Expenses Mobile - Manage my Receipt Wallet

Last Modified on 15/12/2019 5:50 pm GMT
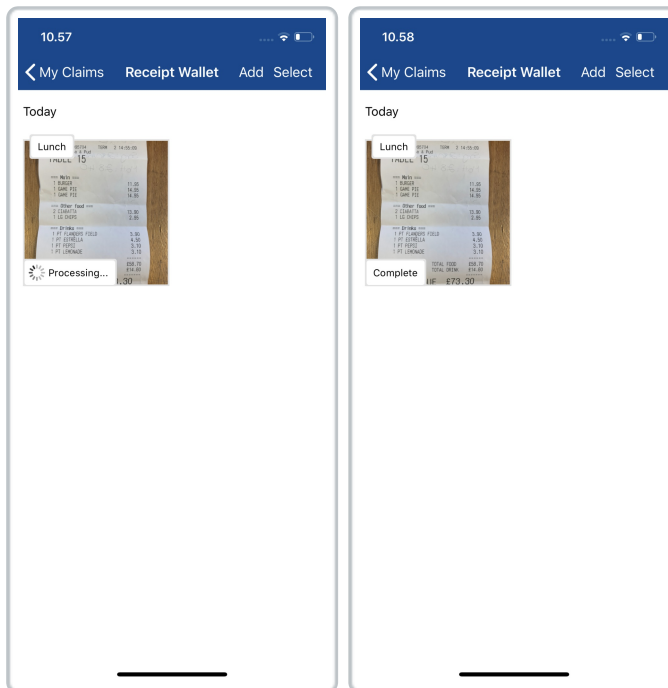
Permissions

You will require the following permissions:

- No permissions required

Edit a Receipt

1. Log into **Expenses Mobile** and tap **Receipt Wallet**. Each receipt will have a status based on whether they have been sent for OCR processing.

    - The two types of status are '**Processing...**' and '**Complete**'.

Status	Description
Processing	The receipt is being analysed to capture specific details such as Total, Date, VAT Amount and Currency.
Complete	The receipt has finished OCR processing and is now ready to be added as an expense.

Note: If your device loses connection to the internet during the processing stage, your receipt will not change to the 'Complete' state. You can manually add the receipt to an expense by tapping the image and then tapping Add to Claim.

2. Tap on the receipt you would like to modify and then tap Edit.
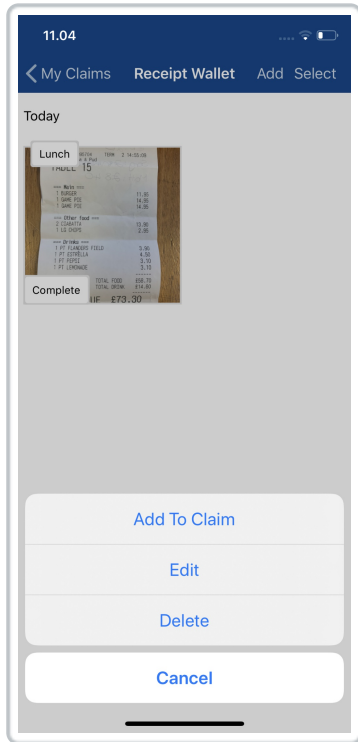
3. Within the **Edit Receipt** page, you can do the following:

Action	Description

Action	Description
Add an Additional Image	Tap the '+' to add a new image to the receipt. Take a photo of the receipt ensuring that it is clear, in-focus and includes the relevant information. - If the image is acceptable tap **Use Photo/Ok/Accept**. - If the image is unacceptable, tap **Retake/Retry** and then attempt to take the photo again. **Note**: If the image is changed or updated on a receipt with a 'Complete' status, it will be automatically be sent for OCR processing again. The 'Receipt Scan Review' screen will update accordingly when the image is added to the claim.
Delete a Receipt Image	Tap ⊗ on an image to delete it from the receipt. Tap **Delete** on the confirmation message to remove the image from the receipt. **Note:** If all images are deleted, upon tapping **Save**, the receipt will be deleted from your Receipt Wallet.
Receipt Name	Tap the **Receipt Name** to edit the name of the receipt.

4. Tap **Save** to send the receipt for OCR processing.

Delete a Receipt

1. Log into **Expenses Mobile** and then tap **Receipt Wallet**.

2. Tap on the receipt you would like to delete and then tap **Delete**.
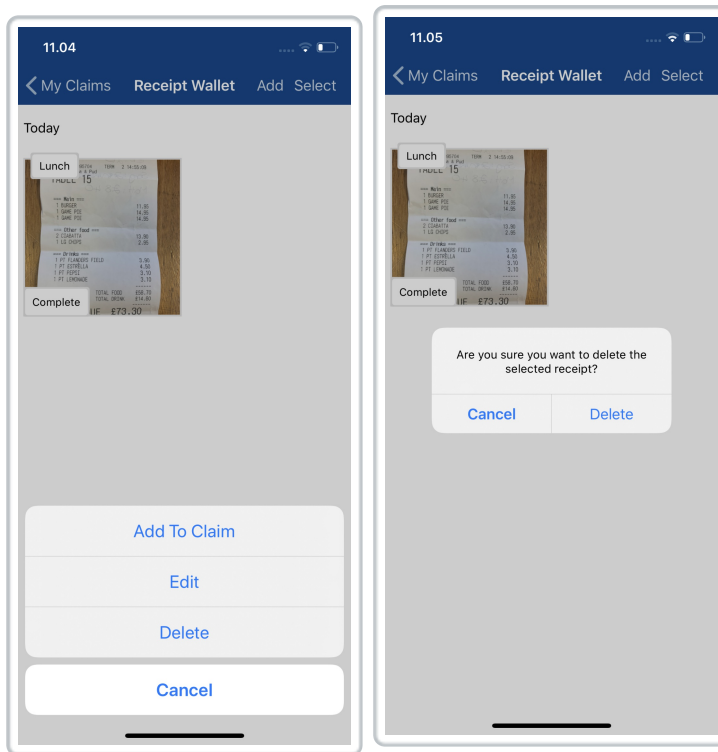
> **Note:** To delete several receipts at the same time, press and hold on a receipt or tap **Select** and then tap on multiple receipts. Once you have selected all the receipts that you would like to delete, tap **Delete**.

3. Tap **Delete** on the confirmation message to remove any selected receipts from your Receipt Wallet.

Add an Expense

For more information on how to add an expense using Receipt Scan, view Mobile - Add an Expense using Receipt Scan.

> **Note:** After adding a receipt to an expense, the receipt cannot be returned to your Receipt Wallet.