 Lighthouse Info Systems Pvt. Ltd. <small>SINCE 1987</small>	Document Name	Object Help Document	
	Menu Code	01.103.01	
	Process Name	Expense Category Master	
Release Version	1.0	Document No	LISPL/OHD/Fl/103/001
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01.103.01 - Expense Category Master

PROCESS OVERVIEW


A business organization needs to control cost and accurate and precisely classified analysis is required. This master is used to define the category that comes under expenses.

PROCESS PRE-REQUISITES

Input Fields	Input Field Details	Remarks
Expense Category code	Expense category code is require	On entering the code details the expense details can be get displayed accordingly
Expense category name	Expense category name is require	

KEY FEATURES

Expense details can be figured out accordingly
Expense details can easily be found using the codes in the Ledger.

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PROCESS DETAILS


FM364 -- Expense Category Master

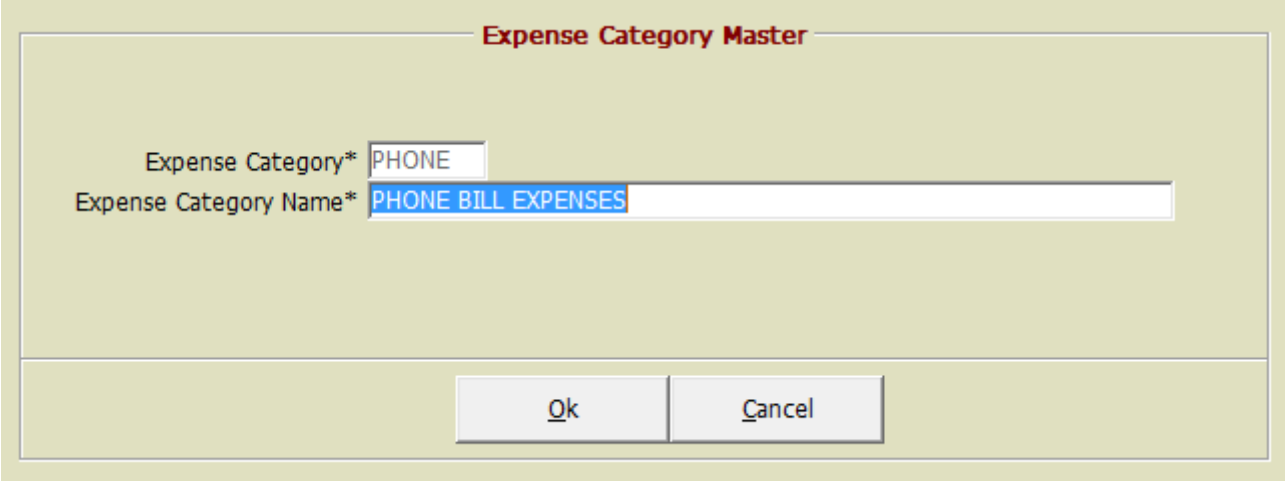
Expense Category Details

Expense Category	Expense Category Name
MKT	MARKETING EXPENSES
O&A	OFFICE & ADMINISTRATION EXP
OTH	OTHER EXPENCES
P&A	VEHICLE EXPENSES
P&T	POSTAGE & TELEGRAM
PF&E	POWER,FUEL & ELECTRICITY
PHONE	PHONE BILL EXPENSES
PR&ST	PRINTING AND STATIONERY
R&LF	REGISTRATION AND LICENSE FEES
RM	RAW MATERIAL
RP	REPAIRE & MAINTANCE EXPENSES
RPT	RPT SALES
SE	SELLING EXP CATEGORY
SELEX	SELLING EXPENSES
SI	TEA ALLOWANCE
TBM	TELEPHONE BROADCAST MOBILE
TELE	TELEPHONE EXP
TOUR	TOUR ALLOWANCE
TRPT	TRANSPORTATION CHARGES
VEH	VEHICAL
VHEI	VHEICLE EXPENCE(VPA)
VRME	VEHICLE REPAIRE AND MAINTANCE EXPENSES
XSES	SUSPENCE

Add
Edit
Delete
Find Code
Find Name
Print
View
Exit

BUTTONS	DESCRIPTION
Add	To Add new record.
Edit	To Edit the selected record. Expenses Category cannot be changed.
Delete	To Delete selected record.
Find Code	To Find Expenses category as per Expenses Category Code.
Find Name	To Find Expenses Category as per Expenses Category Name
Print	To generate the output of Expenses Category master data on Hard Paper.
View	To View the selected record in non editable format.
Exit	To Exit from the open form.

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The dialog box is titled "Expense Category Master" in red text. It contains two input fields: "Expense Category*" with the value "PHONE" and "Expense Category Name*" with the value "PHONE BILL EXPENSES". At the bottom, there are two buttons: "Ok" and "Cancel".

Work Step – To Add Expenses Category

Step 1 Press 'Add' Button.

Step 2 Enter Expense Category Code.

Step 3 Enter Expenses category Name.

Step 4 Press "Ok" button to save the record.

Input Field Level Information

FIELDS	DESCRIPTION	R/O/C
Expense Category	Enter Expense Category code up to five characters.	R
Expense Category Name	Enter Expenses category Name.	R

R = Required, O = Optional, C = Conditional