Edit Expenses

Single

1. Select the expense to edit
2. Select the desired action
   a. Move the selected expense to another Report
   b. Delete the selected expense from the Report
   c. Copy the selected expense to the current Report
   d. Edit entry information in the Expense tab

Multiple

1. Select the expenses to edit
2. Select the desired action on the right
   a. Delete the selected expenses
   b. Allocate the selected expenses
   c. Edit one or more [available] fields for the selected expenses