Business Expense Paid by Category

Under the Global Reports tab click on the "Business Expense Paid By Category" button. After entering a beginning and ending reporting date, you will be taken to the report. This report shows all expense that were entered under the Business Expense category, listed by each payee.

File	Bank Transaction	Global Reports	Settings	Window	Layout	Help

New Job	Open Job	Create Transaction	Find Transaction	Check Reconciliation	Check Register	Global Report	Fee Category	Exit

Global Reports

Active Customer List   Sub-Contractors List   Job Cost Per S.F.   Expense Ledger By Date

Payee Report

Click on Global Reports

Double Click Expense Ledger By Date

					Sub Total:	$25.00
1/14/2014	Check	Brandon PCG	Equipment Repair	9157		$90.00
					Sub Total:	$90.00
1/10/2014	Debit Card	nternet Fax Service	Fax Service			$6.95
					Sub Total:	$6.95
1/7/2014	Debit Card	Wawa	Gas			$16.00
					Sub Total:	$16.00
1/2/2014	Service Charge	Bank of America	Maintance Fees			$17.00
					Sub Total:	$17.00
1/4/2014	Debit Card	Steak N Shake	Meals			$8.63
					Sub Total:	$8.63
1/11/2014	Cash	Home Depot	Stock			$2.65
1/12/2014	Cash	Lowe's	Stock			$31.29
					Sub Total:	$33.94
1/15/2014	Cash	T.E.C.O.	Utilities			$139.52
					Sub Total:	$139.52
					Total:	$337.04

The Report will be generated once you double click on Expense Ledger y Date