

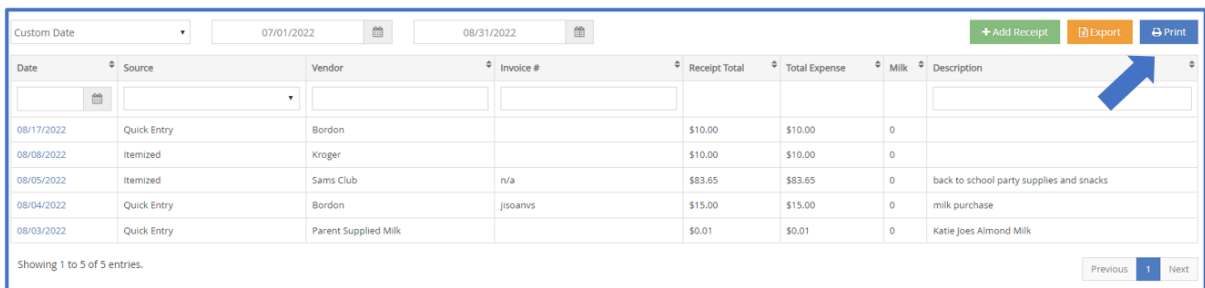
Print Expenses

Last Modified on 07/20/2023 4:02 pm

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

To print expenses:

1. From the menu to the left, click **Expenses**.
2. Click **Receipts**. The Receipts page opens.
3. Set filters, as needed.
4. Click **Print**. A printer-friendly page opens and displays the records to which you filtered.



The screenshot shows a web interface for printing expenses. At the top, there are date filters for 'Custom Date' (07/01/2022 to 08/31/2022) and buttons for '+ Add Receipt', 'Export', and 'Print'. Below this is a table with columns: Date, Source, Vendor, Invoice #, Receipt Total, Total Expense, Milk, and Description. A blue arrow points to the 'Print' button in the top right corner of the interface.

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	jsoanvs	\$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. Previous 1 Next

5. Click **Print** again to access your browser's printing options and print the expenses.