

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.

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