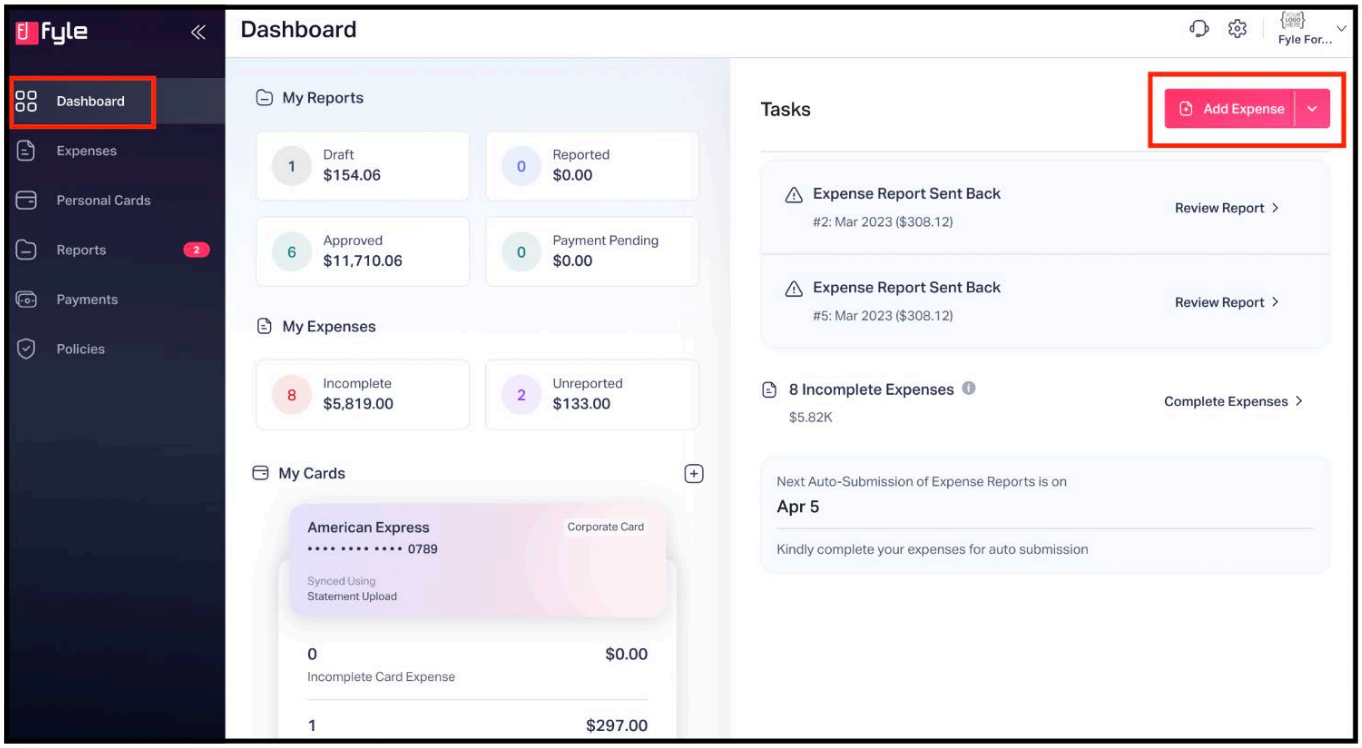
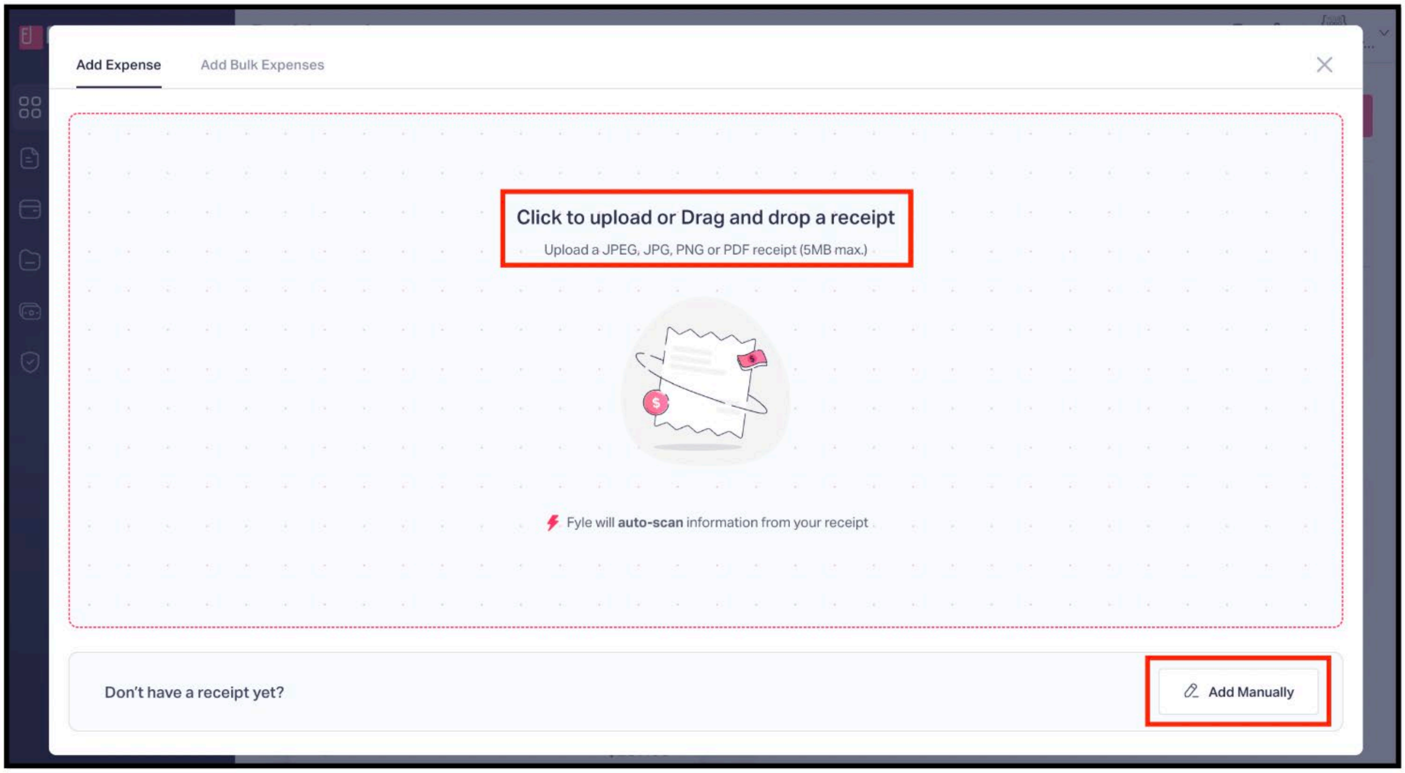
Create General Expenses on the Web App

