
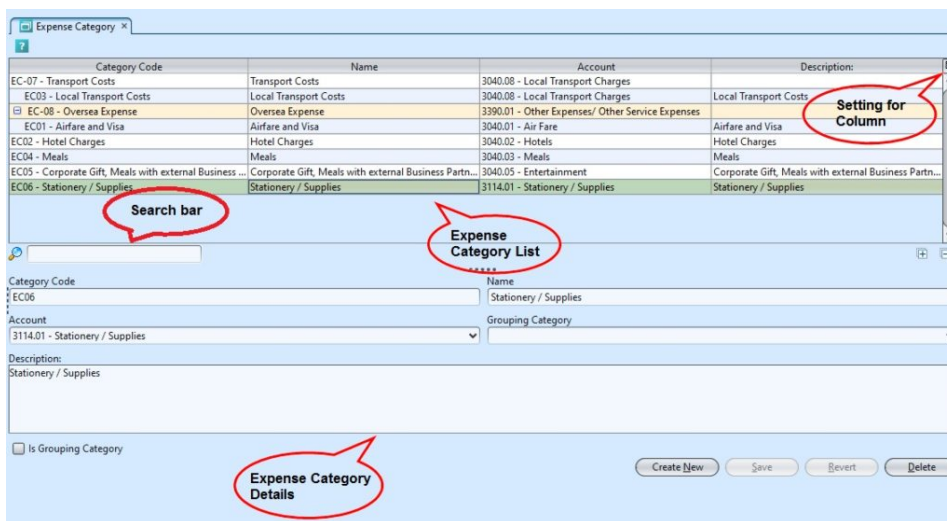


Expense Category

Expense is an accounting and budgeting term usually referring to something a company or organization spends money on. G00MI allows user to create categories for their expense accounts so the company has clear picture about the company's expenses. Below are available actions for **"Expense Category"**:

 Create new expense, modify, search and delete expense.

 Group the expense accounts



The screenshot displays the 'Expense Category' management interface. It features a table of existing categories and a form to create or edit a new one. Red callouts highlight the following elements:

- Search bar**: A search input field below the table.
- Expense Category List**: The table listing existing categories.
- Expense Category Details**: The form for creating or editing a category.
- Setting for Column**: A dropdown menu for selecting a column to set.

Category Code	Name	Account	Description:
EC-07 - Transport Costs	Transport Costs	3040.08 - Local Transport Charges	
EC03 - Local Transport Costs	Local Transport Costs	3040.08 - Local Transport Charges	Local Transport Costs
EC-08 - Oversea Expense	Oversea Expense	3390.01 - Other Expenses/ Other Service Expenses	
EC01 - Airfare and Visa	Airfare and Visa	3040.01 - Air Fare	Airfare and Visa
EC02 - Hotel Charges	Hotel Charges	3040.02 - Hotels	Hotel Charges
EC04 - Meals	Meals	3040.03 - Meals	Meals
EC05 - Corporate Gift, Meals with external Business ...	Corporate Gift, Meals with external Business Partn...	3040.05 - Entertainment	Corporate Gift, Meals with external Business Partn...
EC06 - Stationery / Supplies	Stationery / Supplies	3114.01 - Stationery / Supplies	Stationery / Supplies

Category Code: EC06
Name: Stationery / Supplies
Account: 3114.01 - Stationery / Supplies
Description: Stationery / Supplies

☐ Is Grouping Category

Buttons: Create New, Save, Revert, Delete

Field Name	Description	Mandatory Information
Category Code	Code of the category	Y
Name	Name of the category	Y
Account	Account used for this category	Y
Grouping Category	(Parent) grouping category of the expense category	N
Description	Description	N

Create New Expense Category:

1. Click on **"Create New"** button at the bottom of the screen.

2. Fill the Category Code & the Name

3. Choose an account from the **“Account”** drop-down list

4. Optional: If **“Is Grouping Category”** checkbox is ticked, it allows user to define sub categories under this expense category

The screenshot shows the 'Expense Category' form. At the top is a table listing existing categories. A red box highlights the 'EC-08 - Oversea Expense' row, with an arrow pointing to a small icon in the 'Category Code' column. Below the table are form fields: 'Category Code' (with a dropdown arrow), 'Name' (text input), 'Account' (dropdown menu), and 'Description' (text area). A red box highlights the 'Is Grouping Category' checkbox. At the bottom right are buttons: 'Create New', 'Save', 'Revert', and 'Delete'.

Category Code	Name	Account	Description:
EC-07 - Transport Costs	Transport Costs	3040.08 - Local Transport Charges	Local Transport Costs
EC-08 - Oversea Expense	Oversea Expense	3390.01 - Other Expenses/ Other Service Expenses	Local Transport Costs
EC-09 - Airfare and Visa	Airfare and Visa	3040.01 - Air Fare	Airfare and Visa
EC-02 - Hotel Charges	Hotel Charges	3040.02 - Hotels	Hotel Charges
EC-04 - Meals	Meals	3040.03 - Meals	Meals
EC-05 - Corporate Gift, Meals with external Business Partn...	Corporate Gift, Meals with external Business Partn...	3040.05 - Entertainment	Corporate Gift, Meals with external Business Partn...
EC-06 - Stationery / Supplies	Stationery / Supplies	3114.01 - Stationery / Supplies	Stationery / Supplies

Icon for grouping expense

Category Code: EC-08
Name: Oversea Expense
Account: 3390.01 - Other Expenses/ Other Service Expenses
Description:
☐ Is Grouping Category

Create New Save Revert Delete

5. Optional: User can select a (parent) grouping category for the account, if any category was created as a grouping category

This screenshot shows the same form as before, but with the 'EC-01 - Airfare and Visa' row highlighted in the table. A red box highlights the 'Airfare and Visa' row, with an arrow pointing to the 'Airfare and Visa' text in the 'Name' field. Another red box highlights the 'Grouping Category' dropdown menu, which is set to 'EC-08 - Oversea Expense'.

Category Code	Name	Account	Description:
EC-07 - Transport Costs	Transport Costs	3040.08 - Local Transport Charges	Local Transport Costs
EC-08 - Oversea Expense	Oversea Expense	3390.01 - Other Expenses/ Other Service Expenses	Local Transport Costs
EC-01 - Airfare and Visa	Airfare and Visa	3040.01 - Air Fare	Airfare and Visa
EC-02 - Hotel Charges	Hotel Charges	3040.02 - Hotels	Hotel Charges
EC-04 - Meals	Meals	3040.03 - Meals	Meals
EC-05 - Corporate Gift, Meals with external Business Partn...	Corporate Gift, Meals with external Business Partn...	3040.05 - Entertainment	Corporate Gift, Meals with external Business Partn...
EC-06 - Stationery / Supplies	Stationery / Supplies	3114.01 - Stationery / Supplies	Stationery / Supplies

Airfare and Visa group under Oversea Expense

Category Code: EC-01
Name: Airfare and Visa
Account: 3040.01 - Air Fare
Grouping Category: EC-08 - Oversea Expense
Description: Airfare and Visa

6. Click on the **“Revert”** button to undo changes.

7. Click on the **“Save”** button to save

Modify Expense Category:

1. Select the expense category user wants to modify

in the expense categories list

2. Update the information required
3. Click on the **“Revert”** button to undo changes.
4. Click on the **“Save”** button to confirm the changes

Delete Expense Category:

1. Select the expense category user wants to delete in the expense categories list
2. Click on **“Delete”** button at the bottom of screen
3. Click on **“Yes”** button on the pop-up window to confirm category deletion

