How to View an Expense Receipt or Attachment

View the expense receipt

1. Find the expense in history.
2. Select its numbered receipt link or open the action menu.
3. Choose **View Receipt**.

View attachments

1. Select the attachment-count indicator on the expense row.
2. Choose the attachment from the list.
3. Review it in the attachment viewer.

Compare the stored expense information with the source document when reconciling records.

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