



# HELP GUIDE - EXPENSES

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# 1. How do I create a purchase invoice?

SECTION : EXPENSES  
SUBSECTION : CREATE INVOICE

1. Choose "Supplier" from the drop down menu
2. Enter the date of the invoice
3. (OPTIONAL) Enter a unique reference in the 'Your Ref' box
4. Choose the appropriate income heading from drop down menu.
5. (OPTIONAL) Add a new income heading by clicking the (+) symbol. Brings up a new screen to add the heading.
6. (OPTIONAL) Enter a description. (NB. This text will appear on any printed/emailed invoices.)
7. Enter the amount.
8. If the invoice has multiple entries, click (+) Add another item. You may add any number of lines.
9. Click Save
10. On the next screen, choose the relevant option. 'Go back and edit', 'Confirm and finish' or 'Add another'.

Home | Record Expense | **Create Invoice** | List Expenses | My Suppliers | Make Payment | Add Credit Note

My Details | Repeat Expense | Repeat Invoice

Income | Enter all the details below. Boxes and fields marked \* are mandatory.

Expenses

Bank | Supplier \* | MY ISP | Date of Expense \* | 22/07/2008

Accountant | Your Reference | Supplier's Reference

Cars/Equip

Heading *	Description	Amount *	VAT Rate *	VAT	Gross
Mobile Broadband Fees (+)		0.00	17.5%	0.00	0.00

(&) Duplicate last item (+) Add another item

Reports

Messages | Total Amount: 0.00 | Total Gross Amount: 0.00 | Save | Reset | Back

## 2. How do I record 'cash' expenses?

SECTION : EXPENSES  
SUBSECTION : RECORD EXPENSE

1. Choose "Supplier" from the drop down menu. To record a general expenses, use the default "Expenses".
2. Enter the date.
3. (OPTIONAL) Enter a unique reference in the 'Your Ref' box
4. Choose the appropriate income heading from drop down menu.
5. (OPTIONAL) Add a new income heading by clicking the (+) symbol. Brings up a new screen to add the heading.
6. (OPTIONAL) Enter a description. (NB. This text will appear on any printed/emailed invoices.)
7. Enter the amount.
8. Choose the payment method.
9. If you choose Cheque, Bacs or Card, a new box "Bank Account" will show. Choose the Account from which the payment was made.
10. If the invoice has multiple entries, click (+) Add another item. You may add any number of lines.
11. Click Save
12. On the next screen, choose the relevant option. 'Go back and edit', 'Confirm and finish' or 'Add another'.

Home  
My Details  
Income  
Expenses  
Bank  
Accountant  
Cars/Equip  
Personal  
VAT  
Reports  
Messages

**Record Expense** Create Invoice List Expenses My Suppliers Make Payment Add Credit Note  
Repeat Expense Repeat Invoice

Enter all the details below. Boxes and fields marked \* are mandatory.

Supplier \* Expenses Date of Expense \* 22/07/2008  
Your Reference Supplier's Reference  
Payment Method Cash

Heading *	Description	Amount *	VAT Rate *	VAT	Gross
Diesel		38.30	17.5%	6.70	45.00

(&) Duplicate last item (+) Add another item

Total Amount: 38.30  
Total Gross Amount: 45.00

Save Reset Back

### 3. How do I see a list of my expenses?

There are two methods to do this - as an editable list on screen or by running a printable report.

#### LIST OF ENTRIES METHOD

SECTION : EXPENSES  
SUBSECTION : LIST EXPENSES

This screen has three or four filters. Choose one, several or all to narrow the list of income entries.

- Supplier** Shows all suppliers with expenses entries, including default.
- Aged** (Accruals version only) Allows you to change the period to view.
- State** Choose whether the invoice is paid or unpaid, all invoices or credit notes raised.
- Contains Heading** Choose particular expense type from list of all active headings.

For example, to show all expenses incurred with a particular supplier, choose the relevant entry on the drop down. To show all outstanding invoices from that supplier, choose "Unpaid" from the "State" filter as well.

