 Lighthouse Info Systems Pvt. Ltd. <small>SINCE 1987</small>	Document Name	Object Help Document	
	Menu Code	01.103.02	
	Process Name	Expense Master	
Release Version	1.0	Document No	LISPL/OHD/Fl/103/002
Release Date	20-Oct-2016	Pages	Page - 1 - of 4

01.103.02 - Expense Master

PROCESS OVERVIEW


This master is used to define the Expenses Master. Expense codes are the basic cost centers at which expense incurred. Each expense code is linked to one Expense category in many to one relationship.

PROCESS PRE-REQUISITES

Input Fields	Input Details	General Remarks
Expenses Category	Expenses Category Master	It should be define in the Expenses Category master.
Account Code Acc Code	General Ledger Accounts Master	Entry should be available in General Ledger Accounts Master.
Sub Acc Code	Sub Account Master	If Expense Code is required to link at Sub Account level.
Exp. Detail Code	Expense Detail Master	It should be define in the Expenses Category Detail master.

KEY FEATURES

Expense linking facility is available
Expense details can be obtained

 Lighthouse Info Systems Pvt. Ltd. SINCE 1987	Document Name	Object Help Document	
	Menu Code	01.103.02	
	Process Name	Expense Master	
Release Version	1.0	Document No	LISPL/OHD/Fl/103/002
Release Date	20-Oct-2016	Pages	Page - 2 - of 4

PROCESS DETAILS

FM368 -- Expense Master


Expense Mast

Expense Code	Expense Name	Expense Category	Expense Category Name	Short Name	Expense Status
ADM00001	CAR EXPENSES	ADM	ADMIN EXPENSES		
ADM00002	SCOOTER & MOTER-BIKE EXP.	ADM	ADMIN EXPENSES		
ADM00003	STAFF WELFARE EXP.	ADM	ADMIN EXPENSES		
ADM00004	OFFICE EQUIPMENT	ADM	ADMIN EXPENSES		
ADM00005	VEHICLE EXP IN PLANT	ADM	ADMIN EXPENSES		
ADM00006	GUEST HOUSE EXP.	ADM	ADMIN EXPENSES		
ADM00007	TOLL TAX EXP.	ADM	ADMIN EXPENSES		
ADM00008	NEWSPAPER EXP.	ADM	ADMIN EXPENSES		
ADM00009	TRAVELLING EXP.	ADM	ADMIN EXPENSES		
ADM00010	COMPUTER EXP.	ADM	ADMIN EXPENSES		
ADM00011	HOUSE KEEPING EXP.	ADM	ADMIN EXPENSES		
ADM00012	MISC. EXP.	ADM	ADMIN EXPENSES		

Expense limit Mast

Acc Code	Acc Name	Sub Acc Code	Expense Detail Code	From Date	To Date	Limit Amt	Remark

BUTTONS	DESCRIPTION
Add	To Add new record.
Edit	To Edit the selected record. Expense Category and Expense Code cannot be changed.
Delete	To Delete selected record.
Find Code	To Find the Expense master on the basic of it's Code.
Find Name	To Find the Expense master on the basic of it's Name.
Excel	Move Expense Master information in Excel file.
View	To View the selected record.
Exit	To Exit from the open form.

 Lighthouse Info Systems Pvt. Ltd. <small>SINCE 1987</small>	Document Name	Object Help Document	
	Menu Code	01.103.02	
	Process Name	Expense Master	
Release Version	1.0	Document No	LISPL/OHD/FI/103/002
Release Date	20-Oct-2016	Pages	Page - 4 - of 4

Expense Name	Give the proper name to the Expense master that you need to create.	R	Give the proper name to the Expense master that you need to create.
Short Name	Prove the short name for Expense name.	O	Prove the short name for Expense name.
Account Code	Select the Account Code from LOV for the posting of Expense Code in Account/Finance.	O	Select the Account Code from LOV for the posting of Expense Code in Account/Finance.
Expense Detail	If you to prove any additional information about Expense Name, enter details here.	O	If you to prove any additional information about Expense Name, enter details here.
Entity	Select the Entity Code from LOV if you want restrict this Expense Code for selected Entity only.	O	Select the Entity Code from LOV if you want restrict this Expense Code for selected Entity only.
Instype	Select the Instrument Type if the expense master is restricted to expense code.	O	Select the Instrument Type if the expense master is restricted to expense code.
Acc Code	Select the Expense Account Code.	O	Select the Expense Account Code.
Acc Name	Populates the Account Name.	C	Populates the Account Name.
Sub Acc Code	Select applicable Sub Account, if required.	O	Select applicable Sub Account, if required.
Sub Acc Name	Populates the Sub Account Name.	C	Populates the Sub Account Name.
Expense Detail Code	Select the applicable expense detail code.	O	Select the applicable expense detail code.
From date	Enter the Date Range value for the applicable period.	O	Enter the Date Range value for the applicable period.
To Date	Enter the Date Range value for the applicable period.	O	
Limit	Enter the Expense Amount limit for the period.	O	Enter the Expense Amount limit for the period.
Remark	Enter remarks if any.	C	Enter remarks if any.

R = Required, O = Optional, C = Conditional