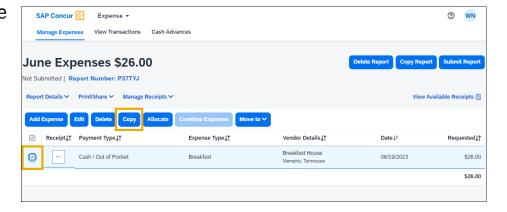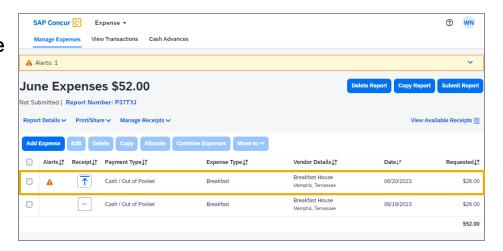# Copying an Expense

You can copy an expense and then update the expense details to quickly enter a new expense. This is especially useful for recurring business expenses.

When you copy an expense, all of the expense's details are copied to the new expense.

1. To copy an expense, from the open report, select the expense you want to copy, and then select **Copy**.
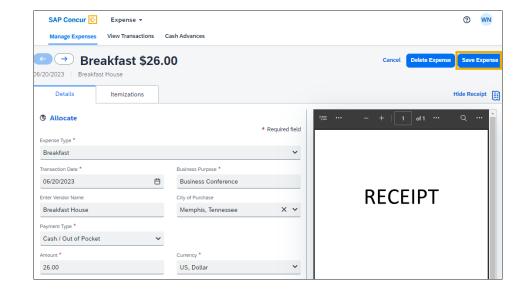

The new expense is created. Notice that the **Expense Type** and **Amount** are copied to the new line item. Also note that the **Date** of the transaction is one day after the original expense. When you copy an expense, you might need to edit some of the expense details, such as the **Transaction Date** and **Amount**.

2. Select to open the copied expense and make any necessary updates.

3. Select **Save Expense**.

The new expense appears as a new line item on the **Manage Expenses** page.