

Expenses Category

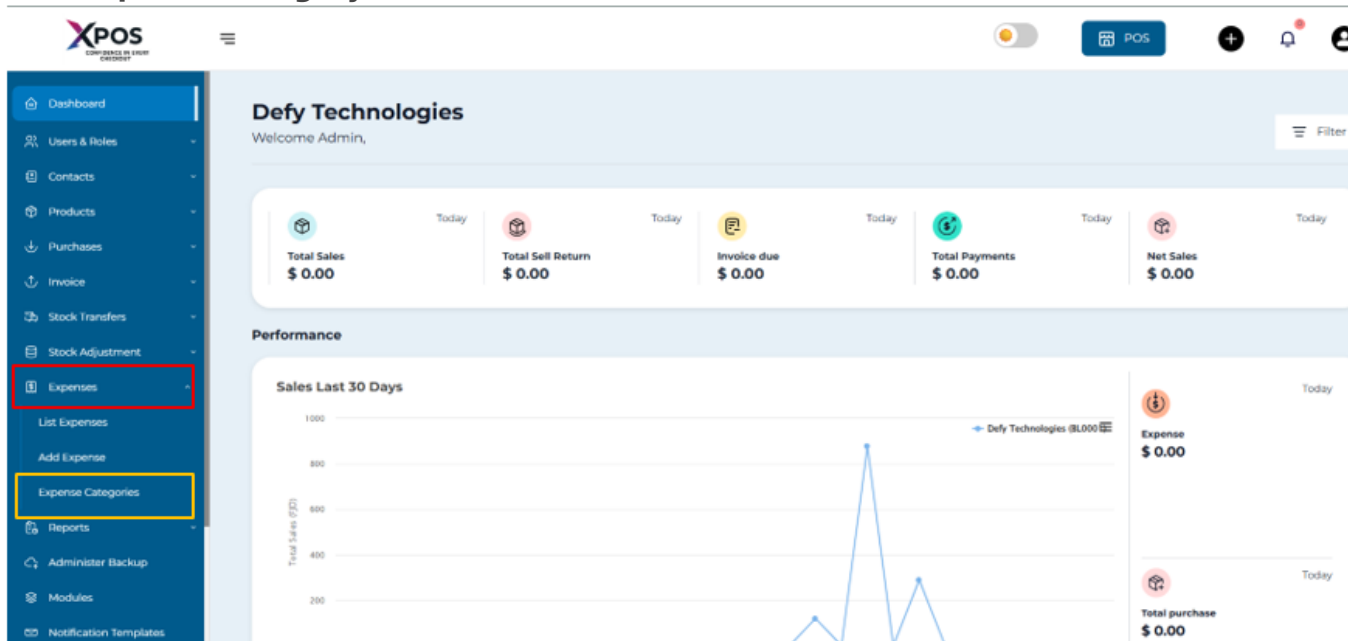
How to Manage Expense Categories

Expense categories help you organize and track different types of expenses efficiently.

