



Process Documentation

Department:

Customer Support

Last Updated:

8/11/2025 12:21 PM

NAME OF PROCESS

Adding Inter-company Expense Codes for Internal Repairs [Roleplay]

Use Case / Objectives

This guide will walk you through how to set up and maintain inter-company expense codes to use in inter-company expense transactions. These codes are used for physical inventory, work orders and intercompany expenses.

To navigate to a specific task, click on one of the hyperlinks below:

[Add Inter-company Expense Code](#)

[Update Inter-company Expense Code](#)

Configuration, Training, and Reporting

This document assumes you know how to perform basic Search functionality to find information in the system (i.e. F4 search). The steps for this are not included within this document.

Field definitions for all tasks are available in the Reference Glossary. To view these definitions, either click the screen name in the task or scroll to the end of the documentation, where the glossary is located.

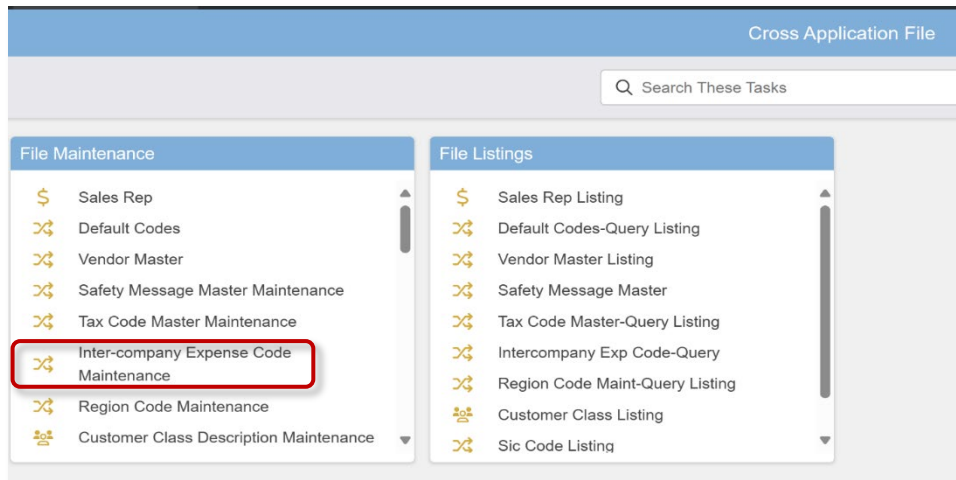
Menu options to access:

Cross Application File => Inter-company Expense Code

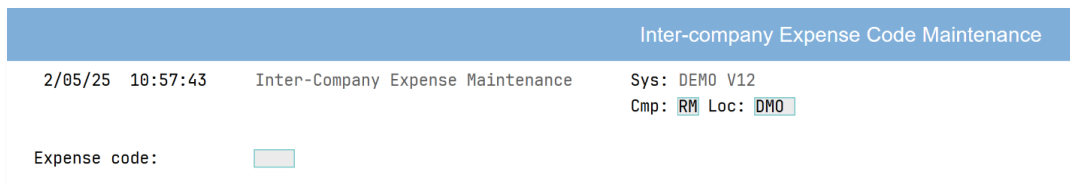
Inter-company Expense Codes for Internal Repairs

Add Inter-company Expense Codes

1. Log into the [Roleplay Environment](#) using your credentials.
2. If the **Cross Application File** screen does not automatically display, select Cross Application File from the left toolbar.
3. In the **File Maintenance** section, click on the **Inter-company Expense Code Maintenance** option.



- a. The **Inter-company Expense Code Maintenance** screen displays.



4. Type in a unique value in the **Expense Code** field and press Enter.

- a. The **Inter-company Expense Maintenance** screen refreshes to display blank fields for a new expense code. **NOTE:** *Mode* should display **ADD**.

