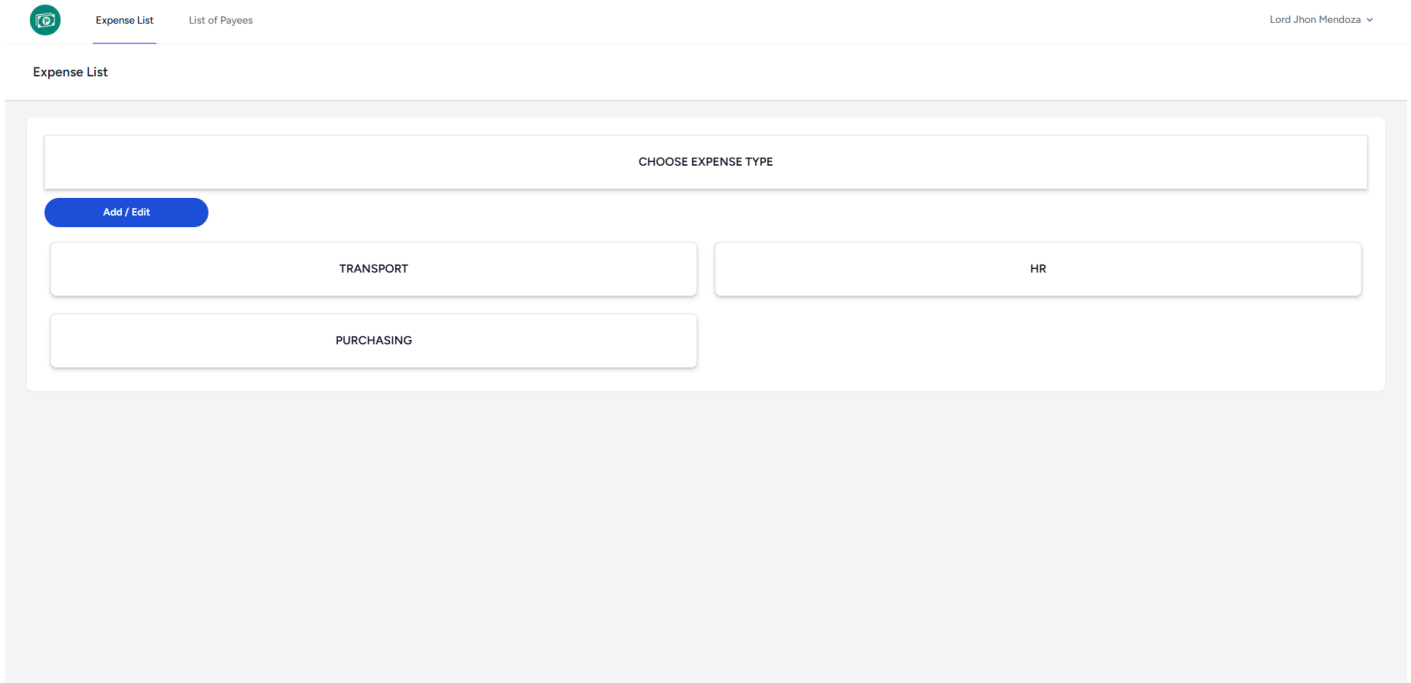


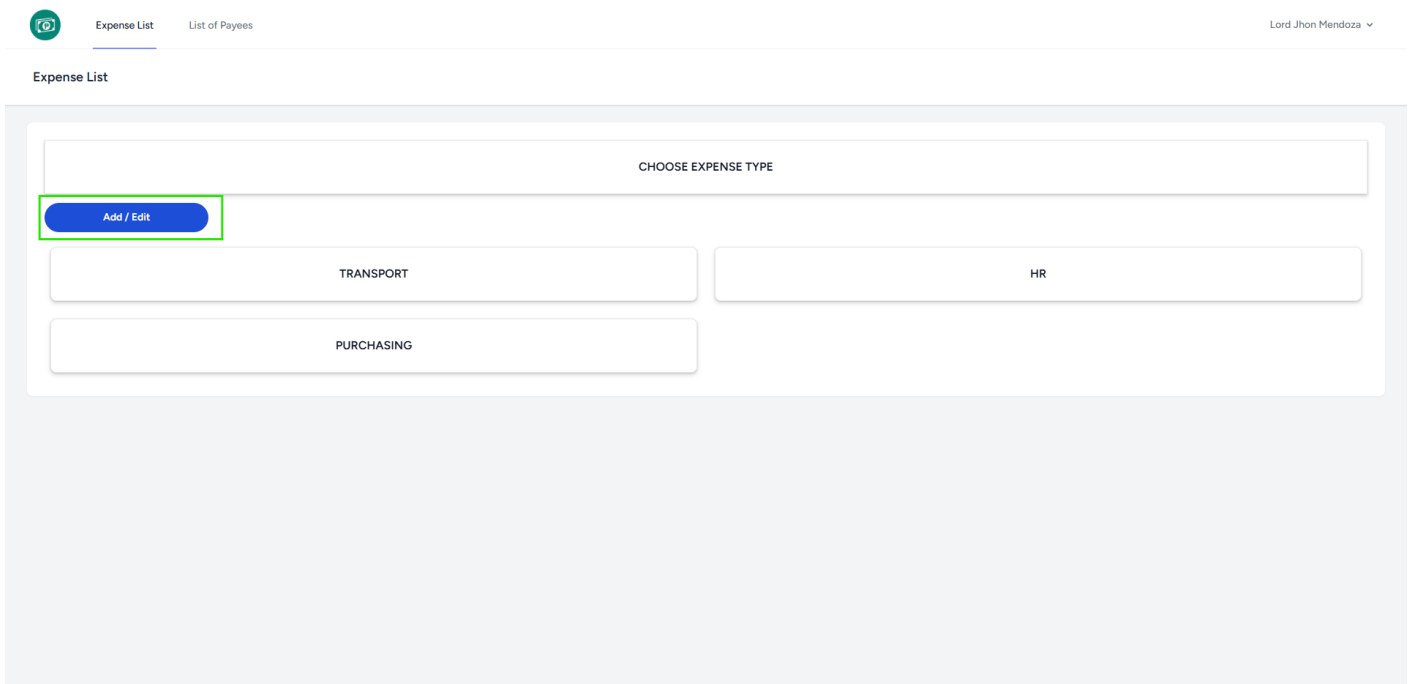
Delete Expense Type

To edit a new Expense Type, go to the Expense List page:

