Business Expense

To enter a Business Expense select the Bank Transaction tab then select Business Expenses. You can also Add, Edit, or Delete Transaction from this location.

From the Task Bar Select Bank Transaction

Here you have multiple ways you can search for a transaction

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

JOB TITLE: (Copy)(Copy)

⦿ Entries   ○ Reports

Basic

Business Expenses

Business Expenses

⦿ All Transactions   ○ Cash/Credit   ○ Checks and Debit Cards   ○ Others   ○ Advanced Search

Add   Return

Id	Check#	Date	Payment	Deposit	Payee/Memo	Transaction	Void	Cleared
13442	9260	7/13/2016	$60.87	$0.00	US Premium Finance	Check	☐	☐
13437		7/11/2016	$100.00	$0.00	atm	ATM	☐	☐
13438		7/11/2016	$14.80	$0.00	Riverview Fresh Market	Debit Card	☐	☐
13439		7/11/2016	$61.37	$0.00	Home Depot	Debit Card	☐	☐
13429		7/9/2016	$45.01	$0.00	Home Depot	Debit Card	☐	☐
13435		7/8/2016	$53.48	$0.00	Red Lobster	Debit Card	☐	☐
13436		7/8/2016	$41.00	$0.00	Wawa	Debit Card	☐	☐
13440		7/8/2016	$2.54	$0.00	Wawa	Debit Card	☐	☐
13441		7/8/2016	$11.35	$0.00	Walmart	Debit Card	☐	☐
13383		7/7/2016	$5.33	$0.00	Lowe's	Cash	☐	☐
13431		7/7/2016	$26.29	$0.00	Home Depot	Debit Card	☐	☐
13391		7/5/2016	$27.39	$0.00	Home Depot	Debit Card	☐	☐
13404		7/5/2016	$64.20	$0.00	PCG Brandon	Debit Card	☐	☐
13433		7/5/2016	$6.09	$0.00	McDonalds	Cash	☐	☐
13427		7/2/2016	$9.90	$0.00	China One	Debit Card	☐	☐

Fees Detail   8075 records   Balance:

Category	SubCategory	Amount	Customer/Job	Job#
Business	Liability Insurance	$60.87		

Delete   Edit   Return

You can Add and Edit transactions here