## Mobile - Manage My Receipt Wallet

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## 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 i on the receipt you want to edit and then tapManage Receipt. You will be taken to an overview of your receipt.

AE Receip	t Wallet			
9				
	Mr Alex Earle	•		
Receipts 3	Oldest 377 Days	Unclaimed £0.00		
2 Weeks Ago				
Food Bill	B Sch IR HANDSE VISA I KYVD CARDO R ADDITAL Se ToTAL	LIDER NOT PRESENT		

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.

	9	
	Mr Alex Earle	
Receipts	Oldest	Unclaimed
3	377 Days	£0.00
2 Weeks Ago JNT DUE £73.3		
UNT DUE £73.30		
UNT DUE £73.33 117 85 % 806-885-75 Food Bill Over a Month		
INT DUE E73.33	Stander 8	4802836135859433 11 8117-1127 8 0068 NOT PRESENT 607.41 107.41

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

