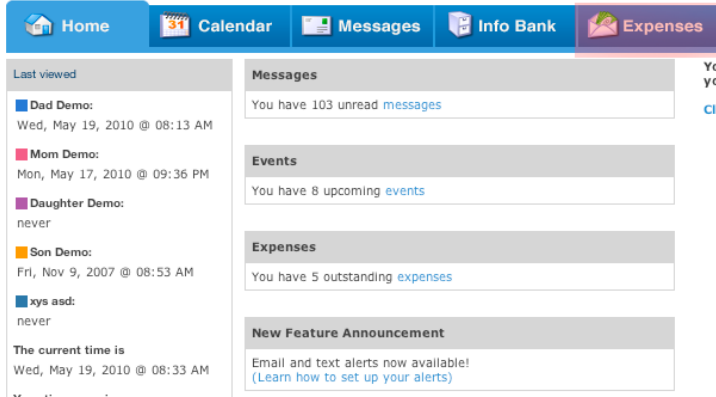
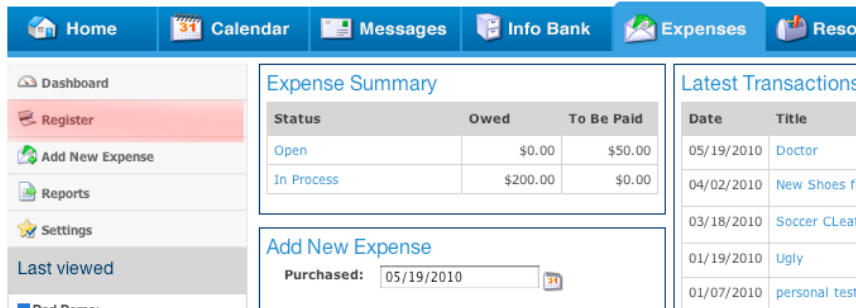


## How do I find older transactions not on the “Dashboard”?

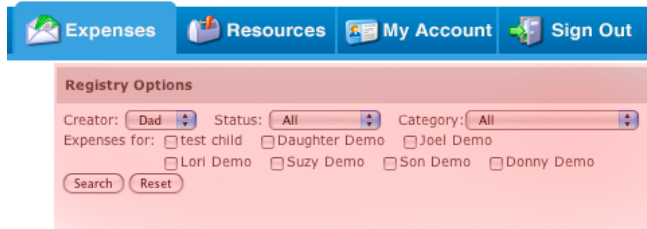
To find older transaction in the Expense Log, you must first select the “Expenses” tab from the top of the screen.



1. Once you are in the Expense section, select the “Register” from the left side of the screen.



2. Here you will see a complete list of all of your expenses. Use the “Registry Options” section to sort and filter your expenses as you choose.



eipt	Category	Status	Amount	Owed	Received
:	Medical / Dental	Approved	\$250.00	\$125.00	\$0.00
:	Problems	Reimbursed	\$100.00	\$0.00	\$60.00
:	Ducks	Approved	\$100.00	\$75.00	\$0.00
:	General	Reimbursed	\$100.00	\$0.00	\$50.00
:	Personal	Reimbursed	\$100.00	\$0.00	\$100.00
:	General	Reimbursed	\$1,878.48	\$0.00	\$939.24

3. You can select on the title of any of the expenses to bring up the “View Expense Window” that will enable you to mark expenses as

reimbursed, rejected and approved accordingly.

**View Expense** Print X

**Approved**

<b>Title:</b> Doctor	<b>Purchased:</b> 05/19/2010
<b>Category:</b> Medical / Dental	<b>Amount:</b> \$250.00
<b>Expense For:</b> Daughter Demo	<b>Owed:</b> \$125.00
<b>Receipt File:</b> none	
<b>Private Entry:</b> No	

 Reimbursed

Created: 05/19/2010 at 09:10:53 AM by: Dad Demo  
Approved: 05/19/2010 at 09:39:37 AM by: Mom Demo

02/18/2008	Mediation Feb 2008	none	General	Reimbursed	\$500.00
05/16/2006	testing split	none	Recreation	Reimbursed	\$100.00