

How to Pay an Expense From the Register

Use **Pay From Register** when the expense is paid through the active register workflow and should be reflected in its cash or payment activity.

1. Create the expense normally.
2. Select the payee, payment method, and amount.
3. Turn on **Pay From Register**.
4. Choose **Pay and Save**.
5. Complete any employee authorization or payment prompt shown.
6. Confirm the expense appears in history and the applicable shift/register activity.

Leave this option off when the expense was paid independently and should only be recorded as an expense.

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