



Expenditure Account

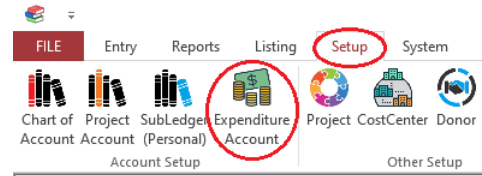
This is additional dimension/features of TrueBook to categories expenditure transactions. In the project most of the budget-lines are based on activities and deliverables and same expenditure type will occur in many budgetline. So to get the report with expenditure type will be quite a challenge and time consuming.

With this feature user can generate of report with expenditure type for project/s or even of whole organization in no time.

Process for Setup

- Go to [Setup](#) menu
- Click on [Expenditure Account](#)

[Expenditure Account Setup](#) dialog box will open.



Expenditure Account Setup

LIST of EXPENDITURE ACCOUNT

- ▼ 01 - SALARY & BENEFITS
 - Allowances
 - Provident Fund
 - Retirement Fund/ Gratuity
 - Salary
 - Social Security Fund (20%)
- ▶ 02 - GENERAL & ADMINISTRATIVE EXPENSES
- ▶ 03 - TRAINING / WORKSHOP / MEETING EXPENSES
- ▼ 04 - UTILITIES & SUPPLIES
 - Construction Cost/Materials
 - Water & Electricity
- ▶ 05 - REPAIR & MAINTENANCE
- ▶ 06 - PRINTING & PUBLICATION
- ▶ 07 - CAPITAL ASSETS
- ▶ 08 - SERVICE & FINANCIAL CHARGES
- ▶ 09 - ACTIVITY / EVENT EXPENDITURE
- ▶ 10 - OVERHEAD
- ▶ 11 - PRODUCTION

Record: 14 | 11 of 19 | No Filter | Search

Expenditure Group: UTILITIES & SUPPLIES

Expenditure ID: 04002 **Display ID:** 04002

Expenditure Name: Construction Cost/Materials

Description:

Expenditure Level: Level 2 ☒ **Ledger Account** ☐ **Blocked**

Buttons: Add, Edit, Delete, Save, Cancel, Close

☐ with Description **Print**

Note:

- In [LIST of EXPENDITURE ACCOUNT](#) List (tree view) you will see three symbol.
 - ▶ - Group (detail not expanded)
 - ▼ - Group (detail expanded)
 - - Ledger (used at time of transaction booking)
- Double click on account to expand or collapse detail.
- Single click on account to see detail.
- System maintain the Expenditure Account in 2 Levels.
 - Level 1 is for Group, however it can also be used as Ledger
 - Level 2 is for Ledger
- Expenditure account is mandatory while booking expenditure transaction in the system.

To Add

- Click on [LIST of EXPENDITURE ACCOUNT](#) (for first level), In the detail all field will be blank.
- or

Click on Expenditure Account Group under which you want to add Expenditure Ledger Account
Expenditure Account Group's detail will be displayed.

[Add](#) button will be enabled

- Click [Add](#) button
- Type Display ID for Expenditure Account in [Display ID](#)

- Type Name of Expenditure Account in *Expenditure Name*
- Type description/remarks for the account (if any) in *Description*.
- *Expenditure Level* – system will auto define the Expenditure Level and it cannot be changed.
- *Ledger Account* – system will auto define it and it cannot be changed. For Level 2 Ledger Account will be marked.
- Click *Save* Button, added Expenditure Account will display in existing the Expenditure Account list.

Note:

1. *Expenditure ID* – System will define ID which cannot be changed.

To Edit

- Click on Expenditure Account which you want to edit.
- Selected record detail will be displayed and *Edit* button will be enabled.
- Click *Edit* Button. Make necessary changes
- Click *Save* Button, changes will reflect in *LIST of EXPENDITURE ACCOUNT* List

To Delete

- Click on Expenditure Account which you want to delete.
- Selected record detail will display
- Click *Delete* Button
- *Delete Confirmation* Message will pop-up or *Security Alert* Message will pop-up if already in use.
- Click *Yes* Button to delete or *No* Button to Cancel

