



PAPER RECEIPTS

- Take a photograph of your receipt **AS SOON AS YOU GET IT**
- Email it to your image database using the contact name set up on Outlook as soon as you can
 - (see Quick Start Guide 1)

ONLINE RECEIPTS

- Must be an *attachment* and in an accepted format e.g. .pdf .jpg or .png
- Use 'Print to pdf' if the receipt is in the body of the email (see Section B3 in manual)