

# Receipt Management

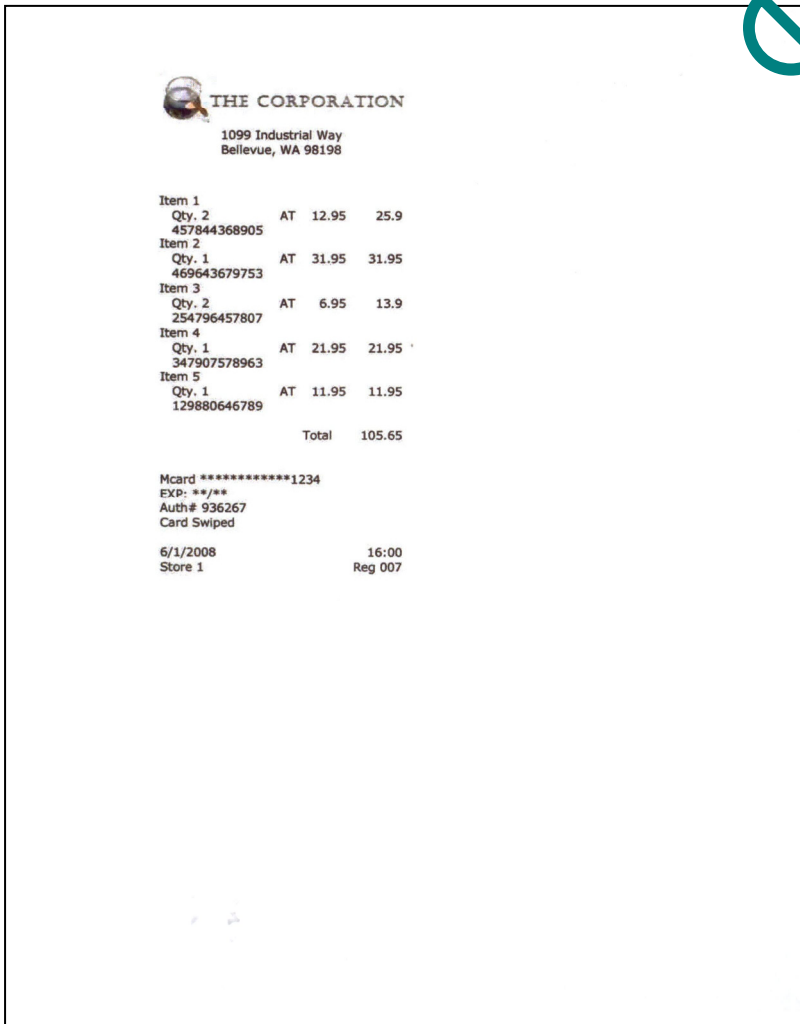
## Table of Contents

Page 2	Receipt Requirements
Pages 3-4	Submitting a Receipt
Page 4	Editing Your Receipt
Pages 5-6	Microsoft Office Picture Manager
Pages 6-8	Microsoft Paint

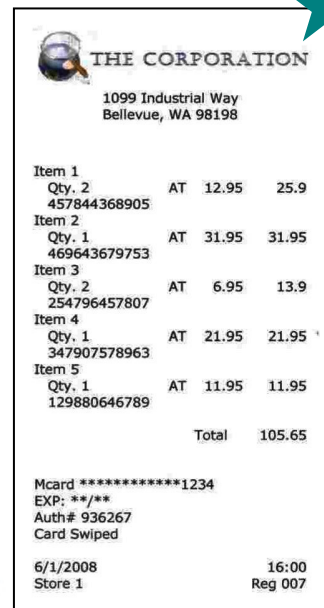
# Receipt Requirements

If you received an email with the subject, "**Your receipt does not meet our requirements**," it is most likely because your image has too much background (like the image on the left below), or it is too blurry. Please reference this document to fix the receipt, and then resubmit it online.

- The receipt (or ticket) image needs to be **clear and easy to read**.
- Submit your **itemized receipt** (if applicable) and not a credit card slip.
- The image should be in **.jpg format**.
- The image should be **400 pixels or less** wide. It can be any height.
- The image should **not exceed 100KB** in file size.
- Right click your image to and look at "Properties" to find out the file size and type.
- The receipt image should be the width of the receipt. For example, if you scanned the receipt, you need to **cut out the white background around the receipt**. See below for an example of too much background.



