Em Lighthouse	Document Name	Object Help Document		
Lighthouse Info Systems Pvt. Ltd.	Menu Code	01.103.02		
SINCE 1987	Process Name	Expense Master		
Release Version	1.0	Document No	LISPL/OHD/FI/103/002	
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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

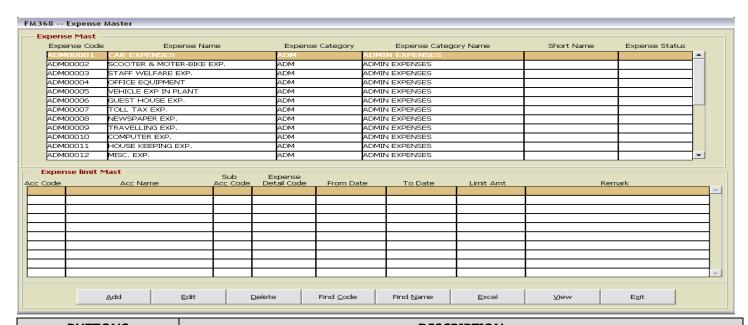
Input Fields	Input Details	General Remarks
Expenses Category	Expenses Category Master	It should be define in the Expenses
	Expenses Category Waster	Category master.
Account Code	Conoral Lodger Accounts Master	Entry should be available in General Ledger
Acc Code	General Ledger Accounts Master	Accounts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

KEY FEATURES

Expense linking facility is available Expense details can be obtained

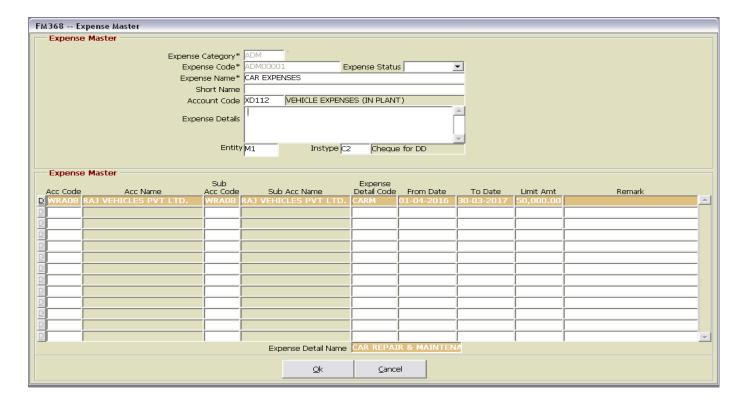
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PROCESS DETAILS



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.		

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Work Step – To Add Expense Account

- Step 1 Press 'Add' Button.
- Step 2 Select Expense Category from the LOV.
- Step 3 Expense Code will be automatically generated as per logic.
- Step 4 Enter the Expense Name.
- Step 5 Press "Ok" button to save the record.

Input Field Level Information

FIELDS	DESCRIPTION	R/O/C	FIELD VALUE / COMMENTS
Expense Category	To select Expense category that defined		To select Expense category that defined in
Expense Category	in Expense Category Master.	R	Expense Category Master.
	This code will automatically generate as		This code will automatically generate as
Expense Code	soon as you move cursor from Expense	R	soon as you move cursor from Expense
	category.		category.
Expense Status	Select the Expense Status from the drop	0	Select the Expense Status from the drop
	down list 'Closed / Running')	down list 'Closed / Running'

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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.	0	Prove the short name for Expense name.	
Account Code	Select the Account Code from LOV for the posting of Expense Code in Account/Finance.	0	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.	0	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.	0	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.	0	Select the Instrument Type if the expense master is restricted to expense code.	
Acc Code	Select the Expense Account Code.	0	Select the Expense Account Code.	
Acc Name	Populates the Account Name.	С	Populates the Account Name.	
Sub Acc Code	Select applicable Sub Account, if required.	0	Select applicable Sub Account, if required.	
Sub Acc Name	Populates the Sub Account Name.	С	Populates the Sub Account Name.	
Expense Detail Code	Select the applicable expense detail code.	0	Select the applicable expense detail code.	
From date	Enter the Date Range value for the applicable period.	0	Enter the Date Range value for the	
To Date	Enter the Date Range value for the applicable period.	0	applicable period.	
Limit	Enter the Expense Amount limit for the period.	0	Enter the Expense Amount limit for the period.	
Remark	Enter remarks if any.	С	Enter remarks if any.	

R = Required, O = Optional, C = Conditional