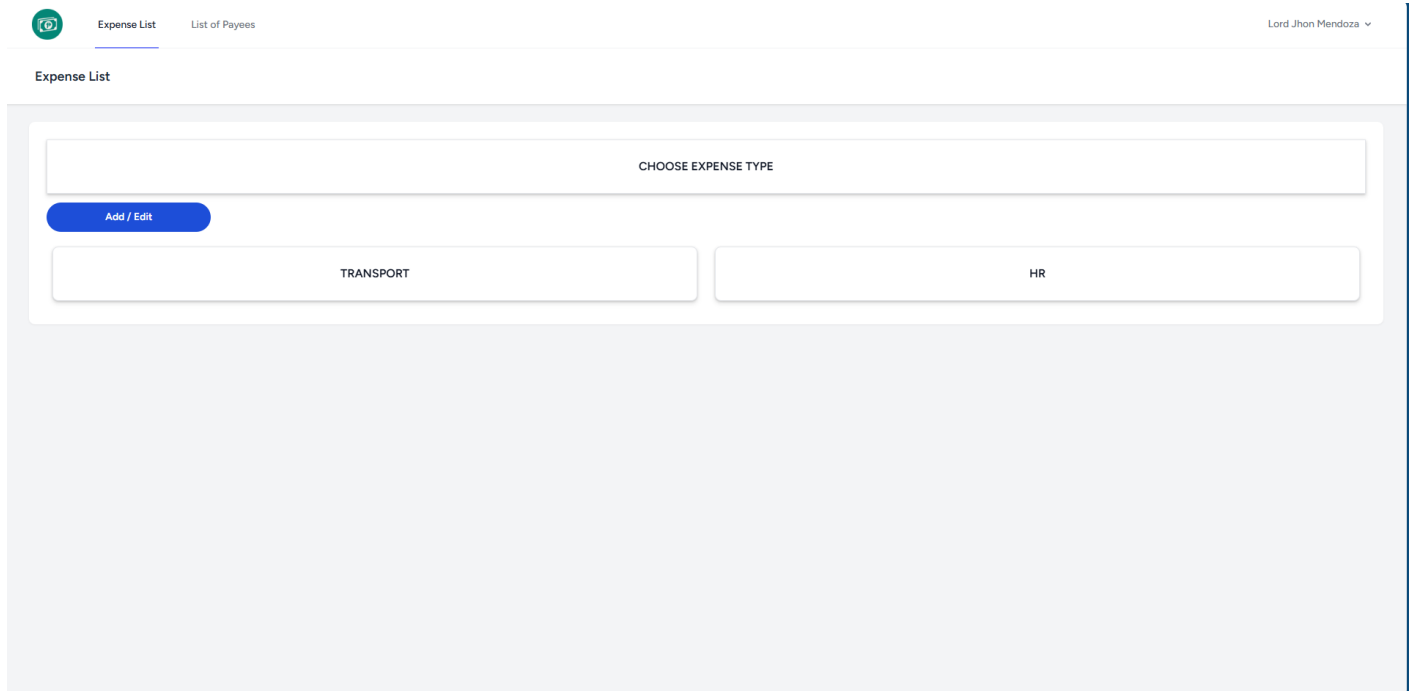


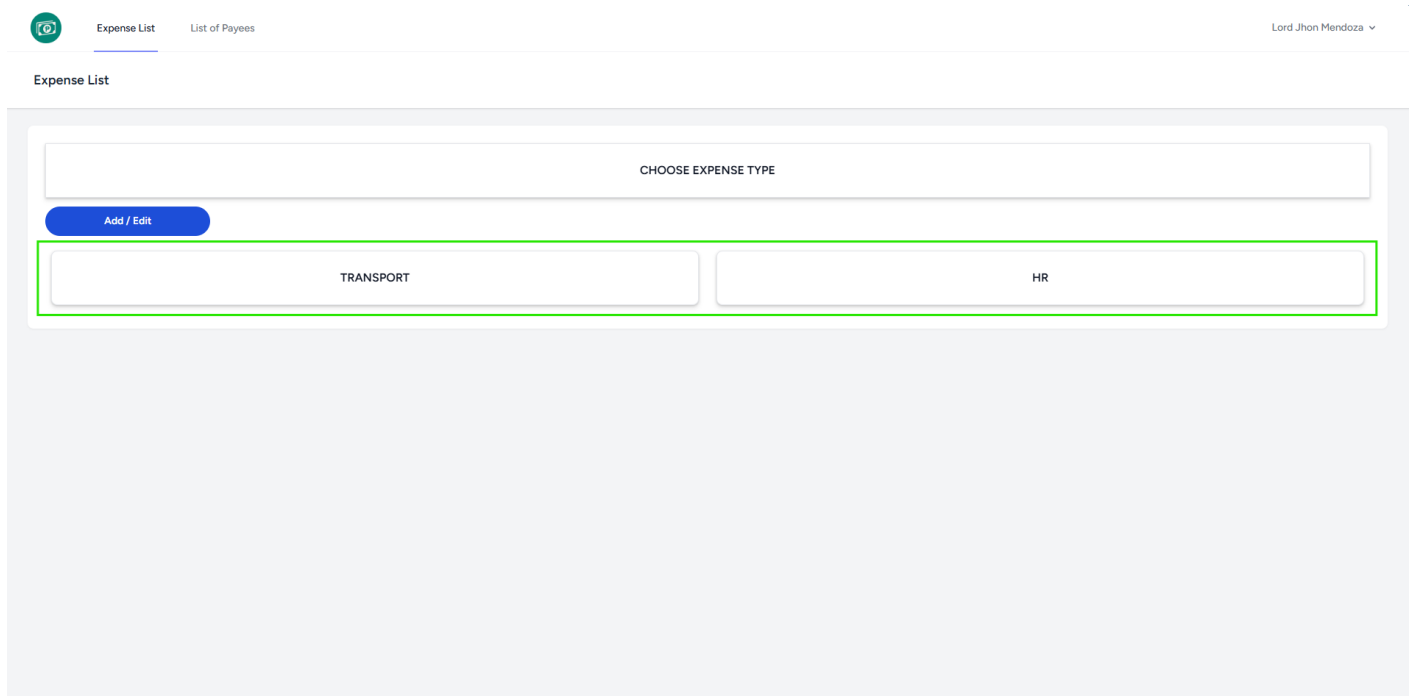
Add Expense

To add a new **Expense**, go to the Expense List page:

- Once logged in, the system redirects you to the **Expense List** page.



