How to add monthly operating expenses

In this guide: Add the recurring costs that the business must recover before it begins making profit.

Steps

1. Open **Settings > Daily Target & Light Setup**.
2. In **Add monthly operating expenses**, enter a clear expense name.
3. Enter the normal monthly amount.
4. Select **Add Expense**.
5. Repeat for every recurring expense.
6. Review the Monthly Expense List and total.
7. Save the settings.

Common expenses

- Rent or mortgage
- Payroll and employer costs
- Utilities, internet, and phone
- Insurance
- Software and subscriptions
- Marketing and other recurring overhead

What not to do

Do not enter sales, inventory purchase costs, or the same expense twice. Use a reasonable monthly estimate for costs that change from month to month.

Why it matters

The total monthly expenses form the break-even portion of Daily Target. If expenses are too low or incomplete, the dashboard can show profit before the business has actually covered its costs.

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