

Expense History & Records

Search, filter, view receipts and attachments, edit records, and understand deletion choices.

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How to View and Search Expense History

1. Open the Expense module.
2. Use the date-range selector to choose the period.
3. Select one or more payees to narrow the list.
4. Use the search field for matching visible information.
5. If needed, choose the one-time all-dates search option.
6. Review the date, employee, payee, funding indicator, amount, and attachment count.

The total row summarizes the expenses currently returned by the selected view. Keep the date and filters in mind when interpreting it.

How to View an Expense Receipt or Attachment

View the expense receipt

1. Find the expense in history.
2. Select its numbered receipt link or open the action menu.
3. Choose **View Receipt**.

View attachments

1. Select the attachment-count indicator on the expense row.
2. Choose the attachment from the list.
3. Review it in the attachment viewer.

Compare the stored expense information with the source document when reconciling records.

How to Edit an Existing Expense

1. Open Expense History.
2. Find the expense using date, payee, or search filters.
3. Open the row's action menu and choose **Edit**.
4. Correct the necessary fields.
5. Review the payee, payment method, amount, funding source, category, and supporting details.
6. Save the changes.

Edit a financial record only to correct or complete it. Preserve attachments and reference details that support the original transaction.

How to Delete an Expense Safely

Deleting an expense changes expense history and can change financial totals. Confirm that the record is truly incorrect or duplicated before continuing.

1. Find the expense in history.
2. Open its action menu.
3. Choose **Delete**.
4. If the expense is linked to a Pay transaction, use the specific **Delete Expense and Pay** option only when both linked records must be removed.
5. Review the confirmation carefully and complete the authorized action.
6. Recheck expense history and the relevant report period.

Do not delete a legitimate expense merely to make a report look better.

Expense Module

Troubleshooting

The payee is missing

Choose Add New Payee, save the record, and then select it.

The expense will not save

Confirm the payee, payment method, and positive amount are complete. Review any validation message.

The expense is not in the expected period

Check its entered date and time, then reset the history date range.

The attachment is missing

Open the attachment count from history. If none appears, edit the expense and attach the correct supporting file.

The register total looks unexpected

Confirm whether Pay From Register was enabled and whether the correct payment method and active shift were used.