2/05/25 11:11:01 Inter-Company Expense Maintenance Sys: DEMO V12
 Cmp: RM Loc: DMO
 Mode **ADD**

Expense code: ZOE

Description:

Equipment # required: (Y/N)

Taxable: (Y/N)

G/L expense number: 0000000000000000

Department:

Valid warranty flag:

Dft parts rev catg:

Dft labor rev catg:

Dft labor expns cd:

Service department:

Update item usage: (Y/N)

G/L mark up percent:

G/L mark up number: 0000000000000000

Outside lbr rev ct:

5. Referring to the field definitions above, type in values for each of the fields on the **Inter-company Expense Maintenance** screen.
 - a. Values display as entered.

2/05/25 11:11:01 Inter-Company Expense Maintenance Sys: DEMO V12
 Cmp: RM Loc: DMO
 Mode **ADD**

Expense code: ZOE

Description: TURNKEY TEST EXPENSE CODE1

Equipment # required: (Y/N)

Taxable: (Y/N)

G/L expense number: 0011200005000100 CASH IN BANK- BOFA (DMO)

Department: 10 RENTAL DEPT

Valid warranty flag: **N**

Dft parts rev catg: 10 DELIVERY & PICKUP

Dft labor rev catg: 125 SERVICE AND MAINTENANCE

Dft labor expns cd:

Service department:

Update item usage: (Y/N)

G/L mark up percent:

G/L mark up number: 0000000000000000

Outside lbr rev ct: 125 SERVICE AND MAINTENANCE

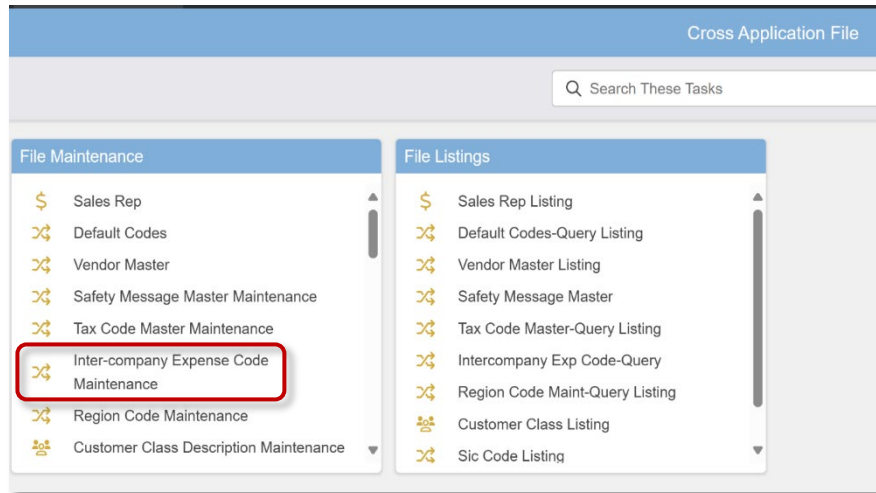
6. Review data and press Enter to create the new expense code.
7. The entry saves and the **Inter-company Expense Maintenance** screen refreshes to only display the *Expense Code* field.
8. To verify the saved entry, type in the new expense code in the *Expense Code* field and press Enter.

- a. The **Inter-company Expense Maintenance** screen refreshes to display data in the system for the entered expense code. **NOTE:** *Mode* should display **CHANGE**.

2/05/25 12:29:00	Inter-Company Expense Maintenance	Sys: DEMO V12 Cmp: RM Loc: DMO
Expense code:	Z0E	Mode CHANGE
Description:	TURNKEY TEST EXPENSE CODE1	
Equipment # required:	<input checked="" type="checkbox"/> (Y/N)	
Taxable:	<input checked="" type="checkbox"/> (Y/N)	
G/L expense number:	0011200005000100	CASH IN BANK- BOFA (DMO)
Department:	10 RENTAL DEPT	
Valid warranty flag:	<input type="checkbox"/>	
Dft parts rev catg:	10 DELIVERY & PICKUP	
Dft labor rev catg:	125 SERVICE AND MAINTENANCE	
Dft labor expns cd:	<input type="text"/>	
Service department:	<input type="text"/>	
Update item usage:	<input checked="" type="checkbox"/> (Y/N)	
G/L mark up percent:	<input type="text"/>	
G/L mark up number:	0000000000000000	
Outside lbr rev ct:	125 SERVICE AND MAINTENANCE	

