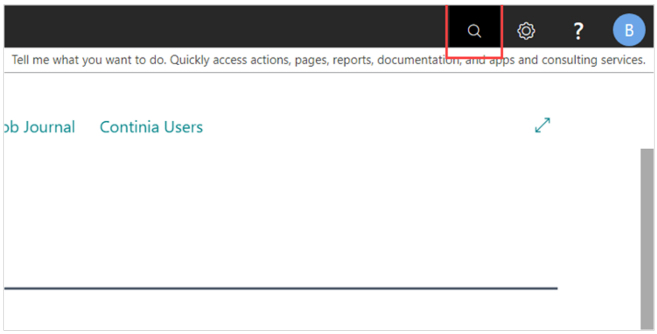
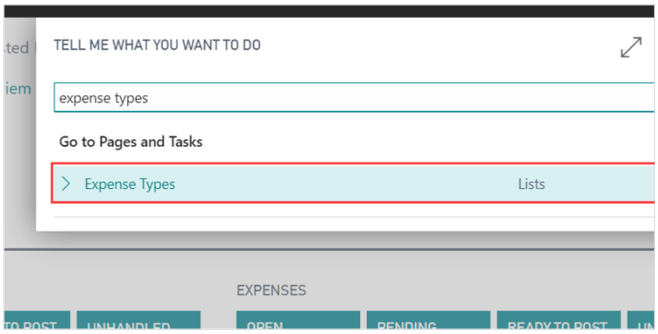
1 Expense Types - Create and setup expense types

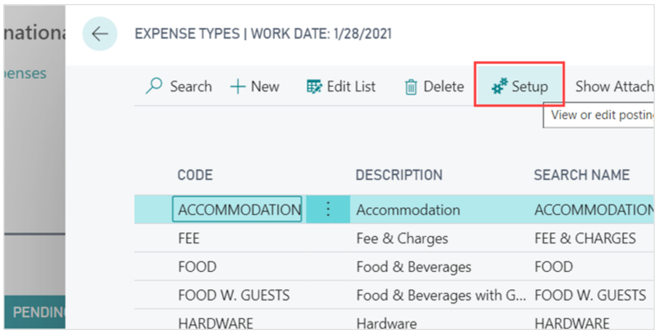
To set up Expense Types, go to the "**magnifer**" to search for Expense Types.



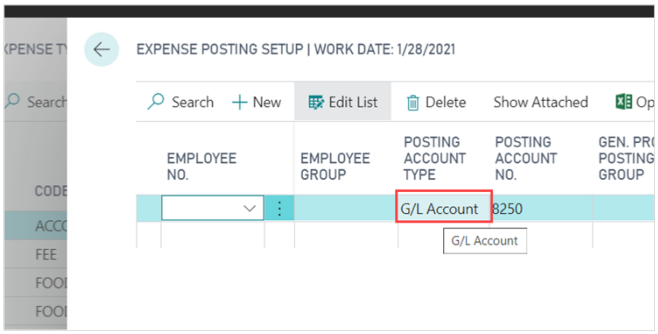
Choose "**Expense Types**".



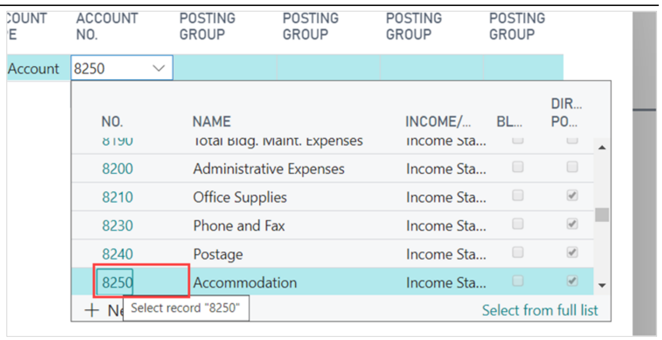
In this view, you can see a list of all the Expense Types available for Expense Management. These are all available for expense users to chose when creating expenses. You can add new expense types. You can change the name of an existing expense type by choosing "**Edit List**". You can delete an Expense Type by clicking "Delete". Behind each Expense Type, there is a setup of how the posting should be. You set this up by going to the navigation menu and chose "**Setup**".



