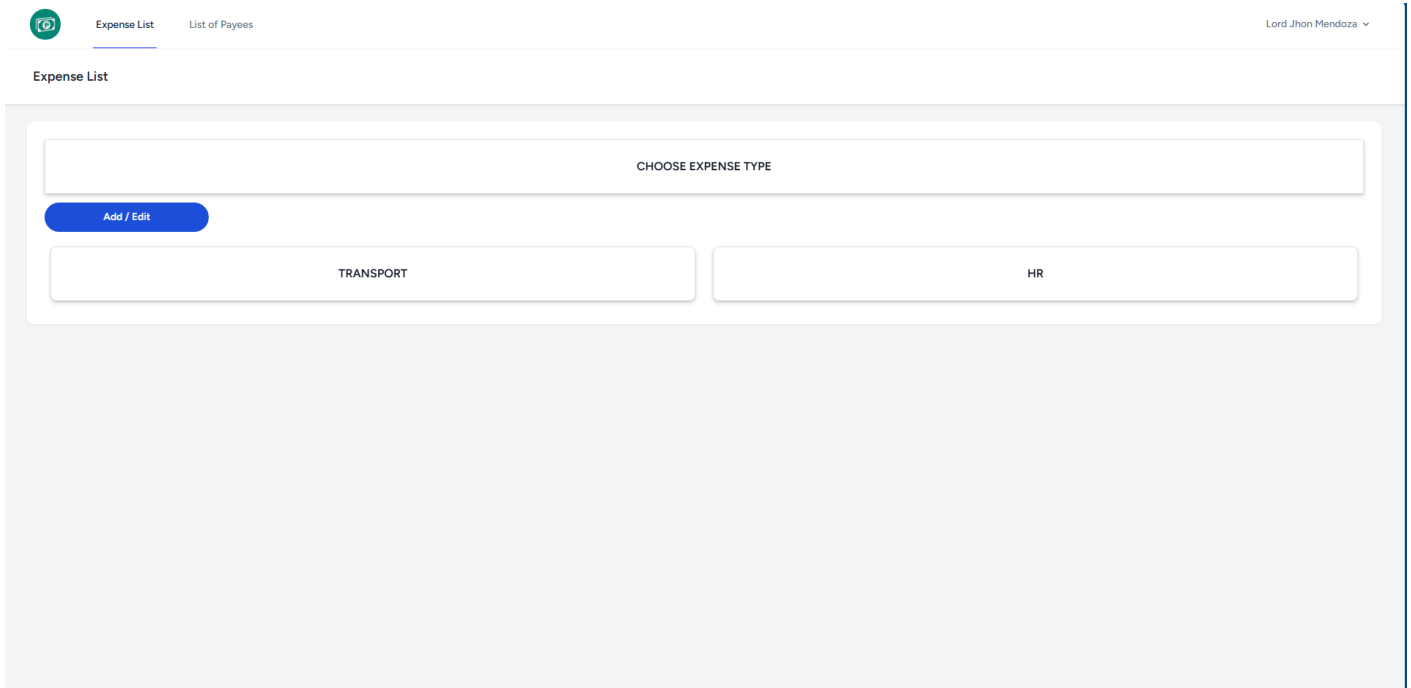


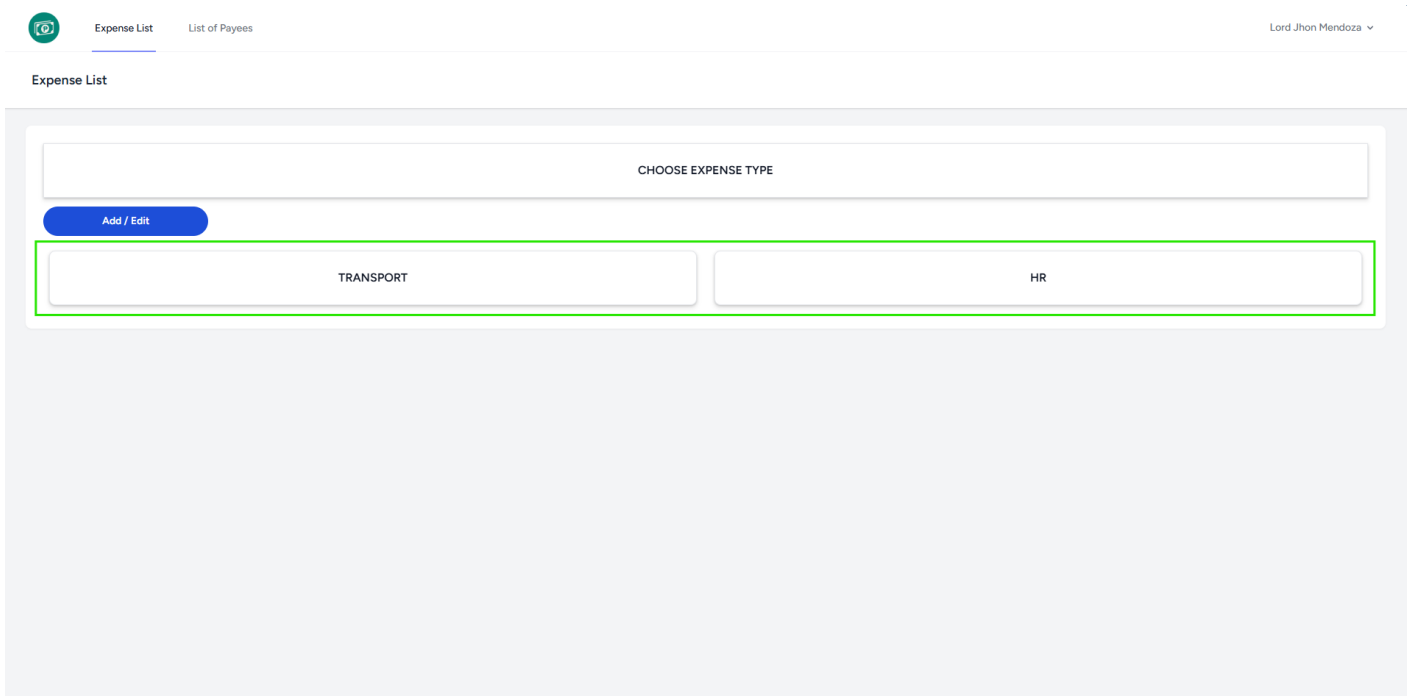
# Edit Expense

To edit 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 are navigation links for 'Expense List' and 'List of Payees', and a user profile 'Lord Jhon Mendoza'. Below the navigation, there is a breadcrumb 'Expense List > Hr'. The main content area has a title 'HR EXPENSE LIST' and a search bar 'Search WER#'. There are two rows of data: 'WER#47' and 'WER#46'. Each row has an 'Add WER' button and an 'Edit' icon (pencil) and a 'Delete' icon (trash). The 'WER#46' row is highlighted with a green border.

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

This screenshot is identical to the previous one, showing the 'HR EXPENSE LIST' interface. The 'WER#46' row is highlighted with a green border, indicating it is the selected row for the next step.

- Click **Edit** button to edit desired row.











Expense List > Hr > WER#46

HR EXPENSE LIST

Add Expense Print Lock Export

Applied Sorting: Date: A-Z Clear

Search Columns 5

DATE	NAME OF ESTABLISHMENT	PAYMENT AMOUNT	SUBTOTAL	TOTAL	ACTIONS
November 7, 2025	AFP VILLAGE HOMEOWNERS ASSOCIATION, INC.	123.00	109.82	123.00	 
