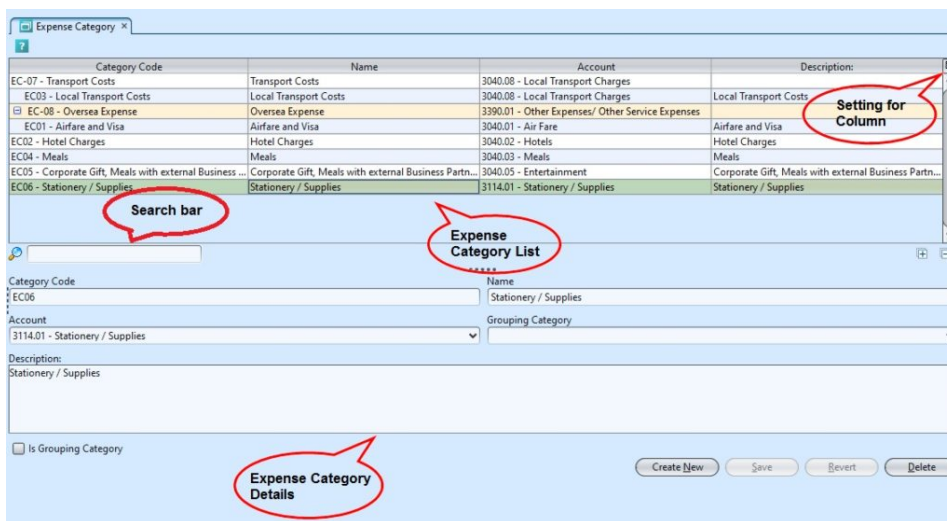# Expense Category

Expense is an accounting and budgeting term usually referring to something a company or organization spends money on. GOOMI 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

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

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

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