

STOCK2TRACK

Expenses

User manual and guide — rent, salaries, bills and assets: recording, paying and reporting your expenses

START HERE

How to use this guide

This guide covers expenses in STOCK2TRACK: setting up categories, bank accounts and creditors, recording expenses and assets, paying creditors, and the expense report. Each chapter explains what the screen is for, why it matters, the steps, annotated screenshots (orange numbers match the list under each picture), and what must be set up first.

Set up once

1. Expense categories (Chapter 1).
2. Bank accounts and wallets with opening balances (Chapter 2).
3. Creditors: add each landlord, utility and service provider as a supplier with **Creditor (Expense Supplier)** ticked (Purchases > Suppliers), or with + while adding an expense.

Every month

- Record every bill as an expense on the day it arrives, against the right branch.
- Record payments as you make them.
- Run the Expense Report at month end and compare with your budget.

Chapters

- | | |
|------------------------------|----------------------|
| 1. Expense Categories | 4. Paying a Creditor |
| 2. Bank Accounts and Wallets | 5. Expense Report |
| 3. Recording an Expense | |

Expense Categories

The headings your expenses are grouped under: rent, electricity, salaries, transport, repairs and so on.

Who	Owner, accounts	How often	Once, then as needed
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Why it matters

Good categories make the expense report and profit figures easy to read.

How to use it

1. Open **Admin > Expense Categories**.
2. Type a **Category Name** and press **Add**.
3. Tick **Is Asset** for purchases you keep for years (furniture, computers), and choose a **TDS Category** where tax is deducted at source.
4. To remove unused categories, tick them and press **Delete Selected**.

STOCK2TRACK

CLASSIC BLUE

QUICK INVOICE

NEW INVOICE

Expense Categories

Add New Category

1

Category Name

2

TDS

Non TDS

3

Is Asset

4

TDS Category

5

+ ADD

6

Expense Categories

☐	Category Name	TDS	Non TDS	Asset	Not an Asset	TDS Category
☐	Shop Rent	☐	☒	☐	☒	
☐	Electricity	☐	☒	☐	☒	
☐	Staff Salaries	☐	☒	☐	☒	
☐	Transport	☐	☒	☐	☒	
☐	Packing Material	☐	☒	☐	☒	

DELETE SELECTED

Figure 1. Expense categories

- 1

Name of the category
- 2

Is tax deducted at source on it?
- 3

Tick for long-lived purchases (assets)
- 4

TDS section, for TDS categories
- 5

Add
- 6

Your categories

Before you start

Administrator rights.

Good to know

- Keep the list short: ten to fifteen categories are enough for most shops.

Bank Accounts and Wallets

The bank accounts and wallets you pay from and receive into, with their opening balances.

Who	Accounts	How often	Once, then monthly
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Why it matters

Cash on hand, the cash forecast and bank-transfer payments all start from these balances.

How to use it

- 1. Open **Finance > Bank Accounts** and press **Add Bank Account**. Enter the **Bank Name**, **Account No**, **IFSC**, branch, company and **Opening Balance**. Save.
- 2. Open **Finance > Wallets** to keep the balances of UPI and other wallets.

