

Expense Setup Menu

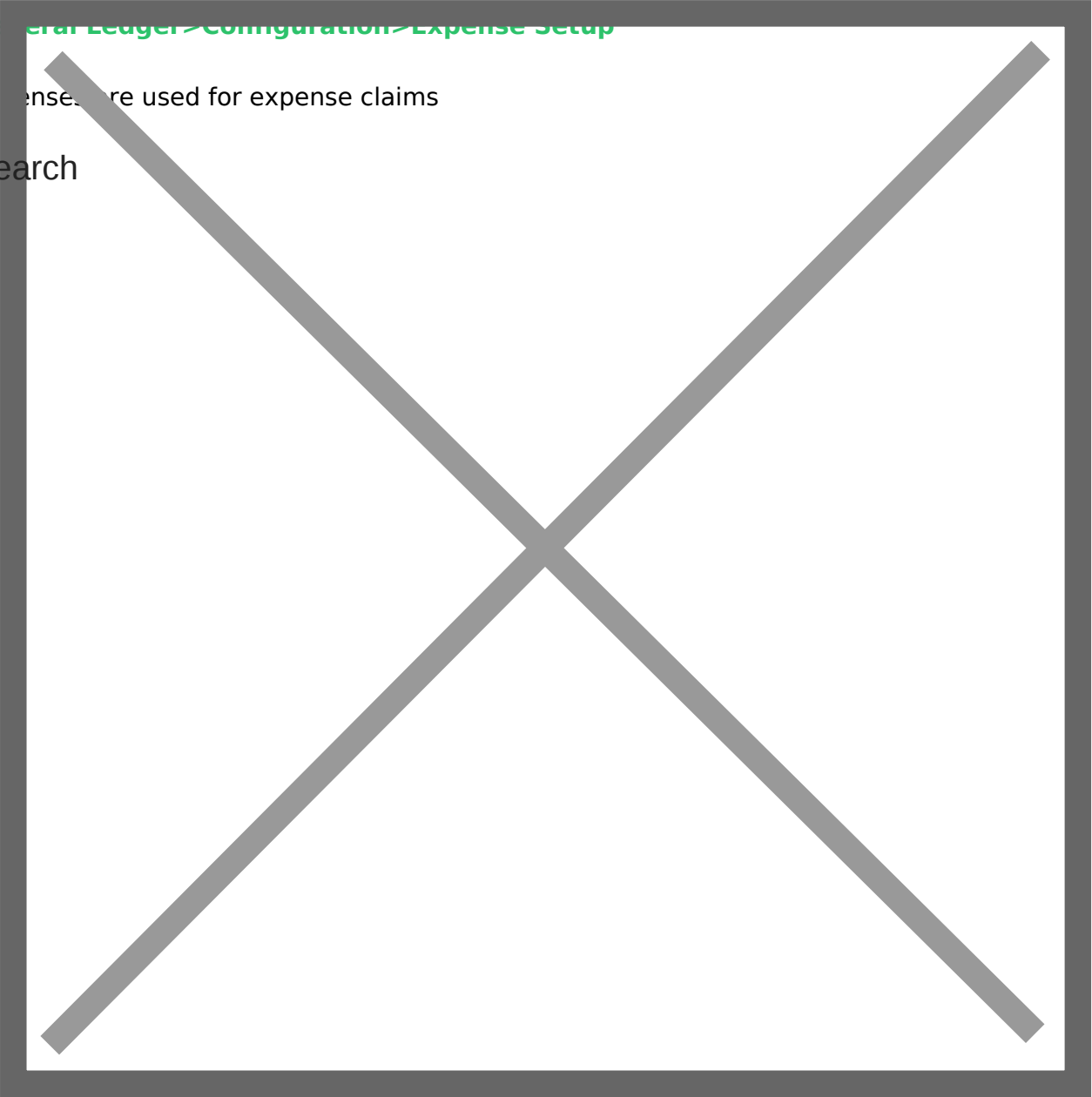
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Expense Setup