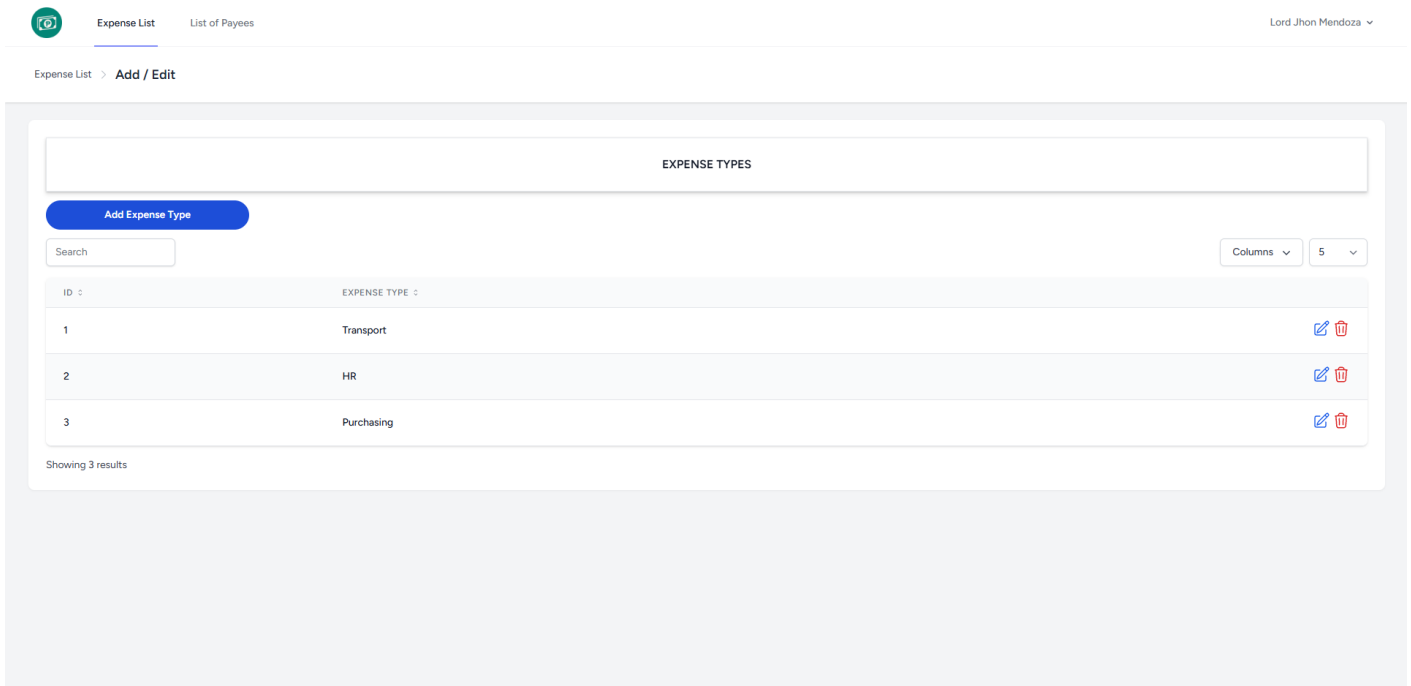
- Once logged in, the system redirects you to the **Expense List** page.



- Click the **Add / Edit** button.



