

Direction	Category Group Name	Category Name	Category Description
↓ Inbound	Assets	Investments	Capital return on investments incl. shares, units, cryptos and etc.
↓ Inbound	Bank	Internal transfer	Internal transfers between different business bank accounts, pots
↓ Inbound	Business Income	Sales	Revenue from selling goods or services
↓ Inbound	Director payments	Director's money in	Funds the director contributes to the business to cover expenses or to repay previous personal drawings
↓ Inbound	Investment Income	Investment income	Income received from rental properties, shares, cryptos and other investments under the company's name
↓ Inbound	Other Income	Grants & subsidies	Grants and subsidies received from government or institutions
↓ Inbound	Other Income	Employee contributions	Payments received from employees to reduce the taxable value of fringe benefits for FBT purposes
↓ Inbound	Other Income	Interest income	Income earned from bank interest or loans given
↓ Inbound	Other Income	Non-taxable income	Miscellaneous non-taxable income
↓ Inbound	Other Income	Other taxable income	Miscellaneous taxable income
↓ Inbound	Other Income	Refunds	Refunds from suppliers for business-related expenses
↓ Inbound	Other Income	Sale of asset	Income from the sale of business assets and investments (e.g. equipment, vehicles)
↓ Inbound	Taxes and loan payments	ATO payment - BAS/IAS	Payments received from the ATO for BAS, IAS, FBT
↓ Inbound	Taxes and loan payments	Bank loans	Bank loans taken for business purposes
↓ Inbound	Taxes and loan payments	ATO payment - Income Tax	Payments recieved from the ATO for company income tax refund
↓ Inbound	Taxes and loan payments	Other loans	Other loans taken for business purposes or payments made towards the original loan

Direction	Category Group Name	Category Name	Category Description
⬆️ Outbound	Everyday Business Expense	Software and subscriptions	Costs for business software, apps, and memberships
⬆️ Outbound	Everyday Business Expense	Vehicle expenses	Business-related car expenses, including pink slip, registration, insurance, petrol, service, etc.
⬆️ Outbound	Everyday Business Expense	Computer and IT costs	Costs for IT services, hosting, infrastructure, IT hardware and accessories
⬆️ Outbound	Meeting & Travel	Business travel	Expenses for business-related travel within Australia, including commuting costs, car hire, accommodation, meals, and miscellaneous travel expenses
⬆️ Outbound	Meeting & Travel	Client meeting and gifts	Costs for meeting clients, gifts, or light meals/coffee during business meetings. These are considered incurred to generate future income
⬆️ Outbound	Meeting & Travel	Client entertainment and gifts	Client entertainment costs are primarily social in nature
⬆️ Outbound	Non-Business	Personal expenses	Drawings to pay your personal expenses. Transfers from business accounts to personal accounts. Repayments made to personal credit cards
⬆️ Outbound	Office Expenses	Repair and maintenance	Costs for repairing and maintaining office or equipment
⬆️ Outbound	Office Expenses	Workspace costs	Costs to maintain a workspace, including rates, utilities, cleaning fees, stationery, printing, and other office supplies
⬆️ Outbound	Office Expenses	Telecommunication	Mobile phone & Internet bills
⬆️ Outbound	Office Expenses	Office rent	Rent paid for office premises, workstation sharing
⬆️ Outbound	Staff payments	Staff super	Superannuation contributions for employees
⬆️ Outbound	Staff payments	Staff wages	Salaries paid to employees
⬆️ Outbound	Staff payments	Staff entertaining and welfare	Costs for staff events and well-being programs

[See more](#)

