

## Expense Related Master



### Key Features

Expense can be hierarchically classified into expense category, Expense code and expense detail code → Classification of Expense category allows broad grouping of expenses (Ex vehicle expenses, Telephone Expenses) → The basic cost center at which the expense is incurred can be defined as Expense code in the expense master. Each expense code is linked to the expense category (Ex. Each vehicle can be linked to the expense category of expense of Vehicle expenses → An expense code/head can further be divided into various sub heads called expense details code. In above example it could be expenses related to Fuel/Repair/Insurance of Vehicle. → Each expense detail is linked to expense category

If expense Detail code is defined for a chosen expense category then data entry is mandatory → Expense category field is provided in Account Master to establish bridge with expense category Master & to decide that expense code and expense details are to be captured

#### Expense Category Master

Expense category master is more aggregate in nature. Different details of. Vehicle running expenses, Telephone Expenses etc. can be entered

#### Expense Master

Expense codes are the basic cost centers at which expenses are incurred. Each expense code is linked to one Expense category in many to one relationship .Different expense code can be defined accordingly

#### Expense Detail Master

It is non-mandatory data entry column The data entry is mandatory if expense detail code is defined for a chosen expense category otherwise it is not. Further, expense category field is provided in account master to establish bridge with expense category master and to decide that expense code and expense details are to be captured

**Tour Expense  
Master**

Details of tour expenses are maintained.  
Costing other than the landing values can be entered

**Tour Expenses  
Limit**

Designation wise tour limit can be maintained, city rank, Nafhead details, Food /Meal Expenses, Road/Rail/Air details can be entered accordingly