Steps to View and Manage Expense Categories

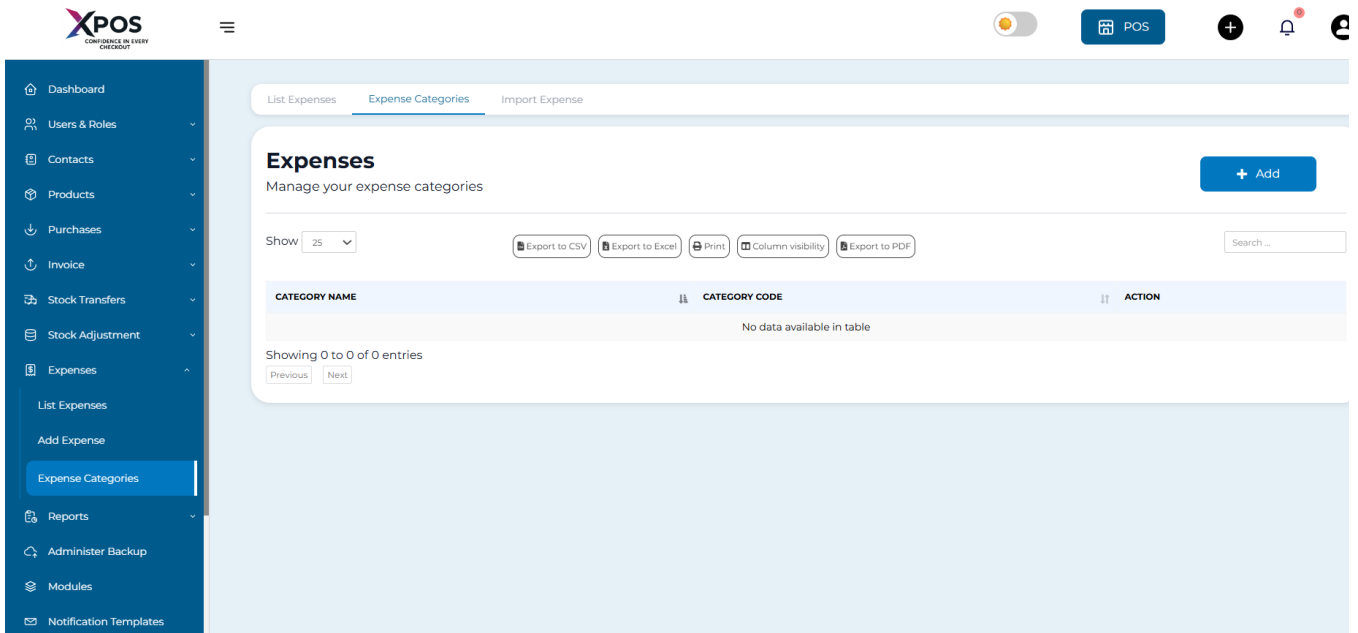
Step 1: Open Accounting

- Go to the **Dashboard**
- Click **Expense Category** from the sidebar menu



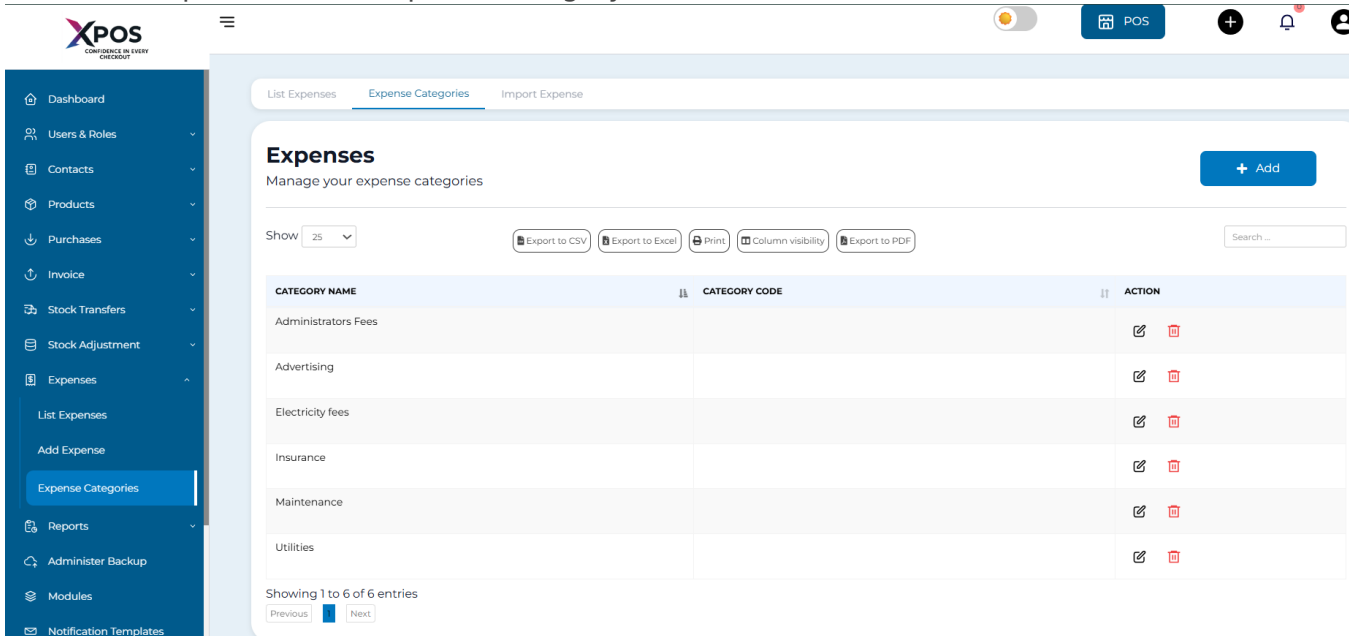
Step 2: Open Expenses

