

TOSCOGA Software

# How do I...

Keep Track of My Expenses

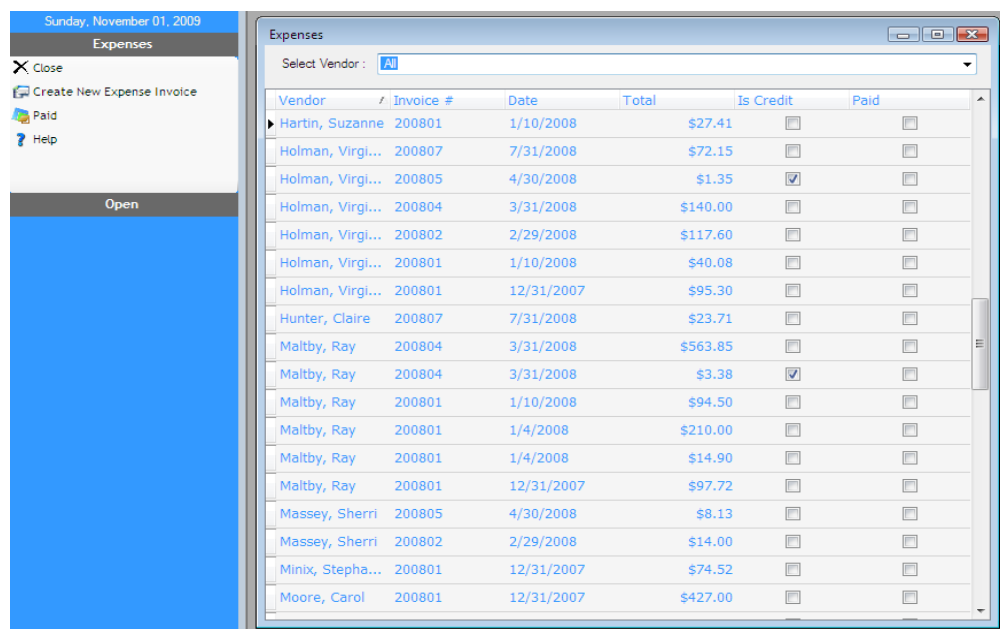
How do I...

## Keep Track of My Expenses

Enter your expense invoices as you receive them and the system will track your profit/loss for expense period. The system also prints your expense checks.

You'll need to enter your expense vendor's information into the 'Contact Information' section just as you do your dealers and guests. Simply select 'Vendor' as the type of contact.

From the Main Menu select 'Expenses' > 'Expense List'. The list of un-paid invoices will be displayed. Select from the list to edit an existing invoice or select 'Create New Expense Invoice' to enter a new one.



The screenshot shows a software interface for managing expenses. On the left is a sidebar menu with options: 'Close', 'Create New Expense Invoice', 'Paid', and 'Help'. The main window title is 'Expenses' and it contains a table of invoices. The table has columns for Vendor, Invoice #, Date, Total, Is Credit, and Paid. The data is as follows:

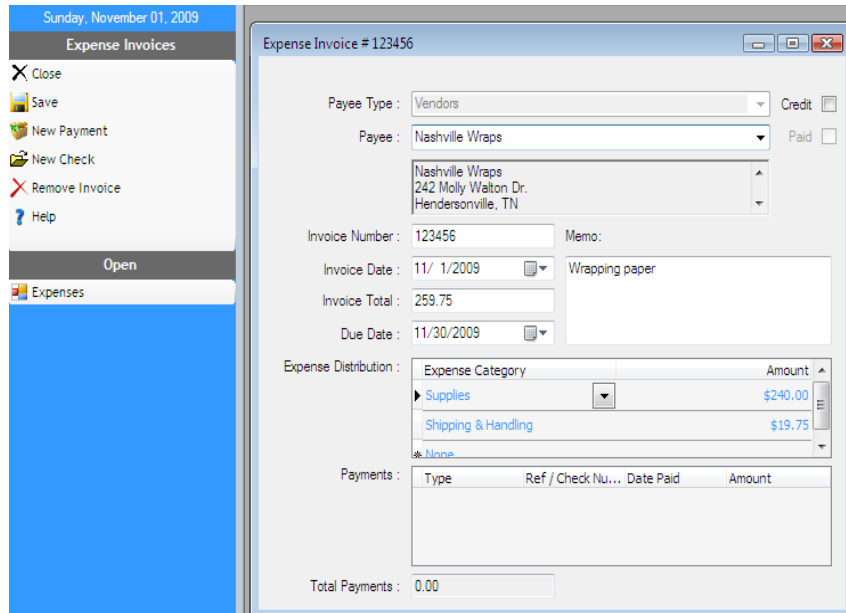
Vendor	Invoice #	Date	Total	Is Credit	Paid
Hartin, Suzanne	200801	1/10/2008	\$27.41	<input type="checkbox"/>	<input type="checkbox"/>
Holman, Virgi...	200807	7/31/2008	\$72.15	<input type="checkbox"/>	<input type="checkbox"/>
Holman, Virgi...	200805	4/30/2008	\$1.35	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Holman, Virgi...	200804	3/31/2008	\$140.00	<input type="checkbox"/>	<input type="checkbox"/>
Holman, Virgi...	200802	2/29/2008	\$117.60	<input type="checkbox"/>	<input type="checkbox"/>
Holman, Virgi...	200801	1/10/2008	\$40.08	<input type="checkbox"/>	<input type="checkbox"/>
Holman, Virgi...	200801	12/31/2007	\$95.30	<input type="checkbox"/>	<input type="checkbox"/>
Hunter, Claire	200807	7/31/2008	\$23.71	<input type="checkbox"/>	<input type="checkbox"/>
Maltby, Ray	200804	3/31/2008	\$563.85	<input type="checkbox"/>	<input type="checkbox"/>
Maltby, Ray	200804	3/31/2008	\$3.38	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Maltby, Ray	200801	1/10/2008	\$94.50	<input type="checkbox"/>	<input type="checkbox"/>
Maltby, Ray	200801	1/4/2008	\$210.00	<input type="checkbox"/>	<input type="checkbox"/>
Maltby, Ray	200801	1/4/2008	\$14.90	<input type="checkbox"/>	<input type="checkbox"/>
Maltby, Ray	200801	12/31/2007	\$97.72	<input type="checkbox"/>	<input type="checkbox"/>
Massey, Sherri	200805	4/30/2008	\$8.13	<input type="checkbox"/>	<input type="checkbox"/>
Massey, Sherri	200802	2/29/2008	\$14.00	<input type="checkbox"/>	<input type="checkbox"/>
Minix, Stephe...	200801	12/31/2007	\$74.52	<input type="checkbox"/>	<input type="checkbox"/>
Moore, Carol	200801	12/31/2007	\$427.00	<input type="checkbox"/>	<input type="checkbox"/>