- The system redirects you to the **Expense Types** page.









Expense List > **Add / Edit**

EXPENSE TYPES

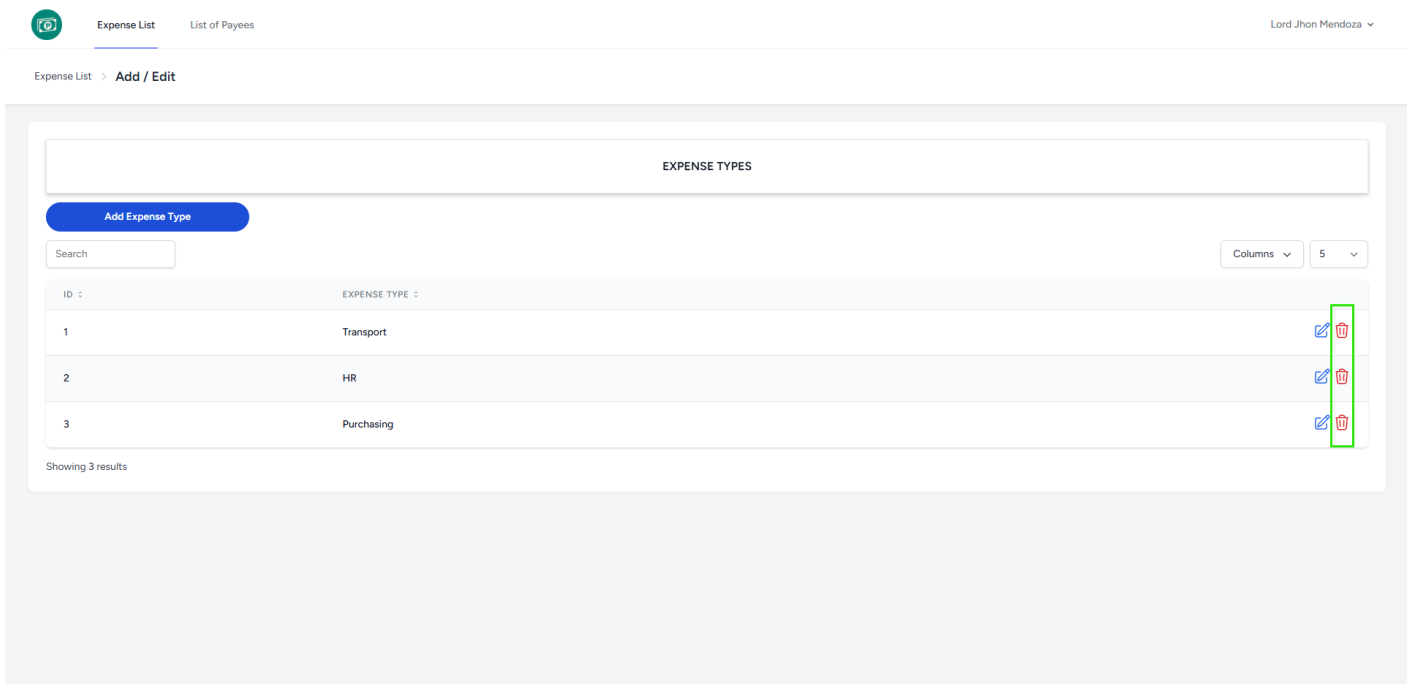
[Add Expense Type](#)

