellaneous labor, material, or part charges, such as delivery charges, setup fees, and service charges.

Item Name/Number Subitem of

This item is used in assemblies or is a reimbursable charge

<p>PURCHASE INFORMATION</p> <p>Description on Purchase Transactions <input style="width: 100%; height: 30px;" type="text" value="Hotel / Lodging"/></p> <p>Cost <input style="width: 80px;" type="text" value="972.74"/></p> <p>Expense Account <input style="width: 150px;" type="text" value="Travel:Travel - Lodging"/></p> <p>Preferred Vendor <input style="width: 150px;" type="text"/></p>	<p>SALES INFORMATION</p> <p>Description on Sales Transactions <input style="width: 100%; height: 30px;" type="text" value="Hotel / Lodging"/></p> <p>Sales Price <input style="width: 80px;" type="text" value="0.00"/></p> <p>Income Account <input style="background-color: #eee;" type="text" value="Other Reguar Income:..."/></p>
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