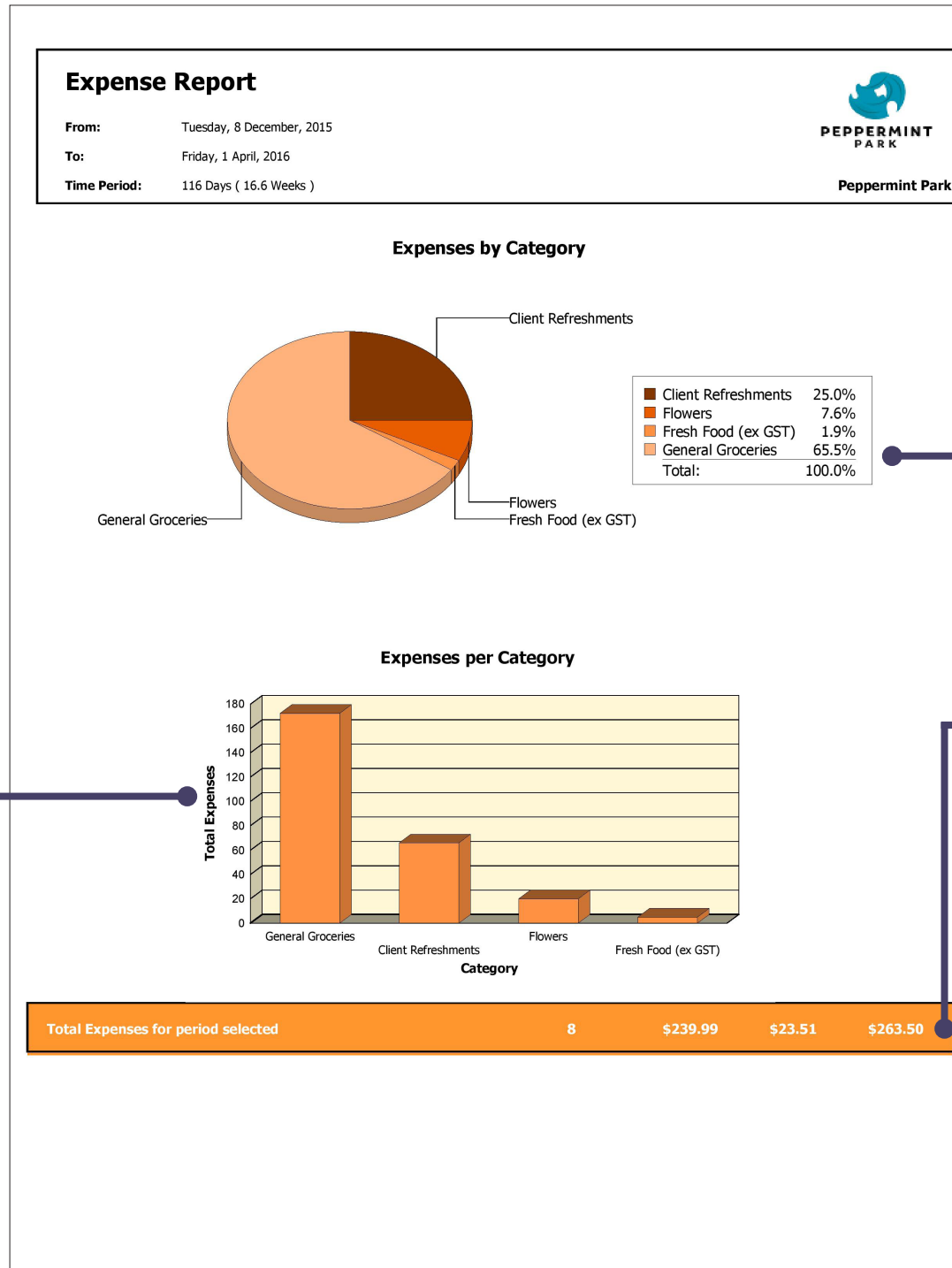# EXPENSES REPORT

Tools > Reports > Transactions > Expenses

The Expenses report displays graphical representations of your expenses, allowing you to easily view particular expense categories. The report includes a detailed list of your expense transactions, broken down by category. You can also view the percentage of total expenses made up by each category, and the total expenses per category. The first page of the report displays the total number of expenses, the total value ex tax, the total tax value, and the total value including tax.

This report will help you monitor business expenditure, and allow you to plan and budget for particular expenses based on previous transactions.

EXPENSES PER CATEGORY
This bar graph provides a visual representation of the total value of expenses for each category.

Expense Report

From:	Tuesday, 8 December, 2015
To:	Friday, 1 April, 2016
Time Period:	116 Days (16.6 Weeks)

Peppermint Park

Expenses by Category

■ Client Refreshments	25.0%
■ Flowers	7.6%
■ Fresh Food (ex GST)	1.9%
■ General Groceries	65.5%
Total:	100.0%

Expenses per Category

Total Expenses for period selected	8	$239.99	$23.51	$263.50

EXPENSES BY CATEGORY
A pie chart displaying the percentage of total expenses made up by each category.

TOTAL EXPENSES FOR PERIOD SELECTED
This section displays (from left to right) the total number of expenses, the total value ex tax, the total tax value, and the total value including tax.

DATE

The date when the expense was processed at the Point of Sale.

QUANTITY

The number of expenses processed. The total quantity for each category is displayed in bold text.

EX TAX AMOUNT

The actual amount paid excluding the tax on the purchase.

TAX (GST)

The tax component of the expense.

AMOUNT

The full amount paid for the expense including tax.

Date	Expense Category	Quantity	Ex Tax Amount	GST	Amount
Client Refreshments		**2**	**$60.00**	**$6.00**	**$66.00**
5 January 2016		1	$28.64	$2.86	$31.50
4 March 2016		1	$31.36	$3.14	$34.50
Flowers		**1**	**$18.18**	**$1.82**	**$20.00**
4 March 2016		1	$18.18	$1.82	$20.00
Fresh Food (ex GST)		**1**	**$5.00**	**$0.00**	**$5.00**
4 March 2016		1	$5.00	$0.00	$5.00
General Groceries		**4**	**$156.81**	**$15.69**	**$172.50**
2 February 2016		1	$90.91	$9.09	$100.00
24 February 2016		1	$45.45	$4.55	$50.00
4 March 2016		1	$11.36	$1.14	$12.50
9 March 2016		1	$9.09	$0.91	$10.00

SHORTCUTS
SMARTER BUSINESS TECHNOLOGY