The more options you choose, the more narrowly defined the list. If you choose no options, all expenses entries will be shown.

The screenshot shows a software interface for managing expenses. On the left is a vertical navigation menu with options: Home, My Details, Income, Expenses (highlighted), Bank, Accountant, Cars/Equip, Personal, VAT, Reports, and Messages. The main area has a top navigation bar with buttons: Record Expense, Create Invoice, List Expenses (highlighted), My Suppliers, Make Payment, Add Credit Note, Repeat Expense, and Repeat Invoice. Below this is a text instruction: "All previous expenses entries can be shown below. Use the drop down boxes to refine what you see in the table. When you have located the relevant entry, click on it to Edit, Credit Account, View, Record Payment, Print, Email Supplier or Remove it." Underneath is a section titled "Refine the list of invoices by (select as many refinements from the lists as you'd like):" with four dropdown menus: Supplier (My Stationers), Aged (Current), State (Outstanding Invoices), and Contains Heading (-- Any Heading --). Below the filters is a table with columns: AutoRef, Date, Supplier, Reference, Net, VAT, Gross, and Outstanding. The table contains two rows of data and a Totals row.

AutoRef	Date	Supplier	Reference	Net	VAT	Gross	Outstanding
200001	21/06/2008	My Stationers		£899.99	£157.50	£1,057.49	£1,057.49
200000	22/07/2008	My Stationers		£117.01	£20.48	£137.49	£137.49
Totals				£1,017.00	£177.98	£1,194.98	£1,194.98

Cont...

## RUNNING A REPORT METHOD

SECTION :           REPORTS  
SUBSECTION :       CUSTOMER / SUPPLIER

1.           Choose "EXPENSES BY SUPPLIER SUMMARY" or "EXPENSES BY SUPPLIER DETAIL"
2.           Two new boxes will show. Choose the date range for which you would like to run the report. The default is the full accounting period.

Home

My Details

Income

Expenses

Bank

Accountant

Cars/Equip

Personal

VAT

**Reports**

Messages

**Choose Report**

The list below shows all reports available to you. Choose a Report, enter required dates, and then click Generate Report.

Once the report has been generated, click Open Report. A new window will open showing the report.

Accounting   Customer / Supplier   Banking

Income by Customer Summary

Income by Customer Detail

Expense by Supplier Summary

Expense by Supplier Detail

Aged Debtors Analysis

Aged Creditors Analysis

Customer Statement

Supplier Statement

Filter criteria for Expense by Supplier Detail report

Start Date:    End Date:

06/04/2008    06/04/2009

Portable Document\* (PDF)   Spreadsheet   Word document   Text   Webpage

3.           Select the way you would like to view your report - PDF, spreadsheet, word document, text or HTML webpage. The report opens in a new window.

## 4. How do I record a payment against a purchase invoice?

(NB: Premium version only)

SECTION : EXPENSES  
SUBSECTION : MAKE PAYMENT

1. Choose the appropriate supplier account. All outstanding invoices for that supplier will show.
2. Enter the date the payment was made.
3. Against the invoice being paid enter the amount of the payment in the column "Amount Paid".  
If you are clearing an invoice in full click ALL. This will enter the total of all outstanding invoices for the supplier.
4. If the supplier has more than one outstanding invoice, you can allocate the payment accordingly.
5. When you have made all the entries, click the ALL button next to the 'Total Amount Paid' box. This will calculate the total of all payments.
6. Select your payment method, and if appropriate the bank account from which the payment was made.
7. Click SAVE

Home | Record Expense | Create Invoice | List Expenses | My Suppliers | **Make Payment** | Add Credit Note

My Details | Repeat Expense | Repeat Invoice

This section allows you to record any business expenses you have made.

