

Expenses

Create Expense

You can create an expense by filling out the required fields. Here You can also select category and payment type.

The screenshot shows the DNA Expense List page. The sidebar menu on the left includes: Dashboard, Sales, Purchases, Products, Warehouse (Add-On), Transfer, Branch (Add-On), Stock List, Customers, Suppliers, Incomes, Expenses (selected), Expense Category, Tax Setting, and Due List. The main content area displays an 'Expense List' table with columns: SL., Amount, Category, Expense For, Payment Type, Reference Number, Expense Date, and Action. The table contains three rows of data.

SL.	Amount	Category	Expense For	Payment Type	Reference Number	Expense Date	Action
1	RM1,000	Purchase	Tech Equipment	Online Payment	TET3144		
2	RM259	Maintenance	Office Maintenance	Online Payment	OME8921	14 Oct, 2025	
3	RM540	Office Supplies	Supplies for office	Online Payment	SFO4467	20 Oct, 2025	

The screenshot shows the DNA Expense List page with a 'Create Expense' modal form open. The modal form contains the following fields:

- Amount: Enter Amount
- Category: Select A Category
- Expense For: Enter Expense For
- Payment Type: Select a payment type
- Reference Number: Enter reference number
- Expense Date: dd/mm/yyyy
- Note: Enter note

At the bottom of the modal, there are 'Reset' and 'Save' buttons.

Expense Category

Here, you can view the Expense Category with a search filter. Additionally, you have the option to edit, delete, or use the multi-delete function. Just put category name and description for create Expense Category

The screenshot shows a web application interface for managing Expense Categories. On the left is a dark sidebar with a menu including Dashboard, Sales, Purchases, Products, Warehouse (Add-On), Transfer, Branch (Add-On), Stock List, Customers, Suppliers, Incomes, Expenses (selected), Expense, Expense Category, Tax Setting, and Due List. The main content area is titled "Expense Category List" and features a search bar, a "Show- 10" dropdown, and an "Add new" button. Below is a table with columns for SL., Category Name, Description, Status, and Action. Three categories are listed: Office Supplies, Maintenance, and Purchase, each with a status toggle and an action menu.

<input type="checkbox"/>	SL.	Category Name	Description	Status	Action
<input type="checkbox"/>	1	Office Supplies	Stationery and office materials	<input checked="" type="checkbox"/>	⋮
<input type="checkbox"/>	2	Maintenance	Equipment and building maintenance	<input checked="" type="checkbox"/>	⋮
<input type="checkbox"/>	3	Purchase	Expenses on purchasing goods	<input checked="" type="checkbox"/>	⋮

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