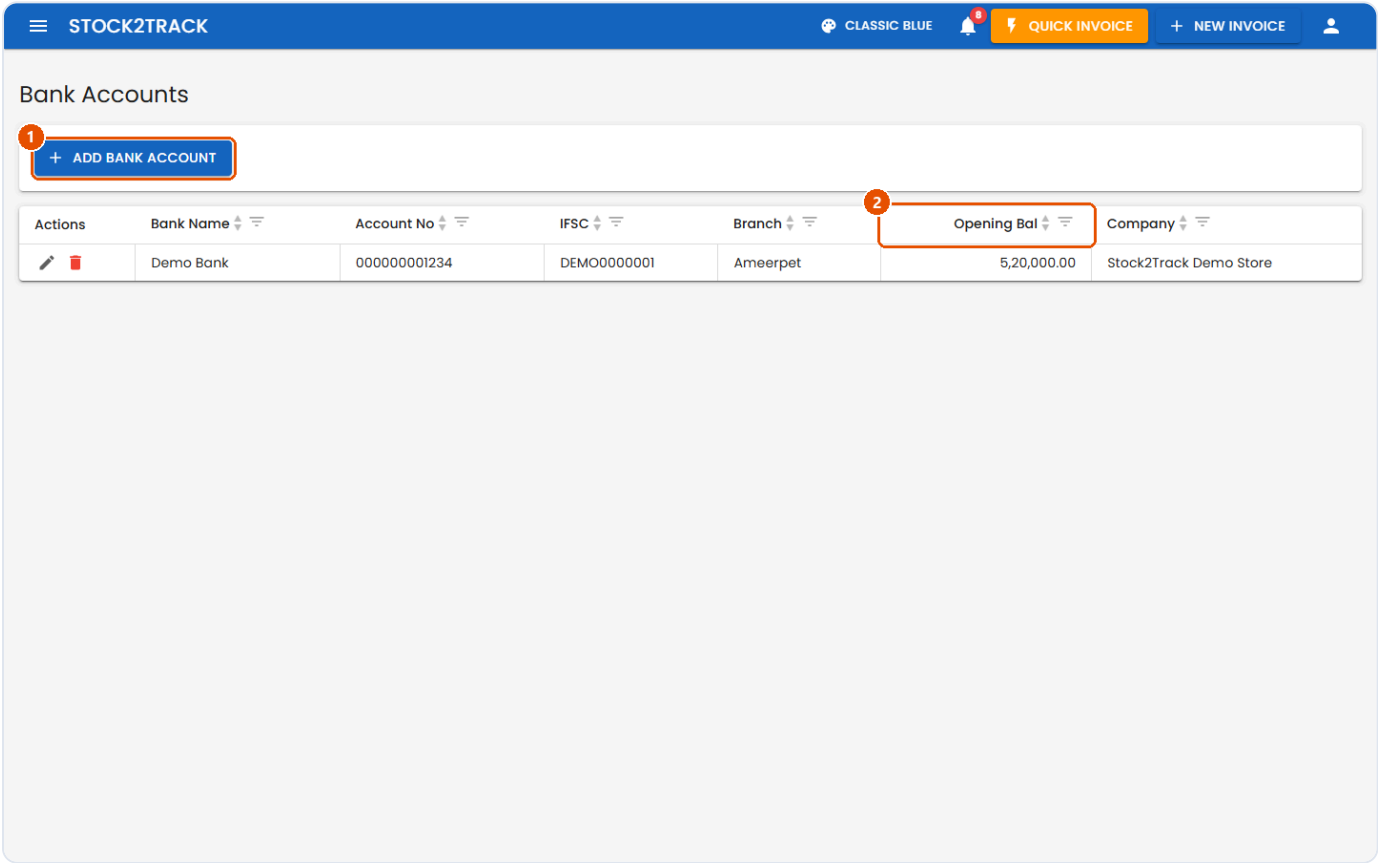


Figure 2. Bank accounts

1 Add a bank account

2 Opening balance when you started

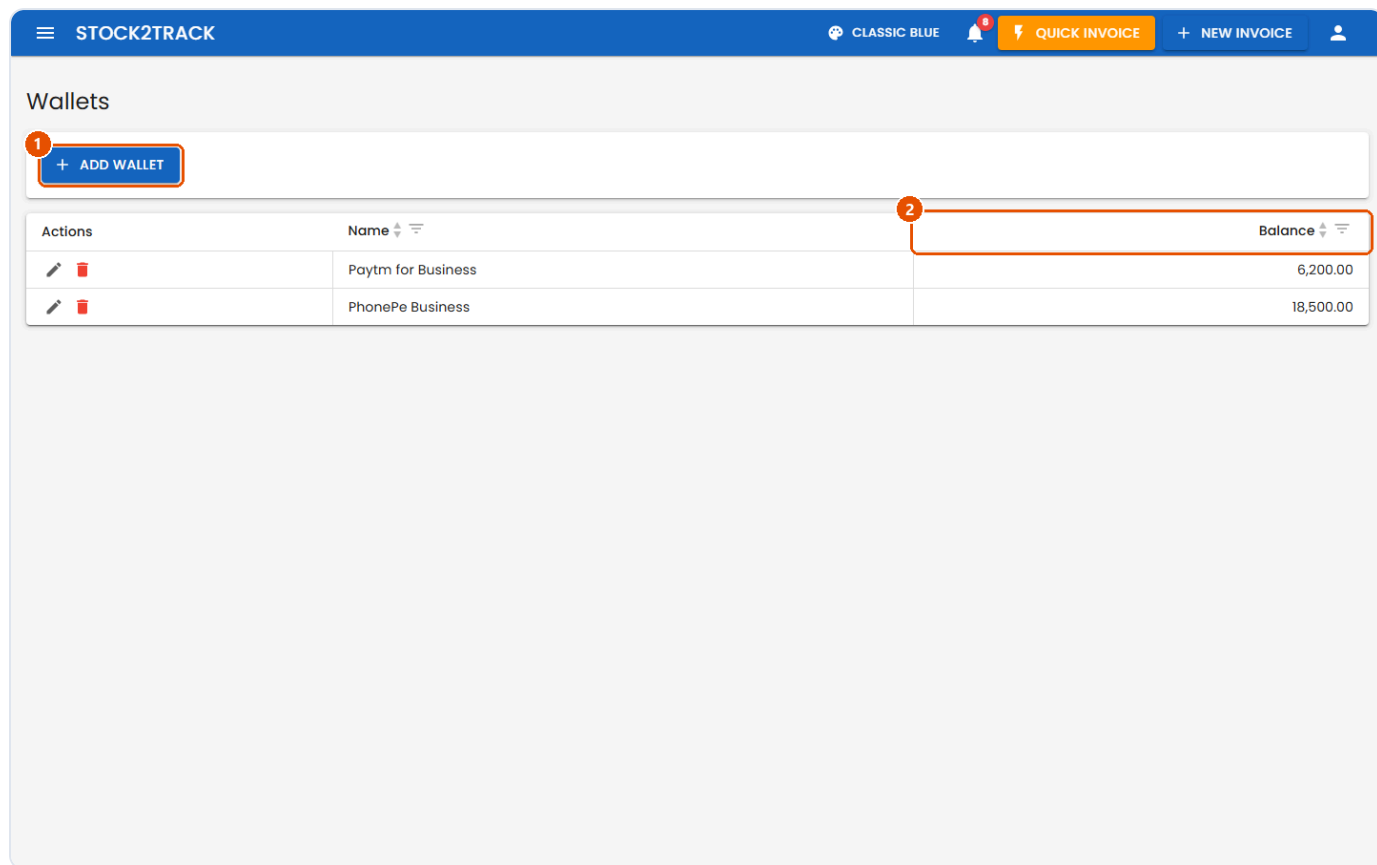


Figure 3. Wallets

1 Add a wallet (UPI, Paytm, PhonePe...)

2 Current balance

Before you start

Privilege **Bank**.

Good to know

- Wallet balances are entered by hand; update them at month end.

Recording an Expense

Record each expense: what it was for, who you paid (the creditor), the amount, GST and TDS, and whether it is already paid.

Who	Accounts, owner	How often	Whenever you spend
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Why it matters

Your profit is only right when every expense is recorded, in the right category and branch.

How to use it

1. Open **Finance > Expense Vouchers**. The **Expenses & Assets** tab lists what is recorded.
2. Press **Add Expense**. Choose the **Category** (or press + to add one), the **Date** and the **Creditor** (or + to add one). The creditor's current balance is shown.
3. Choose the company and location, enter the **Gross Amount**, any **TDS Amount**, and the **SGST**, **CGST** or **IGST** on the bill.
4. Describe it in **Details / Description**. Tick **Asset** for long-lived items.
5. Tick **Mark as Paid Fully** if you paid on the spot, then press **Save**.
6. To correct an expense, press the pencil on its row, change it and press **Save**. If it was marked paid, that payment is corrected with it.

