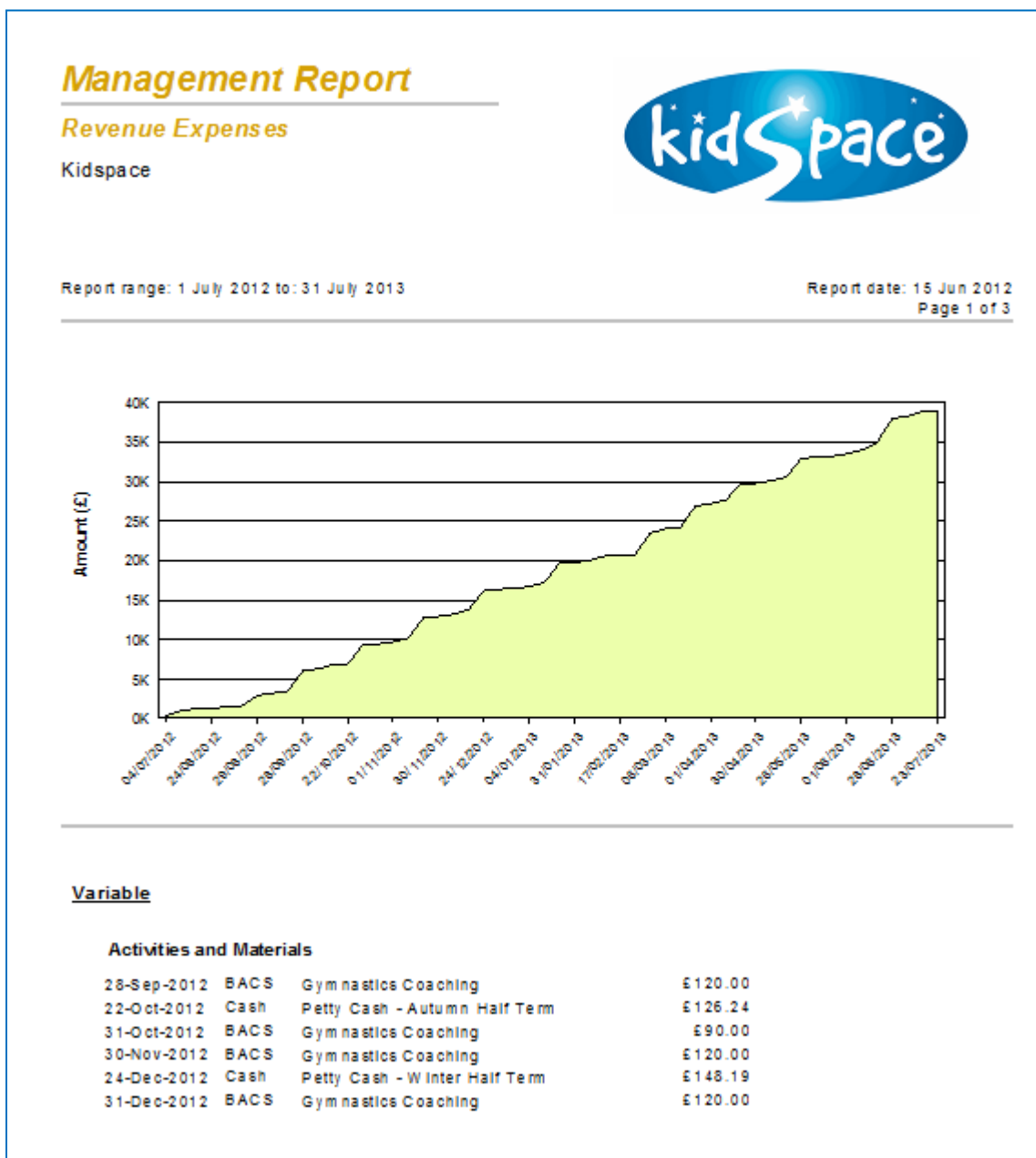# REVENUE EXPENSES REPORT

This is a useful if you are in receipt of grant or loan funds to help with revenue expenses. It is a very simple way of monitoring the use of funds and the timescale of the expenditure.

Go > Home > Management Reports > Setting Finances > Revenue Expenses >

For the date range of your choice the report will display a cumulative spend graph with a detailed list of the included reconciled revenue expenses. There is sufficient detail in the list to relate receipts to the setting's bank statement.

The top part of the report is a graph which shows when the Revenue Expenses were incurred.

This is useful evidence as funding often has an associated timescale as a condition of the offer.

The lower part of the report is a simple listing of revenue expenses incurred in date order.

The second column show the payment method used for the purchase. This makes it easy to relate the item to the bank statement. The Revenue Expenses report uses your categories to group and total up the included reconciled expenses.

Revenue Expense Setting Transactions

Capital expenses are entered using the Setting Transactions form.

> *Go > Home > Management Reports > Setting Finances > Setting Transactions >*

When you enter the Setting Transaction remember to select the 'Revenue' Expense Type to identify the expense as a Revenue Expense.

Tip! Be sure to check the correct selection of Capital, Revenue or None for the expense type before reconciling. If you are in a local authority area where Permanent Reconcile is always on you will not be able to change the selection once reconciled.

(Otherwise you could temporarily switch off the Permanent Reconcile from Setting Details > Setting Details > change the selection and then turn Permanent Reconcile back on again.)

End