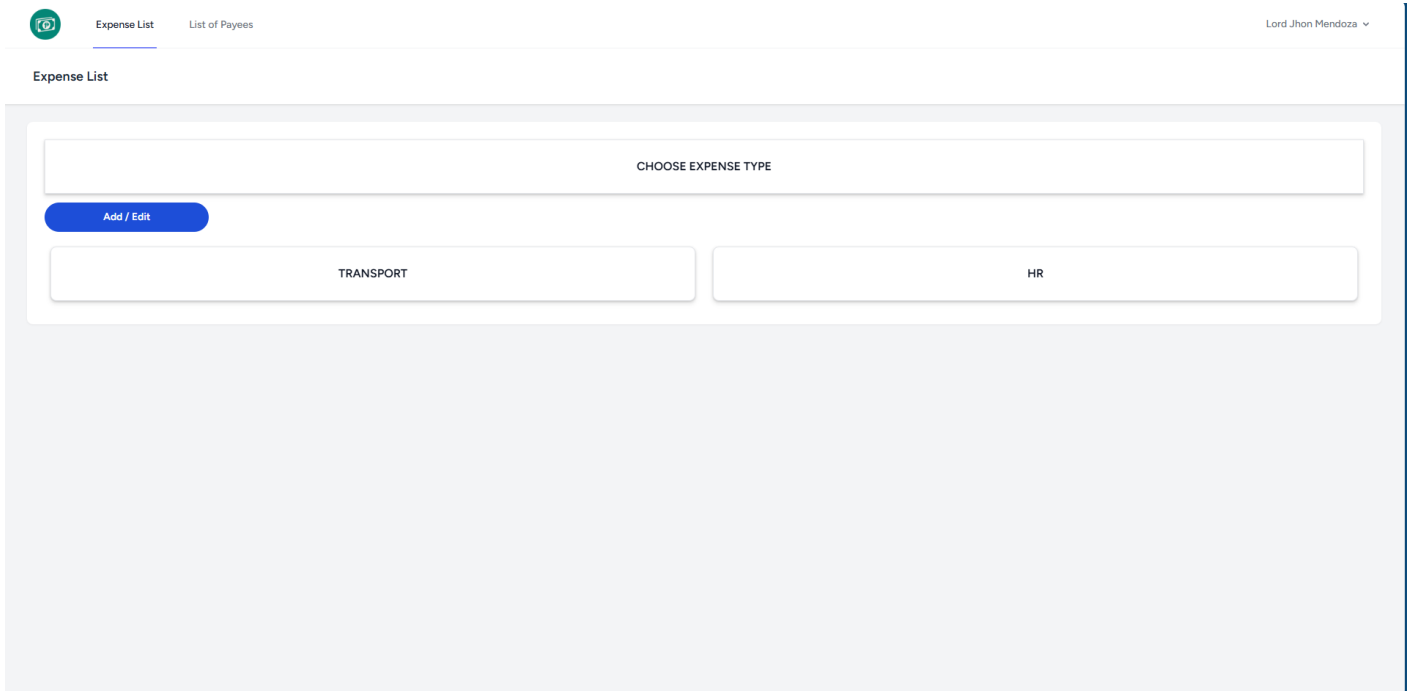


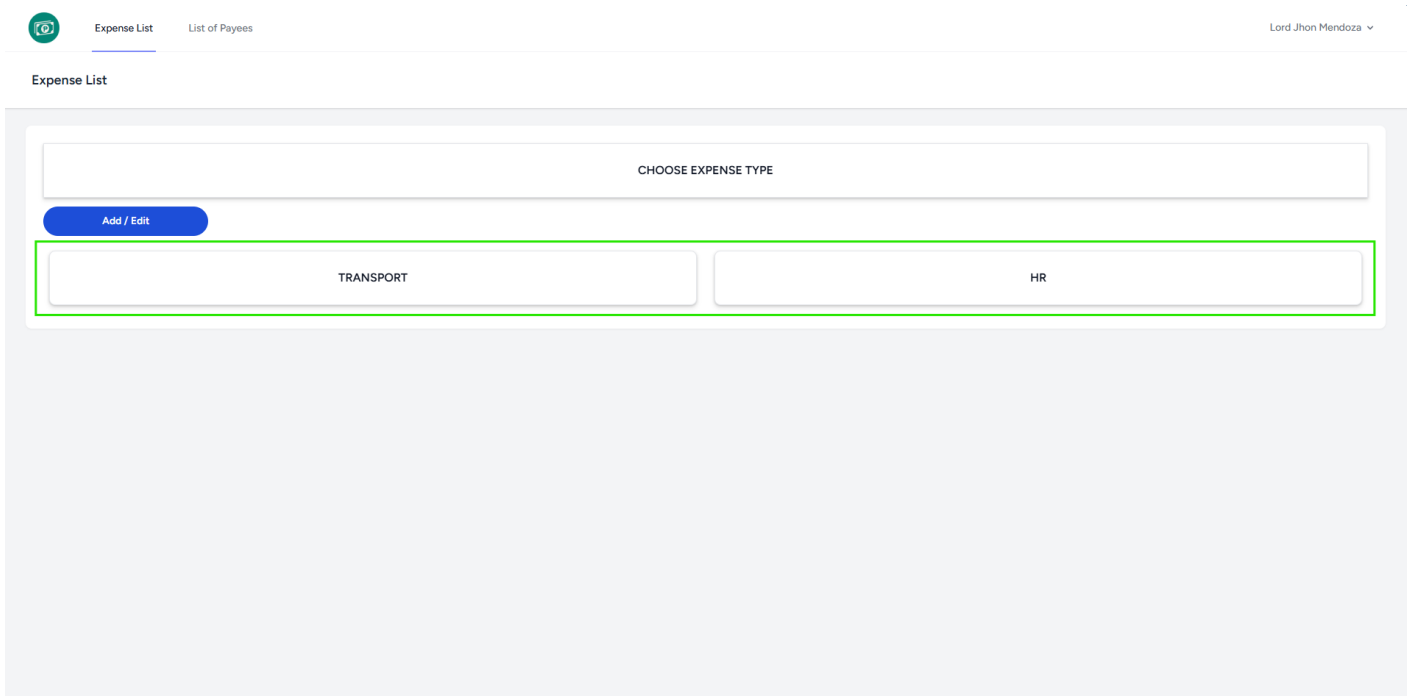
# Print Expense

To print **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 header with a logo, 'Expense List', and 'List of Payees'. On the right, the user name 'Lord Jhon Mendoza' is displayed. Below the header, there is a breadcrumb 'Expense List > Hr'. The main content area contains a white box with the title 'HR EXPENSE LIST'. Inside this box, there is a blue 'Add WER' button on the left and a 'Search WER#' input field on the right. Below these, there are two entries: 'WER#47' and 'WER#46'. Each entry has a blue edit icon and a red delete icon. The 'WER#46' entry is highlighted with a green border.

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

This screenshot is identical to the one above, showing the 'HR EXPENSE LIST' interface. The 'WER#46' entry is highlighted with a green border, indicating it has been selected.

- Click **Print** icon to proceed in printing layout.