- Select **Expenses** to access the expense management page



Step 3: View Existing Categories

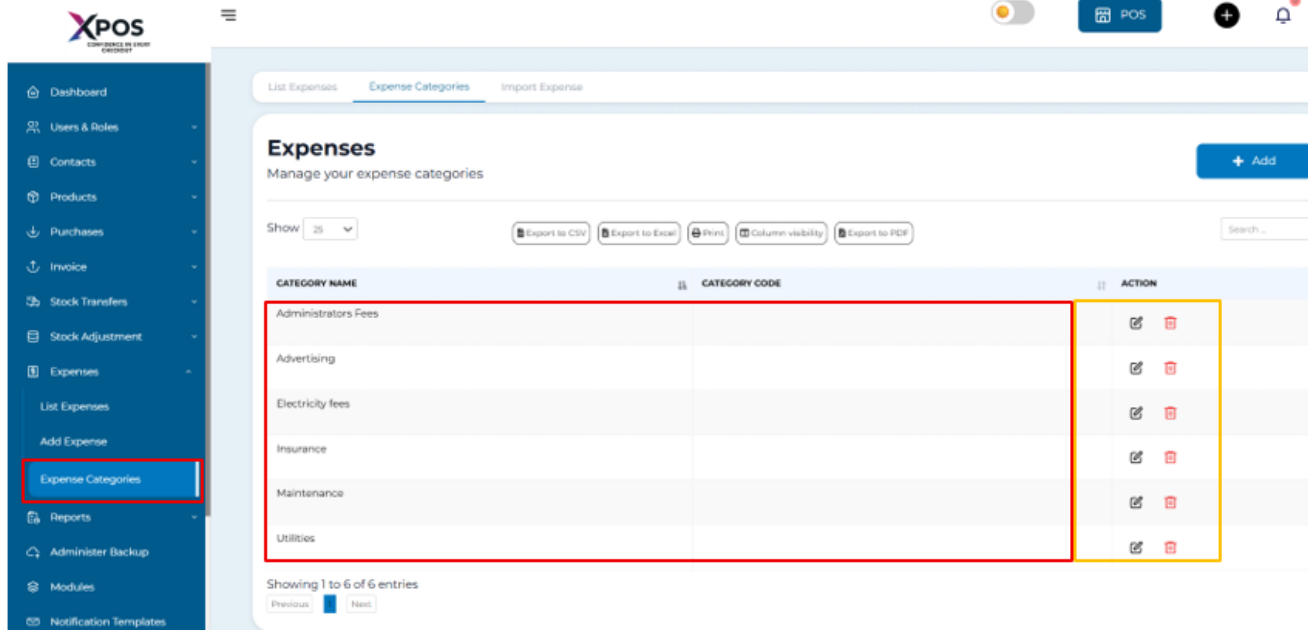
- At the top of the page, you will see your existing expense categories displayed as cards
- Each card represents one expense category



