

Mobile - Manage My Receipt Wallet

Last Modified on 02/02/2021 11:44 am GMT

Permissions

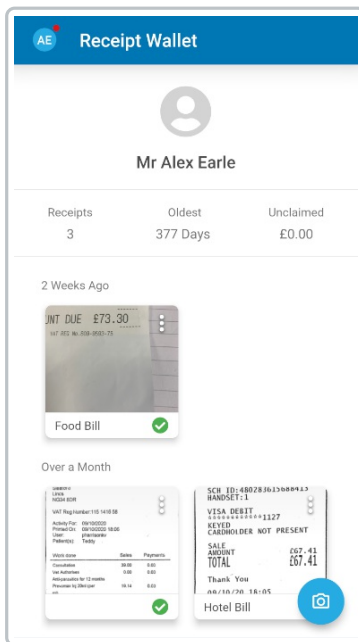
You will require the following permissions:


- No permission required

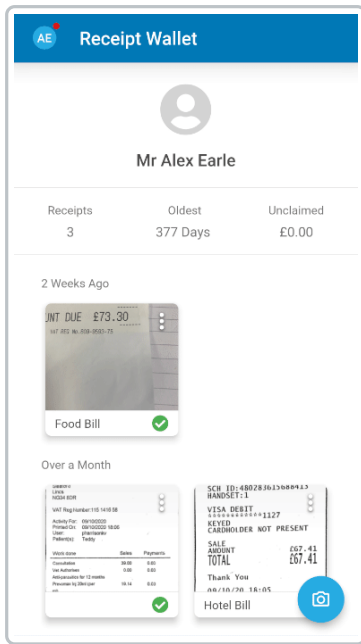
Managing your Receipt Wallet can be a big help if you want to make a small change! This article will explain how to manage your receipts.

Edit a Receipt

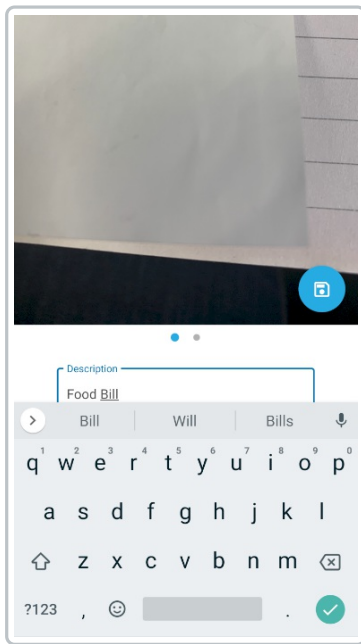
1. Tap the **Navigation Menu**  and then tap **Receipt Wallet**.




2. Tap the menu  on the receipt you want to edit and then tap **Manage Receipt**. You will be taken to an overview of your receipt.



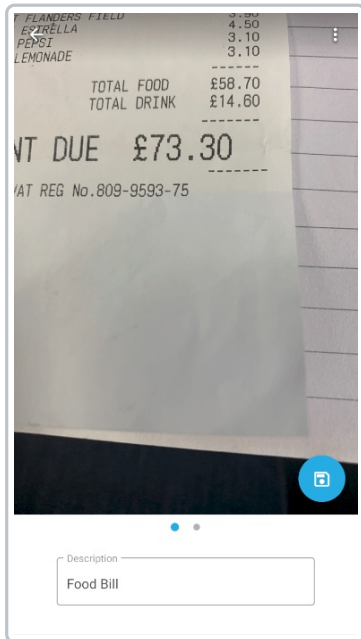
3. Enter or amend the description for your receipt.




Note: The description will be used to populate the 'Other Details' field when adding an expense.

4. Tap the menu  where you can do the following:

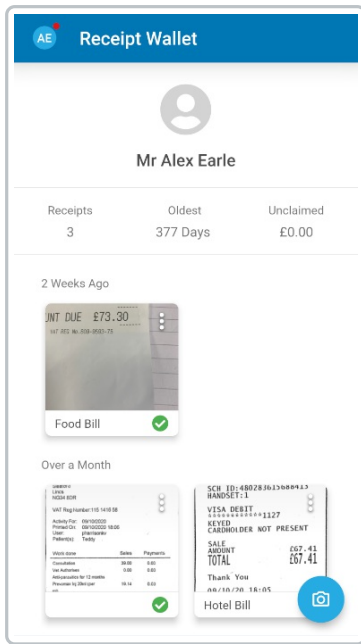
Action	Description
Add Image from Gallery	This allows you to add an image from your gallery to your receipt.
Add Image from Camera	This allows you to take a photo from your camera and then add it to your receipt.
Remove Image	This will delete the image that is currently being shown. If this is the only image, you will be taken to the Receipt Wallet and the receipt will be deleted.




5. Tap **Save**  when you have finished editing your receipt.

Delete a Receipt

1. Tap the **Navigation Menu**  and then tap **Receipt Wallet**.



2. Tap the menu  on the receipt you want to delete and then tap **Delete Receipt**.

