

Welcome to the
Business Expense Manager (BEM)!



BUSINESS EXPENSE MANAGER

Email

Jane.Smith@edwardjones.com

Password

Remember me

[Forgot your password?](#)

LOGIN

My HKA Tax Login

View tax returns and upload tax documents here.

TO LOGIN



**You should have received a registration email from
ClientService@hkacpas.com. Follow the prompts to set up your account.**



Accounts Ellen & Katie's Expenses

Managing Ellen & Katie's Expenses (#0001)

Select Year
2024

Add an Expense

Add Vehicle Mileage

Expenses for Tax Year 2024

Category

Expenses Total: \$3,147.36

+	Advertising	\$3,000.00
+	Auto: Car Wash	\$26.59
+	Auto: Gas	\$120.77

Mileage for Tax Year 2024

Vehicle Name

Mileage

+	Katie's Car	Business Miles: 0.00 mi
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Manage Users

Manage Vehicles

Add Multiple Receipts

Contact Us

Generate a Report

Mark Year as Complete

First, be sure the correct year is selected, then Add an Expense

Add an Expense ✕

Category
Office Expenses

Amount
\$ 105.26

Date
07/31/2023 📅

Description
Wayfair

Note (Optional)
swivel chair

Upload an Image (Optional)
Choose File Wayfair receipt

Save and New **Save and Close** **Cancel**

Choose the Category from the drop down menu, then enter the Amount, Date and Description.

In the Description, list the entity that received the money. You can include notes in the Note box.

Add an Expense ✕

Category
Office Expenses

Amount
\$ 105.26

Date
07/31/2023 📅

Description
Wayfair

Note (Optional)
swivel chair

Upload an Image (Optional)
Choose File Wayfair receipt

Save and New **Save and Close** Cancel

When you click “Save and New” be sure that the correct year is on the next expense you add (the BEM will autofill the current year).

Add an Expense ✕

Category
Office Expenses

Amount
\$ 105.26

Date
07/31/2023

Description
Wayfair

Note (Optional)
swivel chair

Upload an Image (Optional)
Choose File Wayfair receipt

Save and New Save and Close Cancel

OPTIONAL: To upload an image of the receipt, click “Choose File” and select from your saved files.

Category
Advertising
Auto: Car Wash
Auto: Gas

Vehicle Name
Katie's Car

Manage Vehicles Add Multiple Receipts Contact Us

Here you can add multiple receipts!



If you are not uploading your receipts to the BEM, keep them filed away in a safe place for at least 3 years.

Accounts Ellen & Katie's Expenses

Managing Ellen & Katie's Expenses (#0001)

Select Year
2024

Add an Expense

Add Vehicle Mileage

Expenses for Tax Year 2024

Category Expenses Total: \$3,147.36

Category	Expenses Total
Advertising	\$3,000.00
Auto: Car Wash	\$26.59
Auto: Gas	\$120.77

Mileage for Tax Year 2024

Vehicle Name Mileage

Vehicle Name	Mileage
Katie's Car	Business Miles: 0.00 mi

- Manage Users
- Manage Vehicles
- Add Multiple Receipts
- Contact Us
- Generate a Report
- Mark Year as Complete

In order to Add Vehicle Mileage, you will need to create a Vehicle. Click Manage Vehicles.

Name

The Sube

Make

Subaru

Model

Forester

Year

2016

Note

|

Create and Add Vehicle

Cancel

If Multiple Vehicles are being driven for business purposes, you can add more than 1 to accurately capture all business miles.

Accounts Ellen & Katie's Expenses

Managing Ellen & Katie's Expenses (#0001)

Select Year
2024

Add an Expense

Add Vehicle Mileage



Expenses for Tax Year 2024

Category

Expenses Total: \$3,147.36

+	Advertising	\$3,000.00
+	Auto: Car Wash	\$26.59
+	Auto: Gas	\$120.77

Mileage for Tax Year 2024

Vehicle Name

Mileage

+	Katie's Car	Business Miles: 0.00 mi
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Manage Users

Manage Vehicles

Add Multiple Receipts

Contact Us

Generate a Report


Mark Year
Comple

HKA always encourages clients to keep track of all business miles driven.

Add Vehicle Mileage ✕

Vehicle

Business Miles

Date
 

Note (Optional)

OPTIONAL: Notes can be added for each drive for your records. Mileage can be added daily, weekly or monthly.

HKA will also ask for the total miles driven for the year. This includes every drive, even your commute!

Accounts Ellen & Katie's Expenses

Managing Ellen & Katie's Expenses (#0001)

Select Year
2024

Add an Expense

Add Vehicle Mileage

Expenses for Tax Year 2024

Category

Expenses Total: \$3,147.36

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+	Auto: Gas	\$120.77

Mileage for Tax Year 2024

Vehicle Name

Mileage

+	Katie's Car	Business Miles: 0.00 mi
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Manage Users

Manage Vehicles

Add Multiple Receipts

Contact Us

Generate a Report

Mark Year as Complete

To add a user, such as another BOA in your office, click **Manage Users**.

You can **Generate a report** for yourself if you would like.

Managing Ellen & Katie's Expenses (#0001)

Select Year
2024

Add an Expense

Add Vehicle Mileage

Expenses for Tax Year 2024

	Category	Expenses Total: \$3,147.36
+	Advertising	\$3,000.00
+	Auto: Car Wash	\$26.59
+	Auto: Gas	\$120.77

Mileage for Tax Year 2024

	Vehicle Name	Mileage
+	Katie's Car	Business Miles: 0.00 mi

Manage Users

Manage Vehicles

Add Multiple Receipts

Contact Us

Generate a Report

Mark Year as Complete

Contact Us for questions.

When the year is complete, Mark Year as Complete.

Thank you!

**FOR QUESTIONS,
REACH OUT TO:**

Ellen Siegfried - Client Service Coordinator
ellen@hkacpas.com

Katie Donovan - Client Service Coordinator
katie@hkacpas.com

HKA Office: (314) 993-4285