Create expenses, attach receipts, delete reciepts from the web app.
Creating expenses from the web app is a fairly simple process. Different kinds of expenses can be created, general expenses, mileage expenses, and per diem expenses (if applicable). You can follow the steps mentioned below to create a general expense:

On the **Dashboard**, click on the **Add Expense** button to start creating an expense.

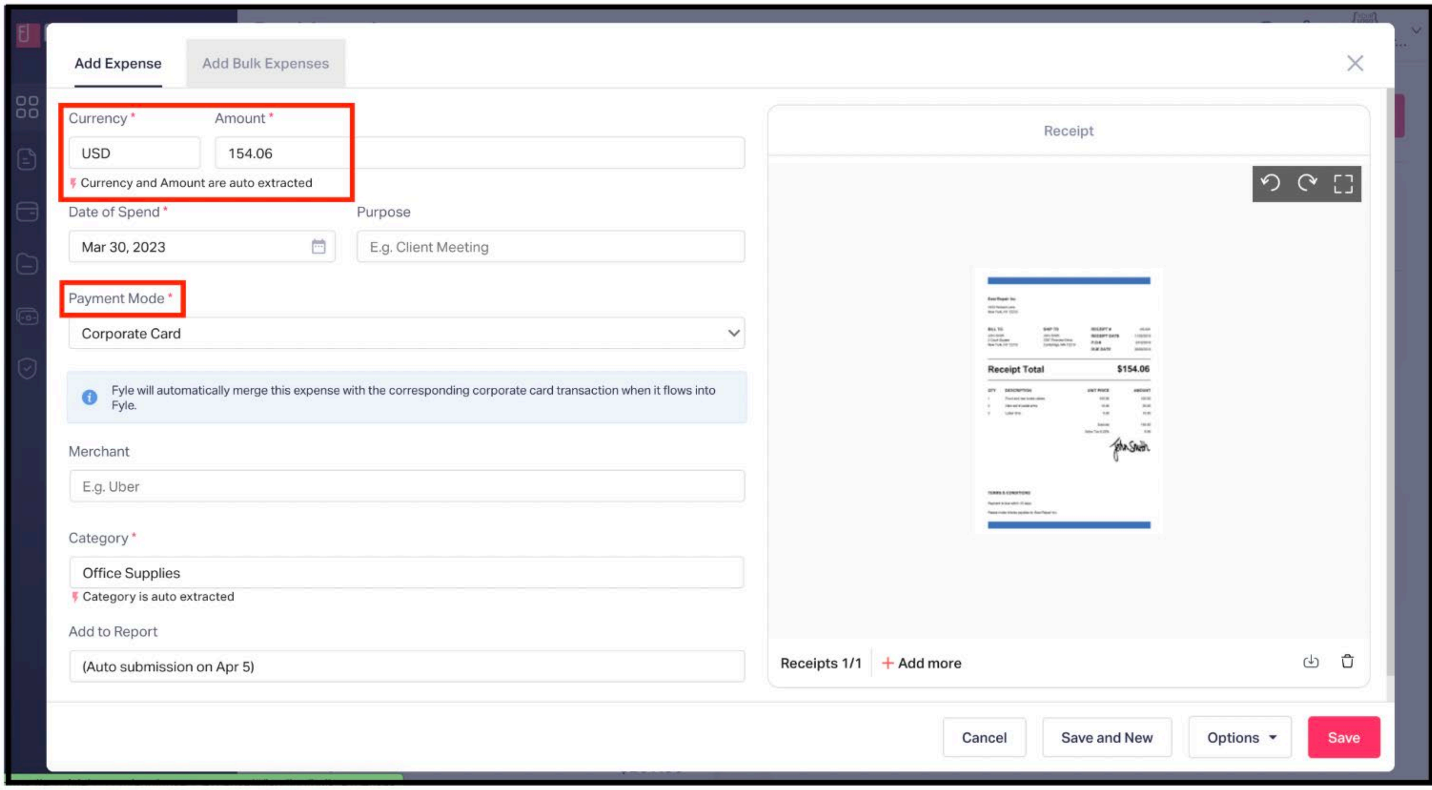


A pop-up box will open up where you can **drag and drop your receipt**. You can also click on the box to **browse your computer** and select your receipt.
Alternatively, if you do not have a receipt on hand, you can click on the **Add Manually** bottom on the bottom right corner of the box. You can add a receipt to the expense later on before it is submitted for approval.