Step 4: Understand Category Options

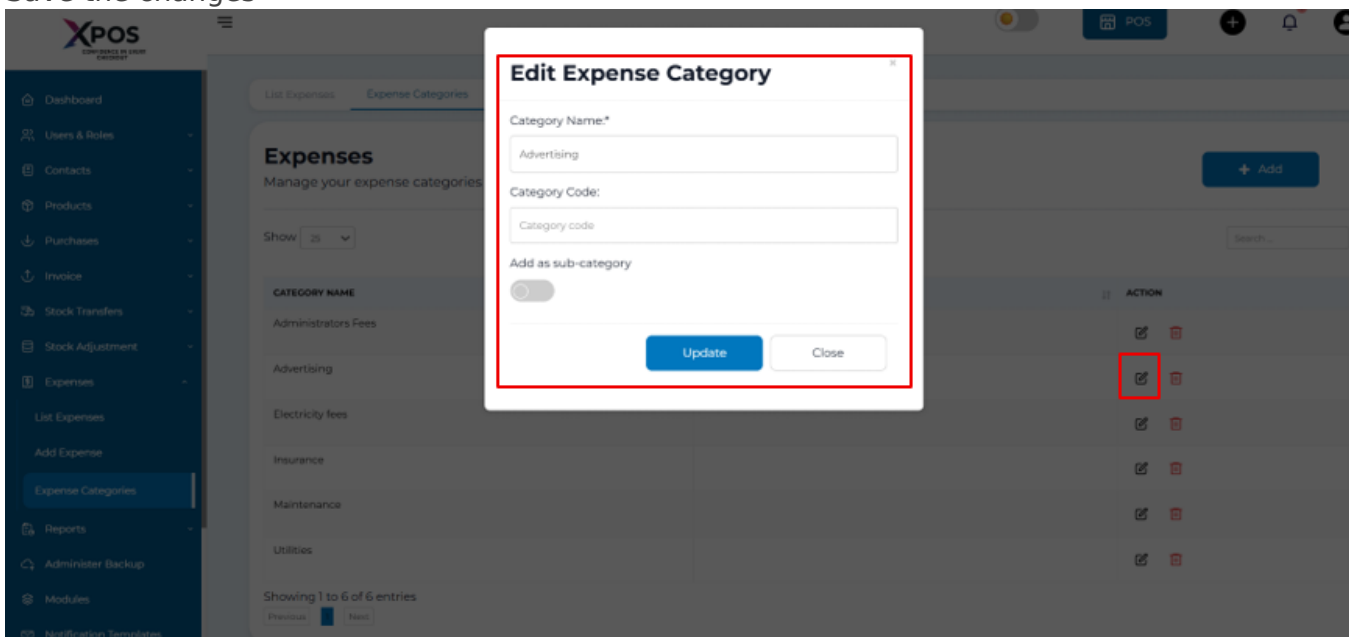
- The **category name** is shown on the left side.
- On the right side, you will find options to:
 - **Edit** the category

