

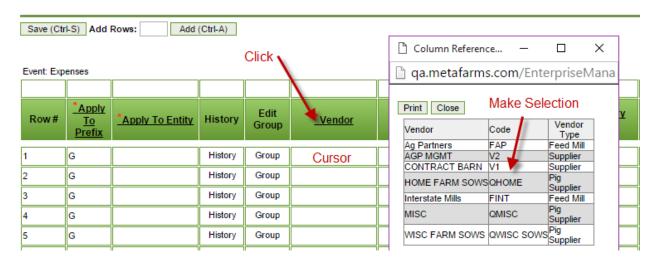
Phone 952.215.3233 • Fax 877.289.3860 • support@metafarms.com

Expense Entry and Search

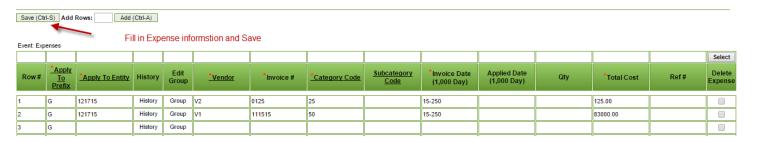


To add expenses you may go directly to the grid below and enter data.

Note: to use the Search popup put your cursor in the cell you want to fill in. Click on the underlined header. The search box will open and you can make your selection.



You may enter multiple expenses for multiple groups and/or sow units at one time.



1 | Page Updated: 12/27/2015

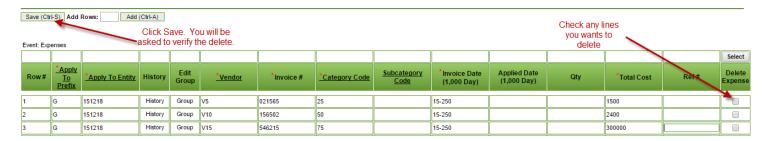
To Search for Expenses

Searching for Expenses may be done in a number of ways. By Group or by Date are the most common.

By Group:



Expenses will come up in the grid below. You may make any changes directly on the grid or delete an expense entry.



To Search by Date or other criteria:

