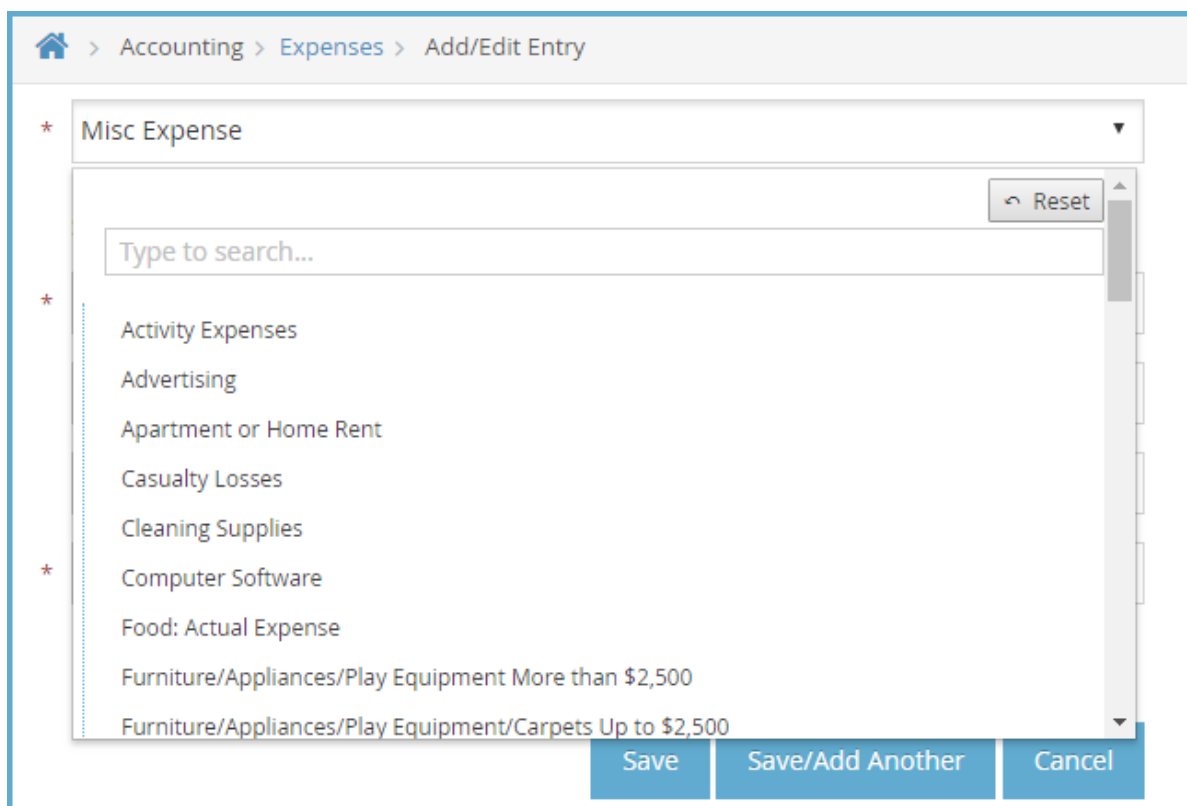


# Add a Custom Expense Category

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KidKare comes with several expense categories you can select, but you may not find one that fits your expense. If this is the case, you can create a custom expense category.

1. From the menu to the left, click **Accounting**.
2. Click **Expenses**.
3. Click **New Entry**.
4. Click the **Category** box and enter the name of your custom category. Make sure you type in the **Category** box and *not* the Type to Search box.



The screenshot shows the 'Add/Edit Entry' form in the KidKare system. The breadcrumb trail at the top indicates the path: Home > Accounting > Expenses > Add/Edit Entry. The 'Category' dropdown menu is open, displaying a list of expense categories. The categories listed are: Activity Expenses, Advertising, Apartment or Home Rent, Casualty Losses, Cleaning Supplies, Computer Software, Food: Actual Expense, Furniture/Appliances/Play Equipment More than \$2,500, and Furniture/Appliances/Play Equipment/Carpets Up to \$2,500. A search bar at the top of the dropdown menu contains the text 'Type to search...'. A 'Reset' button is located next to the search bar. At the bottom of the form, there are three buttons: 'Save', 'Save/Add Another', and 'Cancel'.

5. Complete the rest of your expense entry as you normally would. For more information, see [Record Expenses](#) .
6. Click Save or **Save/Add Another**.