How to Create an Expense

1. Open **Expense** and choose **New**.
2. Confirm the expense date and time.
3. Select the payee, or add a new payee.
4. Select the payment method.
5. Enter the expense amount.
6. Choose whether to **Pay From Register**.
7. Choose whether to print an expense receipt.
8. Attach a bill or proof of payment if available.
9. Expand **Other Options** to add a reference number, category, and description.
10. Review the record and select **Save**, or **Pay and Save** when using the register.

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