Search Columns 5

ID	EXPENSE TYPE	
1	Transport	 
2	HR	 
3	Purchasing	 

Showing 3 results

- Select any Expense Type then Click **Delete Icon** to delete.









Expense List > **Add / Edit**

EXPENSE TYPES

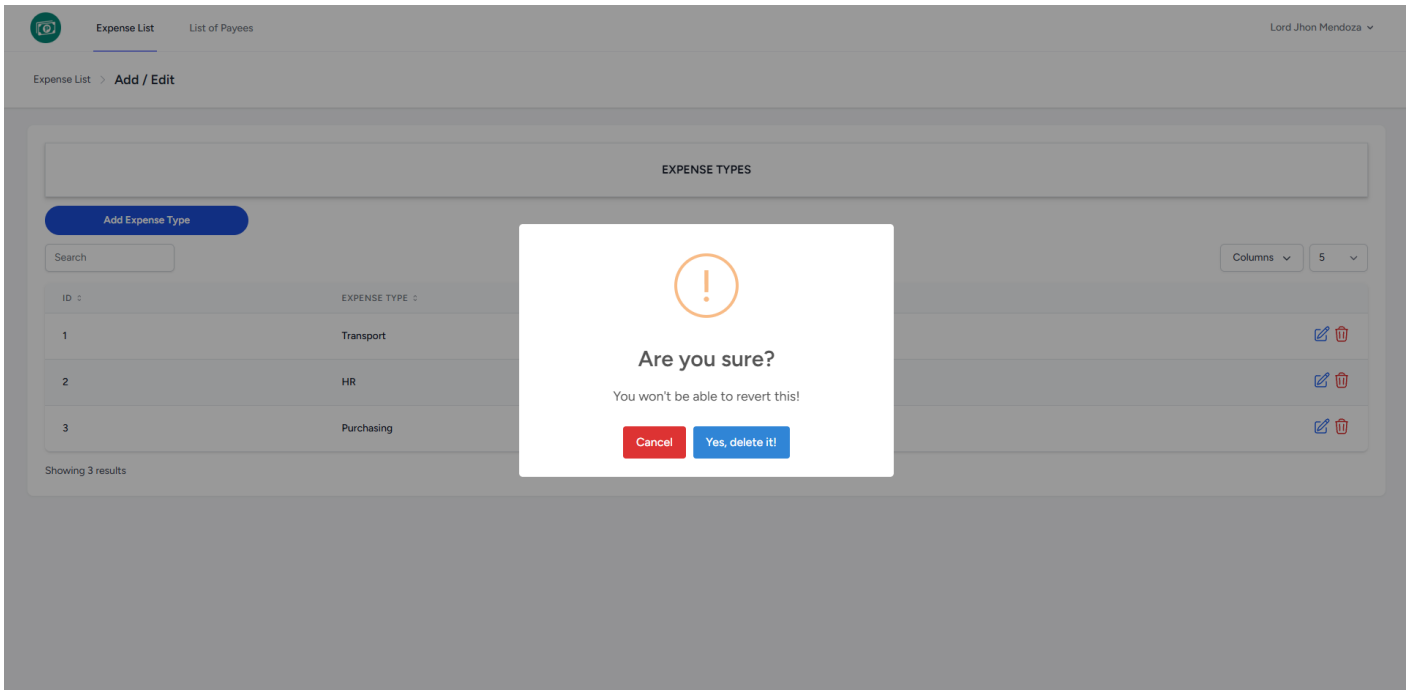
[Add Expense Type](#)

