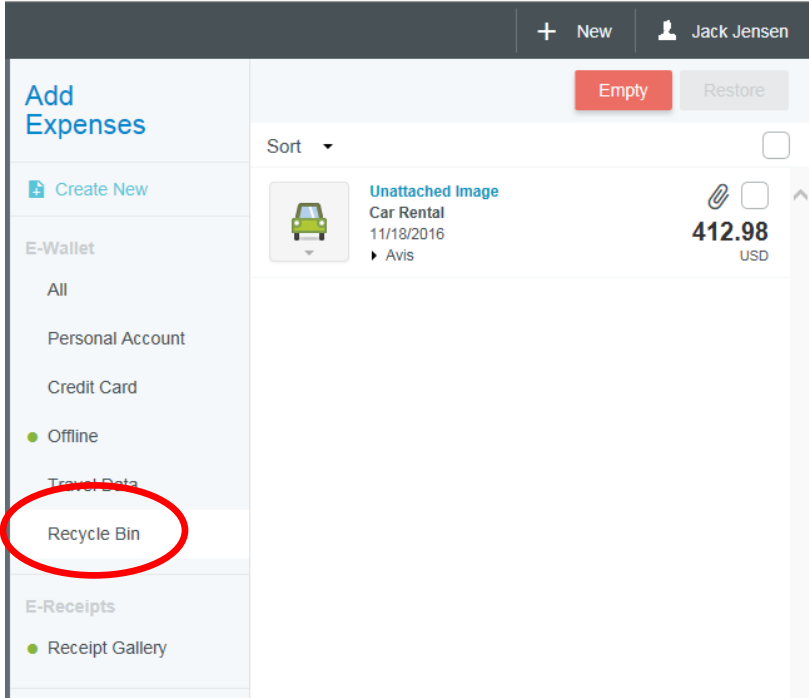
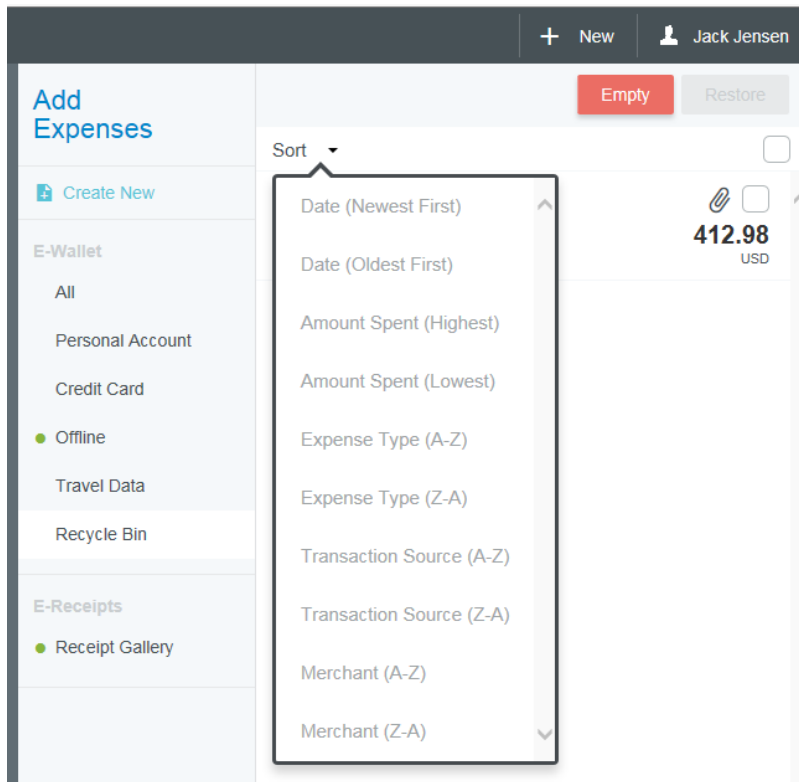


Recycle Bin

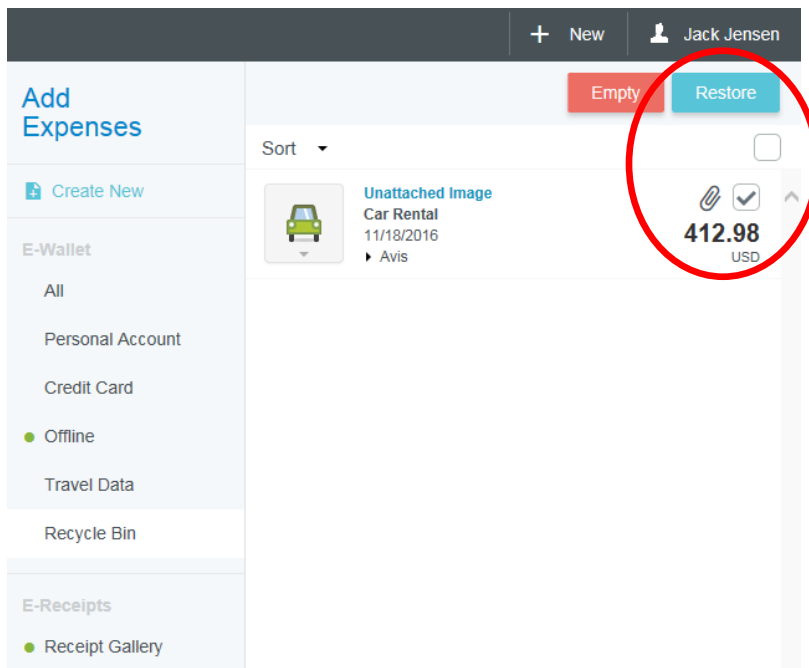
The Recycle Bin contains expense items that have been deleted from expense reports and your E-Wallet. It does not contain images that were uploaded directly to the Receipt Gallery and then deleted. However, it may contain Receipt Gallery images that were processed by Optical Character Recognition (OCR) and turned into Offline items, added to a report, deleted from that report, and then returned to the Offline folder before being deleted. From the Recycle Bin you may either delete items permanently or restore them to the E-Wallet.



You may sort the items in the Recycle Bin by tapping **Sort** in the upper left-hand corner of the list and selecting a sort criterion from the drop-down list. Choices include sorting by date, amount spent, expense type, transaction source and merchant.



Tap the check box in the upper right corner of an item to select it. Then tap the **RESTORE** arrow button to send it back to your E-Wallet.



Tapping the **EMPTY** trashcan button—regardless of whether any items have been selected via check box—will permanently delete **all** items in the Recycle Bin.

Add Expenses

Empty Restore

Sort

Create New

E-Wallet

- All
- Personal Account
- Credit Card
- Offline
- Travel Data
- Recycle Bin

E-Receipts

- Receipt Gallery



Unattached Image
Car Rental
11/18/2016
▶ Avis

412.98
USD