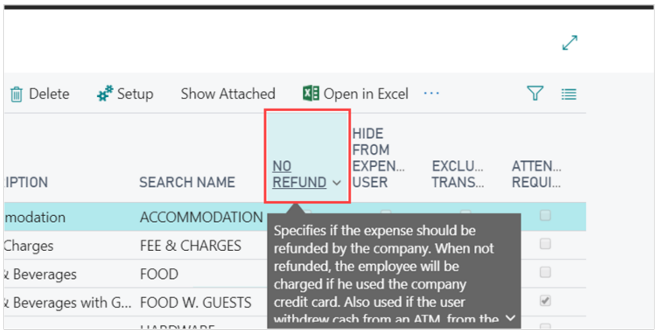
You set up the account, where the Expense Type should be posted, by choosing "**Posting Account Type**". Chose G/L Account. Then go the "**Posting Account No.**".



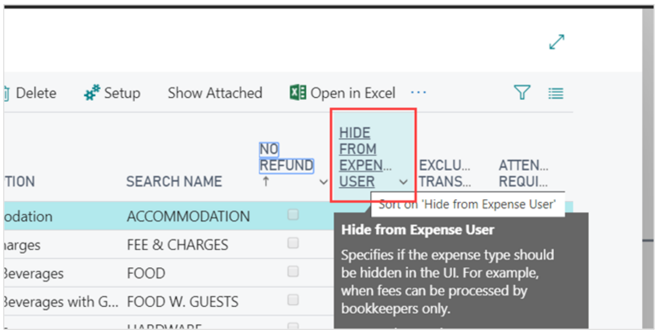
Here you get the list of all G/L Accounts to choose from. You add the G/L Account relevant for this Expense Type and go back. When this Expense Type is chosen by the user, the posting will automatically be set to the posting setup you have done.



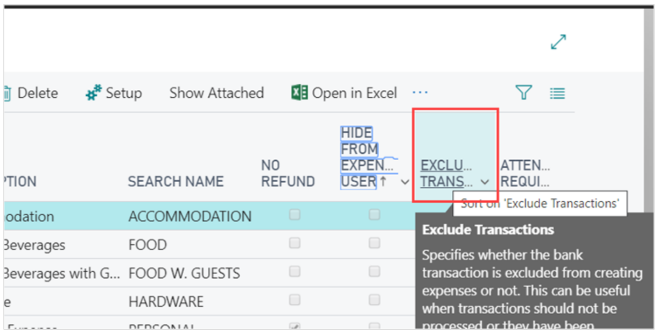
In the overview, you see different settings you can choose for Expense Types. "**No Refund**" is set where Expense Types, which is chosen, should not reimburse the expense user. In this example an expense type, "**Personal**", has been created and this is ticked with "**No Refund**".



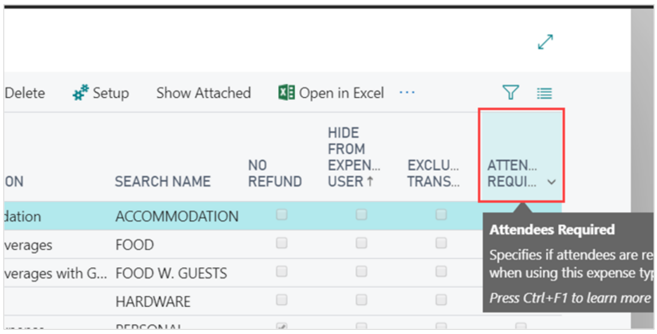
The column "**Hide from Expense User**" can be set on expense types which should not be shown for expense user when submitting expenses.
This is tipically used for "**Fees and charges**", but could be used for other expense types as well mainly for the bookkeeper to use before posting.



The column "**Exclude Transactions**" is used for bank transactions where expenses should not be generated.
Automatic rules can be created in Bank Transactions. This can be relevant for fees related to credit cards, which the bookkeeper already processed with Document Capture OCR.



The column "**Attendees Required**" is used for expense types where a mandatory field will show to add information on who was a guest related to this expense. As an example, an expense type "Food with guest" could be set up with "**Attendees Required**".



Once you have set up all the expense types, the users will be able to see and use them in both the Expense App and the Expense portal.