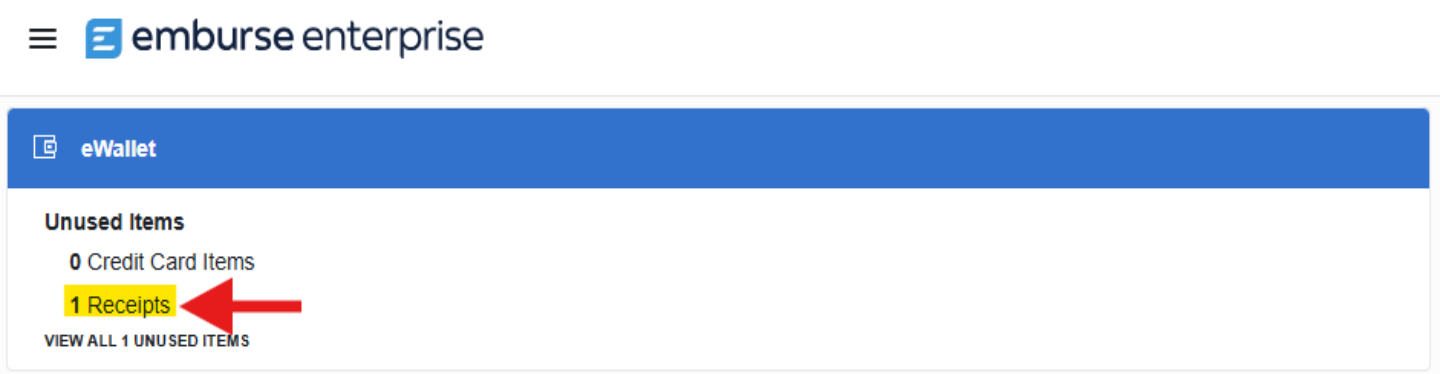
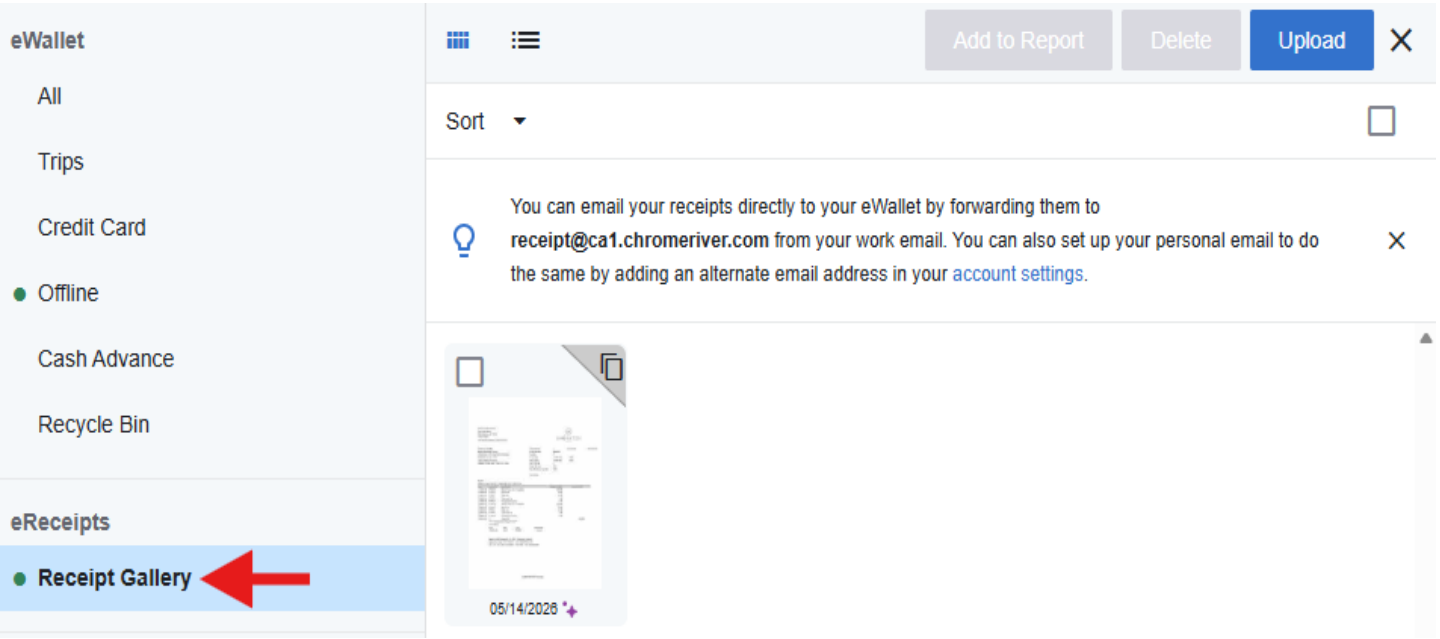
Emburse User Guide:
View the Receipt Gallery

To view the **Receipt Gallery**, locate the **eWallet** ribbon in the upper-left corner of the Emburse homepage.

Click the **Receipts** link, which displays the number of receipts currently stored in your eWallet.



The **Receipt Gallery** opens in a panel on the right and displays any uploaded receipts. Click a receipt to view its details in an expanded window on the left.



Receipt Gallery Actions

- **Add a receipt to an Expense Report:** Select the checkbox next to the receipt, then click **Add to Report**.
- **Delete a receipt:** Select the checkbox next to the receipt, then click **Delete**.
- **Upload a receipt:** Click **Upload**.

