 Lighthouse Info Systems Pvt. Ltd. <small>SINCE 1987</small>	Document Name	Object Help Document	
	Menu Code	01.103.03	
	Process Name	Expense Detail Master	
Release Version	1.0	Document No	LISPL/OHD/Fl/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

 Lighthouse Info Systems Pvt. Ltd. SINCE 1987	Document Name	Object Help Document	
	Menu Code	01.103.03	
	Process Name	Expense Detail Master	
Release Version	1.0	Document No	LISPL/OHD/FI/103/003
Release Date	21-Oct-2016	Pages	Page - 2 - of 4


PROCESS DETAILS

FM366 -- Expense Detail Master

Expense Detail Master

Expense Detail	Expense Detail Name	Expense Category	Expense Category Name	Short Name	Status
CARF	CAR FUEL EXP.	ADM	ADMIN EXPENSES		
CARI	CAR INSURANCE EXP.	ADM	ADMIN EXPENSES		
CARM	CAR REPAIR & MAINTENANCE EXP.	ADM	ADMIN EXPENSES		
CARP	CAR PUNCTURE EXP.	ADM	ADMIN EXPENSES		
CARS	CAR SERVICE EXP.	ADM	ADMIN EXPENSES		
CARU	CAR POLLUTION EXP.	ADM	ADMIN EXPENSES		
COMP	COMPUTER EXP.	ADM	ADMIN EXPENSES		
EDB	BASIC EDUCATION	CSR	CSR ACTIVITIES		
EDV	VALUE BASED EDUCATION	CSR	CSR ACTIVITIES		
EST	ESTABLISHMENT EXPENSES	CSR	CSR ACTIVITIES		
GUHC	GUEST HOUSE RECHARGE EXP.	ADM	ADMIN EXPENSES		
GUHF	GUEST HOUSE REFRESHMENT EXP.	ADM	ADMIN EXPENSES		
GUHP	GUEST HOUSE REPAIR & MAINTENANCE EXP.	ADM	ADMIN EXPENSES		
GUHR	GUEST HOUSE RENT EXP.	ADM	ADMIN EXPENSES		
GUHT	GUEST HOUSE TELEPHONE EXP.	ADM	ADMIN EXPENSES		
GUHX	GUEST HOUSE PENTARY EXP.	ADM	ADMIN EXPENSES		
HAW	HEALTH AWARENESS	CSR	CSR ACTIVITIES		
HOUK	HOUSE KEEPING EXP	ADM	ADMIN EXPENSES		
HYG	HYGIENE & ENVIRONMENT	CSR	CSR ACTIVITIES		
LSW	LABOUR & STAFF WELFARE EXP.	ADM	ADMIN EXPENSES		
MISC	MISC. EXP.	ADM	ADMIN EXPENSES		
NEWP	NEWSPAPER EXP.	ADM	ADMIN EXPENSES		
OFER	OFFICE REPAIR & MAINTENANCE EXP.	ADM	ADMIN EXPENSES		

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 section of this document.
Exit	To Exit from the open form.

 Lighthouse Info Systems Pvt. Ltd. <small>SINCE 1987</small>	Document Name	Object Help Document	
	Menu Code	01.103.03	
	Process Name	Expense Detail Master	
Release Version	1.0	Document No	LISPL/OHD/Fl/103/003
Release Date	21-Oct-2016	Pages	Page - 3 - of 4


FM366 -- Expense Detail Master

Expense Detail Master

Expense Category*	ADM	ADMIN EXPENSES	
Expense Detail Code*	SCRF	Expense Status	▼
Expense Detail Name*	SCOOTER FUEL EXP.		
Short Name			
Account Code	1KA01	KAUSHAL ENTERPRISES	
Expense Details			

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.

 Lighthouse Info Systems Pvt. Ltd. <small>SINCE 1987</small>	Document Name	Object Help Document	
	Menu Code	01.103.03	
	Process Name	Expense Detail Master	
Release Version	1.0	Document No	LISPL/OHD/Fl/103/003
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.	O	Enter the short name.
Account Code	Select the Account code from the LOV.	O	Select the Account code from the LOV.
Expense Status	Select the Expense Status from the drop down list.	O	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.	O	You can write the additional information related the Expense detail Entry you created.

R = Required, O = Optional, C = Conditional