Add Expenses

Adding Expenses (Employee, Customer, or Supplier)

XPOS allows you to record expenses related to **employees**, **customers**, or **suppliers**. These expenses help track costs accurately and improve financial reporting.

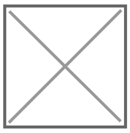
How to Manage Expenses

This section explains how to view existing expenses and add new expense entries.

Steps to View Existing Expenses

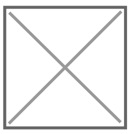
Step 1: Open Accounting

- Go to the **Dashboard**
- Click **Expenses** from the sidebar menu



Step 2: Open Expenses

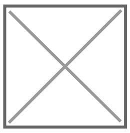
- Click **Expenses** to open the expense management page



Steps to Add a New Expense

Step 3: Open Add Expense Form

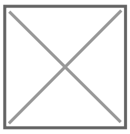
- Scroll to the bottom of the screen
- Click **Add Expense**



Step 4: Understand the Expense Cards

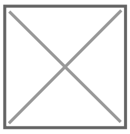
Each expense card shows:

- **Expense category**
- **Business Location**
- **Expense note**
- **Sub Category**
- **Date created**
- **Reference Number**
- **Expense for**
- **Expense For Contract**
- **Total Amount**
- Attach Document**
- **Applicable tax**



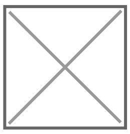
Step 5: Select Expense Category

- Use the **Select Category** dropdown
- Choose the appropriate category for the expense



Step 6: Choose Payment Method

- Open the **Payment Method** dropdown
- Select how the expense was paid



Step 7: Enter Expense Amount

- Fill in the **Amount** field

Step 8: Add Optional Details

- Enter a **description or note** (optional)

Step 9: Save the Expense

- Click **Save**

Step 10: Confirm Expense Creation

- The new expense will appear in the expense list

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