STOCK2TRACK											
Expenses											
EXPENSES & ASSETS				PAYMENTS							
+ ADD EXPENSE											
Actions	Date	Asset	Category	Creditor	Expense Details	Amount	TDS Amount	SGST	CGST	IGST	
 	16-10-2026 00:00:00	No	Shop Rent	Sri Sai Properties (Demo)	Monthly rent - October	35,000.00	0.00	0.00	0.00	0.00	S D
 	16-10-2026 00:00:00	No	Transport	City Utilities (Demo)	Courier to customer	600.00	0.00	0.00	0.00	0.00	S D
 	15-10-2026 00:00:00	No	Electricity	City Utilities (Demo)	Electricity bill - October	5,800.00	0.00	0.00	0.00	0.00	S D
 	15-10-2026 00:00:00	No	Packing Material		Packing Material - Main Store - Oct 2026	3,624.00	0.00	0.00	0.00	0.00	S D
 	13-10-2026 00:00:00	No	Packing Material		Packing Material - Kukatpally Branch - Oct 2026	2,133.00	0.00	0.00	0.00	0.00	S D
 	13-10-2026 00:00:00	No	Electricity		Electricity - Main Store - Oct 2026	7,604.00	0.00	0.00	0.00	0.00	S D
 	13-10-2026 00:00:00	No	Electricity		Electricity - Kukatpally Branch - Oct 2026	5,807.00	0.00	0.00	0.00	0.00	S D
 	13-10-2026 00:00:00	No	Electricity		Electricity - Godown - Oct 2026	1,519.00	0.00	0.00	0.00	0.00	S D

Figure 4. Expenses and assets

- | | |
|---------------------------------------|---|
| 1 Expenses and assets recorded | 4 Category, creditor, details, amount, TDS and GST |
| 2 Payments to creditors | 5 Correct or delete an expense |
| 3 Record a new expense | |

STOCK2TRACK CLASSIC BLUE QUICK INVOICE NEW INVOICE

Add Expense

- Category: Electricity Date: 16-10-2026
- Creditor: City Utilities (Demo) Creditor balance: 0.00
- Company: Stock2Track Demo Store Location: Main Store
- Gross Amount: 8,450.00 TDS Amount: 0.00
- GST: 0.00 Cost: 0.00 IGST: 0.00
- Details / Description: Electricity bill for September, main store
- ☐ Asset
 ☐ Mark as Paid Fully
- CANCEL SAVE

Creditor details

State: Tamil Nadu GST No:

Figure 5. Adding an expense

- | | |
|---|---------------------------------|
| 1 Category and date | 5 GST on the bill |
| 2 Who you paid, and what you owe them now | 6 What it was for |
| 3 Company and branch the expense belongs to | 7 Asset, and Mark as Paid Fully |
| 4 Gross amount and any TDS | 8 Save |

Before you start

Privilege **Expense**. Creditors are suppliers marked **Creditor (Expense Supplier)**.

Good to know

- Deleting an expense (you are asked to confirm) that was marked paid also removes the payment that was made with it.
- Mark as Paid Fully is offered only for new expenses; record later payments in the Payments tab.

Paying a Creditor

Record payments against creditors for expenses that were not paid on the spot.

Who	Accounts	How often	When you pay
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Why it matters

Creditor balances and the cash forecast stay correct.

How to use it

- 1. Open the **Payments** tab and press **Add Payment**.
- 2. Choose the **Creditor**, enter the **Payment Amount**, **Payment Type**, **Date** and **Reference**.
- 3. For a bank transfer choose the **Bank** and **Account No.** Press **Save**.

