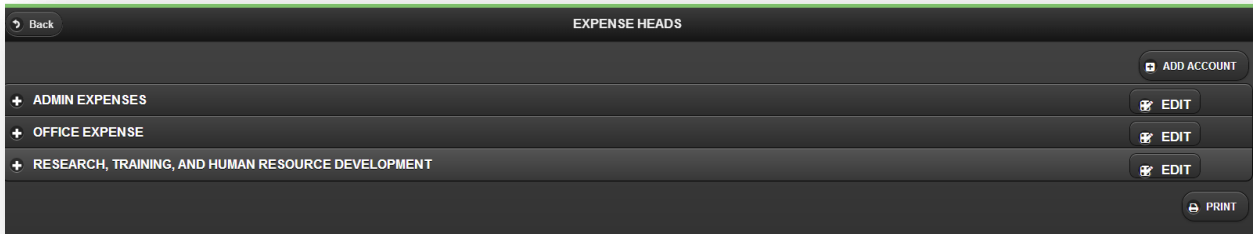


## Expense Head.

This page is to define the expense head in Studio pulse.



Click on the tab to expand to view details for e.g.

**+ OFFICE EXPENSE**

The screenshot shows the expanded 'OFFICE EXPENSE' interface. At the top left is a minus sign icon and the title 'OFFICE EXPENSE'. At the top right is an 'EDIT' button. Below the header is a table with the following data:

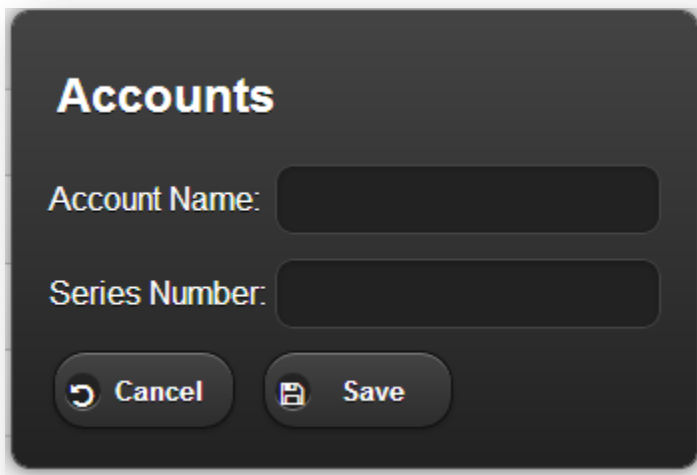
| Account Code | Description                   | Notes | Forecast \$ | Actions |
|--------------|-------------------------------|-------|-------------|---------|
| 101          | Office Rent, Taxes and Duties |       | \$1,000.00  |         |
| 102          | Travel Expenses               |       | \$1,200.00  |         |
| 103          | Hiring of Vehicles            |       | \$1,300.00  |         |
| 104          | Printing and Stationary       |       | \$1,200.00  |         |

At the bottom right of the table is a plus sign icon.

## Add an Account.


Click on the **+ ADD ACCOUNT** button to add new Account.

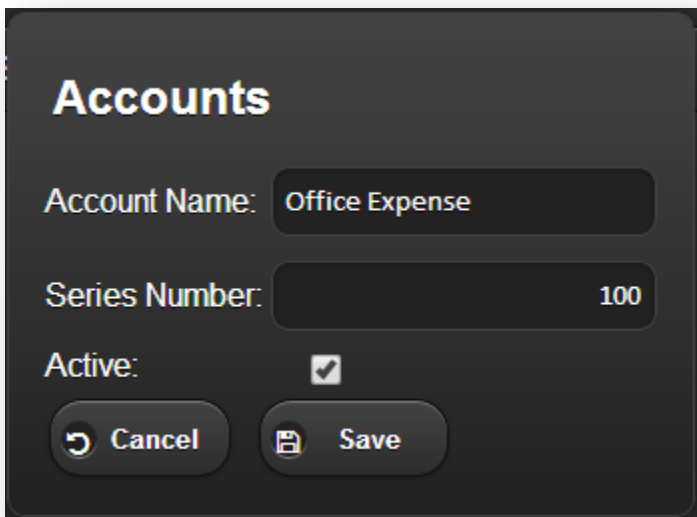
A popup will be loaded in which Account Name and Series number can be entered. Series number is the starting number for the Account code for that Head.



A dark-themed dialog box titled "Accounts". It contains two text input fields: "Account Name:" and "Series Number:". Below the fields are two buttons: "Cancel" with a circular arrow icon and "Save" with a floppy disk icon.

### Edit an Account.

Click on the  button in the right side of the Account. The popup will be loaded with the details to edit.



A dark-themed dialog box titled "Accounts". It contains three fields: "Account Name:" with the text "Office Expense", "Series Number:" with the text "100", and "Active:" with a checked checkbox. Below the fields are two buttons: "Cancel" with a circular arrow icon and "Save" with a floppy disk icon.

### Mandatory Fields

- Account Name
- Series Number


### Pre-loaded Fields.


- NIL

### Optional Fields.

- Notes.

### Add an Account Head.

Click on the  to add new Account head.

|     |  |  |  |   |        |      |
|-----|--|--|--|---|--------|------|
| 105 |  |  |  |  | Cancel | Save |
|-----|--|--|--|---|--------|------|

After entering the details click on Save button




To cancel the changes and reload click on Cancel button



### Edit an Account Head.

Click on account head to view it in edit mode.

| Account Code | Description                   | Notes | Forecast \$ | Actions   |
|--------------|-------------------------------|-------|-------------|---|
| 101          | Office Rent, Taxes and Duties |       | 1000        |  Cancel Save |


After editing the details click on Save button



To undo the changes and reload click on Cancel button



### Delete an Account Head.

Click on  button to delete the Account head.

### **Mandatory Fields**

- Account Code
- Description.

### **Pre-loaded Fields.**

- Account Code [Next number of the series will be loaded here.]

### **Optional Fields.**

- Forecast.
- Notes.