## Exercise 1: Create an Expense Category

Contoso Consulting USA (USSI) has decided to track Expenses for internet and phone use. To do this they have decided to create a category called internet and phone and will be tracked as a miscellaneous expense type with a default method of payment of Company Credit Card. These expenses should be posted to the account 601500, travel expenses. This expense is a shared category and can be used in project and expense.

### Create a shared expense category called internet and phone and assign miscellaneous as the expense type.

1. Navigate to **Expense management > Setup > General > Shared categories**.
2. Select **New** to create a new expense category and then type “**Internet and Phone**” as the **Category ID** and **Category name**.
3. Set the **Can be used in Project** and **Can be used in Expense** to **Yes**.
4. Select **Miscellaneous** as the **Expense type** and select **Save**.
5. Close the form
6. Navigate to **Expense management > Setup > General > Expense categories**.
7. Select **New** and then select Internet and Phone as the **Category ID**.
8. On the **Project** FastTab, select **ProjExp** as the **Category group** for this expense category
9. On the **Expense** FastTab, select **COMPANYCC** as the **Default payment method** if available, otherwise CreditCard.
10. Select **601500** in the **Main account** field for this category.