

Recurring Expense

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Introduction

Following shows a sample window.

The chapter describes features available within the window.

finance-recurring-en.png

Create expense

Click "Record" button on the right of recurring expense

Recurring charge

Manage recurring charge

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Enter search keyword

Entity	Summary	Last entered	Last amount	Frequency	Upcoming	
CASUS1	Donation	---	---	Every 1 months	---	
Entity	Summary	Last entered	Last amount	Frequency	Upcoming	

1 ~ 1 / 1

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When expense modal appears, some fields are pre-filled; enter all information and click "Create" button.

Click "+ Add line" if needed

New charge



Expense

???

Entity

E000002 (Someone McGuest) ▾

Reference

Staff

Someone McGuest ▾

Currency

USD (U.S. Dollar) ▾

Notes

Item

A/P transfer ▾

Incur date

11/20/2021



Detail

Unit price

0.00

Quantity

0

Subtotal

0.00

Attachment

[Browse file](#)[+ Add line](#)[Create](#)

Expense

Incur date

Item

Total

Status

0 / 0



Manage recurring expense

Click "Manage recurring charge" on upper right corner of recurring charge table

Recurring charge

Manage recurring charge

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Enter search keyword

Entity	Summary	Last entered	Last amount	Frequency	Upcoming	
CASUS1	Donation	---	---	Every 1 months	---	
Entity	Summary	Last entered	Last amount	Frequency	Upcoming	

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Enter item, supplier, description, frequency, and validity, then click "Update".

Click "+ Add line" if needed

Manage recurring charge

Item	Entity			Valid
Expense - Donator ▼	MERCA1 (Mercury Insurance ▼)			☒
Notes	Frequency			
Auto insurance premium	6	months ▼		
Item	Entity			Valid
Expense - Professic ▼	AMAWA2 (Amazon Web Ser ▼)			☒
Notes	Frequency			
AWS hosting service	1	months ▼		
Item	Entity			Valid
Expense - Commiss ▼	ACCNC1 (Acclivity Marketin; ▼)			☒
Notes	Frequency			
Amazon.com sales commission	1	months ▼		
Item	Entity			Valid
Expense - Telephon ▼	METCA1 (Metro PCS) ▼			☒
Notes	Frequency			
Monthly cellphone expense	1	months ▼		
Item	Entity			Valid
Expense - Internet ▼	FROCA1 (Frontier Communi ▼)			☒
Notes	Frequency			
Monthly broadband access	1	months ▼		
Item	Entity			Valid
Expense - Health In ▼	E000002 (Andrew Huang) ▼			☒
Notes	Frequency			
Health Insurance	1	months ▼		
Item	Entity			Valid
Expense - Office ▼	CHAIL2 (Chase Hyatt Card (x) ▼)			☒
Notes	Frequency			
Mail box rental	1	years ▼		
Item	Entity			Valid
A/P transfer ▼	ABSCA1 (New eggs, Inc.) ▼			☐
Notes	Frequency			
	1	days ▼		

+ Add line

 Update

