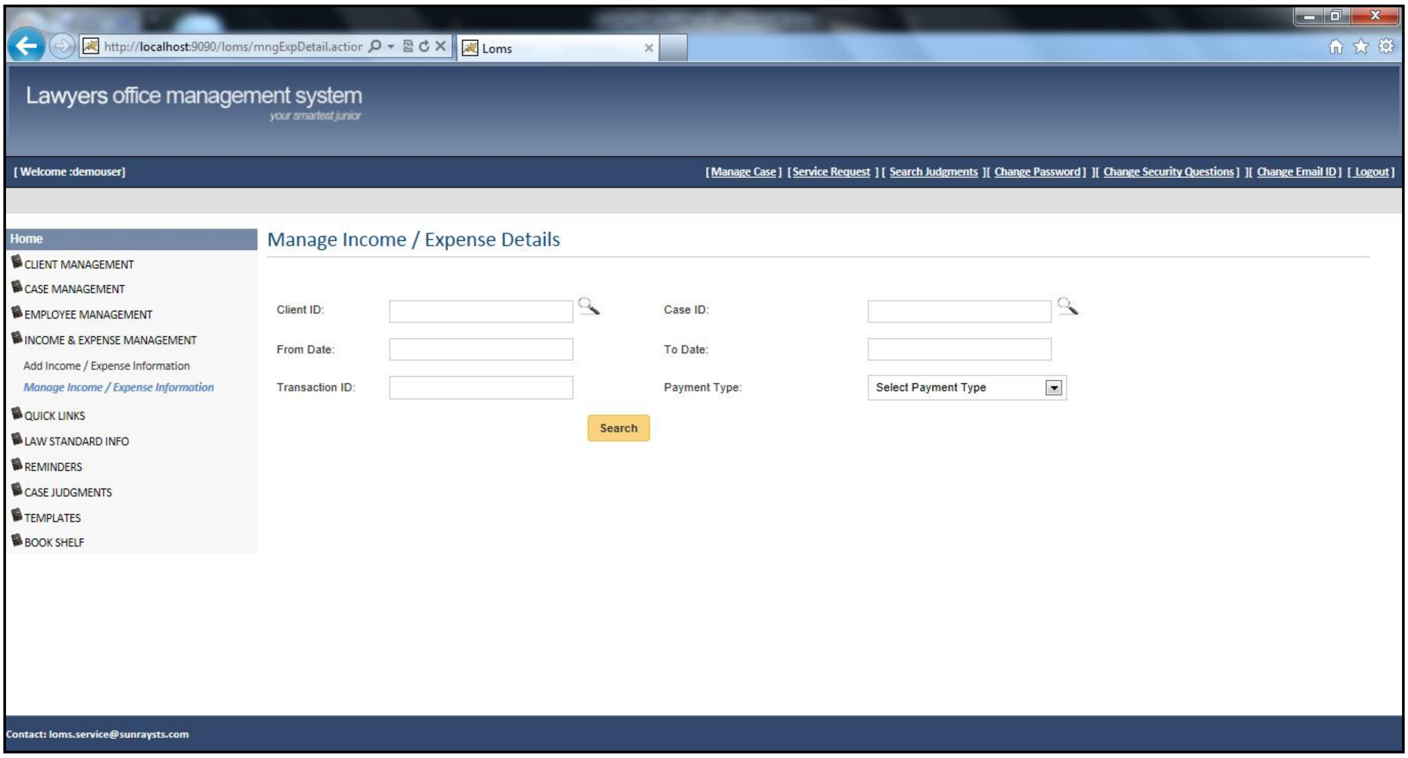
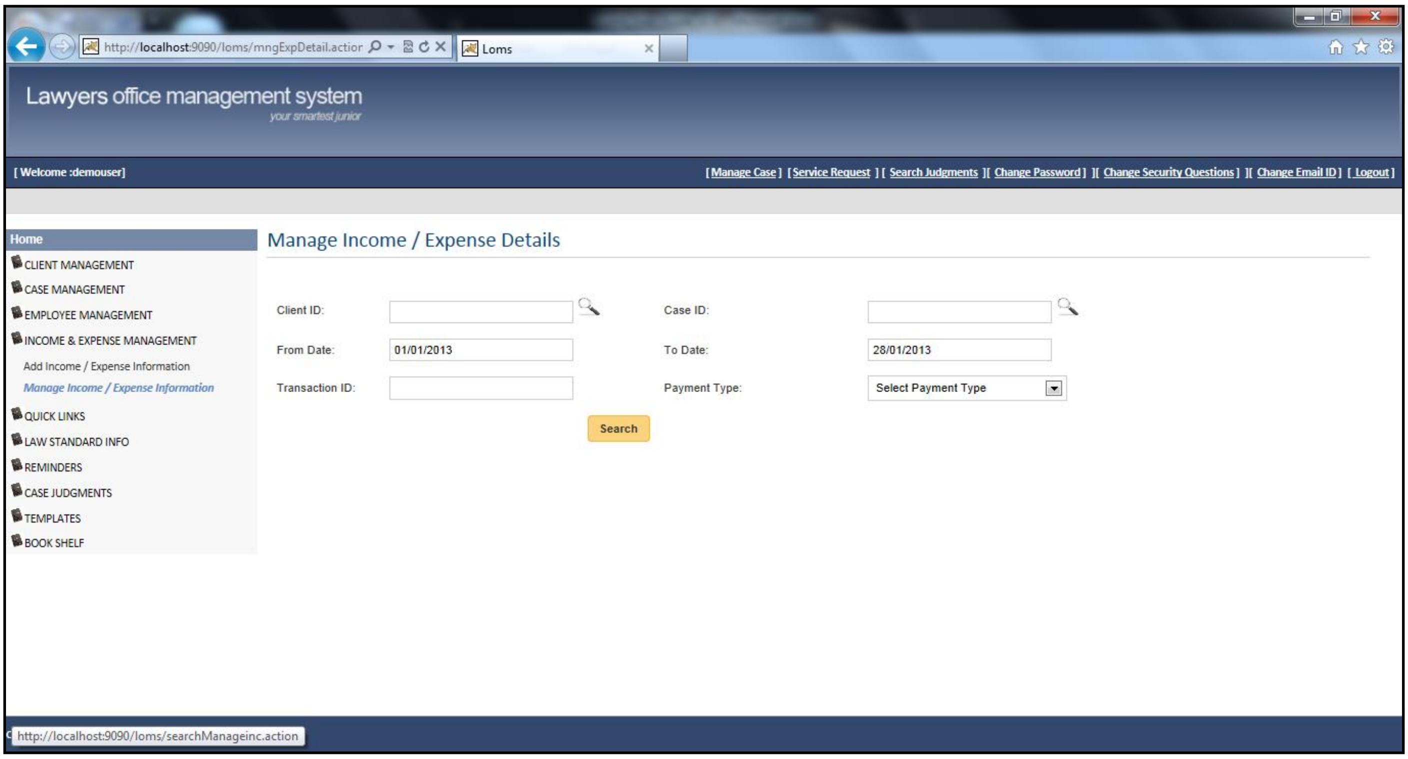
Search Income / Expense Information

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



Step 2: Enter the value for any of the search criteria in the text box as shown below,

NOTE: The user can enter value for any one of the fields like Client ID, Case ID, From Date – To Date, Transaction ID and Payment Type



Step 3: Click on the SEARCH button after entering the search criteria. The application will list all the Income Expense information matching those criteria as shown below,