

Expense Window Search

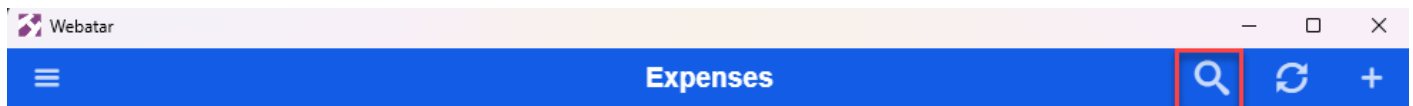
Search Button

To search for an existing expense

You can remove the date and description blank and search by status only. This will bring up all expenses for the status that you are searching by.

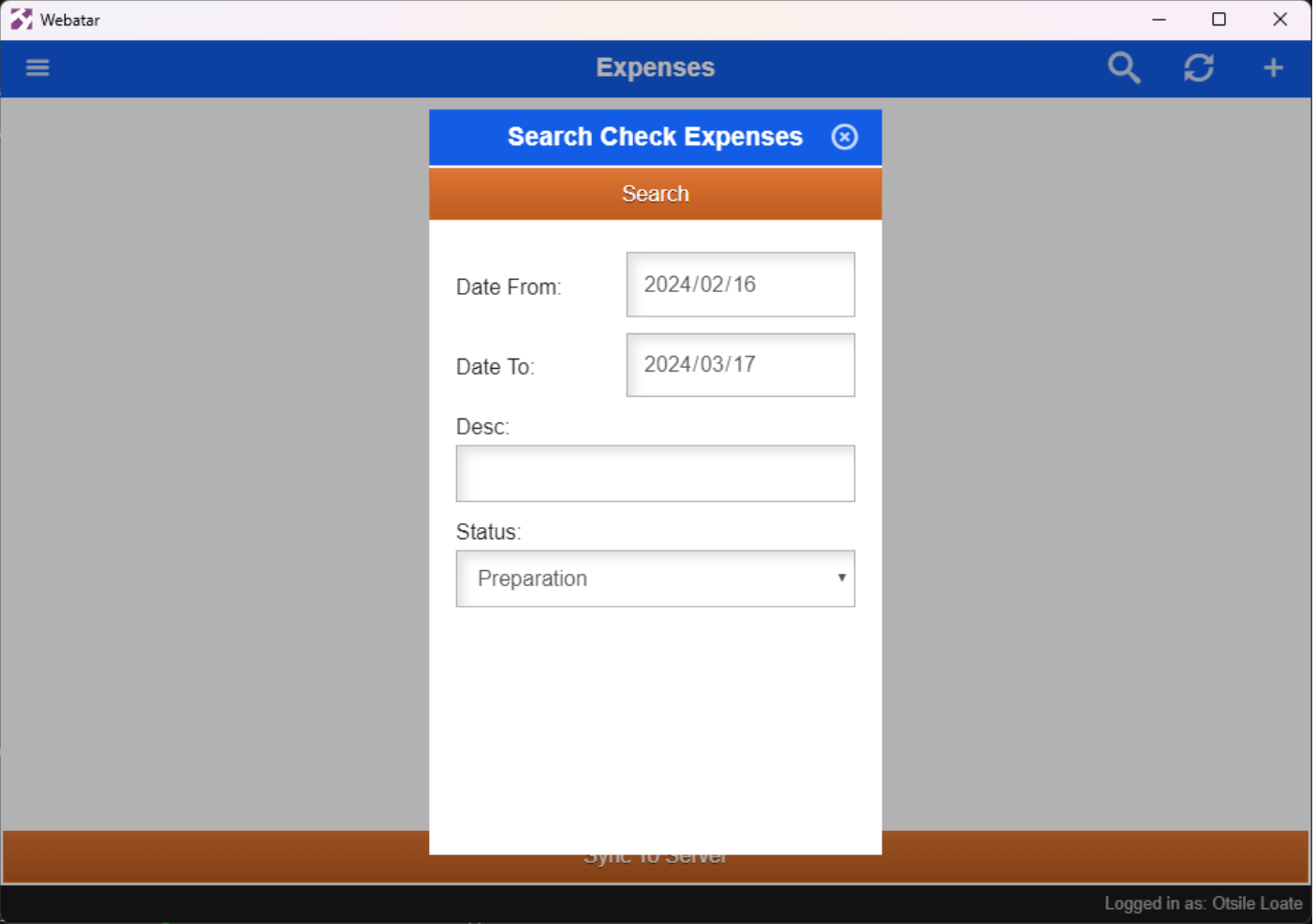
Go to Financial > Expenses then click on the search icon

As shown below:



After clicking on the search icon the screen below will appear

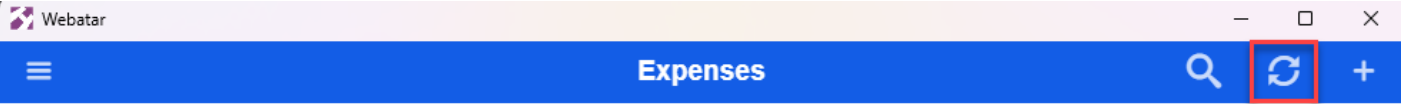
The search button allows you to search for specific expenses based on the search criteria and the status



Date From	From which date do you want to view your expenses
Date To	Enter until which date you want to view your expenses
Description	Search for Expense by capturing the description of the expense that you are looking for
Status	Select status on the drop down selection
Search Button	Click this button to search based on the criteria that you have selected

Refresh Button

Refresh button allows you to see a list of all expenses under preparation status



After clicking a refresh button the screen below will appear:

Webatar

Expenses

Last 7 Days

2024-03-13 – 150

Lunch

Entertainment – Resturant

Preparation – E31

Status: **Online**

Error Message:

2024-03-13 – 240

Lunch

Entertainment – Resturant

Preparation – E30

Status: **Online**

Error Message:

Sync To Server

Logged in as: Otsile Loate

You can open the one that you want to edit or that you want to send for approval.

To add or edit expenses successfully [click here](#)