Updating Inter-company Expense Codes

1. Log into the [Roleplay Environment](#) using your credentials.
2. If the **Cross Application File** screen does not appear automatically, select **Cross Application File** from the left toolbar.
3. In the **File Maintenance** section, click on the **Inter-company Expense Code Maintenance** option.



- a. The **Inter-company Expense Code Maintenance** screen displays.



4. If you know the expense code you would like to update, type in the value in the **Expense Code** field and press Enter. **NOTE:** you can press F4 to search if you do not know the expense code.

- a. The **Inter-Company Expense Maintenance** screen refreshes to display data in the system for the entered expense code. **NOTE:** *Mode* should display **CHANGE**.

```

2/05/25 12:29:00 Inter-Company Expense Maintenance Sys: DEMO V12
Cmp: RM Loc: DMO
Mode CHANGE

Expense code: ZOE

Description: TURNKEY TEST EXPENSE CODE1
Equipment # required: Y (Y/N)
Taxable: Y (Y/N)
G/L expense number: 0011200005000100 CASH IN BANK- BOFA (DMO)
Department: 10 RENTAL DEPT
Valid warranty flag: N

Dft parts rev catg: 10 DELIVERY & PICKUP
Dft labor rev catg: 125 SERVICE AND MAINTENANCE
Dft labor expns cd:
Service department:
Update item usage: Y (Y/N)
G/L mark up percent:
G/L mark up number: 0000000000000000
Outside lbr rev ct: 125 SERVICE AND MAINTENANCE
    
```

- 5. Update the desired fields; press Enter to continue.
- 6. The entry saves and the **Inter-Company Expense Maintenance** screen refreshes to only display the *Expense Code* field.
- 7. To verify the updated entry, type in the expense code in the *Expense Code* field and press Enter.
 - a. The **Inter-Company Expense Maintenance** screen refreshes to display data in the system for the entered expense code.

```

2/05/25 12:39:43 Inter-Company Expense Maintenance Sys: DEMO V12
Cmp: RM Loc: DMO
Mode CHANGE

Expense code: ZOE

Description: TURNKEY TEST EXPENSE CODE1
Equipment # required: Y (Y/N)
Taxable: Y (Y/N)
G/L expense number: 0011200005000100 CASH IN BANK- BOFA (DMO)
Department: 10 RENTAL DEPT
Valid warranty flag: N

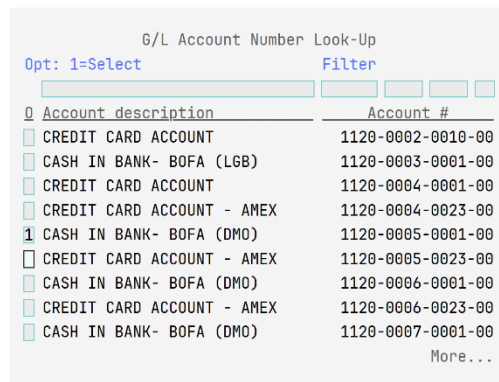
Dft parts rev catg: 100 PARTS
Dft labor rev catg: 125 SERVICE AND MAINTENANCE
Dft labor expns cd: ICSH INTER COMPANY SHOP EXPENSE
Service department: 02 SERVICE DEPT
Update item usage: Y (Y/N)
G/L mark up percent:
G/L mark up number: 0000000000000000
Outside lbr rev ct: 125 SERVICE AND MAINTENANCE
    
```

