View Expenses

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.

3. Click the drop-down menu at the top of the page and choose from the following:

   - Last 30 Days

   - Last 60 Days

   - Last 90 Days

   - Current Month

   - Previous Month

   - Custom Date
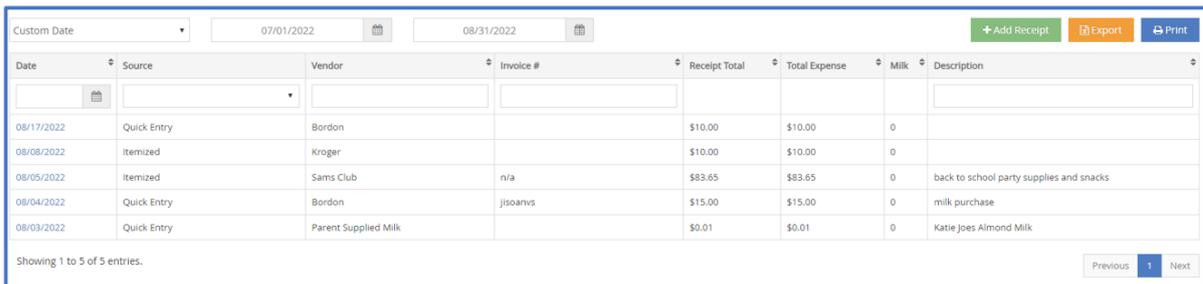
4. Use the **Date**, **Source**, **Vendor**, **Invoice #**, and **Description** boxes to further filter the information that displays.

5. Click each column to sort information in ascending or descending order.