How to add and track an expense

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Tracking expenses helps with budgeting, reporting, and understanding the true cost of programs and events.

Steps

1. Go to the **Finance** or **Expenses** section.
2. Click **New Expense** or **Add Expense**.
3. Enter the details:
   - Date of the expense
   - Amount
   - Vendor or payee
   - Category (very important for reporting)
   - Short description or purpose
   - Related event or campaign (if applicable)
4. Attach a receipt or supporting document if your process requires it.
5. Save the expense.

Tips

- Use consistent categories so reports are meaningful.
- Enter expenses promptly.
- Link expenses to events or campaigns when possible so you can see full program costs.