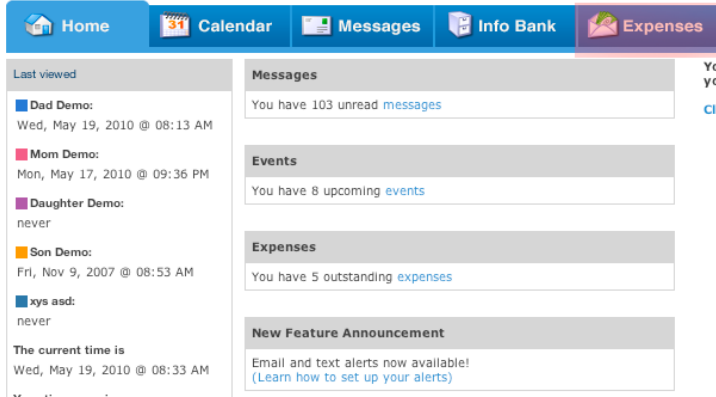


How do I mark an expense rejected/approved?

To mark an expense rejected or approved in the expense log, you must first select the “Expenses” tab from the top of the screen.



1. Find the expense you want to mark rejected or approved in the “Latest Transactions” menu or on the Expense Register page. .

Latest Transactions

Date	Title	Status	Amount	Action
05/19/2010	Doctor	Approved	\$250.00	
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	

[See more transactions](#)

Edit
 Delete
 Reimburse
 Approve
 Reject

2. You will see icons next to the expense, the key for which is at the bottom of the “Latest Transaction” page. Select whether you want to reject it or approve it using the icons in the “Action” column.