

HOME	STATEMENTS	ACCOUNTS	REPORTS	EXPENSES	ADMINISTRATION	HELP
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Add Receipt

Date Posted: 4/26/2018
Date Occurred: 4/25/2018
Billing Amount: \$10.42
Merchant Name: CVS/PHARMACY #06930

Available Receipts

Upload Receipts

Unattached Receipts
There are no unattached receipts available.

OK

If you uploaded receipts from the home page, they will be here in the "Unattached Receipts" bucket

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Available Receipts

Upload Receipts

- Supported file types: .pdf, .jpeg, .tiff, .gif, and .png.
- Each file must be less than 5 megabytes.

 [Browse](#)

Name this Batch?

To upload a receipt to the available receipts bucket, click on this tab and browse to upload 1 or multiple.

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Browse

Name this Batch?

April 2018 (optional)



Description: Sample Receipt

UPLOAD

OK

Name the receipt in the description line. Then click **UPLOAD** to add to available receipts. Then you can go to the available tab to attach it to the transaction.