How to Create Expense Category

This video will show users how to Create Expense Category

Navigate to HRMS, Expense Category, Create New.
Fill in Name, Code, and Account.
Click Save when done.

STEP-BY-STEP:
1. Go to HRMS menu
2. Select Expense Category
3. To create new category, enter mandatory fields: Name, Code, and Account.
(mandatory fields in red color or marked with red x)
4. For Grouping Category type, tick the checkbox “Is Grouping Category”.
This will set the Expense Category as a parent type, and allow it to have other expense categories to be grouped under it.
5. Click Save button when done.
6. Create a new Expense Category to be the sub category.
Click Create New button then repeat step #3.
Select a Grouping Category from the list, then click Save button when done.
The sub category will be shown under the parent group on the top table.