



WELLSONE EXPENSE MANAGER

RECEIPTS





WellsOne Training

Receipts


Unlink or Remove a Receipt

WellsOne® Expense Manager

Home Accounts **Expenses**

Expenses

Select all [Code selected expenses](#)

<input type="checkbox"/>	 Amazon Mktp	26.50 USD
	WF Visa 9739 (8815) 06/17/2025	

Usps Po 0569360111

Amount 2.10 USD Date 04/25/2024 Issuer WellsOne Visa (9739) Merchant category group Government Services

Coding Details

Spend Wizard Expense template

1

Amount incl 2.10 USD	GL Code	+
Tax N/A	Department	+
Tax amount 0.00 USD	Class	+
	Program	+
	Vendor ID	+
	Invoice Number	+
	Invoice Date	+

Split Personal

Supplier Details

Purchase Usps Po 0569360111

Business Purpose





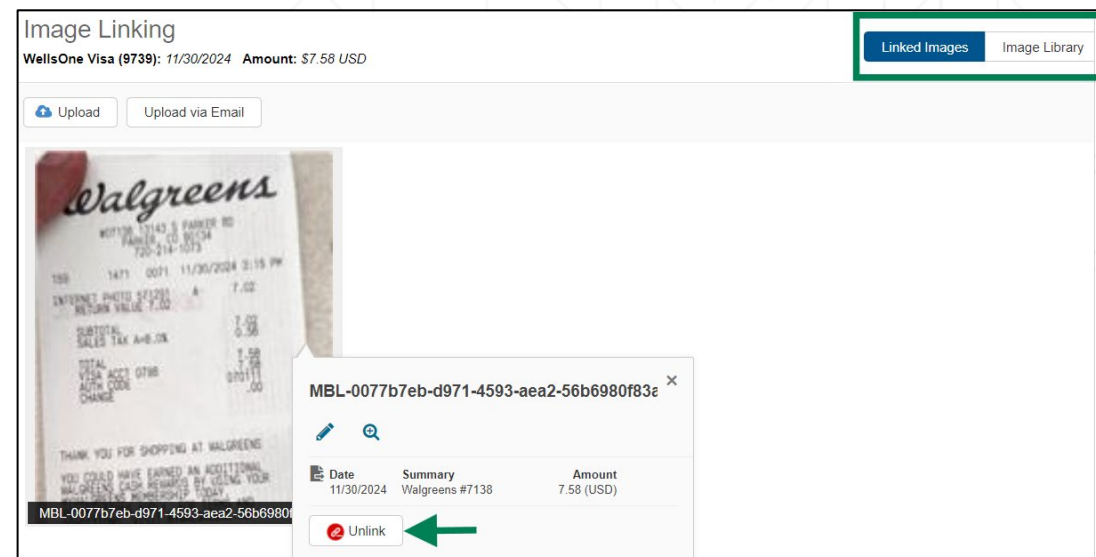
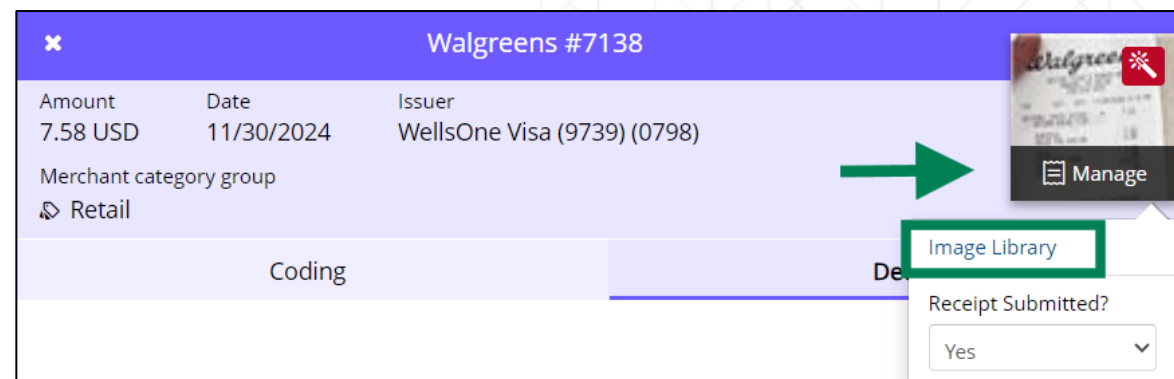
WellsOne Training

Receipts

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.

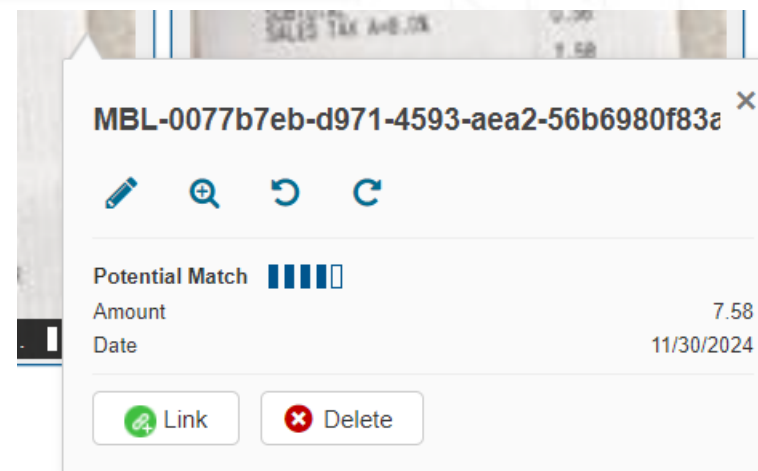




Unlink or Remove a Receipt

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

