RETRIEVING YOUR EXPENSE CLAIM TO ADD OR AMEND ITEMS

Click on Time and Expense\Expenses\Travel Expenses This will open the following screen:

On the toolbar click on button which will display this window:

If the transaction number of the expense claim is visible; then highlight the row and double click on the row and that will open the expense claim transaction. If your transaction number is not visible; then enter the transaction number in the TransNo field and click on the button and that will return the specific transaction number. Then highlight the row and double click on the row and that will open the expense claim transaction.

All the fields visible in the screen can be searched on in a similar manner.
Click on the Expenses Tab which will take you to the last line that you previously entered.

To continue adding items click on the **Add** button and follow the instructions under **Input of Expenses**.

To delete a line click into the Summary Tab and highlight the line that requires deletion and click on the **Previous step** button which will take you into the detail line, see below:

Tick the box by clicking in the box next to the Expense Type, as highlighted above. Click on the **Delete** button and the line item disappears. To update the expense claim click the **Save** button.