

# Changing the status of a reimbursable expense

Not available in AccountRight Basics

## Changing a status does not affect the transaction

If you change the status of a reimbursable expense, the original transaction on which you recorded the expense is not affected. If you want to remove the expense from the original expense transaction or from the invoice, you will need to edit or delete the transaction.

To change the status of a reimbursable expense

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1. Go to the **Lists** menu and select **Jobs**. The **Jobs List** window appears.
2. Select the job for which you want to edit an expense and click **Edit**. The **Job Information** window appears.
3. Click **Reimburse**. The **Job Reimbursable Expenses** window appears.
4. If you want to change the status of a reimbursable expense to **Reimbursed/Removed**:
  1. In the **To Be Reimbursed** tab, click in the select column next to each expense you no longer want to reimburse.
  2. Click **Remove from List**. The expenses you selected are transferred to the **Reimbursed/Removed** tab.
5. If you want to reset the status of a reimbursed expense to **To Be Reimbursed**:
  1. Click the **Reimbursed/Removed** tab.
  2. Click in the select column next to each expense whose status you want to change.
  3. Click **Remove from List**. The expenses you selected are transferred to the **To Be Reimbursed** tab.
6. Click **Cancel**. The **Job Information** window reappears.
7. Click **OK**.

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