When you create a new invoice the blank invoice screen will be displayed.

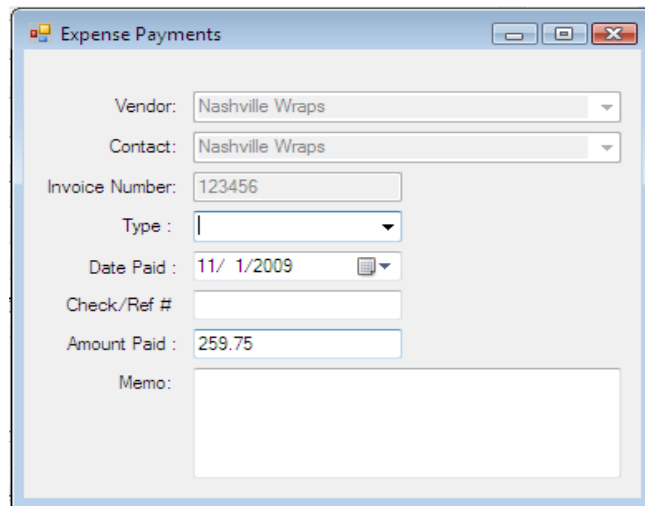
1. Select the Payee Type from the drop down list. This simply filters the Payee list to make your selection easier in the Payee list.

Vendors  
Dealers  
Consignees  
Employees  
Guests  
Auctioneers  
All

2. Then select the Payee from whom this invoice was received. If the Payee does not exist then follow the instructions for entering a new contact.
3. Enter the invoice number, the invoice date, the amount and the date by which payment is due. You may enter a description of the expense in the 'Memo' field.
4. If the invoice is a Credit then check the 'Credit' box in the upper right hand corner. Credits will decrease the amount of a check when paid along with other regular invoices.
5. You may distribute the amount of the invoice among as many Expense Accounts as necessary. Select the Expense Category then enter the amount allocated to that category. Repeat until the total distributed matches the amount of the invoice.
6. The Payments panel will list all full or partial payments previously made on this invoice.



If you paid the invoice by cash out of pocket, credit card or paid out of the cash drawer then select 'New Payment'.



Select the type of payment. Then enter the date you made the payment, and reference # and the amount you paid. If the invoice part paid invoice will be listed as an un-paid invoice with the un-paid balance still due. You may pull up the invoice and pay the balance at any time or it can be included on a check issued at a later time.

Finally, enter any memo you wish to record.

If you wish to pay this invoice with a check then select 'New Check'.

Expense Check

Payee : Nashville Wraps  
242 Molly Walton Dr.  
Hendersonville, TN  
37075-

Date : 11/ 1/2009

Check Number : 0

Amount : 259.75

Memo :

Status : Created

Type	Ref / Check ...	Date Paid	Amount
▶ Check		11/1/2009	\$259.75

Enter the date the check was issued, the number to check, any notes you wish to record.

Select the status of the check from the drop down list

Created - Check has been created but not printed. Check will be included in next batch printing of checks.

Outstanding - Check has been issued.

Void - Check is void, invoices paid by this check are returned to un-paid status.

Cleared - Check has been issued and has cleared the bank.

You may then select 'Print Check' from the menu panel on the left to instantly print the check.