

To refresh an expense line that you are working on, click on the gray area to the left.

The screenshot shows a user interface for managing expenses. At the top left, there is an orange rounded button labeled "Add". Below it, a header bar contains the text "3 items" on the left and "Sort By: ▾" on the right. A large gray rectangular area below the header is highlighted with a blue vertical bar on its left edge. An arrow points from the text "Expense Line" to this gray area. To the right of the gray area, the date "Fri, Aug 23" is displayed. On the far right, the "Expense Line" section is visible, containing two fields: "Date" with a red asterisk, a text input field containing "08 / 23 / 2019", and a calendar icon; and "Expense Item" with a red asterisk, a dropdown menu showing "X Supplies-General (5710)", and a hamburger menu icon.

Add

3 items Sort By: ▾

Expense Line

Date * 08 / 23 / 2019 📅

Expense Item * X Supplies-General (5710) ☰

Fri, Aug 23