Manage P11D Categories

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Add a P11D Category

[Assign P11D Category to an Expense Item](#)
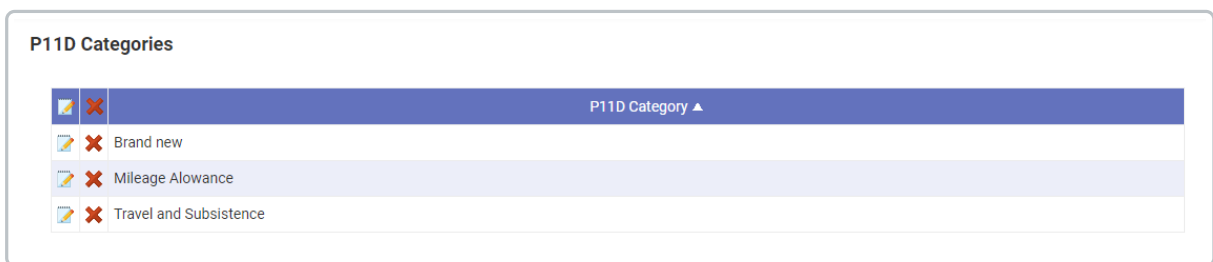
[Manage P11D Categories](#)
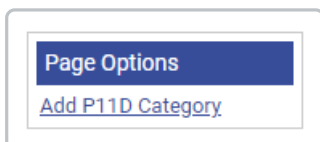
Permissions

You will require an Access Role with the following permissions:

- P11D Categories

1. Navigate from the **Home** page to **Administrative Settings** | **Base Information** | **P11D Categories**. Any existing P11D categories will be displayed.

2. Click **Add P11D Category** to display the Add/Edit P11D Category page.

3. Enter a name for the P11D category.

4. Select the check boxes to assign the P11D category against the appropriate expense items.

Add / Edit P11D Category

General Details

P11D Category:

Assigned Expense Items

Expense Item	Tick to select
Additional Mileage	☐
Alex Allowance	☐
Alex Allowance 2	☐
Business Miles	☐
Client Entertaining (demo)	☐
Courier	☐

5. Click **Save** to confirm or Cancel to discard any changes and return to the P11D Categories page.