Direction	Category Group Name	Category Name	Category Description
⬆️ Outbound	Assets	Equipment	Equipment bought for business use
⬆️ Outbound	Assets	Fixtures and fittings	Costs for office furniture and fixtures
⬆️ Outbound	Assets	Investments	Costs to purchase investments, including rental properties, shares, units, cryptos, etc.
⬆️ Outbound	Assets	Land and property	Purchase cost of land and buildings and any capital improvements
⬆️ Outbound	Assets	Other asset	Other business assets
⬆️ Outbound	Assets	Vehicle purchase	Vehicle bought for business use
⬆️ Outbound	Bank	Business withdrawal	Withdrawing cash from business account for business use
⬆️ Outbound	Bank	Credit card repayments	Repayments made to credit cards for business use
⬆️ Outbound	Bank	Internal transfer	Internal transfers between different business bank accounts, pots
⬆️ Outbound	Cost of Sales	Delivery costs	Delivery costs directly related to goods, including shipping, packaging, freight, courier, postage, etc.
⬆️ Outbound	Cost of Sales	Other direct costs	Other direct costs incurred to deliver sales or production, including storage, license etc.
⬆️ Outbound	Cost of Sales	Customer refunds	Amounts refunded to customers
⬆️ Outbound	Cost of Sales	Marketplace commissions	Commissions paid to eCommerce platforms or agents
⬆️ Outbound	Cost of Sales	Materials and supplies	Items you need to do your job
⬆️ Outbound	Cost of Sales	Stock	Goods purchased for resale
⬆️ Outbound	Cost of Sales	Sub-contractors	Sub-contractors who help you deliver your projects
⬆️ Outbound	Director payments	Equipment	Equipment bought for business use

[See more](#)

Direction	Category Group Name	Category Name	Category Description
⬆️ Outbound	Director payments	Fixtures and fittings	Costs for office furniture and fixtures
⬆️ Outbound	Director payments	Investments	Costs to purchase investments, including rental properties, shares, units, cryptos, etc.
⬆️ Outbound	Director payments	Land and property	Purchase cost of land and buildings and any capital improvements
⬆️ Outbound	Everyday Business Expense	Accountant	Fees for accountants to do your accounts and tax returns
⬆️ Outbound	Everyday Business Expense	ASIC fees	Government fees for company filings or registrations
⬆️ Outbound	Everyday Business Expense	Business account fees	Service fees for your business account
⬆️ Outbound	Everyday Business Expense	Consultants & professional fees	Payments to consultants and other professionals (excluding legal fees)
⬆️ Outbound	Everyday Business Expense	Donations	Donations from your business to deductible gift recipients
⬆️ Outbound	Everyday Business Expense	Equipment hire	Costs of leasing or renting business equipment and tools
⬆️ Outbound	Everyday Business Expense	Legal fees	Expenses for legal services and consultations
⬆️ Outbound	Everyday Business Expense	Fine or penalty	The cost of a legal infraction
⬆️ Outbound	Everyday Business Expense	Other business expenses	Miscellaneous expenses for business operations
⬆️ Outbound	Everyday Business Expense	Insurance	Business-related coverage, including professional indemnity insurance, workers' compensation, etc.
⬆️ Outbound	Everyday Business Expense	Interest expense	Interest paid on loans or business financing or business accounts
⬆️ Outbound	Everyday Business Expense	Marketing	Costs to promote your business, including marketing subscription, sponsorships

See more ⬇️

Direction	Category Group Name	Category Name	Category Description
⬆️ Outbound	Staff payments	Training	Expenses for employee training and development
⬆️ Outbound	Staff payments	Work clothing	Uniforms, safety gear, etc.
⬆️ Outbound	Taxes and loan payments	Other loans	Other loans taken for business purposes or payments made towards the original loan
⬆️ Outbound	Taxes and loan payments	Hire purchase payment	Payments made on hire purchase agreements for business assets
⬆️ Outbound	Taxes and loan payments	Bank loans	Payments made towards bank loans
⬆️ Outbound	Taxes and loan payments	ATO payment - Income Tax	Payments made to the ATO for company income tax
⬆️ Outbound	Taxes and loan payments	ATO Payment - BAS/IAS	Payments made to the ATO for company BAS, IAS, FBT