Adding expenses for an employee, customer or supplier

Expense Management · https://spos.pk/docs/adding-expenses-for-an-employee-customer-or-supplier/

Record business expenses — rent, utilities, staff advances — and see them in reports alongside sales and purchases.

How to add an expense

1. Open **Expenses** and choose **Add Expense**.
2. Choose the expense category — rent, utilities, transport, staff advance or other.
3. Choose who the expense is for — an employee, a customer or a supplier — and enter the amount and date.
4. Choose the payment account the money came from and save the expense.
5. Check the expense report to see spending by category, branch and month.

Tip: record expenses on the day they happen. An expense entered weeks later is easily forgotten — and the reports will never match the till.