

How to Create an Expense Payee

1. Open the Expense module and go to **Payees**, or choose **Add New Payee** while creating an expense.
2. Enter the payee's name.
3. Add useful contact information such as phone number and email.
4. If needed, add an account number, website, address, and notes.
5. Save the payee.

Create payees for employees, landlords, utilities, service providers, government agencies, and any other person or organization your business pays.

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