- Select an Expense Type to proceed to the WER List.



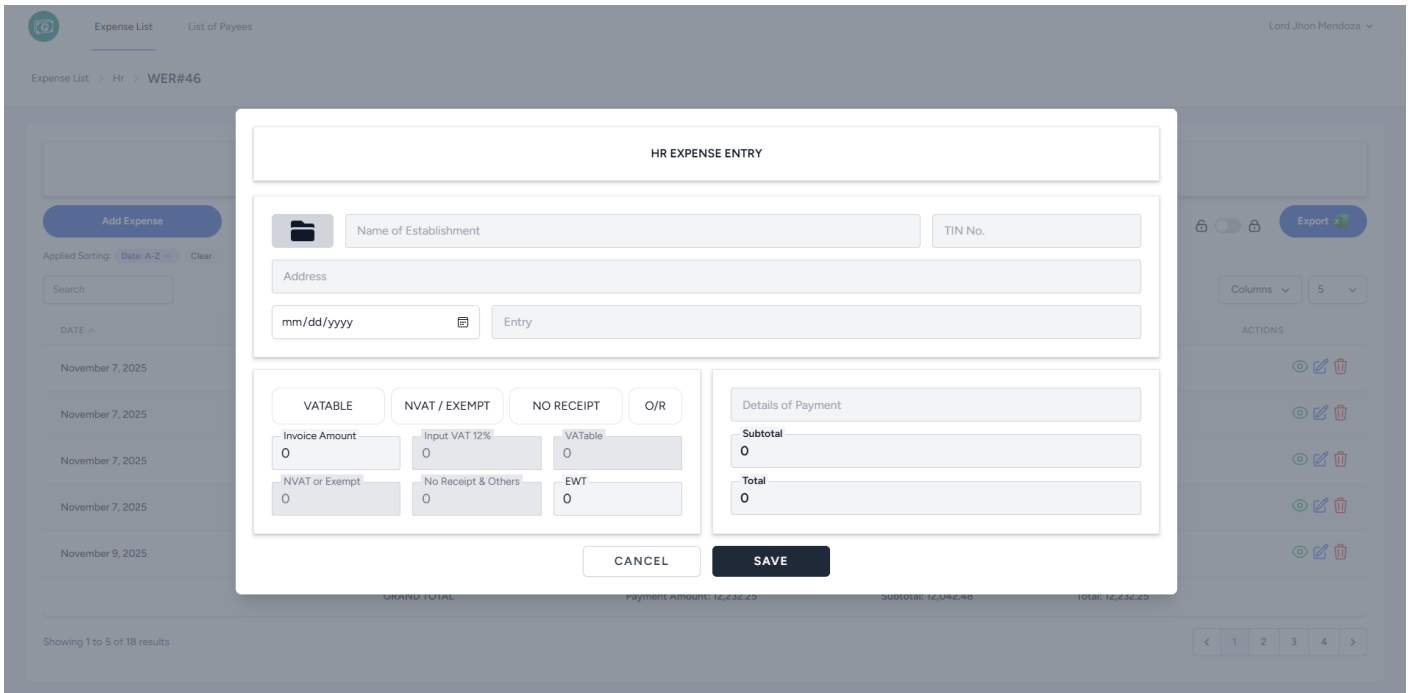
- The system redirects you to the **WER List** page of chosen Expense Type.