November 7, 2025	CASH - J. NATIVIDAD	45.00	45.00	45.00	 
November 7, 2025	CARL'S BEST WATER STATION	400.00	400.00	400.00	 
November 7, 2025	CASH - SG. CAOILE & SG. ERGUIZU	340.00	340.00	340.00	 
November 7, 2025	CASH - C. MORALLOS	3,475.00	3,475.00	3,475.00	 
GRAND TOTAL		Payment Amount: 12,355.25	Subtotal: 12,152.30	Total: 12,355.25	

Showing 1 to 5 of 19 results < 1 2 3 4 >

- Fill in the fields you wish to edit, then click the **Update** button.

Expense List > Hr > WER#46

EXPENSE ENTRY

Name of Establishment: AFP VILLAGE HOMEOWNERS ASSOCIATION, INC. TIN No.: 251-117-650-000

Address: BRGY SILANGAN, SAN MATEO RIZAL

Date: 11/07/2025 Entry: Sample Edited

VATABLE
  NVAT / EXEMPT
  NO RECEIPT
  O/R

Invoice Amount	Input VAT 12%	VATable
123	13.18	109.82
NVAT or Exempt	No Receipt & Others	EWT
0	0	0

Details of Payment: Sample only

Subtotal	109.82
Total	123

CANCEL UPDATE

- 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	
<b>GRAND TOTAL</b>		<b>Payment Amount: 12,232.25</b>	<b>Subtotal: 12,042.48</b>	<b>Total: 12,232.25</b>	

Showing 1 to 5 of 18 results

Page navigation: 1 2 3 4

Revision #2

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

Updated 10 February 2026 01:51:52 by Lord Jhon E. Mendoza