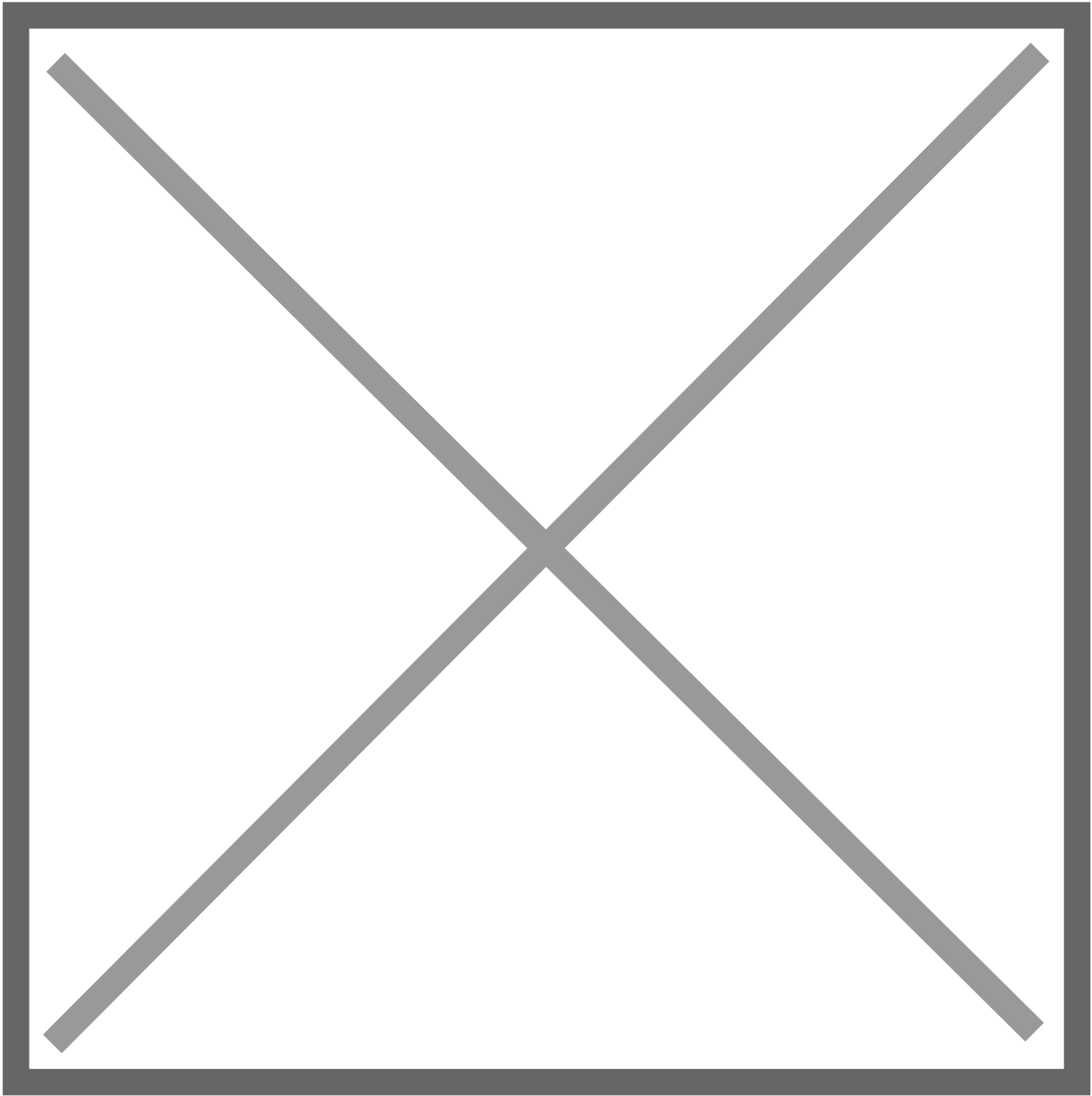
General Ledger > Configuration > Expense Setup

Expenses are used for expense claims

Search



Add a new expense



Code	Enter code
Description	Enter description and save
Supplier	
Stock Item	
Tax Account	
Tax Type	
Division	
Region	
GRV Group	

Add Expense Setup

To add a new expense setup go to

General Ledger> Configuration> Expense Setup

First, you need to add the expense category

The screenshot shows the 'Expenses Setup' window. At the top, there is a toolbar with 'Search', 'Add' (highlighted with a red box), 'Edit', 'Delete', and 'Print/Export'. Below the toolbar are input fields for 'Code' and 'Description'. The main area contains a sub-window titled 'Expense Category' with a 'Close' button. Inside this sub-window, there are fields for 'Code' (M001), 'Description' (Motor Expense), and 'Notes'. Below these fields is a table with columns: #, Code, Description, Type, Account, Supplier, Tax Account, Tax Type, and Stock Item. The table is currently empty. At the bottom of the sub-window, there are buttons for 'Save', 'Save & Close', and 'Close'.

Code	Enter expense category code
Description	Enter expense category name or description
Notes	Add notes regarding what the expense category will be used for

Adding a new expense rule

The screenshot shows a software interface with two overlapping windows. The background window is titled "Expense Category" and contains fields for "Code:" (M001) and "Description:" (Motor Expenses). It also has a table with columns "#", "Code", and "Description", showing one entry: "1", "PET001", "Petrol". The foreground window is titled "Expense Subcategory" and contains the following fields:

- Type:** Radio buttons for "GRV" and "Journal Transaction" (selected).
- Code:** Text field containing "PET001".
- Description:** Text field containing "Petrol".
- Journal Transaction:** Dropdown menu showing "OL TEST".
- Stock Item:** Empty dropdown menu.
- Journal Action:** Dropdown menu showing "Supplier Payment".
- Account:** Dropdown menu showing "Travelling Expense - Local".
- Tax Account:** Dropdown menu showing "2-2200 - GST Control".
- Tax Type:** Dropdown menu showing "04 GRV VAT:15".
- Division:** Empty dropdown menu.
- Region:** Empty dropdown menu with a search icon.
- GRV Group:** Empty dropdown menu.

At the bottom of the "Expense Subcategory" window are three buttons: "Save & New", "Save & Close", and "Close". The background window also has "Save", "Save & Close", and "Close" buttons at the bottom.

Type	Select the type of entry to be created when a finance manager approves the expense claim
Code	Enter the code for the expense subcategory
Description	Enter the name or description of the sub category. This is the name that will appear on the expense sub category drop down
Journal Transaction	Journal Type is usually a supplier
Stock Item	Enter stock item to be used if transaction type is GRV
Journal Action	Select journal action on the drop down selection
Account	Select the account the journal or GRV needs to be posted in
Tax Account	Select VAT/GST account from the drop down selection
Tax Type	Select Tax/ GST Type from the drop down selection

Division	Select the division from the drop down selection if applicable
Region	Select the region from the drop down selection if applicate
GRV Group	Select GRV group from the drop down selection