**Office Expenses (main menu)**

Add Expense (sub menu)

View Expenses (sub menu)

Filter Option (sub menu)

**Add Expense** (sub menu)

**Auto created date input**: This one will be record purpose (only for database) please keep this hidden

**Auto created user information**: This one will be record purpose (only for database) please keep this hidden

**Date:** User will input this

**Title:** User will input this

**Categories:** There should be a drop-down menu and must be an option where managers can create the categories. Currently we have those categories.

* Stationary
* Appliance
* Computer Accessories
* Grocery
* Repairing Cost
* Internet Bill
* Office Rent
* Electricity Bill
* GAS bill
* Oil bill
* Taxi Bill
* Charity
* Mobile allowance
* Mobile Top-up
* Transport
* Gift
* Conference Cost
* Rob BD expense

**Quantity:** user will put this

**Total Price:** user will put this

**Unit price:** Automatic **(**total/quantity)

**Comment:** user will put this (optional)

**Invoice:** multi file upload – delete/view/download

**Import:** Impot from file (only managers can import the previous excel file)

**Submit:** when user press submit button then this on will be recorded and all filed will be cleared for new entry.

**View Expense:** (Sub menu)

**Date:**

**Title:**

**Category:**

**Unit Price:**

**Total Price:**

**Comment:**

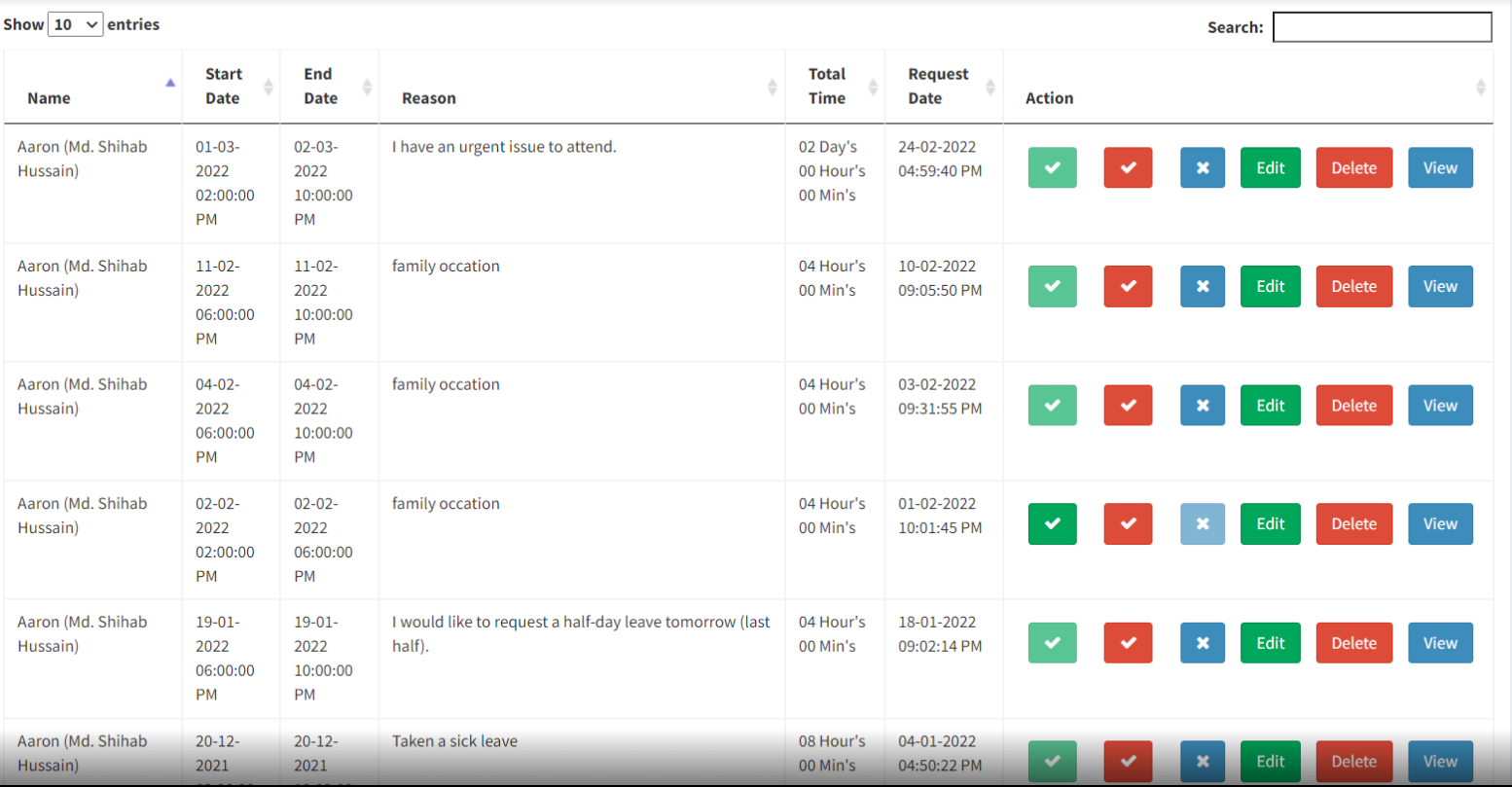
**Invoice:**

**Edit:** user can edit the any field (only manager can edit)

**Delete:** use can delete the entry (only manager can delete)

**View:** only invoice will show

**You can follow this structure**

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**Filter Option** (sub menu)

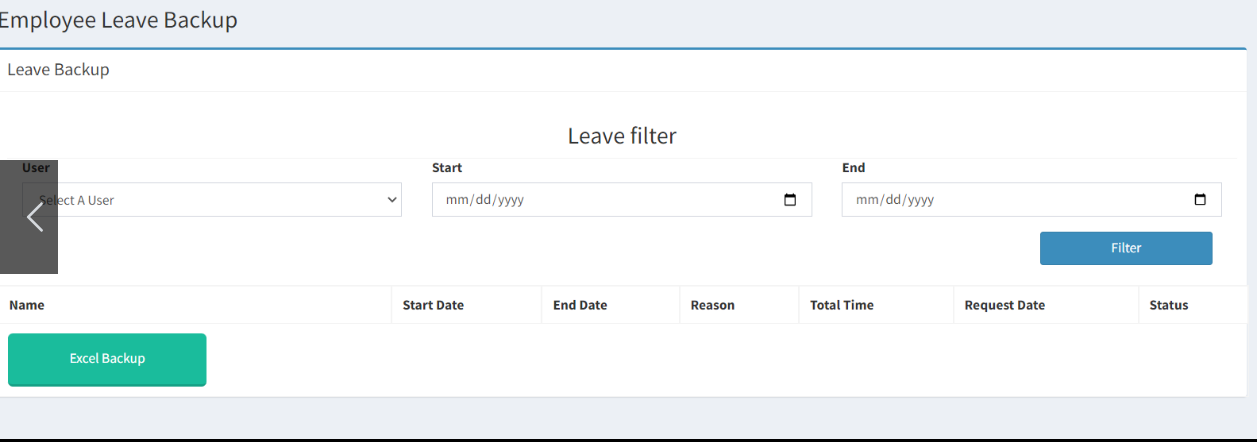
**Category:**

**Start Date:**

**End Date:**

**Filter/View:** There will be two filters date and categories. If we don’t select any then all should be selected by default**.**

**Export:** user can export the excel file by clicking export button.

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