WELLSONE EXPENSE MANAGER
RECEIPTS

Unlink or Remove a Receipt
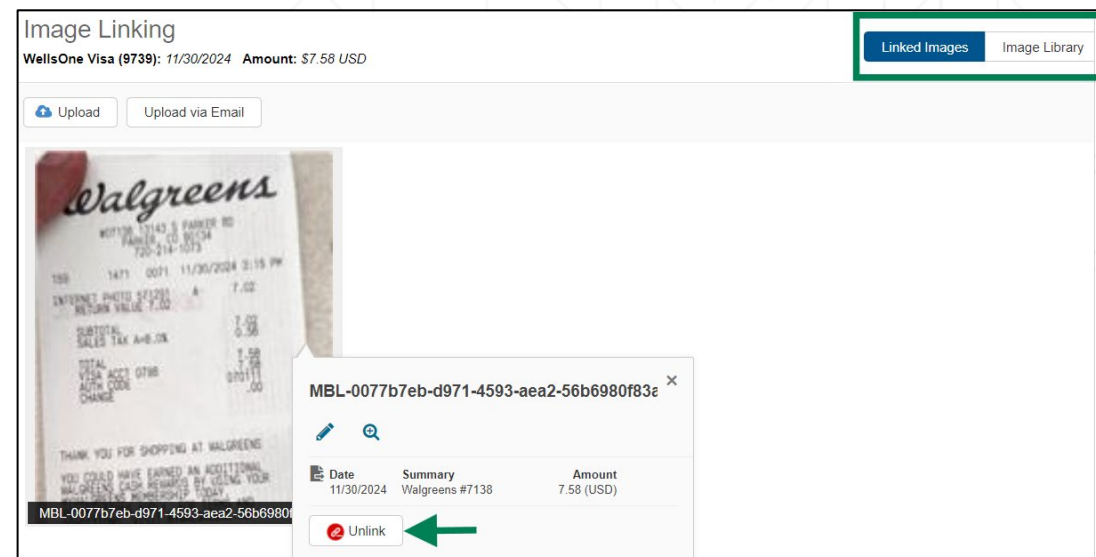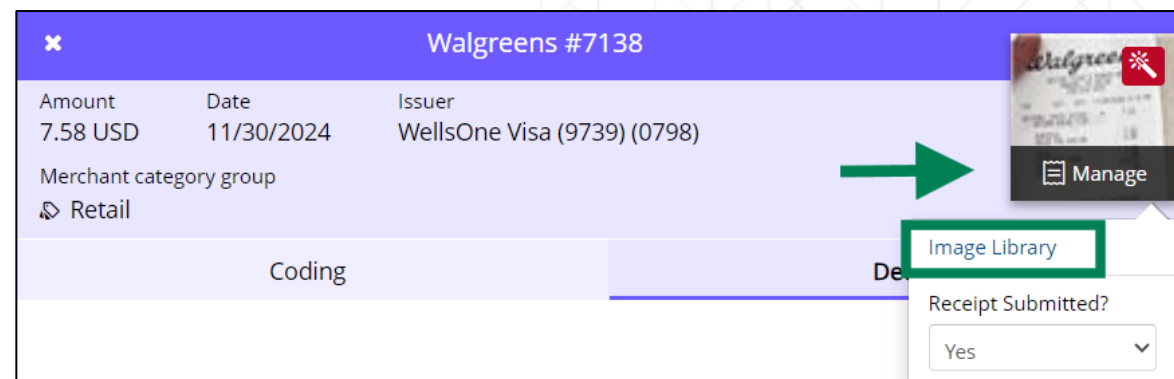
Unlink or Remove a Receipt

A receipt can be unlinked or removed from a transaction before it is approved.

- Open the transaction, click on Manage on the receipt image.

- Click Image Library to open the image.

- Click on the green paperclip.

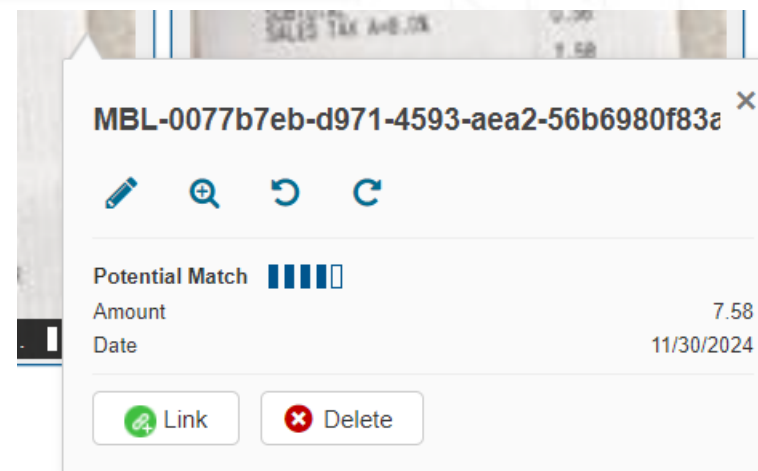- Click the Unlink button to remove the receipt.

Unlink or Remove a Receipt

A receipt can be unlinked or removed from a transaction before it is approved.

- Click the Image Library button to select a different receipt.

- Click on the correct receipt to attach, then click on it.

- Click the Link button in the window, then close it.

THIS COMPLETES THE VIDEO TRAINING ON
UNLINKING OR REMOVING A RECEIPT