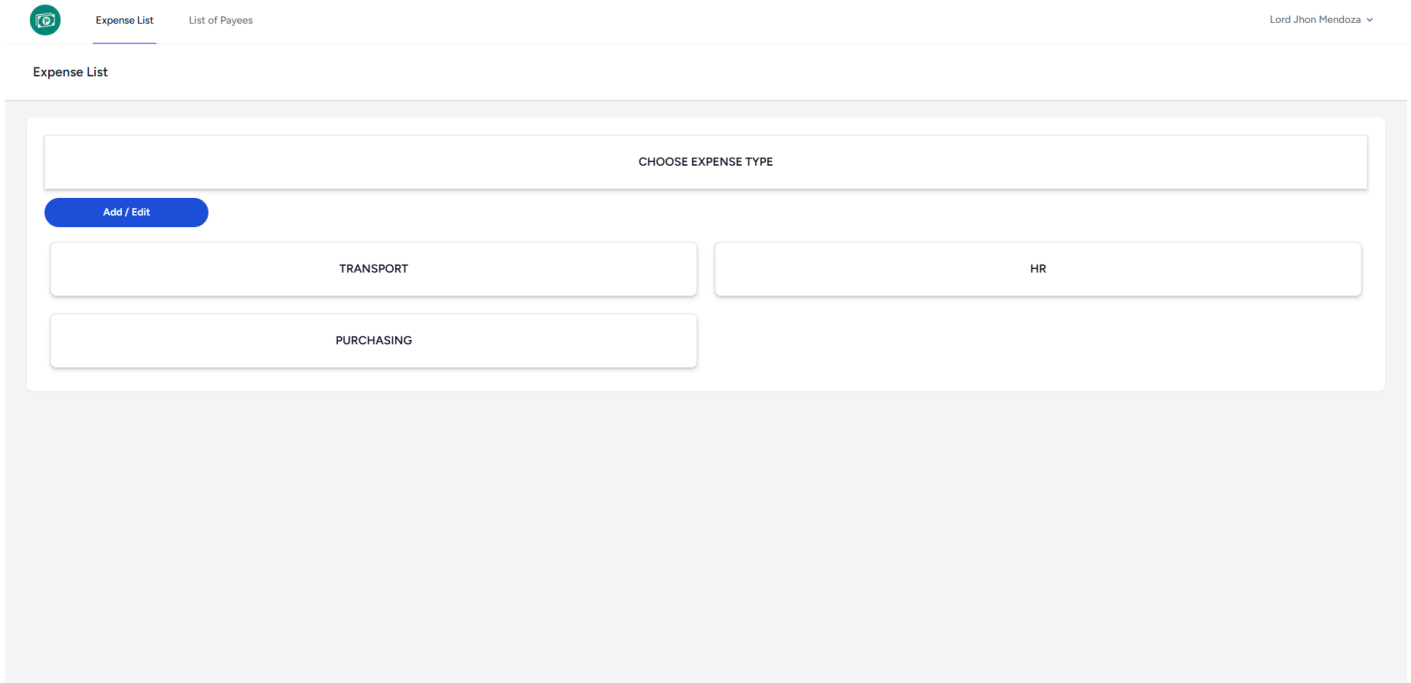


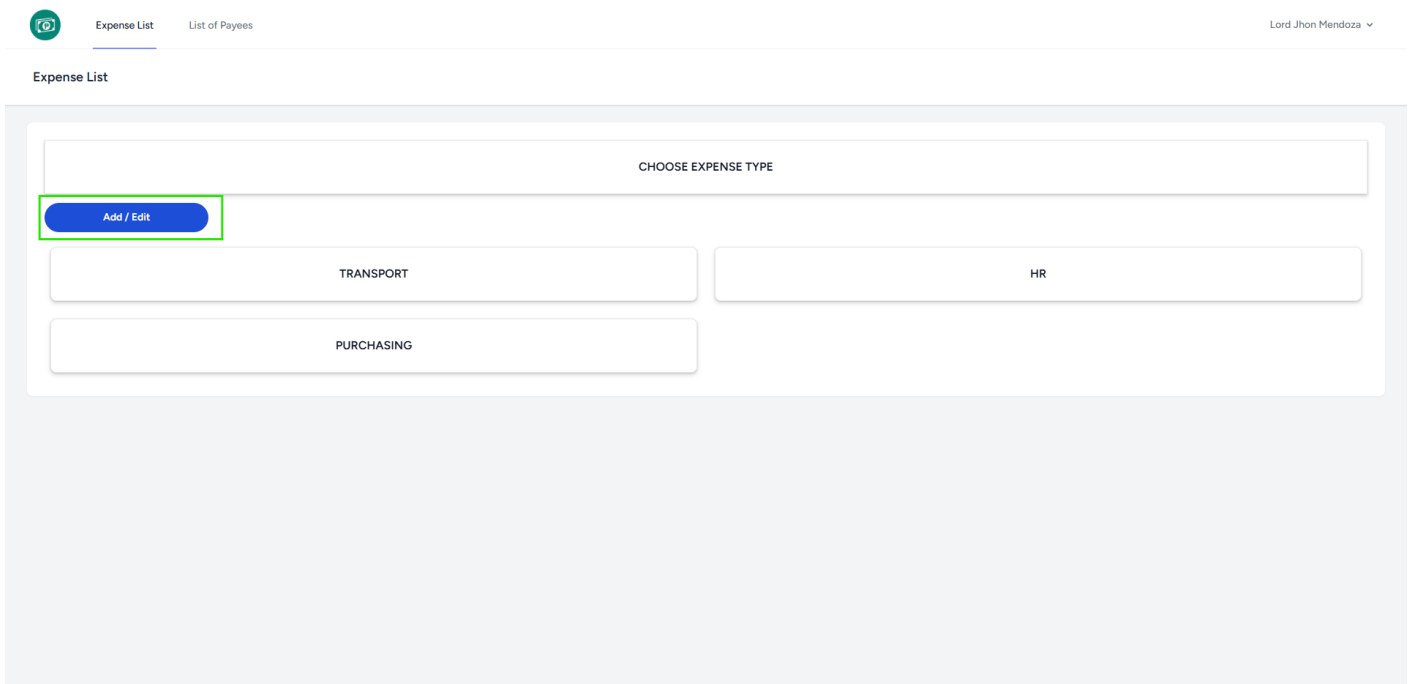
Edit Expense Type

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