Supplier Account: My Stationers

Date Sent:

Total Amount Paid: 5194.98 All

Payment Method: Bank Bank Account: Business Acc 1

Comments:

AutoRef	Date	Reference	Net	Gross	Outstanding	Amount Paid
200000	22/07/2008		£117.01	£137.49	£137.49	137.49 All
200001	21/06/2008		£899.99	£1,057.49	£1,057.49	5057.49 All

Pay all outstanding invoices | Clear all invoices | **Save** | Cancel

## 5. How do I set up a repeat invoice?

SECTION : EXPENSES  
 SUBSECTION : REPEAT INVOICE

Income	This section allows you to record any business expenses you have made.
<b>Expenses</b>	
Bank	
Accountant	
	<a href="#">Add Repeat expense</a>

1. Click 'Add Repeat Invoice'. A new screen will open.
2. Enter details of the invoice

Home	Record Expense	<b>Create Invoice</b>	List Expenses	My Suppliers	Make Payment	Add Credit Note
My Details	Repeat Expense	Repeat Invoice				
Income	Enter all the details below. Boxes and fields marked * are mandatory.					
<b>Expenses</b>	Supplier *	MY ISP				
Bank	Your Reference		Supplier's Reference			
Accountant						
Cars/Equip						
Personal						
VAT						
Reports						
Messages						
	Heading *	Description	Amount *	VAT Rate *	VAT	Gross
	Mobile Broadband Fees	(+)	16.16	17.5%	2.83	18.99
	(&) Duplicate last item (+) Add another item					
	Total Amount:	16.16				
	Total Gross Amount:	18.99				
			<a href="#">Save</a>	<a href="#">Reset</a>	<a href="#">Back</a>	

3. Next enter the criteria for the 'repeat' transaction

**Start Date** - The date of the first expected transaction.  
**Repeat** - The frequency of the repeat invoice  
**End Condition** - How many invoices are needed or the date of the last one

Bank	Supplier	MY ISP	Date	Generated on repeat		
Accountant	Your Reference		Autoref	Generated on repeat		
Cars/Equip	Supplier Reference					
Personal	— Items —					
VAT	Heading	Description	Net Amount	VAT Rate	VAT	Gross Amount
Reports	Mobile Broadband Fees		£16.16	17.5%	£2.83	£18.99
Messages	<b>Totals</b>		<b>£16.16</b>		<b>£2.83</b>	<b>£18.99</b>
	<a href="#">Go back and edit</a>					
	Repeat Transaction					
	Start Date	28/07/2008				
	Repeat	<input type="radio"/> Every 14 days <input checked="" type="radio"/> Weekly on the Monday of every week <input type="radio"/> Last day of every month <input type="radio"/> Quarterly <input type="radio"/> Annually				
	End Condition	<input checked="" type="radio"/> Repeat indefinitely <input type="radio"/> End on date 28/07/2009 <input type="radio"/> End when repeated 12 times				
	<a href="#">Finish</a> <a href="#">Cancel</a>					

## 6. How do I set up a repeat expense?

SECTION : EXPENSES  
 SUBSECTION : REPEAT EXPENSE

Income	This section allows you to record any business expenses you have made.  Sorry you have no repeat expense at this time.
<b>Expenses</b>	
Bank	
Accountant	

[Add Repeat expense](#)

1. Click 'Add Repeat Expense'. A new screen will open.
2. Enter details of the payment.

Home	<b>Record Expense</b> Create Invoice List Expenses My Suppliers Make Payment Add Credit Note
My Details	Repeat Expense Repeat Invoice
Income	Enter all the details below. Boxes and fields marked * are mandatory.
<b>Expenses</b>	
Bank	Supplier * MY ISP
Accountant	Your Reference <input type="text"/> Supplier's Reference <input type="text"/>
Cars/Equip	Payment Method BACS Bank Account Business Acc 1
Personal	
VAT	
Reports	
Messages	

Heading *	Description	Amount *	VAT Rate *	VAT	Gross
Mobile Broadband Fees (+)		16.16	17.5%	2.83	18.99

(&) Duplicate last item (+) Add another item

Total Amount: 16.16  
 Total Gross Amount: 18.99

[Save](#) [Reset](#) [Back](#)

3. Next enter the criteria for the 'repeat' transaction

**Start Date** - The date of the first expected transaction.  
**Repeat** - The frequency of the repeat expense  
**End Condition** - How many further instances are needed or the date of the last one

Supplier	MY ISP	Date	Generated on repeat
Your Reference		Autoref	Generated on repeat
Supplier Reference			

--- Items ---

Heading	Description	Net Amount	VAT Rate	VAT	Gross Amount
Mobile Broadband Fees		£16.16	17.5%	£2.83	£18.99
<b>Totals</b>		<b>£16.16</b>		<b>£2.83</b>	<b>£18.99</b>

--- Payments ---

Payment Date	Payment Notes	Payment Method	Bank Account	Payment Amount
Generated on repeat	Full Payment	BACS	Business Acc 1	£18.99

[Go back and edit](#)

Repeat Transaction

Start Date: 30/04/2008

Repeat:  Every 14 days  
 Weekly on the Monday of every week  
 Last day of every month  
 Quarterly  
 Annually

End Condition:  Repeat indefinitely  
 End on date 28/07/2009  
 End when repeated 12 times

[Finish](#) [Cancel](#)

4. Click 'Finish'.

## 7. How do I enter a credit note received from a supplier?

SECTION : EXPENSES  
 SUBSECTION : ADD CREDIT NOTE

1. Complete the appropriate boxes with details of the customer and credit note that you wish to create

The screenshot shows the 'Add a credit note' form. On the left is a navigation menu with options: Home, My Details, Income, Expenses (selected), Bank, Accountant, Cars/Equip, Personal, VAT, Reports, and Messages. The main form area has a top navigation bar with buttons: Record Expense, Create Invoice, List Expenses, My Suppliers, Make Payment, and Add Credit Note (highlighted). Below this is a sub-navigation bar with Repeat Expense and Repeat Invoice. The form title is 'Add a credit note'. It contains fields for Supplier \* (MY ISP), Date of Expense \* (28/07/2008), Your Reference, and Supplier's Reference. A table for items is shown with columns: Heading \*, Description, Amount \*, VAT Rate \*, VAT, and Gross. One item is entered: Mobile Broadband Fees with Amount 0.00, VAT Rate 17.5%, and VAT 0.00. Below the table are buttons for '&) Duplicate last item' and '(+) Add another item'. At the bottom, there are fields for Total Amount: 0.00 and Total Gross Amount: 0.00, along with Save, Reset, and Back buttons.

2. When all entries have been made, click 'save'.

The screenshot shows the summary screen after saving the credit note. The navigation menu is the same. The top navigation bar now includes Record Expense, Create Invoice, List Expenses, My Suppliers, Make Payment, and Add Credit Note. The sub-navigation bar includes Repeat Expense and Repeat Invoice. A message states: 'The table shows the purchase details entered. If you are satisfied they are correct, click either Confirm button. If the details are incorrect, click Go Back'. Below this is a table with columns: Supplier (MY ISP), Date (28/07/2008), Your Reference, and Autoref (200004). A section titled '- Items -' contains a table with columns: Heading, Description, Net Amount, VAT Rate, VAT, and Gross Amount. The item 'Mobile Broadband Fees' is listed with Net Amount (£16.16), VAT Rate 17.5%, VAT (£2.83), and Gross Amount (£18.99). A Totals row shows Net Amount (£16.16), VAT (£2.83), and Gross Amount (£18.99). At the bottom are three buttons: Go back and edit, Confirm and finish, and Confirm and add another.

3. A new screen will show, with details of the credit note to be raised.
4. Choose 'Go back and edit', 'Confirm and finish' or 'Confirm and add another'.

## 8. How do I add a new supplier?

SECTION : EXPENSES  
 SUBSECTION : MY SUPPLIERS

A default customer is already in the system, "Expenses". You may add as many suppliers as required.

