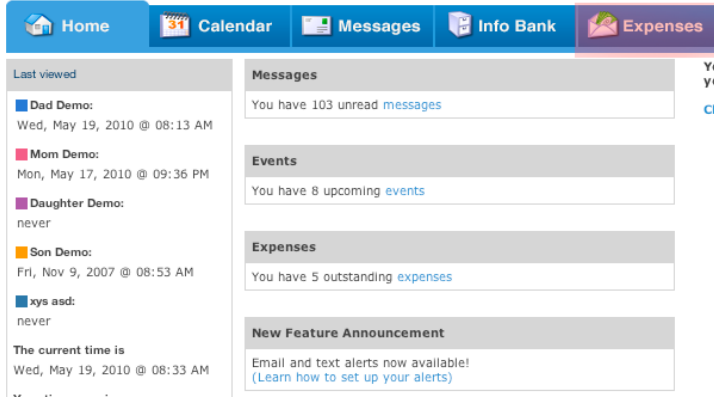
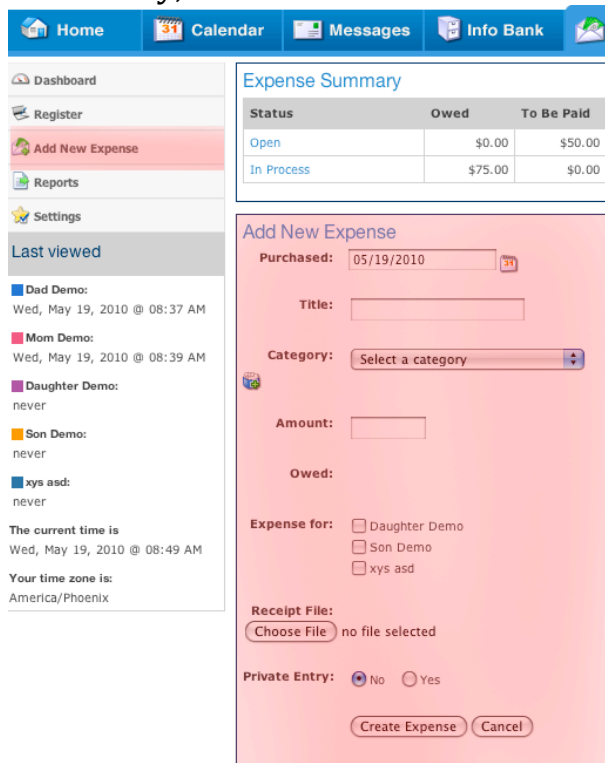


How do I create an expense?

To create an expense in the expense log, you must first select the “Expenses” tab from the top of the screen.




1. You can create the expense from the “Dashboard” view or you can select the “Add New Expense” link on the left side of the screen. Either way, the fields are the same.




2. Enter your purchase date, title for the expense and amount and select a category from the list on the category drop down menu. You must also choose a child that the expense if for and you may upload a receipt that will be attached to this expense. When you


are done, remember to hit the “Create Expense” button.

Add New Expense

Purchased: 

Title:

Category: 

 **Amount:**

Owed:

Expense for: Daughter Demo
 Son Demo
 xys asd

Receipt File:
 no file selected

Private Entry: No Yes