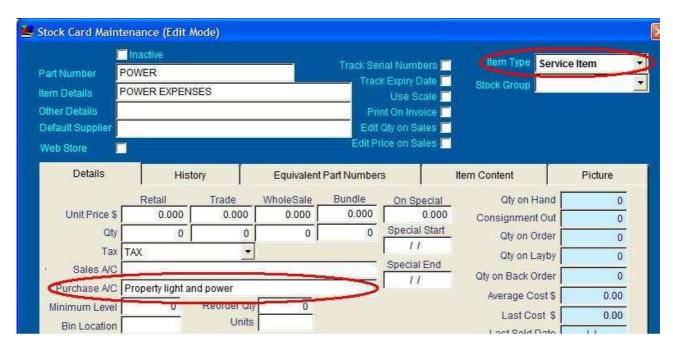
## **Entering Expenses**

To enter expenses in, you will need to do the following:

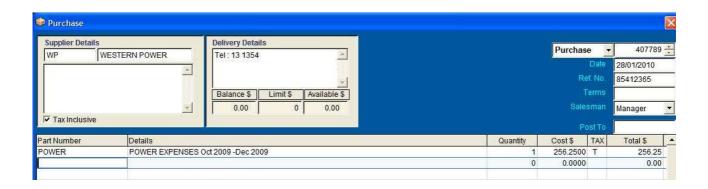
1 – Create a service item in the Add / Modify Stock Screen making sure to post it to the right expense account (from the chart of accounts),



2 – Create the supplier of that service (in the Add / Modify Suppliers screen), an example of the above provider of Electricity is the power company



3 – Now you can enter the expense as a purchase in the Purchasing screen as a normal purchase, noting that the system will post the purchase to the correct expense account without any user intervention. The user can over-ride the post to account, but its much easier to let the system do the posting.



Note that you can enter the Receipt number when the bill is paid in the Ref. No. field, also note that you can modify the details to reflect the expense details, such as the period of the expense or any other relavent information.

Also note that if the chart of account does not contain the expense account required, then you will need to create that expense account in the chart of accounts even before you start with step 1.

The default chart of accounts contains many default expense accounts that are used by most businesses, but as mentioned above, if the expense is not in the chart of accounts, then you will need to create it.