<b>Example 1</b> Lighthouse	Document Name	Object Help Document		
Info Systems Pvt. Ltd.	Menu Code	01.103.03		
SINCE 1987	Process Name	Expense Detail Master		
Release Version	1.0	Document No	LISPL/OHD/FI/103/003	
Release Date	21-Oct-2016	Pages	Page - 1 - of 4	

# 01.103.03 - Expense Detail Master

### **PROCESS OVERVIEW**

This master is use to define the Expense Detail. Each expense detail is linked to Expense category in many to one relationship.

# **PROCESS PRE-REQUISITES**

Input Fields	Input Details	General Remarks
Expense Category	Expense category is required	Expense Category data must be present in Expense Category Master.

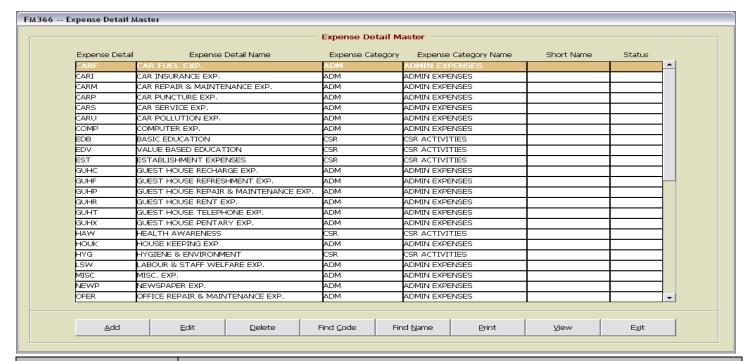
### **KEY FEATURES**

Expense linking facility is available.

Expense information can be obtained

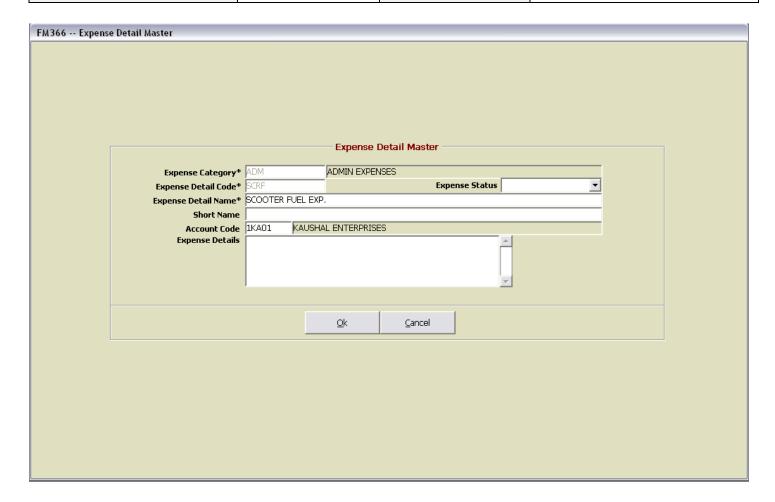
<b>Example 1</b> Lighthouse	Document Name	Object Help Document		
Lighthouse Info Systems Pvt. Ltd.	Menu Code	01.103.03		
SINCE 1987	Process Name	Expense Detail Master		
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Release Date	21-Oct-2016	Pages	Page - 2 - of 4	

#### **PROCESS DETAILS**



BUTTONS	DESCRIPTION
Add	To Add new record.
Edit	To Edit the selected record. Expense Category and Expense Detail Code cannot be changed.
Delete	To Delete selected record.
Fine Code	To Find the Expense detail Master on the basic of Expense Code.
Find Name	To Find the Expense detail Master on the basic of Expense Name.
View	To View the selected record.
Print	To generate the output of account master data in Excel file. Function is detailed in the last
FIIII	section of this document.
Exit	To Exit from the open form.

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	Process Name	Expense Detail Master		
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Release Date	21-Oct-2016	Pages	Page - 3 - of 4	



### **Work Step – To Add Expense Detail Master**

- Step 1 Press 'Add' Button.
- Step 2 Select Expense Schedule from the LOV.
- Step 3 Enter Expense Detail Code.
- Step 4 Enter the Expense detail Name.
- Step 5 Press "Ok" button to save the record.

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Release Date	21-Oct-2016	Pages	Page - 4 - of 4	

## **Input Field Level Information**

FIELDS	DESCRIPTION	R/O/C	FIELD VALUE / COMMENTS
Expense category	Data must be present in the Expense category Master.	R	Data must be present in the Expense category Master.
Expense Detail Code	Enter the Expense details it should not be more than 9 characters.	R	Enter the Expense details it should not be more than 9 characters.
Expense Detail Name	Enter the meaningful Expense Detail Name.	R	Enter the meaningful Expense Detail Name.
Short Name	Enter the short name.	0	Enter the short name.
Account Code	Select the Account code from the LOV.	0	Select the Account code from the LOV.
Expense Status	Select the Expense Status from the drop down list.	0	Select the Expense Status from the drop down list.
Expense details	You can write the additional information related to the Expense detail Entry you created.	0	You can write the additional information related the Expense detail Entry you created.

R = Required, O = Optional, C = Conditional