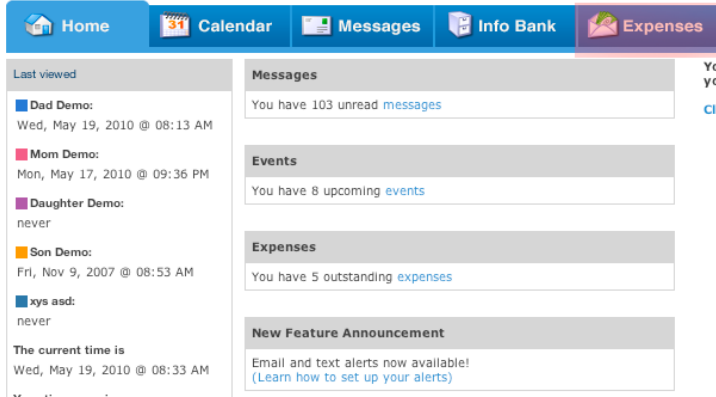


How do I delete/edit an expense?

To delete/edit an expense in the expense log, you must first select the “Expenses” tab from the top of the screen.



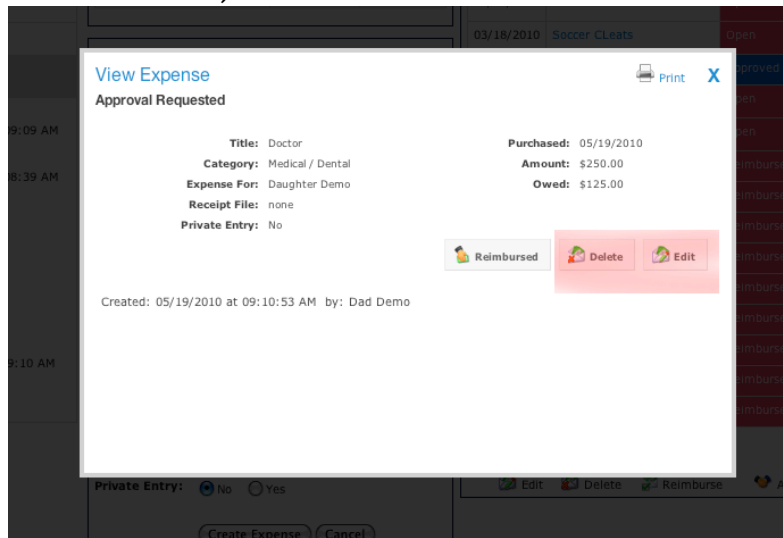
1. You can only delete/edit expenses that **you** have created and those expenses can only be deleted if they have **not** been marked approved or rejected by your co-parent. In the dashboard view you will see your open expense along with a series of icons next to it. The key to those icons is at the bottom of the “Latest Transactions section.

The screenshot shows the 'Expenses' tab selected in the top navigation bar. Below it is the 'Latest Transactions' section, which contains a table of expense entries. Each entry includes a date, title, status, amount, and a set of action icons. A legend at the bottom of the table explains the icons: Edit (pencil), Delete (trash), Reimburse (dollar sign), Approve (thumbs up), and Reject (thumbs down).

Paid	Date	Title	Status	Amount	Action
\$50.00	05/19/2010	Doctor	Open	\$250.00	
\$0.00	04/02/2010	New Shoes for School	Open	\$75.00	
	03/18/2010	Soccer Cleats	Open	\$25.00	
	01/19/2010	Ugly	Approved	\$100.00	
	01/07/2010	personal test	Open	\$100.00	
	01/07/2010	Heating bill	Open	\$100.00	
	01/05/2010	food	Reimbursed	\$20.00	
	01/05/2010	FL AFCC	Reimbursed	\$100.00	
	01/05/2010	soccer	Reimbursed	\$100.00	
	01/05/2010	testcobb	Reimbursed	\$32.00	
	01/05/2010	oboe	Reimbursed	\$100.00	
	01/05/2010	Soccer	Reimbursed	\$99.00	
	01/05/2010	airline ticket to LA	Reimbursed	\$1,234.00	
	01/05/2010	Flu shot	Reimbursed	\$50.00	
	01/05/2010	Soccer Balls	Reimbursed	\$99.00	

2. Select the expense you wish to delete/edit by clicking on the title of that expense. If you wish to delete it, select “delete” and if you

wish to edit it, select “edit”.



3. In the edit expense window, you will be able to change all the pertinent information. After you are finished, press the “Save Changes” button.