Home	Record Expense	Create Invoice	List Expenses	<b>My Suppliers</b>	Make Payment	Add Credit Note																				
My Details	Repeat Expense	Repeat Invoice																								
Income	If you have regular suppliers, or if you record the details of all your suppliers, you may add a new supplier, or Edit / Delete an existing supplier. You can also go directly to record an income entry for the .																									
<b>Expenses</b>	If shown, click Mark as Complete once you are satisfied the details are correct. (NB: This will not prevent future amendments.)																									
Bank																										
Accountant																										
Cars/Equip																										
Personal																										
VAT																										
Reports																										
Messages																										
<table border="1"> <thead> <tr> <th>Code</th> <th>Supplier Name</th> <th>Contacts</th> <th>Outstanding Balance</th> <th>Active</th> </tr> </thead> <tbody> <tr> <td>Expenses</td> <td>Expenses</td> <td></td> <td>£0.00</td> <td>Yes</td> </tr> <tr> <td>SUP 1</td> <td>MY ISP</td> <td>Tel: Fax: Mobile: Email: ...</td> <td>(£18.99)</td> <td>Yes</td> </tr> <tr> <td>SUP 2</td> <td>My Stationers</td> <td>Tel: Fax: Mobile: Email: mystationers@email.co.uk</td> <td>£1,194.98</td> <td>Yes</td> </tr> </tbody> </table>							Code	Supplier Name	Contacts	Outstanding Balance	Active	Expenses	Expenses		£0.00	Yes	SUP 1	MY ISP	Tel: Fax: Mobile: Email: ...	(£18.99)	Yes	SUP 2	My Stationers	Tel: Fax: Mobile: Email: mystationers@email.co.uk	£1,194.98	Yes
Code	Supplier Name	Contacts	Outstanding Balance	Active																						
Expenses	Expenses		£0.00	Yes																						
SUP 1	MY ISP	Tel: Fax: Mobile: Email: ...	(£18.99)	Yes																						
SUP 2	My Stationers	Tel: Fax: Mobile: Email: mystationers@email.co.uk	£1,194.98	Yes																						
<a href="#">Add New Supplier</a>																										

1. Choose 'Add New Customer'
2. Enter the customer details. Fields marked \* are compulsory.
3. If the system does not have an appropriate heading for your customer, click (+) to add a new one. Any new headings will then be in system for your general use.

Home	Record Expense	Create Invoice	List Expenses	<b>My Suppliers</b>	Make Payment	Add Credit Note																				
My Details	Repeat Expense	Repeat Invoice																								
Income	Enter relevant details below, including a unique code and default expense heading for the supplier.																									
<b>Expenses</b>																										
Bank																										
Accountant																										
Cars/Equip																										
Personal																										
VAT																										
Reports																										
Messages																										
<table> <tr> <td>Supplier Code *</td> <td><input type="text"/></td> </tr> <tr> <td>Supplier Name *</td> <td><input type="text"/></td> </tr> <tr> <td>Supplier is active</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>Supplier Email(s)</td> <td><input type="text"/> (seperated by ;)</td> </tr> <tr> <td>Supplier Telephone</td> <td><input type="text"/></td> </tr> <tr> <td>Supplier Fax</td> <td><input type="text"/></td> </tr> <tr> <td>Supplier Mobile</td> <td><input type="text"/></td> </tr> <tr> <td>Default Heading</td> <td>-- None -- (+)</td> </tr> <tr> <td>Supplier Address Label (Remember to add the Account name)</td> <td><input type="text"/></td> </tr> <tr> <td>This is used for printing out invoices</td> <td></td> </tr> </table>							Supplier Code *	<input type="text"/>	Supplier Name *	<input type="text"/>	Supplier is active	<input checked="" type="checkbox"/>	Supplier Email(s)	<input type="text"/> (seperated by ;)	Supplier Telephone	<input type="text"/>	Supplier Fax	<input type="text"/>	Supplier Mobile	<input type="text"/>	Default Heading	-- None -- (+)	Supplier Address Label (Remember to add the Account name)	<input type="text"/>	This is used for printing out invoices	
Supplier Code *	<input type="text"/>																									
Supplier Name *	<input type="text"/>																									
Supplier is active	<input checked="" type="checkbox"/>																									
Supplier Email(s)	<input type="text"/> (seperated by ;)																									
Supplier Telephone	<input type="text"/>																									
Supplier Fax	<input type="text"/>																									
Supplier Mobile	<input type="text"/>																									
Default Heading	-- None -- (+)																									
Supplier Address Label (Remember to add the Account name)	<input type="text"/>																									
This is used for printing out invoices																										
<div style="text-align: right;"> <input type="button" value="Add"/> <input type="button" value="Cancel"/> </div>																										

