
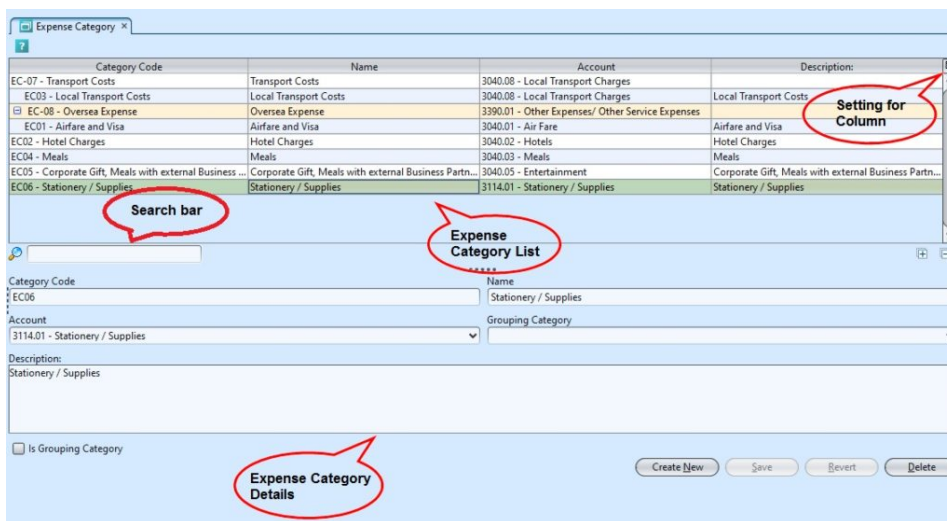


# Expense Category

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	Local Transport Costs
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	Airfare and Visa
EC01 - Airfare and Visa	Airfare and Visa	3040.01 - Air Fare	Hotel Charges
EC02 - Hotel Charges	Hotel Charges	3040.02 - Hotels	Meals
EC04 - Meals	Meals	3040.03 - Meals	Corporate Gift, Meals with external Business Partn...
EC05 - Corporate Gift, Meals with external Business ...	Corporate Gift, Meals with external Business Partn...	3040.05 - Entertainment	Stationery / Supplies
EC06 - Stationery / Supplies	Stationery / Supplies	3114.01 - 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. Below the table are form fields for 'Category Code', 'Name', 'Account', and 'Description'. A red box highlights the 'Is Grouping Category' checkbox at the bottom left. Another red box highlights a small icon in the table header area, with a label 'Icon for grouping expense' pointing to it.

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

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

Buttons: 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 'Airfare and Visa' category selected as a sub-category under 'Oversea Expense'. A red box highlights the 'Airfare and Visa' row in the table, with a label 'Airfare and Visa group under Oversea Expense' pointing to it. 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

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