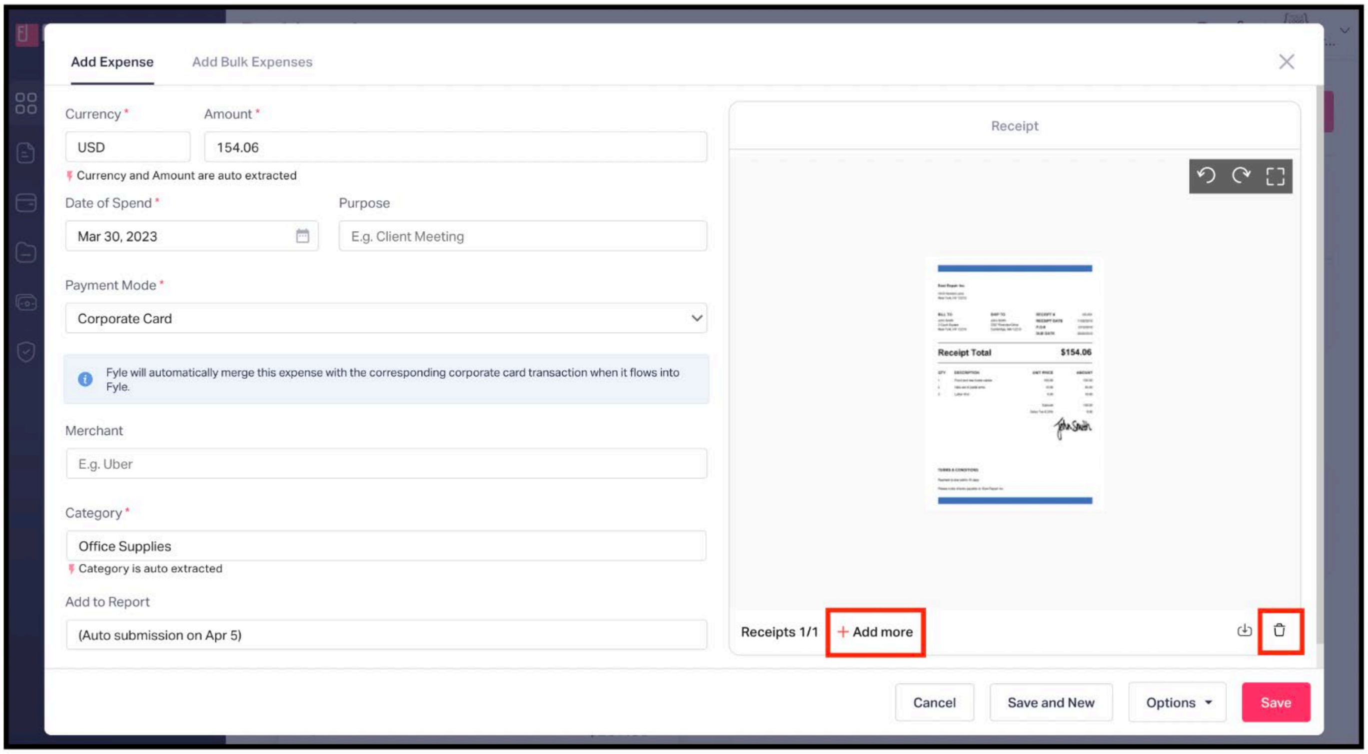


The expense form will now open, if you have attached a receipt certain details such as amount, currency, etc will be auto-retrieved from it. You can edit the details if required. If you have not attached a receipt, you can fill in