Expenses

The *Expenses* page displays a list of expenses showing details such as what resource / user incurred the expense and the total cost of the expense.

By selecting More next to any item on the list, you are brought to the *Expenses Details* page where you can view more information about that particular expense:

Within the *Expense Details* page there is also a tab for *Documents:*

Here, there is the option to upload documents regarding the expense and the option to take photos:

As shown above, you can also Filter the documents and look at the archive for this expense.

Back will return you to the *Expenses List.*

You can export the list to an Excel spreadsheet as shown below:

If you wish to create expense, select *Create Expense* at the top-right of the main *Expenses List* page. This will bring you to a page where you must chose to have the expense associated with a User or Resource:

This will bring up a list of Users or Resources of which you can *select.*

Now you can populate the expense information associated with the User or Resource that you have selected.

You can ***select*** existing *Supplier, Stock* and *Storage Area* information from a pop-up or input this information through manual typing.

Select the *Save* button to add the expense to the Expense List.