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Bills and expenses

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Track expenses and items by customer On

Make expenses and items billable On

Markup with a default rate of %

Track billable expenses and items as income

In a single account

In multiple accounts

Charge sales tax

Default bill payment terms

Scenario

Your client, Sadie’s Car Parts, has set the above Expense settings.

She has incurred the following billable charges for her customer, Mark’s Mustang Supply Store. Because Mark is a reseller, there is no sales tax involved. Because she uses markup, she does not enter sales price when setting up items.

Vendor/Employee	Expense Cost	Item Cost	Delayed charge	Time	Billable rate per hour
Ellis Equipment Rental	500.00				
Hicks Hardware		750.00			
John Johnson				10	20
Sam Samson			450.00	4	50
Tom Thompson		1000.00			