.



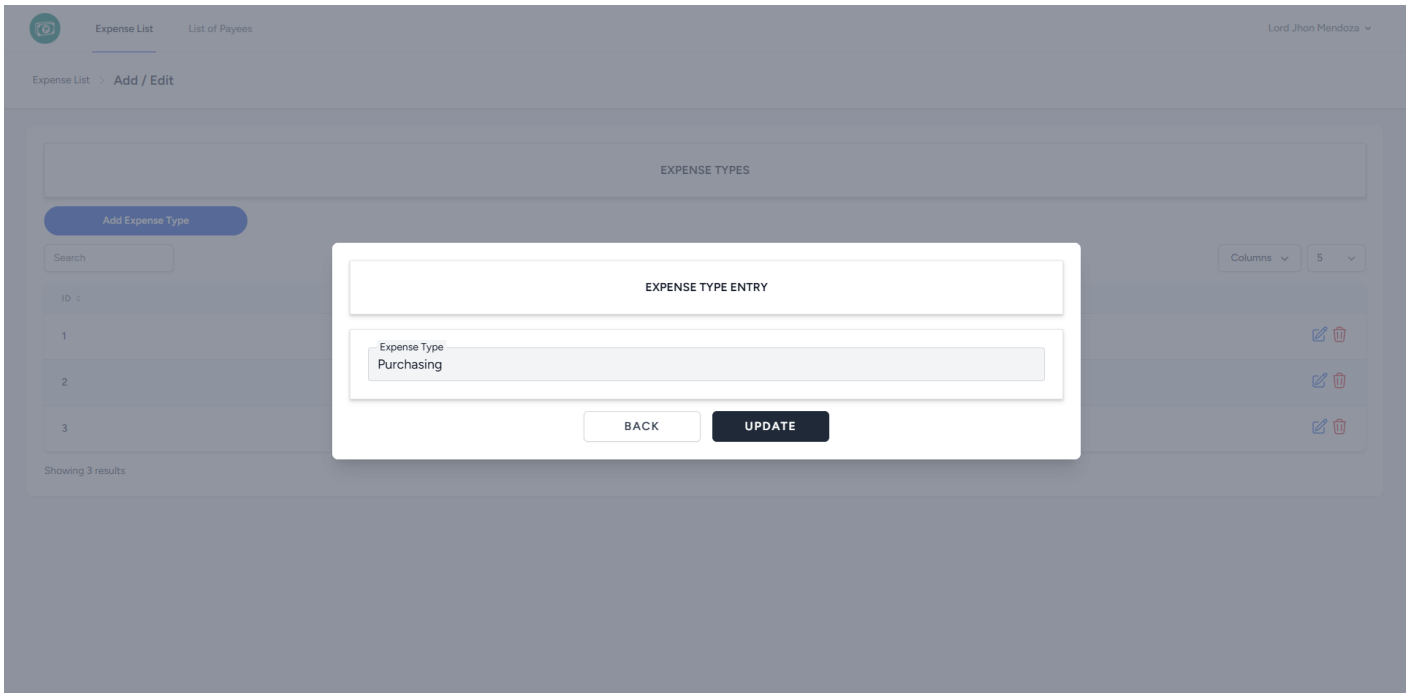
- The system redirects you to the **Expense Types** page.

