

Expense Entry

Guide to creating a new expense entry for petty cash.

- [How to use 'Add Expense' feature](#)

How to use 'Add Expense' feature

1. Ensure the selected expense list is unlocked. The toggle can be found on the right section of the page.

ADMIN-OTHERS EXPENSE LIST

Add Expense

Applied Sorting: Date: A-Z x Clear

Search

Columns v 5 v

DATE ^	NAME OF ESTABLISHMENT ◊	PAYMENT AMOUNT ◊	SUBTOTAL ◊	TOTAL ◊
March 14, 2025	SM PRIME HOLDINGS, INC.	40.00	35.71	40.00

LOCKED

EXPENSE LIST

Export x

Columns v 5 v

PAYMENT AMOUNT ◊	SUBTOTAL ◊	TOTAL ◊
40.00	35.71	40.00

UNLOCKED

2. Click on the "Add Expense" button on the left of the page. (*above the search field*)

Expense List List of Payees Super D. Admin

Expense List > Admin-others > WER#4962

ADMIN-OTHERS EXPENSE LIST

Add Expense Export xlsx

Applied Sorting: Date: A-Z x Clear

Search Columns v 5 v

DATE ^	NAME OF ESTABLISHMENT ◊	PAYMENT AMOUNT ◊	SUBTOTAL ◊
March 14, 2025	SM PRIME HOLDINGS, INC.	40.00	35.71
March 14, 2025	DASMARIÑAS ISUZU PARTS CENTER	690.00	690.00
August 12, 2025	SM PRIME HOLDINGS, INC.	40.00	35.71
November 6, 2025	ATTY. MARK ANTHONY M. ALVARIO	79.00	79.00
December 5, 2025	ATTY. MARK ANTHONY M. ALVARIO	75.00	75.00
GRAND TOTAL		Payment Amount: 1,709.00	Subtotal: 1,683.26

Showing 1 to 5 of 13 results < 1 2 3 >

3. Select the establishment using the folder icon on the upper left.

ADMIN-OTHERS EXPENSE ENTRY

 Name of Establishment TIN No.

Address

mm / dc Entry

4. You may search for the establishment using their name, TIN, or address using the search field in the upper left.
 After selecting a row, the required fields will be filled out automatically.

List of Payees



Applied Sorting: **Name Of Establishment: A-Z** × Clear

AF ×	Columns ▾	5 ▾
NAME OF ESTABLISHMENT ^	TIN NO ▾	
AFP VILLAGE HOMEOWNERS ASSOCIATION, INC.	251-117-650-000	
MANILA TRAFFIC AND PARKING BUREAU	000-000-000-0000	
ZIPPYCAR MOTOR VEHICLE INSPECTION CENTER	705-256-666-0000	


Showing 3 results

	Name of Establishment	TIN No.
	AFP VILLAGE HOMEOWNERS ASS	251-117-6!
	Address	
	BRGY SILANGAN, SAN MATEO RIZAL	
mm / dc		Entry

5. Input the date using the date field below the Address field.


	Address	
	BRGY SILANGAN, SAN MATEO RIZAL	
mm / dc		Entry
	Details of Payment	
	Subtotal	0 ▾
	Total	0 ▾


6. Use the "building" button to select the chart of accounts.

Name of Establishment: AFP VILLAGE HOMEOWNERS ASS
 TIN No.: 251-117-6!
 Address: BRGY SILANGAN, SAN MATEO RIZAL
 Date: 03/27,  Entry

7. You can use the search field in the top left of the new window to search for accounts using their name, account no., or chart no. Selecting a row will fill out the 'Entry' field automatically.


List of Accounts

Applied Sorting: Account Name: A-Z  Clear



ACCOUNT NAME ^	ACCOUNT NO ^	CHART NO ^
CASH ON HAND	1001	101011001
PETTY CASH FUND	1002	101011002

Showing 2 results

Name of Establishment: AFP VILLAGE HOMEOWNERS ASS
 TIN No.: 251-117-6!
 Address: BRGY SILANGAN, SAN MATEO RIZAL
 Date: 03/27,  Entry: PETTY CASH FUND

8. Select an expense entry type using the four available option in the lower left corner of the 'Expense Entry' window. Once an entry type is selected, the 'Invoice Amount' field will be editable.

VARIABLE NVAT / EXEMPT NO RECEIPT O/R

Invoice Amount: 0 Input VAT 12%: 0 VATable: 0

NVAT or Exempt: 0 No Receipt & Others: 0 EWT: 0

VARIABLE NVAT / EXEMPT NO RECEIPT O/R

Invoice Amount: 0 | Input VAT 12%: 0 VATable: 0

NVAT or Exempt: 0 No Receipt & Others: 0 EWT: 0

9. Inputting the amount and pressing tab or click off of the 'Invoice Amount' field will generate the other required inputs based on the field.

VARIABLE NVAT / EXEMPT NO RECEIPT O/R

Invoice Amount: 100 Input VAT 12%: 10.71 VATable: 89.29

NVAT or Exempt: 0 No Receipt & Others: 0 EWT: 0

Details of Payment

Subtotal: 89.29

Total: 100

CANCEL SAVE

WARNING: do not enter spaces or non-numeric characters in these fields. This will break the form and require clicking off the form and restarting from step 1.

10. Enter the description for the expense entry in the lower right section of the form.

Details of Payment: Meryenda

Subtotal: 89.29

Total: 100

SAVE

11. Once satisfied, click on the 'Save' button on the lowest section of the form.

ADMIN-OTHERS EXPENSE ENTRY

Name of Establishment: AFP VILLAGE HOMEOWNERS ASSOCIATION, INC. TIN No.: 251-117-650-000

Address: BRGY SILANGAN, SAN MATEO RIZAL

03/27/2026 Entry: PETTY CASH FUND

VARIABLE NVAT / EXEMPT NO RECEIPT O/R

Invoice Amount: 100 Input VAT 12%: 10.71 VATable: 89.29

Details of Payment: Meryenda

Subtotal: 89.29

A new entry will appear in the 'Expense List' window and the total amounts will be updated.

ADMIN-OTHERS EXPENSE LIST						
Add Expense Print Lock Toggle Lock Export						
Applied Sorting: Date: A-Z Clear						
Search						Columns 5
DATE ^	NAME OF ESTABLISHMENT ◊	PAYMENT AMOUNT ◊	SUBTOTAL ◊	TOTAL ◊	ACTIONS	
December 29, 2025	SM PRIME HOLDINGS, INC.	40.00	35.71	40.00		
January 13, 2026	SM PRIME HOLDINGS, INC.	40.00	35.71	40.00		
January 20, 2026	SM PRIME HOLDINGS, INC.	40.00	35.71	40.00		
March 27, 2026	AFP VILLAGE HOMEOWNERS ASSOCIATION, INC.	100.00	89.29	100.00		
GRAND TOTAL		Payment Amount: 1,809.00	Subtotal: 1,772.55	Total: 1,809.00		

Showing 11 to 14 of 14 results < 1 2 3

12. Make sure to re-lock the expense list. See step 1.