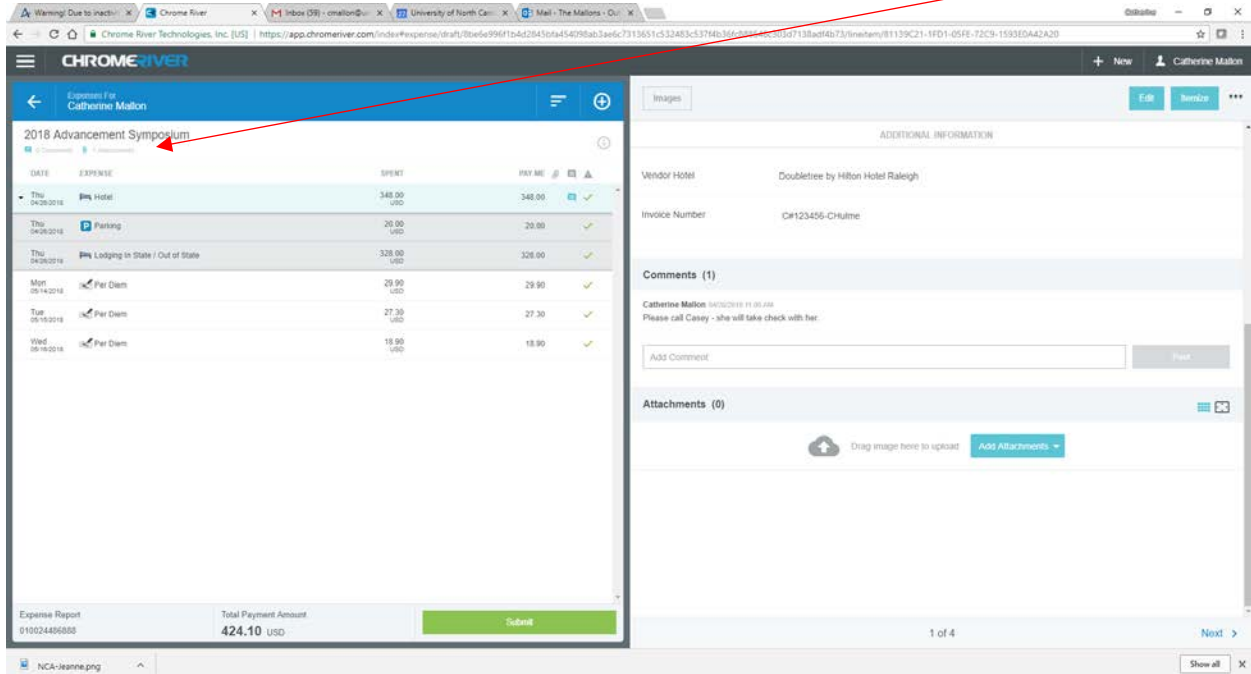
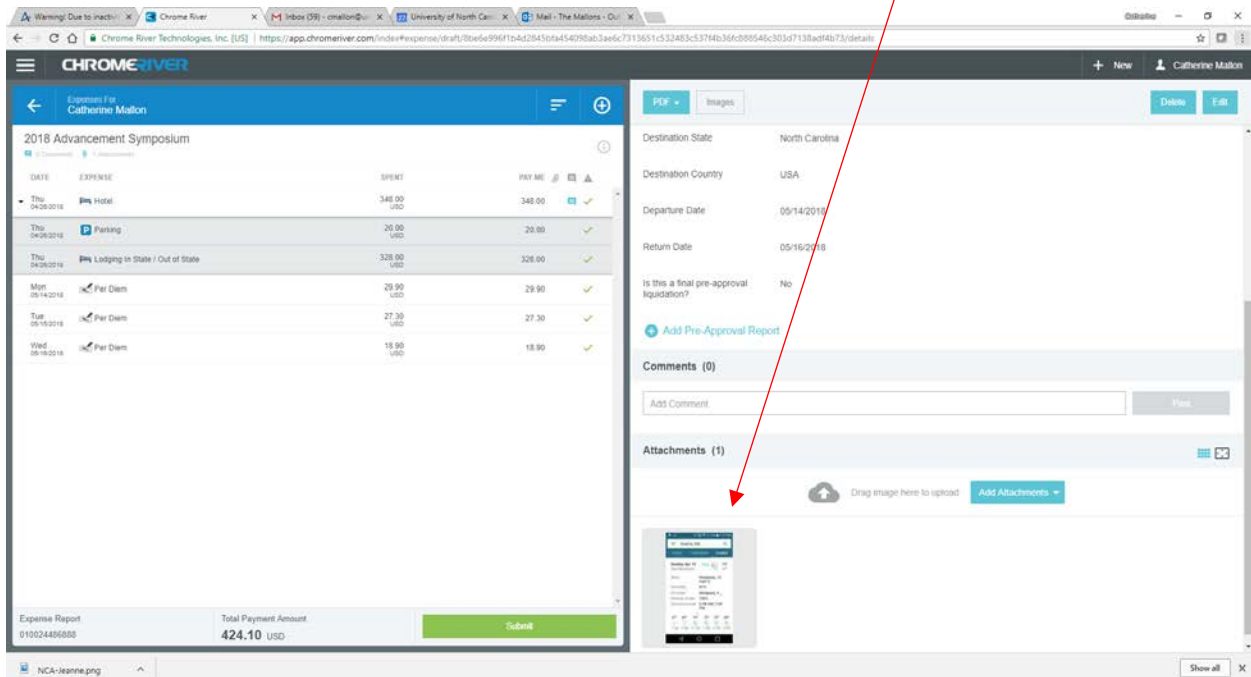


