

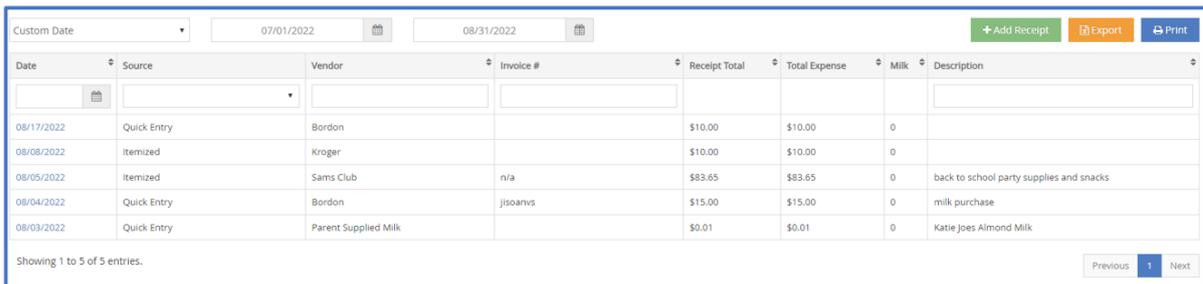
# View Expenses

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CDT

Your expenses are stored on the Receipts page. You can filter this page to view receipts for a specific time period. You can also further filter by date, vendor, invoice number, or description.

**Required Permissions:** You must have the **Vendor/Receipts** permission enabled on your account to access and work with Expenses.

1. From the menu to the left, click **Expenses**.
2. Click **Receipts**. The Receipts page opens.



Date	Source	Vendor	Invoice #	Receipt Total	Total Expense	Milk	Description
08/17/2022	Quick Entry	Bordon		\$10.00	\$10.00	0	
08/08/2022	Itemized	Kroger		\$10.00	\$10.00	0	
08/05/2022	Itemized	Sams Club	n/a	\$83.65	\$83.65	0	back to school party supplies and snacks
08/04/2022	Quick Entry	Bordon	jisoanvs	\$15.00	\$15.00	0	milk purchase
08/03/2022	Quick Entry	Parent Supplied Milk		\$0.01	\$0.01	0	Katie Joes Almond Milk

Showing 1 to 5 of 5 entries.

3. Click the drop-down menu at the top of the page and choose from the following:
  - o Last 30 Days
  - o Last 60 Days
  - o Last 90 Days
  - o Current Month
  - o Previous Month
  - o Custom Date
4. Use the **Date**, **Source**, **Vendor**, **Invoice #**, and **Description** boxes to further filter the information that displays.
5. Click each column to sort information in ascending or descending order.