4. Once you have entered all the appropriate details click 'Add'.

## 9. How do I edit an expenses entry?

SECTION : EXPENSES  
 SUBSECTION : LIST EXPENSES

1. Follow the instructions "How do I list expenses?", using appropriate filters to find the invoice.
2. Left click on the relevant entry. (The entries change colour as the mouse moves over them.)
3. A menu will show. Choose 'Edit'.

The screenshot shows the 'List Expenses' page. On the left is a navigation menu with 'Expenses' selected. The main area has a toolbar with 'Record Expense', 'Create Invoice', 'List Expenses', 'My Suppliers', 'Make Payment', and 'Add Credit Note'. Below the toolbar, there are instructions: "All previous expenses entries can be shown below. Use the drop down boxes to refine what you see in the table. When you have located the relevant entry, click on it to Edit, Credit Account, View, Record Payment, Print, Email Supplier or Remove it."

Below the instructions are filter boxes for 'Supplier' (set to 'All Accounts'), 'Aged' (set to 'Current'), 'State' (set to 'Paid Invoices'), and 'Contains Heading' (set to 'Any Heading').

AutoRef	Date	Supplier	Reference	Net	VAT	Gross	Outstanding
200003	30/04/2008	Expenses		£8.19	£8.19	£56.30	£0.00
200002	15/04/2008	Expenses		£6.70	£6.70	£45.00	£0.00
Totals				£14.89	£14.89	£101.30	£0.00

An 'Edit' menu is open over the second entry, with options: Edit, View, Print, and Remove.

4. Update the transaction as necessary, then click 'Update'

The screenshot shows the 'Edit Expense' form. The 'Supplier' is set to 'Expenses' and the 'Date of Expense' is '30/04/2008'. The 'Payment Method' is 'Debit Card' and the 'Bank Account' is 'Business Acc 1'.

Heading *	Description	Amount *	VAT Rate *	VAT	Gross	X
Diesel		4.68	17.5%	0.82	5.50	
Newspaper		1.30	Exempt	0.00	1.30	

At the bottom, there are buttons for 'Update', 'Reset', and 'Back'. The 'Total Amount' is 5.98 and the 'Total Gross Amount' is 6.80.

5. Go back and edit, confirm and finish or confirm and add another as required.

The screenshot shows the 'Confirm Expense' page. It displays a summary of the expense entry with the following details:

Supplier	Expenses	Date	30/04/2008		
Your Reference		Autoref	200003		
Supplier Reference					
— Items —					
Heading	Description	Net Amount	VAT Rate	VAT	Gross Amount
Diesel		£4.68	17.5%	£0.82	£5.50
Newspaper		£1.30	Exempt	£0.00	£1.30
Totals		£5.98		£0.82	£6.80
— Payments —					
Payment Date	Payment Notes	Payment Method	Bank Account	Payment Amount	
30/04/2008	Full Payment	Debit Card	Business Acc 1	£6.80	

