

# 06

## Configuration

Odoo 19 Enterprise · Expenses

Configure expense categories, approval rules, and settings for your company.

### 1 Expense products (categories)

[Expenses](#) > [Configuration](#) > [Expense Products](#)

Create an expense product for each type of expense your employees incur.

#### EXPENSE PRODUCT FIELDS

<b>Product Name *</b>	Category name shown to employees e.g. "Meals & Entertainment", "Petrol", "Accommodation".
<b>Expense Account *</b>	Which P&L account this expense is posted to.
<b>Customer Taxes</b>	Tax on the expense e.g. for SST-inclusive receipts.
<b>Invoicing Policy</b>	Set to Can be Expensed if employees can claim this, No Expense if restricted.
<b>Re-Invoice Expenses</b>	If ticked, expenses in this category can be re-invoiced to customers.

### 2 Expense settings

[Expenses](#) > [Configuration](#) > [Settings](#)

Key settings: Expense Approvals e.g. set whether a manager must approve before posting, or if accounting can post directly. Analytic Accounting e.g. enable to allow cost centre tagging on expenses. Expense Receipts e.g. configure whether receipts are mandatory.