

Expense export report (sample)

開支匯出報告（範例）

Company: Demo HK Trading Ltd. | Fiscal year FY25-26 | Preview only — mock data
公司：Demo HK Trading Ltd. | 財政年度 FY25-26 | 僅供預覽，數據為虛構

Total recorded / listed

HK\$8,160.00

4 bills (mock)

By status · 按狀態

Draft / 草稿	HK\$1,280.00
Submitted / 已提交	HK\$3,750.00
Recorded / 已記錄	HK\$3,130.00

By tax group · 按稅項類別

OFF — Office	HK\$6,010.00
UTL — Utilities	HK\$2,150.00

By tag · 按標籤

Software	HK\$2,260.00
IT	HK\$3,430.00
Office Expense / Rent	HK\$3,750.00

Sample bills · 範例單據

Date	Vendor	Amount (HKD)	Status	Tax group
12 May 2025	Acme Solutions Ltd.	1,280.00	Draft	OFF — Office
8 May 2025	Office Hub Co.	3,750.00	Submitted	OFF — Office
5 May 2025	CloudServe Ltd.	2,150.00	Recorded	UTL — Utilities
2 May 2025	DataGuard Ltd.	980.00	Recorded	OFF — Office