Recommended Expense and Voucher Workflow

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This simple routine will help your team enter expenses correctly and keep payment records easy to understand.

For a business expense

Step 1: Create the Expense Type

Create a clear category such as Rent, Electricity, Salaries or Repairs. You normally need to do this only once.

Step 2: Record the Expense

Enter the bill or expense on the date it belongs to. Check the description, amount and Expense Type before saving.

Step 3: Record the Payment

When money is paid, open the same expense and use **Manage Payments**. Select the correct payment type and account.

Step 4: Check the Remaining Amount

Make sure the paid and unpaid amounts match the bill. If the bill was paid in parts, record each payment separately.

For another direct receipt or payment

Use a Receipt Voucher for money received and a Payment Voucher for money paid, when the separate Expense Entry workflow is not needed.

> **Avoid duplicate entries:** Never enter the same payment through both workflows. If you are unsure, ask your accountant or supervisor before saving.

End-of-day check

Review the Expense, Voucher and payment reports. Compare them with your bills, receipts, cash and bank records. A short daily check can prevent a much bigger problem later.

Related guides

- Expense Entry or Voucher: Which One Should You Use?
- Create an Expense
- Record an Expense Payment
- Create a New Voucher

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