- o **Delete** the category



Step 5: Edit an Expense Category

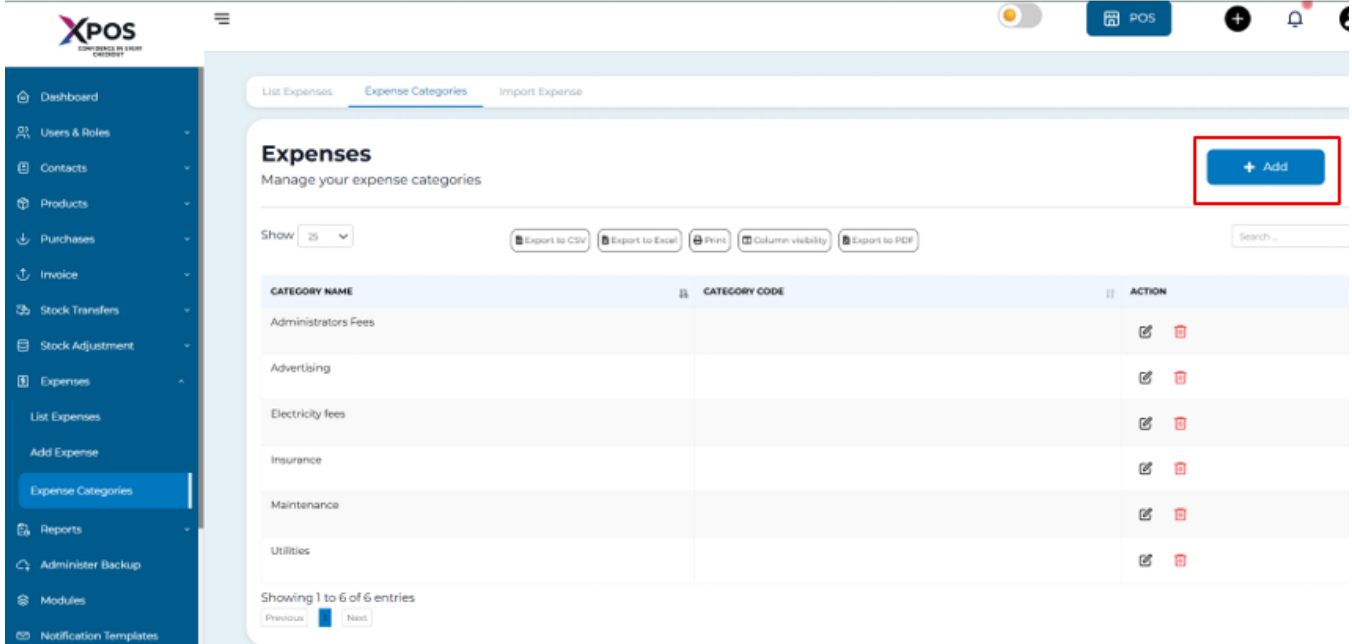
- Click the **Edit** button next to the category
- Update the category name as needed
- Save the changes