The screenshot shows the 'Expense Types' page. At the top, there is a header with a logo, 'Expense List', 'List of Payees', and a user name 'Lord Jhon Mendoza'. Below the header, there is a breadcrumb 'Expense List > Add / Edit'. The main content area is titled 'EXPENSE TYPES' and contains a blue 'Add Expense Type' button, a search input, and a 'Columns' dropdown set to '5'. A table lists three expense types: 'Transport' (ID 1), 'HR' (ID 2), and 'Purchasing' (ID 3). Each row has an edit icon (pencil) and a delete icon (trash). The text 'Showing 3 results' is at the bottom left of the table.

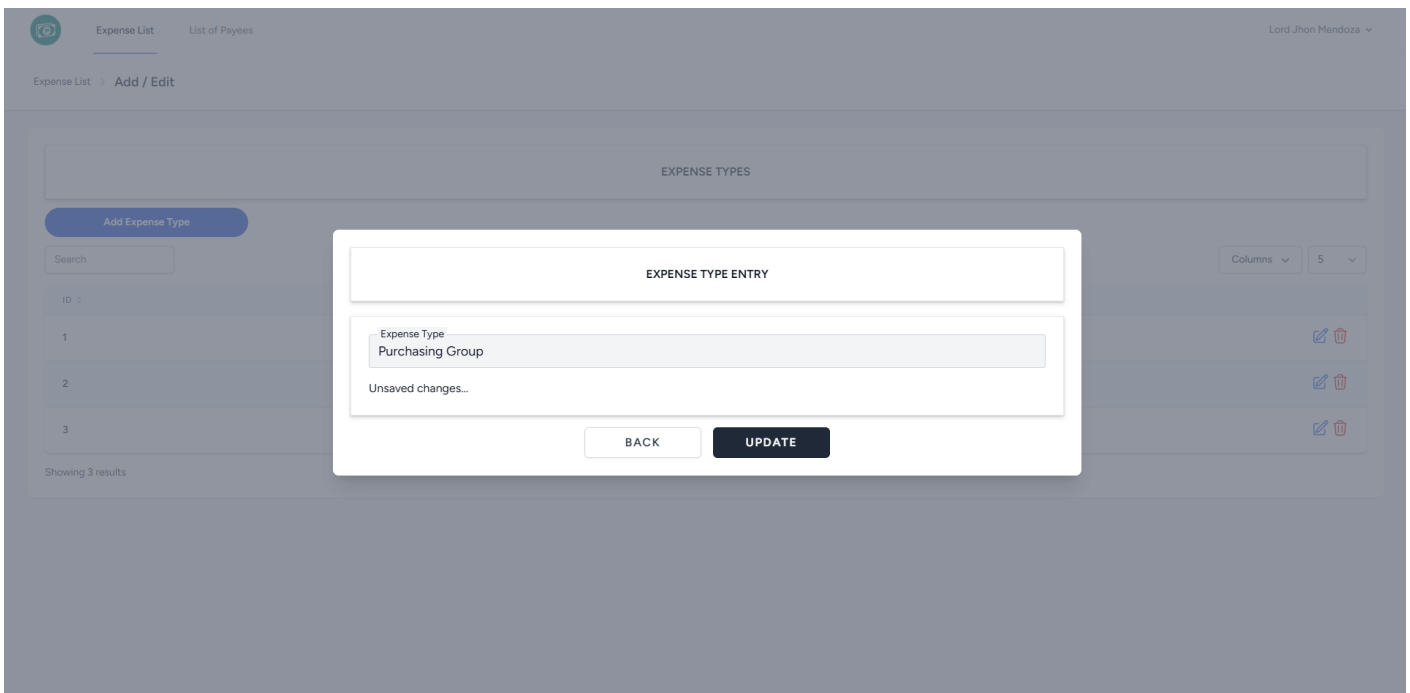
ID	EXPENSE TYPE	
1	Transport	
2	HR	
3	Purchasing	

- Select any Expense Type then Click **Edit Icon** to edit.

This screenshot is identical to the one above, but a green rectangular box highlights the edit and delete icons for the 'Transport' row (ID 1). The rest of the page content, including the header, breadcrumb, search bar, and other rows in the table, remains the same.



- Type desired **name** of **Expense Type** then click save.



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

Revision #3

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