the expense details manually in the expense fields.

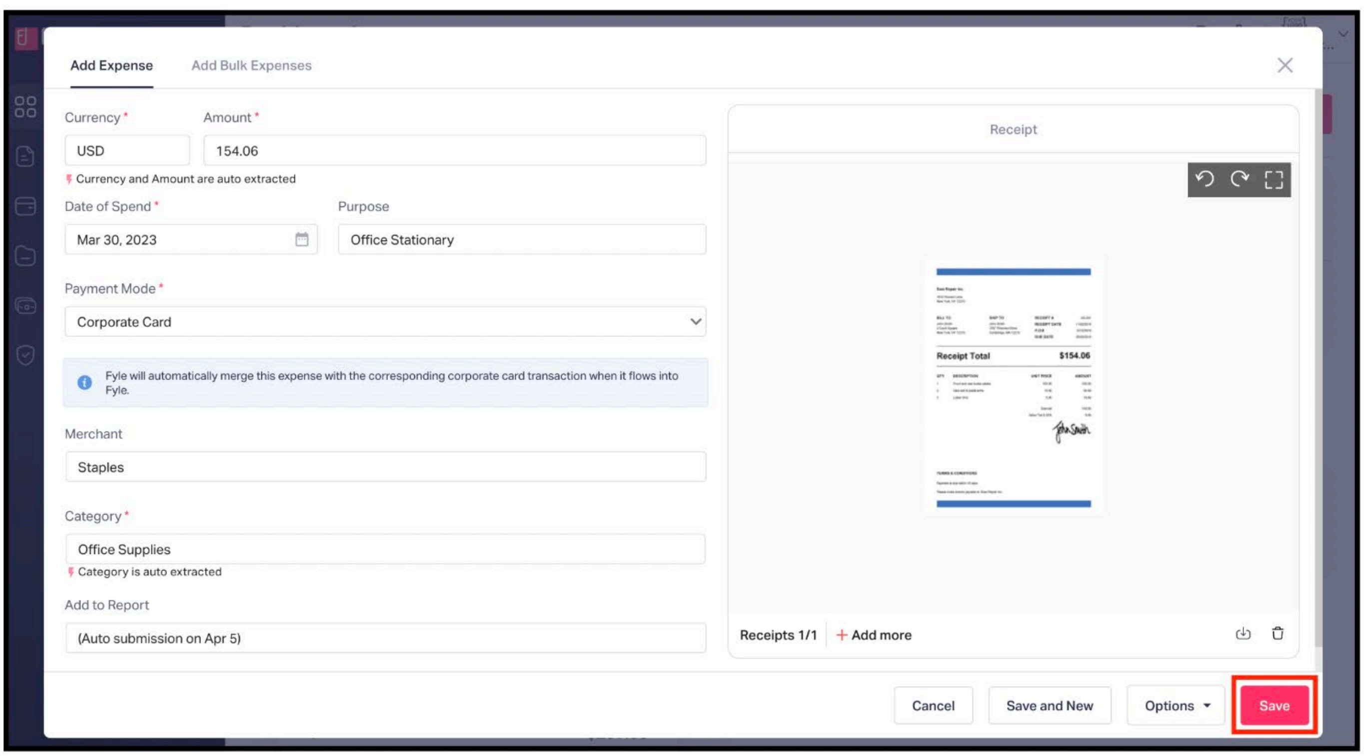
*NOTE: Expense fields with a **red asterisk** indicate that the field is set as mandatory by your organization and the expense cannot be saved without filling in its details.*