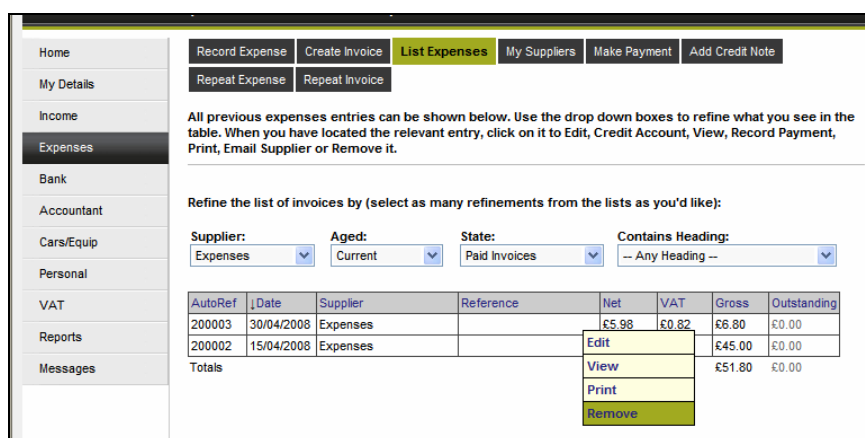
At the bottom, there are buttons for 'Go back and edit', 'Confirm and finish', and 'Confirm and add another'.

## 10. How do I delete an expenses entry?

SECTION : EXPENSES  
SUBSECTION : LIST EXPENSES

Please note that the system will only allow deletion of an entry if it has not been reconciled using the bank reconciliation facility.

1. Follow the instructions "How do I list expenses?", using appropriate filters to find the invoice.
2. When you have found it, left click on it. (Hovering the mouse over it will cause it to change colour.)
3. A menu will show. Choose 'Remove'.

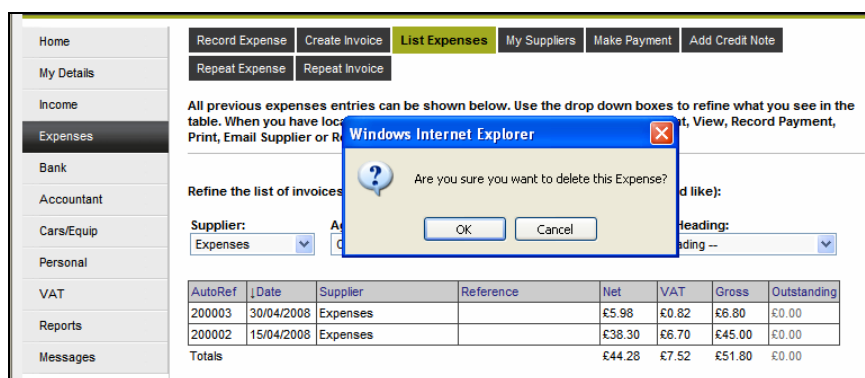


The screenshot shows the 'List Expenses' page. On the left is a navigation menu with 'Expenses' selected. The main area has a toolbar with 'Record Expense', 'Create Invoice', 'List Expenses', 'My Suppliers', 'Make Payment', and 'Add Credit Note'. Below the toolbar, there are instructions: "All previous expenses entries can be shown below. Use the drop down boxes to refine what you see in the table. When you have located the relevant entry, click on it to Edit, Credit Account, View, Record Payment, Print, Email Supplier or Remove it." There are filter boxes for 'Supplier' (Expenses), 'Aged' (Current), 'State' (Paid Invoices), and 'Contains Heading' (Any Heading). A table of expenses is displayed:

AutoRef	Date	Supplier	Reference	Net	VAT	Gross	Outstanding
200003	30/04/2008	Expenses		£5.98	£0.82	£6.80	£0.00
200002	15/04/2008	Expenses				£45.00	£0.00
Totals						£51.80	£0.00

A context menu is open over the second row, with options: Edit, View, Print, and Remove (highlighted in green).

4. You will be asked to confirm deletion



The screenshot shows the same 'List Expenses' page as above, but with a confirmation dialog box overlaid. The dialog box is titled 'Windows Internet Explorer' and contains the text: "Are you sure you want to delete this Expense?". It has 'OK' and 'Cancel' buttons. The table below the dialog shows the updated totals:

AutoRef	Date	Supplier	Reference	Net	VAT	Gross	Outstanding
200003	30/04/2008	Expenses		£5.98	£0.82	£6.80	£0.00
200002	15/04/2008	Expenses		£38.30	£6.70	£45.00	£0.00
Totals				£44.28	£7.52	£51.80	£0.00

5. Click OK or Cancel as required.