MOVING A RECEIPT FROM THE HEADER TO THE DETAIL LINE ITEM

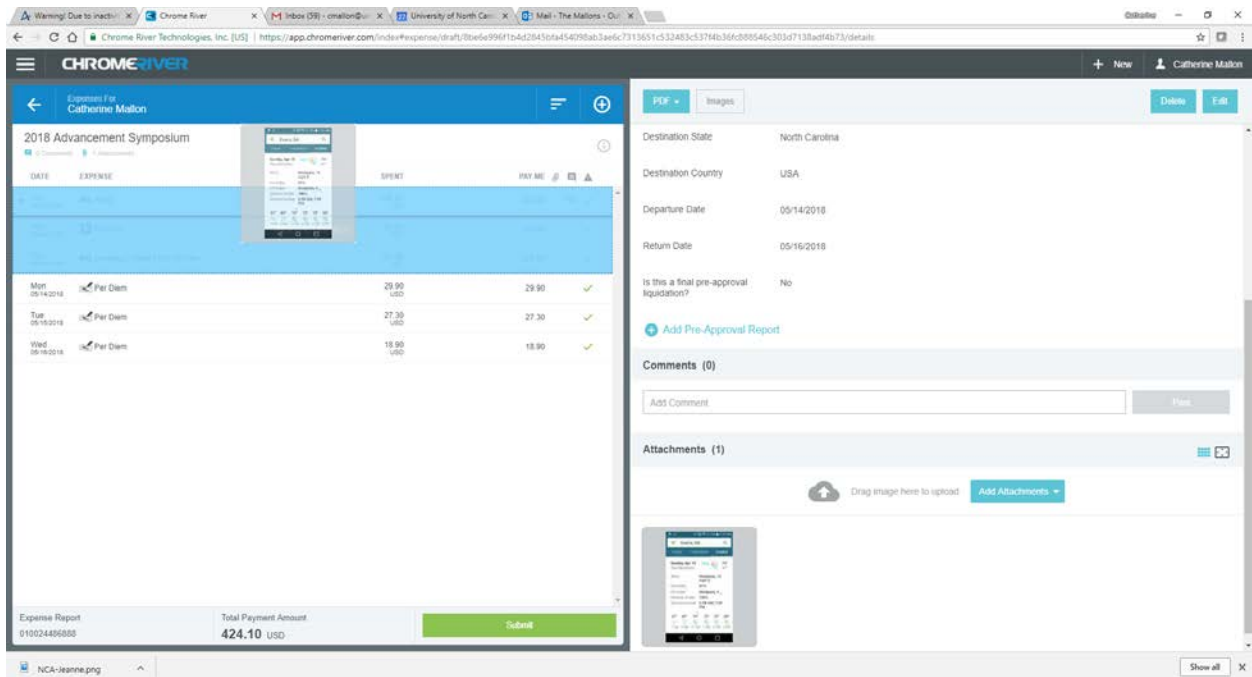
1. You know that you uploaded a receipt but you are getting an error that says it's not attached – first look in your header and see if you have attachments. If so, click on the header.



2. Scroll down on the right until you see your receipt in question.



3. Click and drag your receipt shown on the right to the detail line item on the left.



4. Once you have released your mouse you will see the "paperclip" by the detailed line item. You have not successfully moved your receipt.