The screenshot shows the 'HR EXPENSE LIST' interface. At the top, there is a navigation bar with 'Expense List' and 'List of Payees' tabs, and a user profile 'Lord Jhon Mendoza'. Below the navigation, the breadcrumb 'Expense List > Hr' is visible. The main content area has a title 'HR EXPENSE LIST' and an 'Add WER' button on the left. On the right, there is a search box labeled 'Search WER#'. Below these elements, two cards represent WER entries: 'WER#47' and 'WER#46'. Each card has a blue edit icon and a red delete icon.

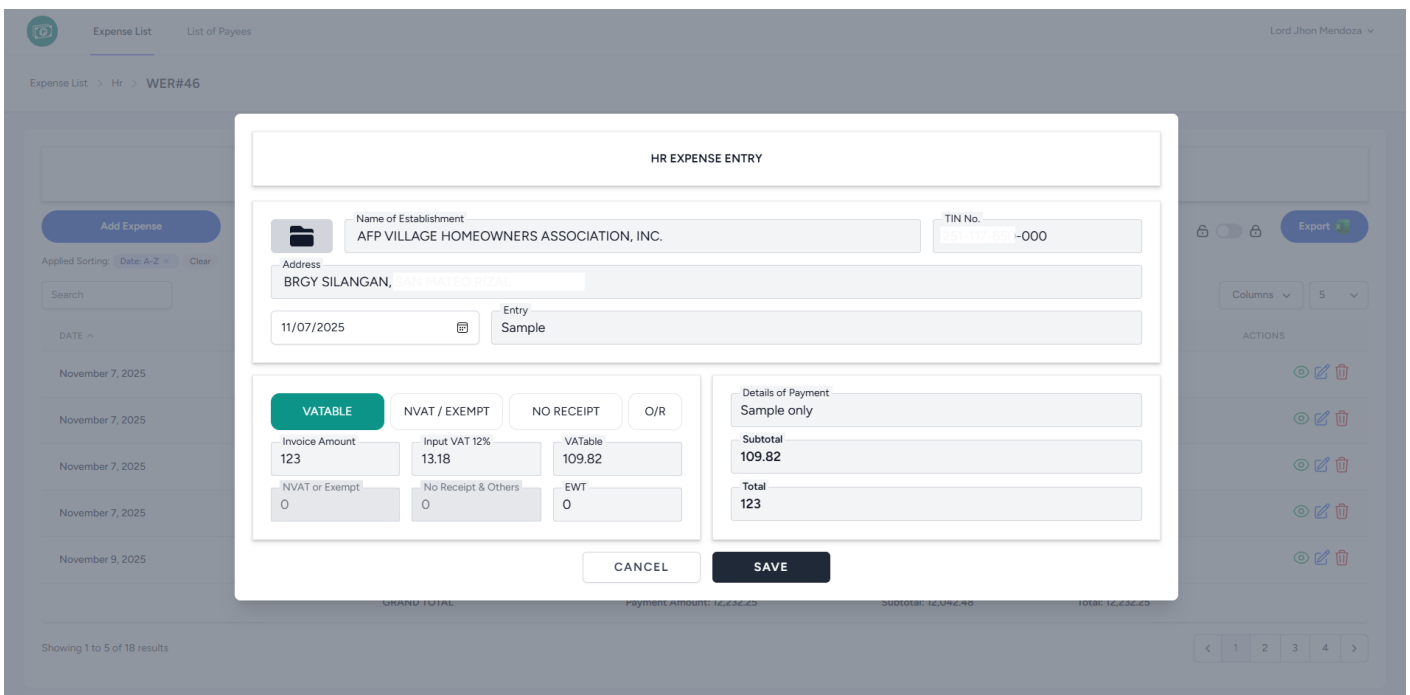
- Select a WER# to proceed to the Expense List.

This screenshot is identical to the previous one, but with a green rectangular box highlighting the 'WER#46' entry card. This indicates the selection of a WER# to proceed to the Expense List.

- Click **Add Expense** button to add.



- Fill in the required fields, then click the **Save** button.



- The system displays a notification indicating that the Expense saved successfully and added to the list.



Expense saved successfully

HR EXPENSE LIST

Add Expense

Print, Lock, Export

Applied Sorting: Date: A-Z

Search

Columns 5

DATE ^	NAME OF ESTABLISHMENT :	PAYMENT AMOUNT :	SUBTOTAL :	TOTAL :	ACTIONS
November 7, 2025	CASH - SG. CAOILE & SG. ERGUIZU	340.00	340.00	340.00	
November 7, 2025	CASH - J. NATIVIDAD	45.00	45.00	45.00	
November 7, 2025	CASH - C. MORALLOS	3,475.00	3,475.00	3,475.00	
November 7, 2025	CARL'S BEST WATER STATION	400.00	400.00	400.00	
November 9, 2025	ROBINSONS SUPERMARKET CORPORATION	526.25	469.87	526.25	
GRAND TOTAL		Payment Amount: 12,232.25	Subtotal: 12,042.48	Total: 12,232.25	

Showing 1 to 5 of 18 results

Page navigation: 1 2 3 4

Revision #3

Created 27 January 2026 05:25:56 by Lord Jhon E. Mendoza

Updated 10 February 2026 01:45:07 by Lord Jhon E. Mendoza