

# Record expenses

Last Modified on 06/03/2019 1:45 pm CDT

---

Record business expenses in KidKare to help you with your tax deductions each year. Some examples of expenses you could enter include, but are not limited to, are:

- Activity Expenses (Admission Fees to Amusement Parks, Museums, Etc)
- Advertising (Business Cards, Flyers, Ads, Etc)
- Apartment/Home Rent
- Appliances (Washer, Dryer, Etc)
- Cleaning Supplies (Detergent, Paper Towels, Soap, Etc)
- Business Software (Including KidKare)
- Office Equipment (Computer, Printer, Desk, Fax Machine, Etc)
- Food
- Furniture
- Home Repairs and Maintenance

You can also claim expenses purchased second-hand from garage sales and resale websites. Document the purchase when you pick the item up. Include the item purchased, date of purchase, purchase price, address/location of the purchase, a photo of the purchased item (if possible), and any other relevant or identifying information. For more information about reporting expenses, see [Tom Copeland's blog](#) .

1. From the menu to the left, click **Accounting**.
2. Click **Expenses**. The Expenses page opens to the Expenses tab by default.
3. Click **New Entry**. The Add/Edit Entry page opens.
4. Click the **Category** drop-down menu and select the expense category.

5. Click the **Select a Day** box and enter the date of the purchase/expense.
6. Click the **Amount** box and enter the dollar amount of the expense.
7. Click the **Paid To** box and enter the name of the entity/person you paid for the product or service.
8. Click the **Item Description** box and enter a brief description of the purchase, if needed.
9. Click the **Business Use** drop-down menu and choose from the following:
  - **100% Business Use:** The expense was used **only** for business purposes.
  - **Actual Business Use:** The expense was used for both business and personal. If you select this option, indicate the exact percentage that was used for business.
  - **Time/Space %:** The expense was used for both business and personal. If you select this option, you can use the time/space percentage to calculate the amount used for business. You calculate the Time/Space % on the Time/Space tab.

**Note:** If you selected Wages Paid to Employee in **Step 4**, the Business Use drop-down menu is disabled.

10. Click  next to **Do You Want to Add Mileage to the Expense** if you want to record mileage. Once you save this entry, you will be taken to the Mileage tab to add the mileage.
11. When finished, click **Save**. You can also click **Save and Add Another** to save this entry and immediately add a new one.

expenses filled out.PNG