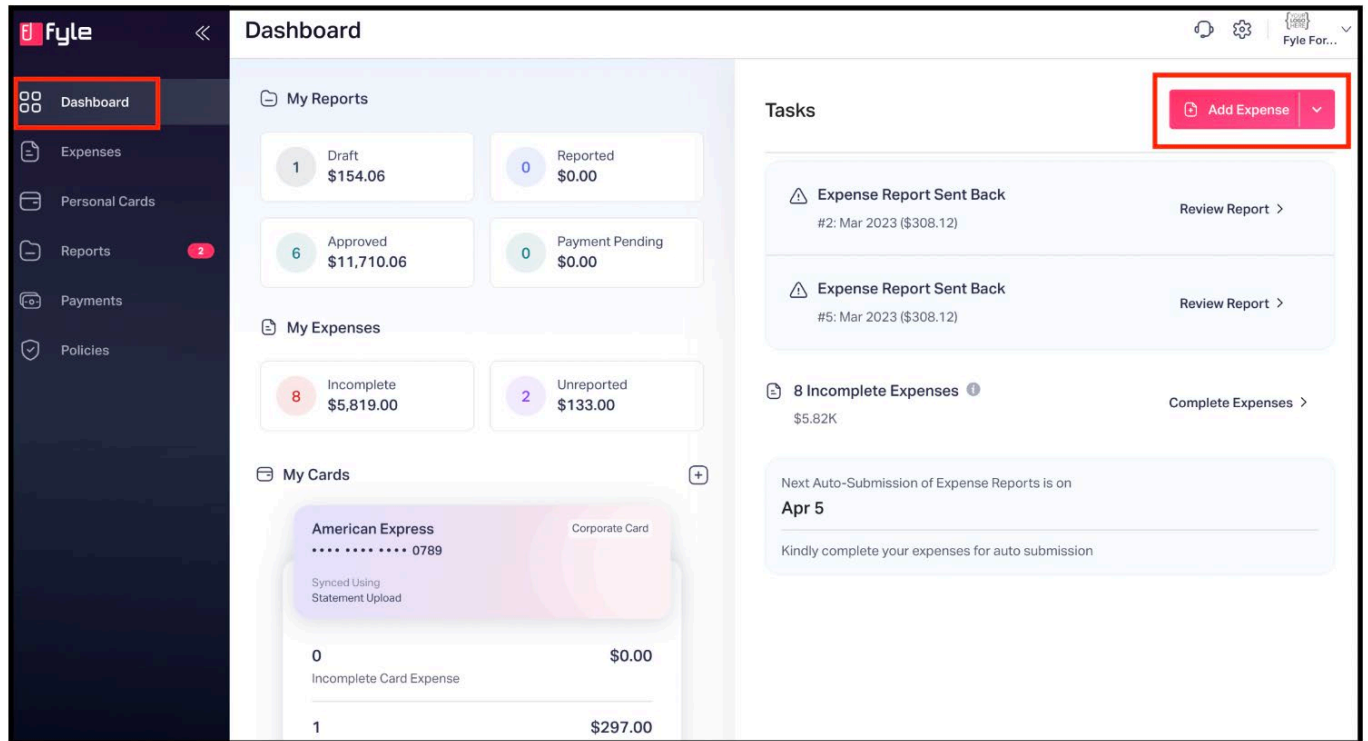


# Create General Expenses on the Web App

Create expenses, attach receipts, delete receipts 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.

Add ExpenseAdd Bulk Expenses


Click to upload or Drag and drop a receipt

Upload a JPEG, JPG, PNG or PDF receipt (5MB max.)



 Fyle will auto-scan information from your receipt.

Don't have a receipt yet?

 Add Manually

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.*





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

The screenshot shows the Fyle 'My Expenses' interface. On the left is a dark sidebar with navigation options: Dashboard, Expenses (highlighted with a red box), Personal Cards, Reports, Payments, and Policies. The main content area is titled 'My Expenses' and features three tabs: 'Unsubmitted (10)' (highlighted with a red box), 'Blocked Expenses (1)', and 'All Expenses (47)'. Below the tabs are three summary cards: 'Expenses 10', 'Total Amount \$6.11K', and 'Reimbursement Amount \$6.19K'. An 'Add Expense' button is in the top right. Below the cards are filters for 'State' (a search box and a dropdown) and 'Policy Flagged' (Yes/No buttons and a 'More Filters' button). A 'Saved Filters' dropdown is on the right. The main part of the page is a table of expenses with columns: Receipt, Created On, Date Of Spend, Amount, Purpose, Details, and State. The first row is highlighted with a red box and shows an expense for 'Office... Staples' with a state of 'UNREPORTED'. Other rows show expenses for 'EZTEXTING COM...', 'PUBLIX SU', and 'WALGREENS...' with states of 'INCOMPLETE' and 'UNREPORTED'.

Receipt	Created On	Date Of Spend	Amount	Purpose	Details	State
	Mar 30, 2023	Mar 30, 2023	\$154.06 ( Reimbursement)	Office...	Office... Staples	UNREPORTED
	Jul 7, 2022	May 26, 2022	-\$212.00	EZTEXTING COM...	Unspecified PANERA...	INCOMPLETE
	Jul 7, 2022	May 17, 2022	\$297.00	PUBLIX SU	102... GALLUP INC	UNREPORTED
	Jul 7, 2022	May 12, 2022	-\$164.00	WALGREENS...	Advertising STEAK-N-SHAKE...	UNREPORTED

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.