Reference Glossary

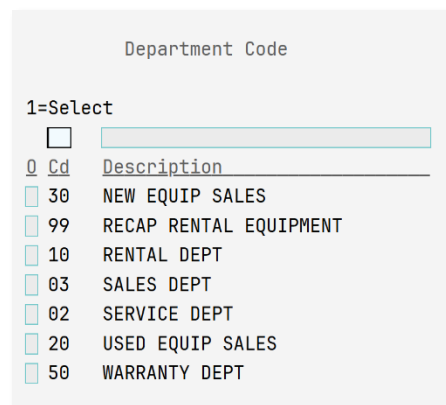
Field Definitions for Tasks

Intercompany Expense Code Maintenance

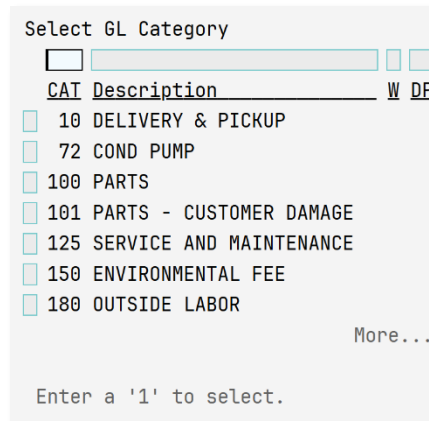
- **Expense Code** - Enter the inter-company expense code you want to maintain. If you do not know the code, press F4 to search for it.
- **Description** - Enter a brief description of the inter-company expense code.
- **Equipment Number Required** - Indicate whether an equipment number must be entered when using this inter-company expense code.
- **Taxable** - Indicate whether the transaction using this inter-company expense code is subject to taxation.
- **G/L Expense Number** - Enter the general ledger account affected when this inter-company expense code is used. **NOTE:** you can press F4 to open the **G/L Account Number Look-Up** pop-up window if you do not know the number.



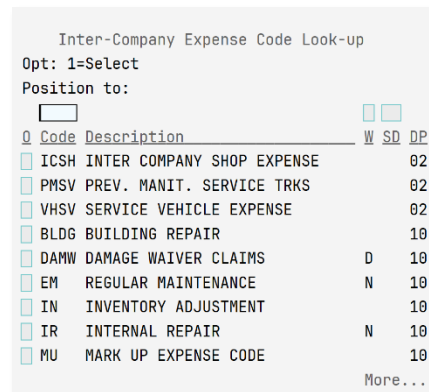
- **Department** - If applicable, enter the code for the department that uses this inter-company expense code. If you do not know the code, press F4 to search for it.



- **Valid Warranty Flag** - If applicable, enter the warranty setting for which this inter-company expense code is valid. In other words, if you enter a warranty setting here, this inter-company code can only be used on work orders with the same warranty setting. Valid settings are:
 - N - No warranty
 - S - Sales department warranty
 - M - Manufacturer's warranty
 - D - Damage waiver warranty
- **Default Parts Revenue Category** - If applicable, enter the general ledger revenue category for parts that are related to the use of this inter-company expense code. If you do not know the category, press F4 to search for it. These categories are set up in G/L Sales Revenue Distribution Maintenance - Items.



- **Default Labor Revenue Category** - If applicable, enter the general ledger revenue category for labor that is related to the use of this inter-company expense code. If you do not know the category, press F4 to search for it. These categories are set up in G/L Sales Revenue Distribution Maintenance - Items.
- **Default Labor Expense Code** - If applicable, enter the inter-company expense code for expensing labor when using the inter-company expense code you are maintaining. **NOTE:** you can press F4 to open the **Inter-company Expense Code Look up** pop-up window if you do not know the expense code.



- *Service Department* - If applicable, enter the code for the service department related to this inter-company expense code. If you do not know the code, press F4 to search for it.
- *Update Item Usage* - Indicate whether the usage amount for any items involved in the transaction using this inter-company expense code should be updated.
- *Outside Labor Revenue Category* - If applicable, enter the general ledger revenue category for outside labor that is related to the use of this inter-company expense code. If you do not know the category, press F4 to search for it. These categories are set up in G/L Sales Revenue Distribution Maintenance - Items