

Detailed Expense Analysis Spreadsheet

Report Period: January 2024

Prepared For: ABC Corporation

Expense Breakdown

Date	Expense Category	Description	Payment Method	Reference / Receipt	Amount (\$)
2024-01-02	Office Supplies	Printer ink cartridges	Credit Card	INV-02345	150.00
2024-01-06	Travel	Uber to client meeting	Corporate Card	RCPT-2548	32.50
2024-01-10	Utilities	Office internet (Jan)	Bank Transfer	BILL-1872	85.99
2024-01-14	Meals & Entertainment	Team lunch	Personal Card	RCPT-3125	68.75
2024-01-21	Marketing	Facebook Ads (Jan)	Online Payment	INV-02904	220.00
					Total 557.24

Summary by Category

Expense Category	Total (\$)	Percentage
Office Supplies	150.00	27%
Travel	32.50	6%
Utilities	85.99	15%
Meals & Entertainment	68.75	12%
Marketing	220.00	40%
Total	557.24	100%

Important Notes

- Ensure all expenses are supported by valid receipts or invoices for auditing purposes.
- Classify expenses accurately to improve financial analysis and budgeting processes.
- Review and reconcile expenses regularly to avoid discrepancies and unauthorized transactions.
- This document should be updated consistently for comprehensive financial tracking.
- Maintain data privacy, especially when handling sensitive payment information.