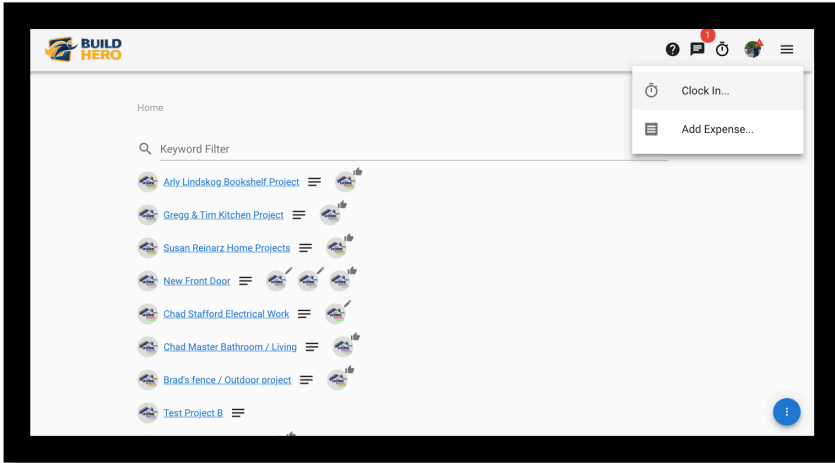
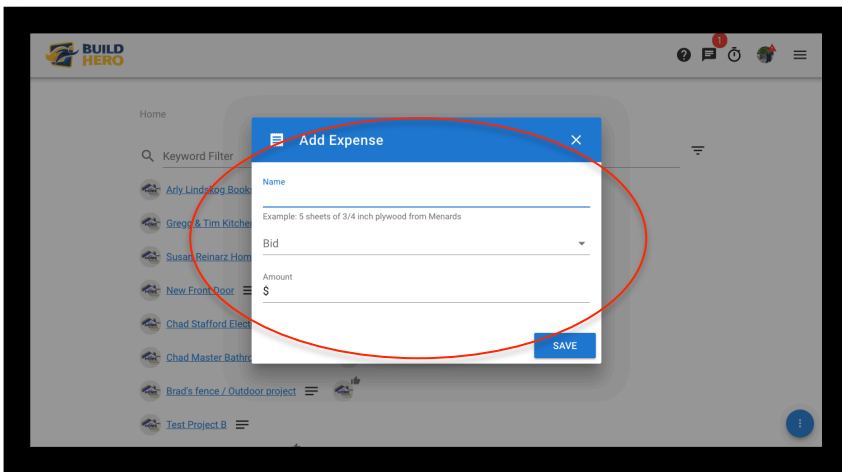


Expense Management:



Add Expense:

Adding an expense can be done by clicking the stopwatch icon and then click add expense.



Add Expense:

After clicking add expense from the drop-down options of the stopwatch icon.

How To:

- **Name:** Type in the name of the expense here.
- **Bid:** Select a bid to “charge” the expense to. The bid(s) that will appear are ones that have been approved.
- **Amount:** Key in the amount of the expense here.

Add Expense:

Adding Expenses:

- **Click Save:** After everything has been populated, then click save.
- **Added to Bid:** The expense will be added to the selected bid.

