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:

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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.

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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.

Currency *	Amount *			Receipt	
USD	154.06				
F Currency and Amo	ount are auto extracted				501
Date of Spend *		Purpose			
Mar 30, 2023		E.g. Client Meeting			
Payment Mode *				Landau in	
		~		10 No. 00 10 10 10 10 10 10 10 10 10 10 10 10	
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Category *					
Office Supplies					
F Category is auto e	extracted				
Add to Report					
(Auto submissio	on on Apr 5)		Receipts 1/1 + Add more		¢

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.

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

Currency*	Amount*		Receipt				
USD	154.06						
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Date of Spend *		Purpose					
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You can find the expense under the **Expenses** section.

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Expenses	Expenses		Total Amount	Reimb	ursement Amount			Add Expense
Personal Cards	10		\$6.11K	\$6.1	9K			
-) Reports 🛛 🔁		State	Policy Flagger	d				
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	0 ~	Receipt	Created On	Date Of Spend 🝷	Amount	Purpose	Details	State 3
	O	G	Mar 30, 2023	Mar 30, 2023	\$154.06 (🔁 Reimbursement)	Office	Staples	UNREPORTED
	0	ø	Jul 7, 2022	May 26, 2022	-\$212.00	EZTEXTING COM,	Unspecified PANERA	INCOMPLETE
	D	ø	Jul 7, 2022	May 17, 2022	\$297.00	PUBLIX SU	GALLUP INC	UNREPORTED
	Ο	0	Jul 7, 2022	May 12, 2022	-\$164.00	WALGREENS	Advertising STEAK-N-SHAKE	UNREPORTED

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.