You can add multiple receipts to the expense. To add another receipt for the same expense click on **Add More** below the receipt. You can browse your computer and attach the receipt.
You can just as easily delete the receipt by clicking on the **Bin** icon on the bottom left corner of the receipt.

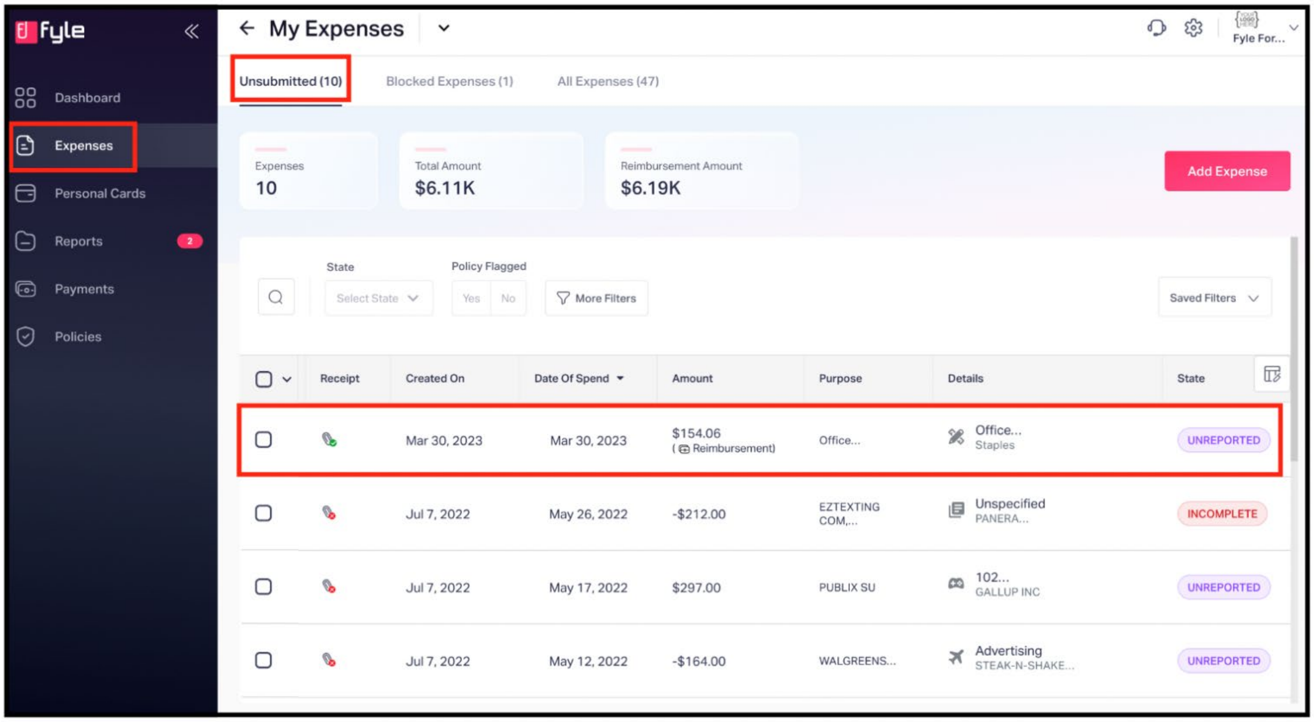


Once you have filled in all the details, Click the **Save** button to save the expense.



You can find the expense under the **Expenses** section.

It will be in the **Unreported** state, under the **Unsubmitted** tab.



Following the steps mentioned, you can create a general expense easily. These expenses are Unreported and need to be submitted to your approver/admin for approval.