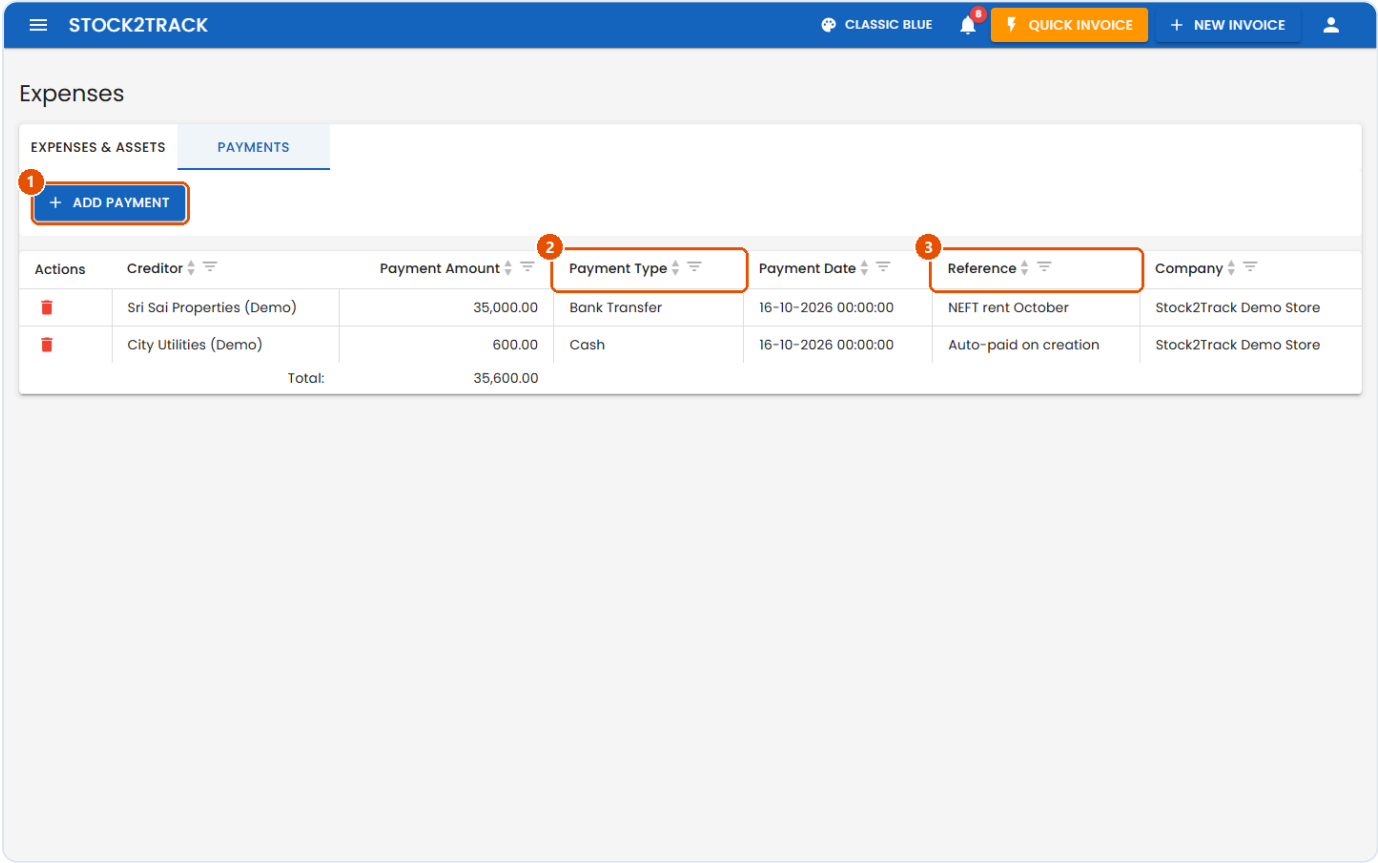


Figure 6. Creditor payments

- 1

Record a payment to a creditor
- 2

How it was paid
- 3

Cheque or bank reference

Before you start

A bank account set up for bank transfers.

Expense Report

Expenses for a period by category and by creditor, with what is paid and what is still owed.

Who	Owner, accounts	How often	Monthly
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Why it matters

See where the money goes each month, and compare branches.

How to use it

1. Open the **Expense Report**. Choose **From Date**, **To Date**, company and creditor.
2. Press **Generate**. Read the totals, then the breakdown by category and by creditor.
3. Press **Export Excel** for your accountant.

