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.

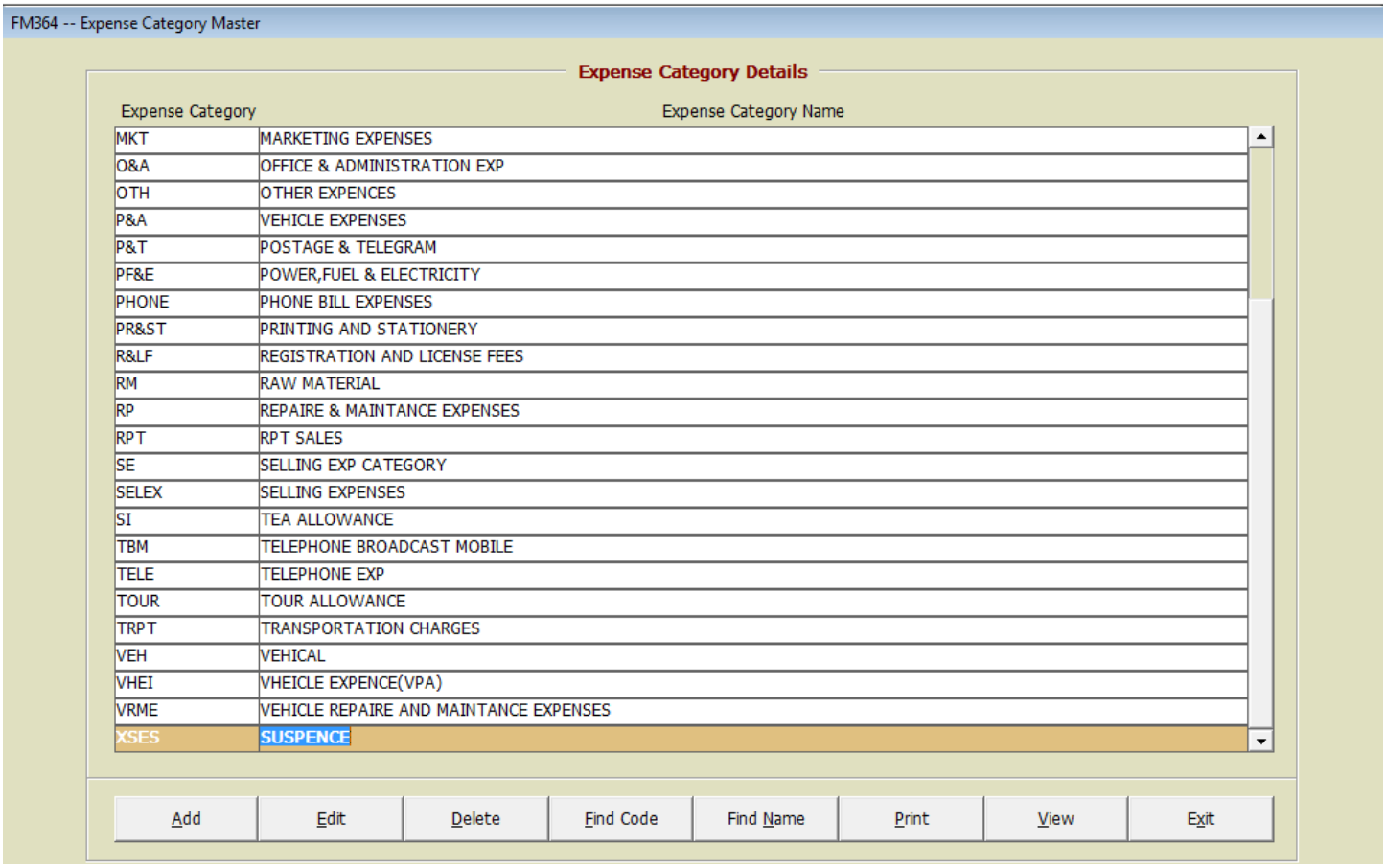
PROCESS PRE-REQUISITES

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	

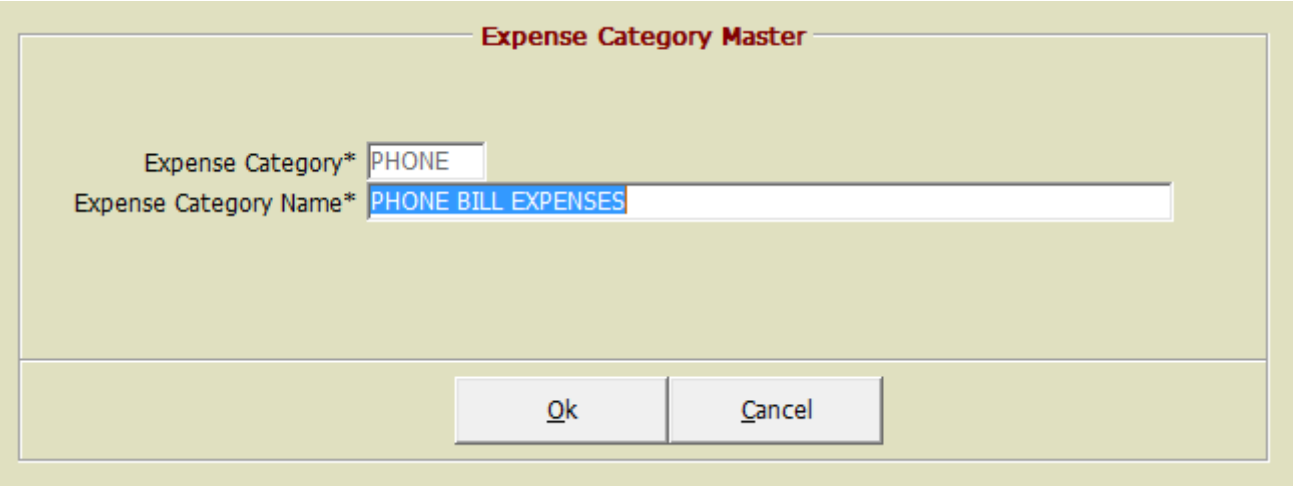
KEY FEATURES

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

PROCESS DETAILS



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.



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