# 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.

LEX	boards Clients •	Invoices - Expenses - Time Entri	es Suppliers - Partners - I	Reports Advanced •	Dashboards					arch q Ö 🗗 🛱 🖓 🗳	~
	All 48 items ¢		Save as		Clients  Invoices  Expenses  Ime Entries Suppliers	List Expenses Add Expense			Search	B. Export - O Too	
	Paid On	Expense ID Reference #	Expense Category	Expense Amount	P Partners >	New Bulk Expenses	Paid Through Account Number Supplier Name	Billing Status Related Invoice	Status	Client Name	Client Accourt
0	2023-11-09	00000314	Travel / Flight	500.00	C Reports	Cash account - USD	1334565694	to-involce	Approved	Albert Company	Albert Com
	2023-09-22	00000272	Appeal Fee	200.00	Advanced >	Elise's Petty Cash - USD	1	to-invoice	Approved	NBO	NBO - USD
)	2023-06-12	00000230	Transportation Fee	100.00	Cash	Elise's Petty Cash - USD	1	to-involce	Approved	Mohamed Mustafa	Mohamed M
)	2023-06-08	00000225	Transportation Fee / Taxi	100.00	Cash	Cash account - USD	1334565694	to-invoice	Open	abc	abc - USD
)	2023-06-07	00000224	Transportation Fee	100.00	Cash	Cash account - USD	1334565694	to-invoice	Approved	abc	abc - USD
)	2023-03-16	00000186	Office	1,000.00	Cash	Cash account - USD	1334565694	non-billable	Open	Bernadette Batter	
)	2023-03-16	00000185	Court Fee	1,000.00	Cash	Cash account - USD	1334565694	not-set	Open	BLP industry	
	2023-03-15	00000184	Transfer Tax	100.00	Cash	Cash account - USD	1334565694	to-invoice	Open	BLP industry	bLP industr
	2023-02-24	00000167	Expert Fee	1,000.00	Cash	Elise's Petty Cash - USD	1	to-invoice	Approved	BTL Insurance	BTL Insurar

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

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Expenses All			✓ Save as								🗈 Export * 🔹 🕸 Tools	-
1 - 20 of 48 items o								1		Search	Q Advanced Columns	. <b>.</b>
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
2023-11-09	00000314		Travel / Flight	500.00	Cash	Cash account - USD	1334565694	to-invoice		Approved	Albert Company	Albert Comp
U View	0000272		Appeal Fee	200.00	Cash	Elise's Petty Cash - USD	1	to-invoice		Approved	NBO	NBO - USD
Change Billing Status Back to Open	000230		Transportation Fee	100.00	Cash	Elise's Petty Cash - USD	1	to-invoice		Approved	Mohamed Mustafa	Mohamed Mi
Move to needs revision Cancel	0000225		Transportation Fee / Taxi	100.00	Cash	Cash account - USD	1334565694	to-invoice		Open	abc	abc - USD
Delete	0000224		Transportation Fee	100.00	Cash	Cash account - USD	1334565694	to-invoice		Approved	abc	abc - USD

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

	7 items C			✓ Save as					Ļ		Search	Export - ¢ Tool	
	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
o o	2023-03-30 ew	00000191		Company Incorporation Fee / Translation	100.00	Cash	Office - SAR	1234567	invoiced	INV25	Approved	BLP industry	BLP industry
	2023-03-08	00000174		Appeal Fee	2,500.00	Cash	Cash account - USD	1334565694	invoiced	INV21	Approved	GMC Industries KSA	GMC Industr
	2023-03-08	00000176		Advance of Expert Fee	2,000.00	Cash	Office - SAR	1234567	invoiced	INV23	Approved	BLP industry	BLP industry
	2023-03-06	00000173		Expert Fee	200.00	Cash	Office - SAR	1234567	invoiced	INV24	Approved	BLP industry	BLP industry
	2023-02-28	00000168		Appeal Fee	16.00	Cash	Cash account - USD	1334565694	invoiced	INV19	Approved	BLP industry	BLP industry
	2022-07-18	0000075		Company Incorporation Fee	3,000.00	Cash	Office - SAR	1234567	invoiced	INV7	Approved	BTL Insurance	BTL Insuranc
	2022-07-18	0000076		Advance of Expert Fee	5,000.00	Cash	Office - SAR	1234567	invoiced	DN4	Approved	BTL Insurance	BTL Insuranc

"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.

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	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
	2024-01-19	0000001		Office Supplies	100.00	Cash	Cash Account - SAR	3			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 As Save as Save as 1:1of I terms ¢													
Invoice#	Client's Account Manal Robinson - SAR	Client Account Number	Total 100.00 SAR	Collection 50.00	Balance Due 50.00	Currency	Status partially paid	Approval Stat Invoice Date approved 2024-01-19	Due On 2024-01-19	P.O#	Invoice Ref	Matter ID M00000008	

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

Thank you!