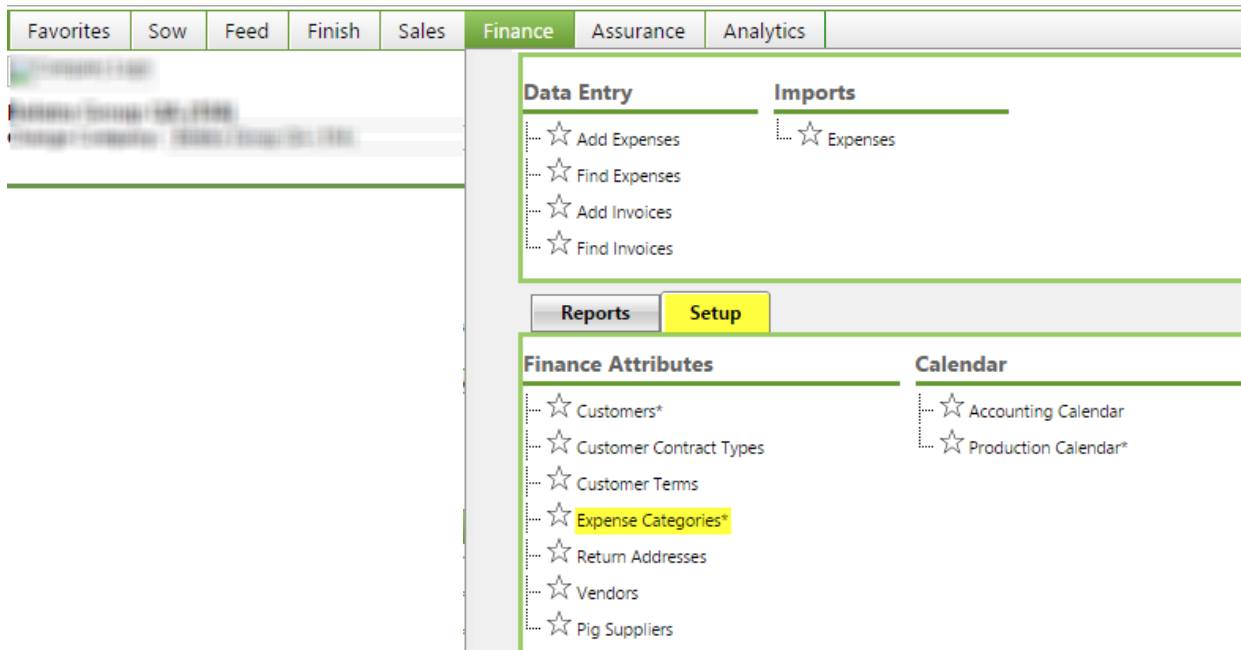


Expense Categories



There are several pre-defined categories to choose from. If what you need is not in the list, choose Company Defined.

Save (Ctrl-S) Print All Show Table

Table: Expense Categories*

Sort Columns ▼

Row #	Add	*Category	*Code	*Type	GL Main Account	GL Profit Center	GL Cost Center	Active	SubCategory	Expense Account	Category Class	Feed Class	Rollup Category
1	<input checked="" type="checkbox"/>	Capital Expenses	4	Suppliers ▼				<input checked="" type="checkbox"/>	SubCategory				Capital Expenses ▼
2	<input checked="" type="checkbox"/>	Company Defined	51	Suppliers ▼				<input checked="" type="checkbox"/>	SubCategory				(Select...) ▼
3	<input type="checkbox"/>	Company Defined	52	Suppliers ▼				<input checked="" type="checkbox"/>	SubCategory				(Select...) ▼

Click the checkboxes of the categories you need. Click Save

Note fields with a (*) are required. Other fields are optional. The code is what you will use during data entry and must be unique.

Save (Ctrl-S) Print All Add (Ctrl-A) Show Table

Table: Expense Categories*

Sort Columns ▼

Row #	*Category	*Code	*Type	GL Main Account	GL Profit Center	GL Cost Center	Active	SubCategory	Expense Account	Category Class	Feed Class	Rollup Category
1	Capital Expenses	4	Suppliers ▼				<input checked="" type="checkbox"/>	SubCategory				Capital Expenses ▼
2	Vet	Vet	Suppliers ▼				<input checked="" type="checkbox"/>	SubCategory				Vet Services ▼

1. Change the name and code of any Company Defined

2. Select the main category you want your new category to fall under

3. Click Save

To add subcategories for any Category, click on the Subcategory button on that line

Table: Expense SubCategories Entry: Vet

Sort Columns ▼

Enter the Subcategories and Codes, click Save

Row #	* SubCategory	* Code	GL Main Account	GL Profit Center	GL Cost Center	Active	Expense Account	Category Class	Feed Class
1	Vaccines	V				<input checked="" type="checkbox"/>			
2						<input checked="" type="checkbox"/>			

**If you already have Expense Categories entered when you get to the grid, but need to add more, click the Add button.