

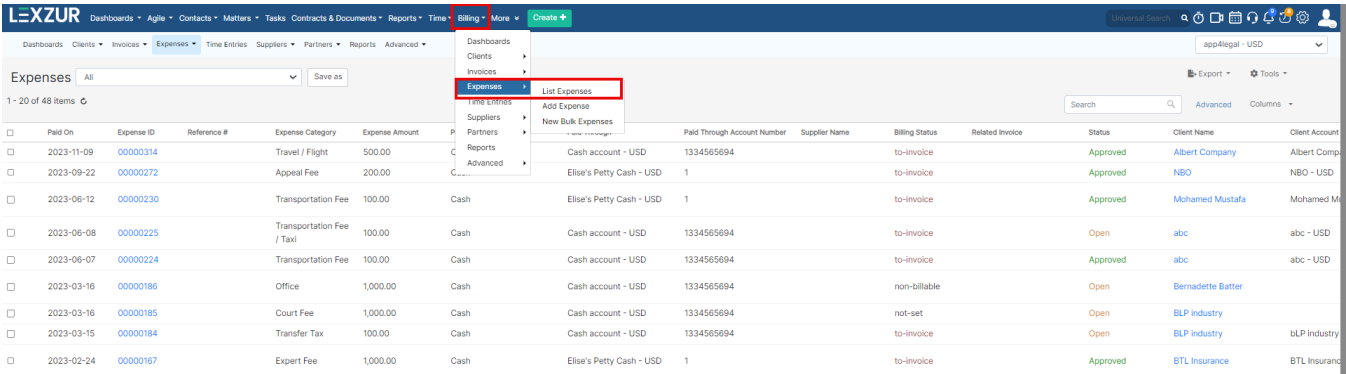
How to Delete Expenses

Objectives

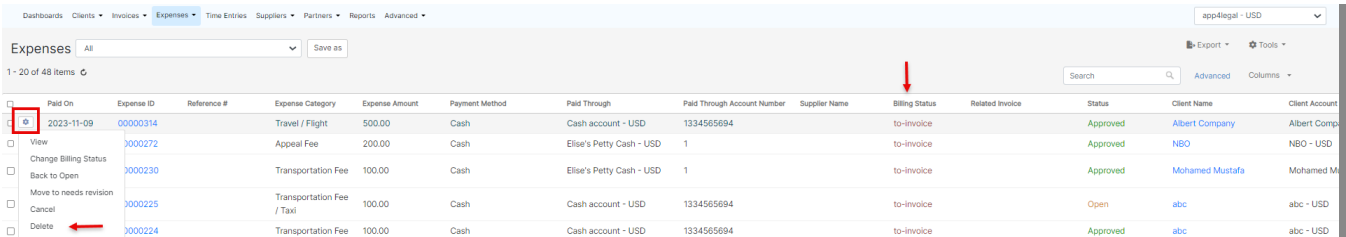
- Delete an expense

Steps

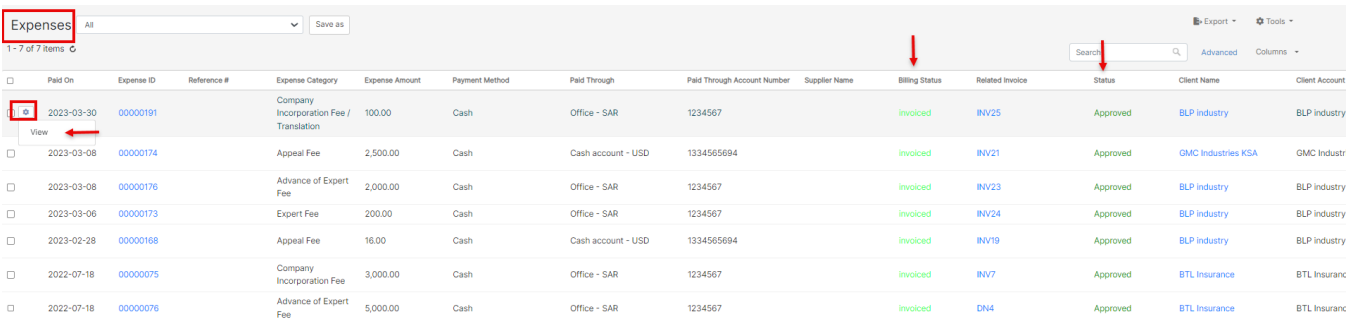
To remove an expense, Navigate to the billing module from the main menu: **Billing Expenses List Expenses**.



Click on the action wheel next to the specific expense and choose "Delete" to initiate the deletion process.




It's important to note that Invoiced and Reimbursed expenses cannot be edited or deleted.



"Invoiced expenses" refers to expenses that have already been incorporated into an invoice. On the other hand, "Reimbursed Expenses" are those that have been invoiced, and the associated invoice has been fully or partially paid.

Dashboards Clients Invoices Expenses Time Entries Suppliers Partners Reports Advanced E-Invoice - SAR														
Expenses		All	Save as		Export Tools									
1 - 1 of 1 Items		Search Advanced Columns												
<input type="checkbox"/>	Paid On	Expense ID	Reference #	Expense Category	Expense Amount	Payment Method	Paid Through	Paid Through Account Number	Supplier Name	Billing Status	Related Invoice	Status	Client Name	Client Account
<input type="checkbox"/>	2024-01-19	00000001		Office Supplies	100.00	Cash	Cash Account - SAR	3		Invoiced	INV4	Approved	Manal Robinson	Manal Robin

Deleting such expenses requires the deletion of the corresponding invoice.



Only draft and open invoices can be deleted; fully paid or partially paid invoices cannot be removed.

Invoices

All

Save as

Export

1 - 1 of 1 items

Advanced

Invoice#	Client's Account	Client Account Number	Total	Collection	Balance Due	Currency	Status	Approval Stat...	Invoice Date	Due On	P.O.#	Invoice Ref	Matter ID
INV0000004	Manal Robinson - SAR	11	100.00 SAR	50.00	50.00	SAR	partially paid	approved	2024-01-19	2024-01-19			M00000008

For more information about LEXZUR, kindly reach out to us at help@lexzur.com.

Thank you!