

# Transaction Categories

A Transaction Category helps track payments and expenses.

Common examples of expense categories include 'Repair' and 'Cleaning' and examples of payment categories include "Owner Payment" and "Credit".

Before you add a payment or expense, you need to have a transaction category to assign it to.

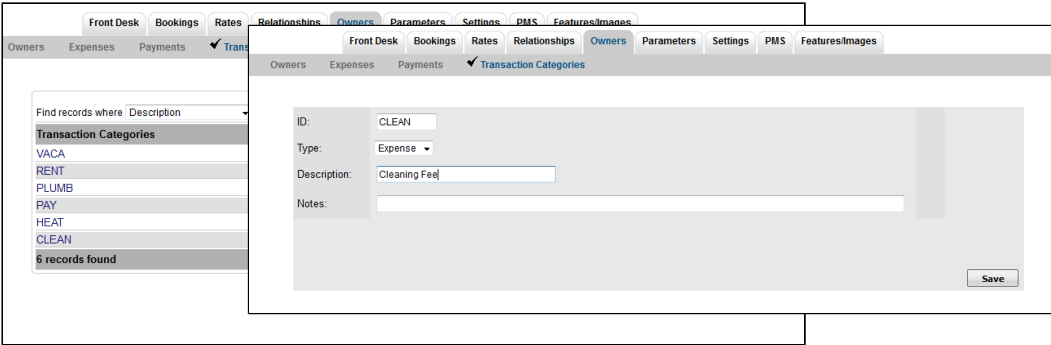
In this section

To Add a Transaction Category:

- Go to SETUP | OWNERS | TRANSACTION CATEGORIES
- Click Add
- Enter the ID and Description
- Choose Expense or Payment from the drop down menu
- Click Save

TRANSACTION CATEGORIES

ADD TRANSACTION CATEGORIES



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