

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	

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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

LOGO

WorkEmployeeSystem

Someone McGuest

New charge

Expense

???

Reference

Currency

USD (U.S. Dollar)

Entity

E000002 (Someone McGuest)

Staff

Someone McGuest

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

Revision #4

Created 29 March 2022 03:49:48 by Admin

Updated 30 March 2022 01:26:25 by Admin