Expense Module Troubleshooting

The payee is missing

Choose Add New Payee, save the record, and then select it.

The expense will not save

Confirm the payee, payment method, and positive amount are complete. Review any validation message.

The expense is not in the expected period

Check its entered date and time, then reset the history date range.

The attachment is missing

Open the attachment count from history. If none appears, edit the expense and attach the correct supporting file.

The register total looks unexpected

Confirm whether Pay From Register was enabled and whether the correct payment method and active shift were used.

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