Search Columns 5

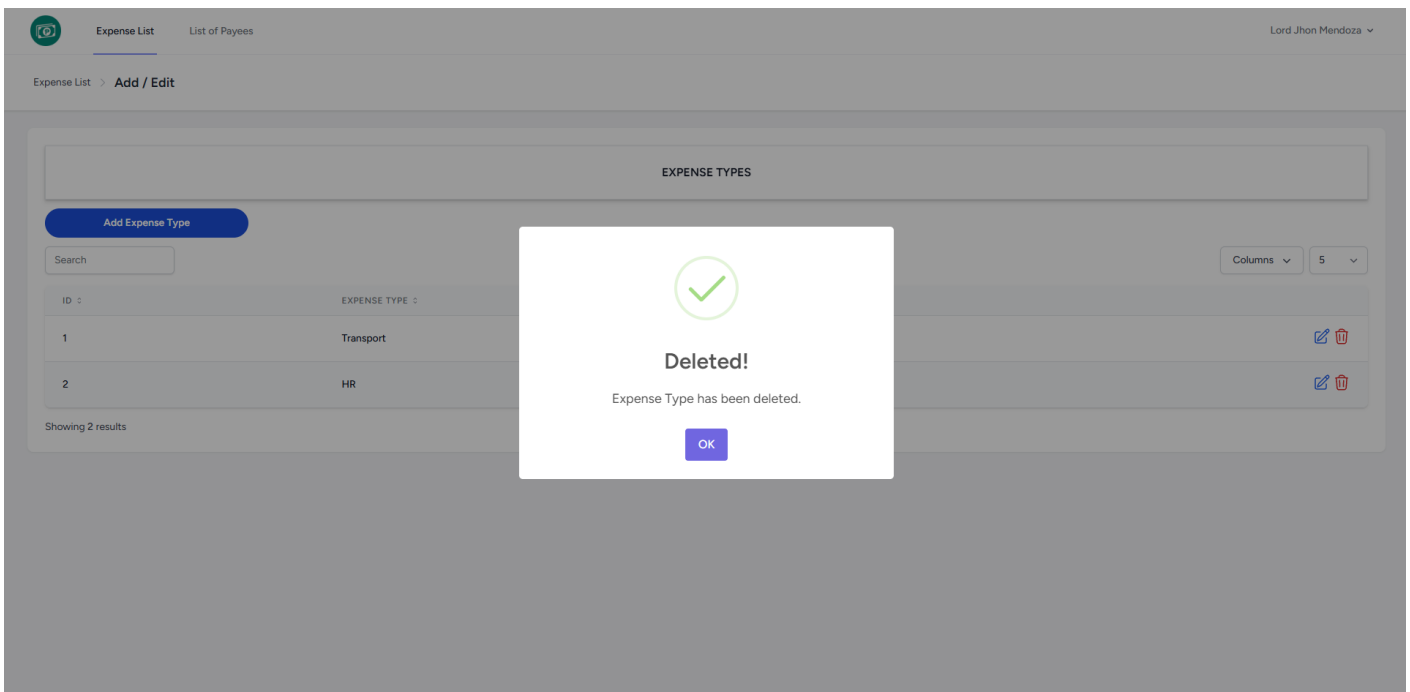
ID	EXPENSE TYPE	
1	Transport	 
2	HR	 
3	Purchasing	 

Showing 3 results

- It will ask for confirmation to delete.



- Click **Yes, delete it!** button to delete the Expense Type.



- The system displays a notification indicating that the Expense Type has been deleted and removed to the list.

Revision #2

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