Steps to Add a New Expense Category

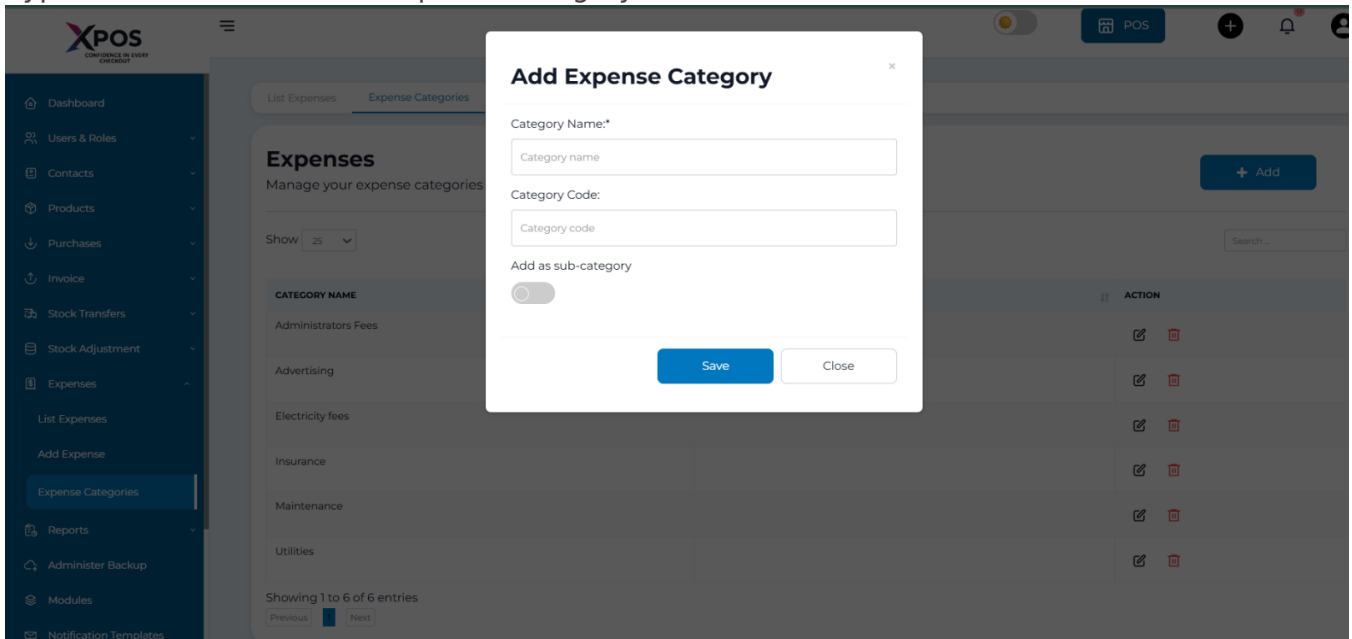
Step 6: Open Add Category Form

- Click the **Add Category** button



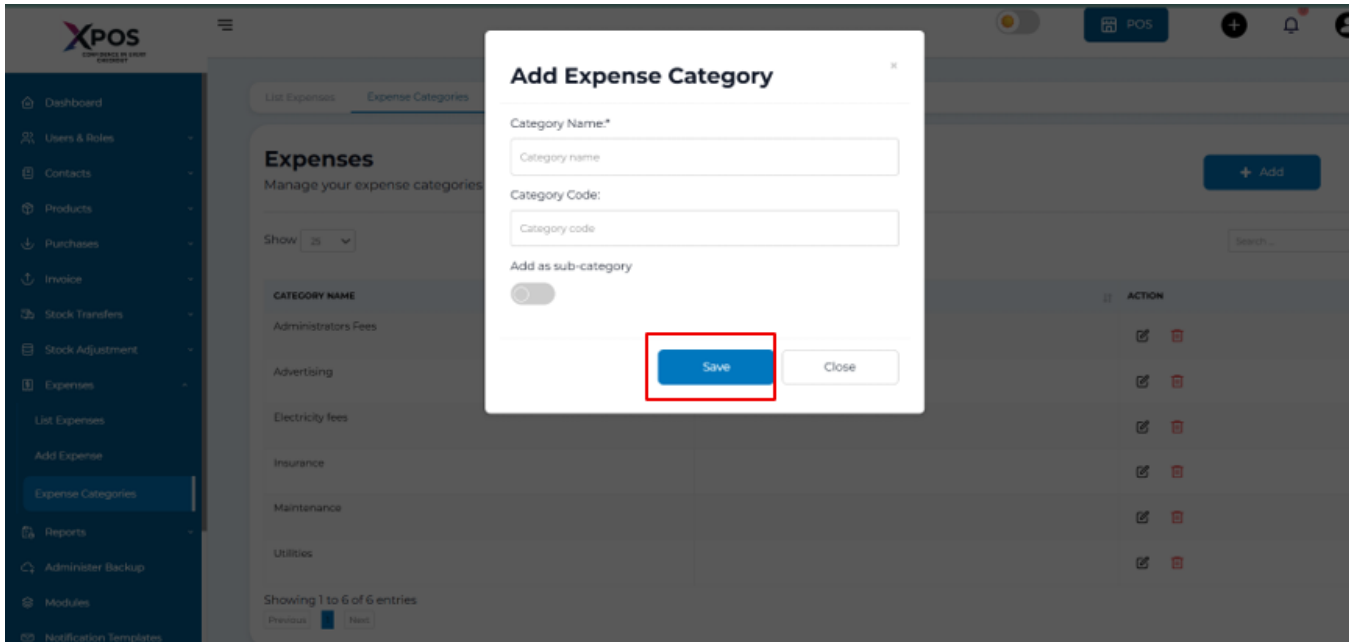
Step 7: Enter Category Details

- Type the name of the new expense category



Step 8: Save the Category

- Click **Save**



Step 9: Confirm Category Creation

- The new category will appear in the list of expense categories

Revision #2

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