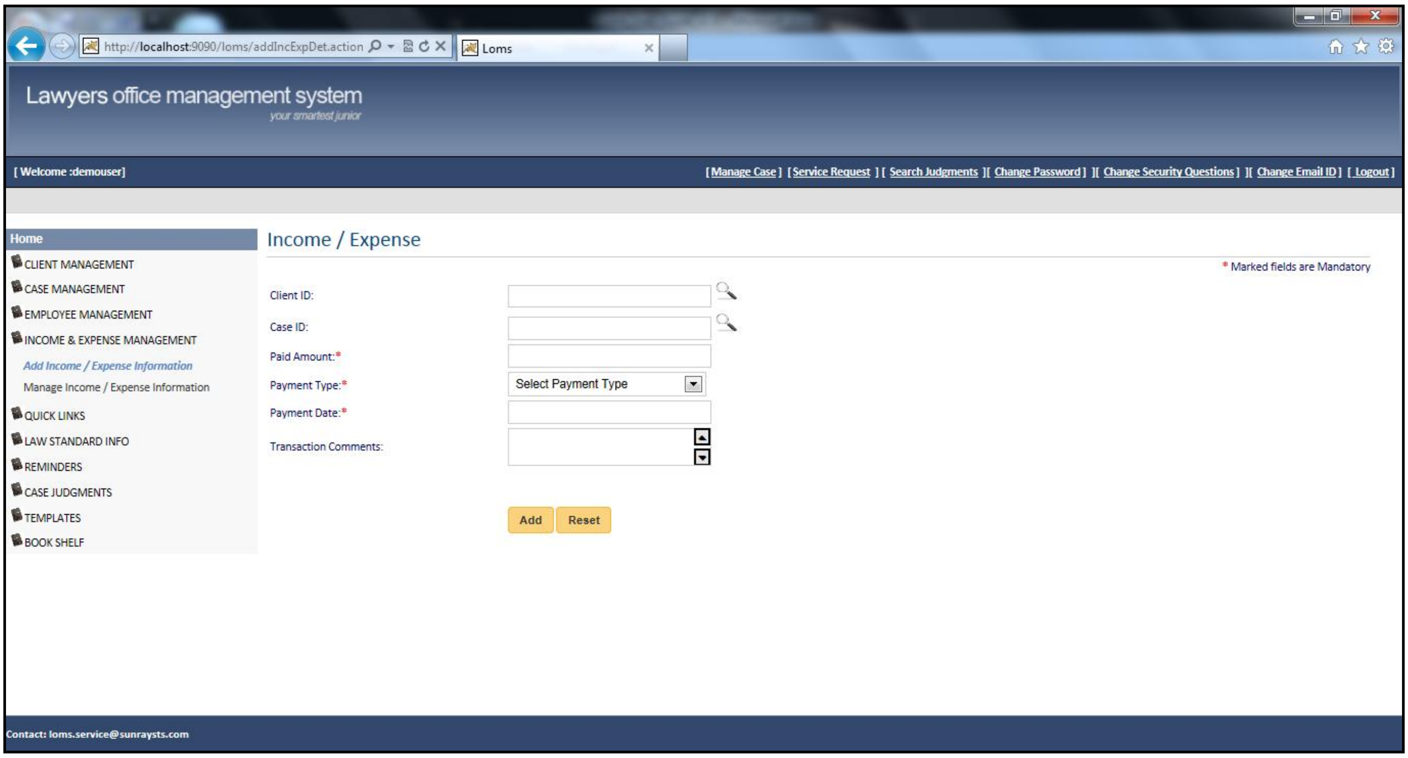
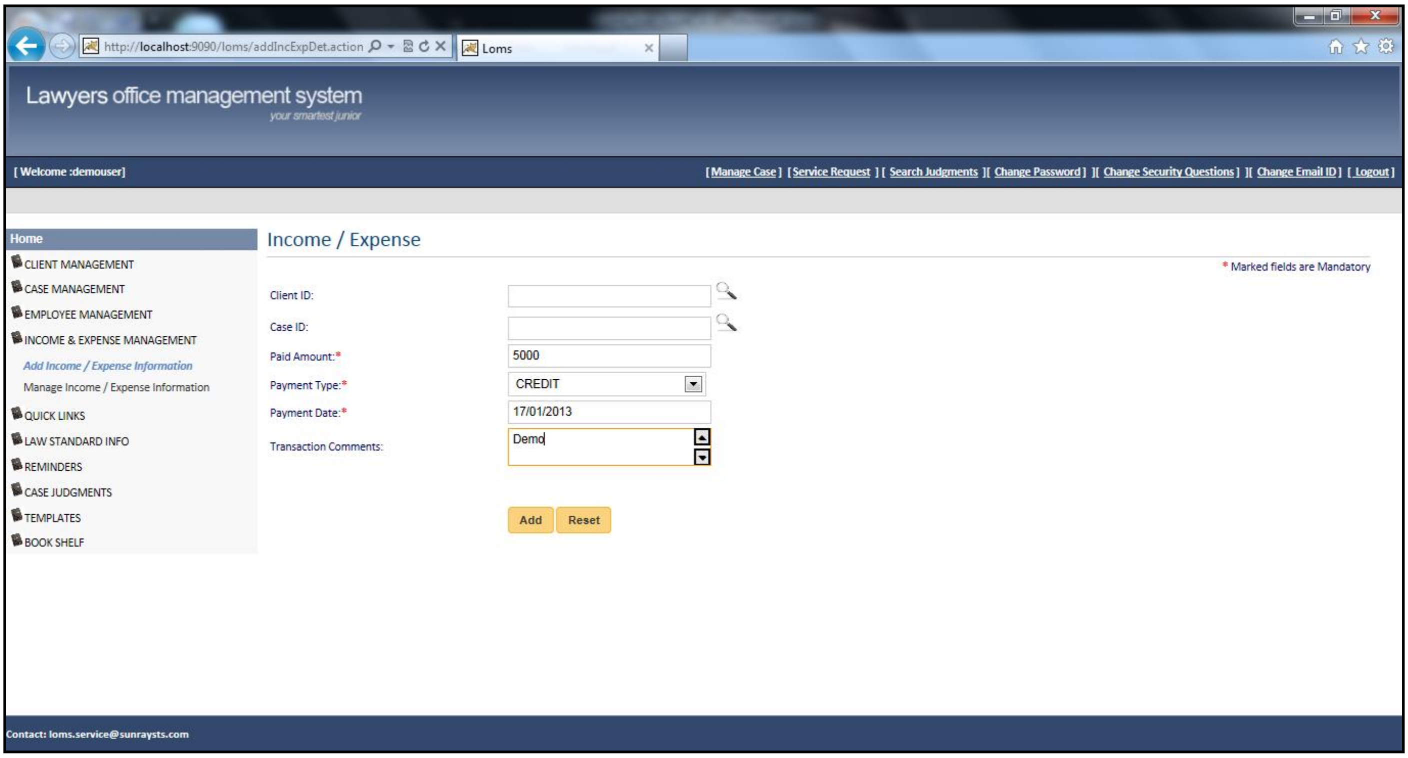
Add Income Expense Information

Step 1: Navigate to the link INCOME & EXPENSE MANAGEMENT > ADD INCOME / EXPENSE INFORMATION



Step 2: Enter the value for the fields **Client ID, Case ID, Paid Amount, Payment Type, Payment Date, Transaction comments** as shown below,

NOTE: The application will not allow the user to post the data to the database without the values for the fields **Paid Amount, Payment Type, Payment Date**



Step 3: Click on the ADD button after entering the values for the mandatory fields. Once the data is added to the database the application will display the message as shown below,