

# Expenses (Purchase Invoices)

As for Yoursminc; we consider purchase invoices, fuel receipts and everything related to business expenses as an 'expense'.

An Expense goes through a number of stages, namely:

Status	Description
<b>Entered</b>	The expense has been entered, can still be adjusted and has not yet been processed within the general ledger or the VAT return
<b>Final</b>	The expenditure is final and has been processed within the general ledger and the VAT return
<b>Credited</b>	The expense has been credited (you have received a credit note from the supplier). The credit has been processed within the general ledger and the VAT return.
<b>Settled</b>	The expense has been met, either: paid or: settled with a credit note or a sales invoice
<b>Partially Settled</b>	The expense has been partly paid, either: partly paid, or: partly settled with a credit note or a sales invoice

Supported actions on an Expense:

Actions	Description
<b>Finalize</b>	The expense has been fully entered and can now be finalized, including processing in the general ledger and VAT return.
<b>Settle</b>	Indicate that a payment or settlement has occurred. It is also possible to record a 'part' payment or settlement.
<b>Credit</b>	A credit note is created based on the original edition and simultaneously processed within the general ledger and the VAT return. The original edition is given the status 'Credited edition'.
<b>Copy</b>	Make a copy of the current edition and open it so that any additions can be processed. This function is particularly useful if you receive similar invoices from the same supplier, for example for the settlement of rent or a specific business subscription that you have purchased.

## Edition history

All information about the history of the publication within your administration

## Commentary

Here you can record notes regarding the publication

## Attached files

Here you can save the original invoice, which you received from your supplier or scanned yourself, with the issue. In this way, all information regarding the expenditure is recorded within your administration.

## Recurring Expenses

If you are dealing with costs that occur regularly, such as rent or paying for a subscription.

- Aanpassen grootboekrekening bij toepassen kostencategorie
- Aanpassen kostencategorie Uitgaven
- Kostencategorieën
- Het downloaden van facturen en uitgaven
- Terugkerende uitgave