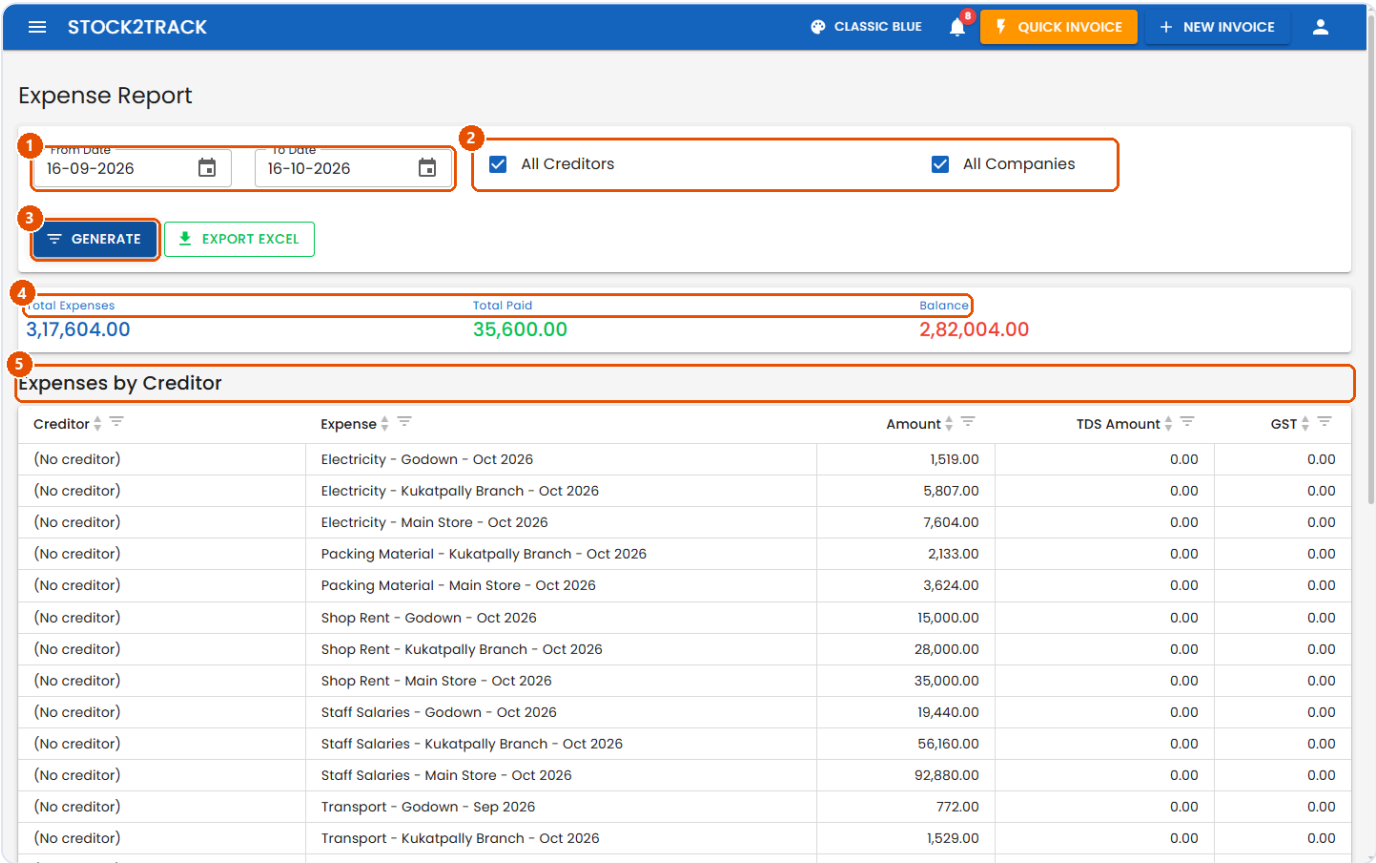


Figure 7. Expense report

- 1

Period
- 2

All or one creditor; all or one company
- 3

Generate
- 4

Total expenses, paid, and still owed
- 5

By creditor and expense
- 6

By category

Before you start

Privilege **Expense Report**.

Good to know

- Set monthly expense budgets under Admin › Targets & Budgets and compare them in Analytics › Budget vs Actual.