**See Pages 4-8:  
Editing Your Receipt**



## Submitting a Receipt

1. Log in. Click Scheduler, and then open up **My Shops**.
2. Click **Search** to see My Shops.
3. Click the **Receipt** button for the shop you are working on.

Page > 1

<a href="#">Company</a>	<a href="#">Store Name</a>				<a href="#">Start Date</a>	<a href="#">End Date</a>	<a href="#">Surveys Reqd</a>	<a href="#">Surveys Submitted</a>	<a href="#">Receipts Submitted</a>		
<input type="checkbox"/> TheCorp	Store 1	<a href="#">Details</a>	<a href="#">Instructions</a>	<a href="#">Survey PDF</a>	Survey	<b>Receipt</b>	01Jun2008	10Jun2008	3	0	0
<input type="checkbox"/> TheCorp	Store 4	<a href="#">Details</a>	<a href="#">Instructions</a>	<a href="#">Survey PDF</a>	Survey	Receipt	12Jun2008	21Jun2008	2	0	0

4. Click **Browse**.

Image File: (Jpg Only; 100KB Max)  **Browse...**

User Name: Megan Dortch  
User ID: 33506LBX

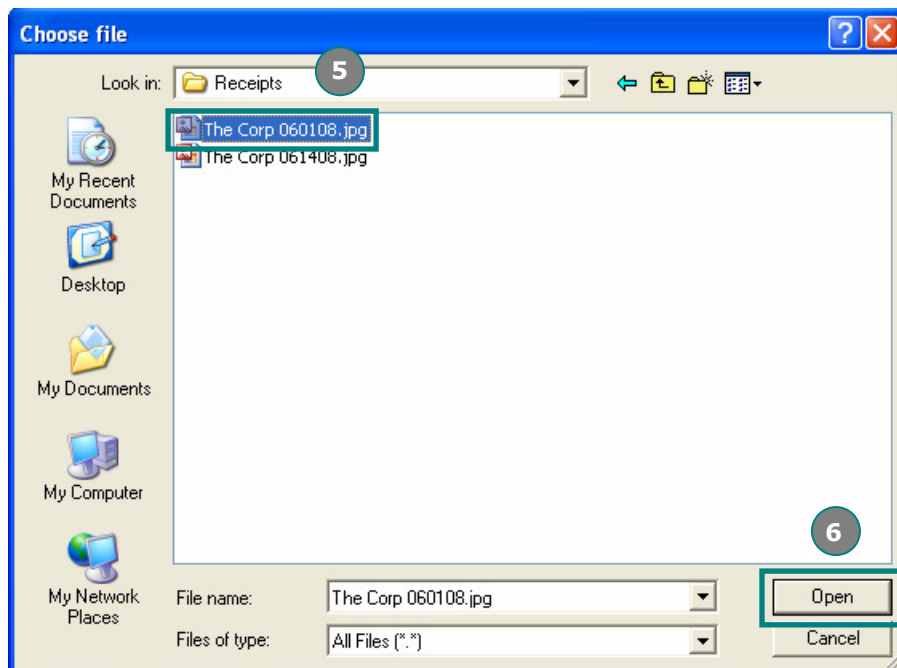
Schedule Name: Thecorp\_Store\_1\_Retail\_01Jun2008\_10Jun2008\_15Sep2008\_1219359  
Amount: \$  Comments:  **Add**

**Edit** **Delete**

---

**Date Added** **Receipt ID** **Amount** **Report Fee** **Billable Expense** **Non-Billable Expense** **Status** **Comment**

5. **Find and select your receipt** in the pop-up box.
6. Click **Open** to load the file.



- Enter in the **receipt amount** and any relevant comments. For \$0, put 0.00. Do not use a \$ sign.
- Click **Add**.

Image File:

User Name: Megan Dortch

User ID: 33506LBX

Schedule Name: Thecorp\_Store\_1\_Retail\_01Jun2008\_10Jun2008\_15Sep2008\_1219359

Amount: \$

Comments:

- To see your receipt, click the **Details** button.
- To edit your receipt image or amount, **click the box** next to the receipt, then click the **Edit** button.

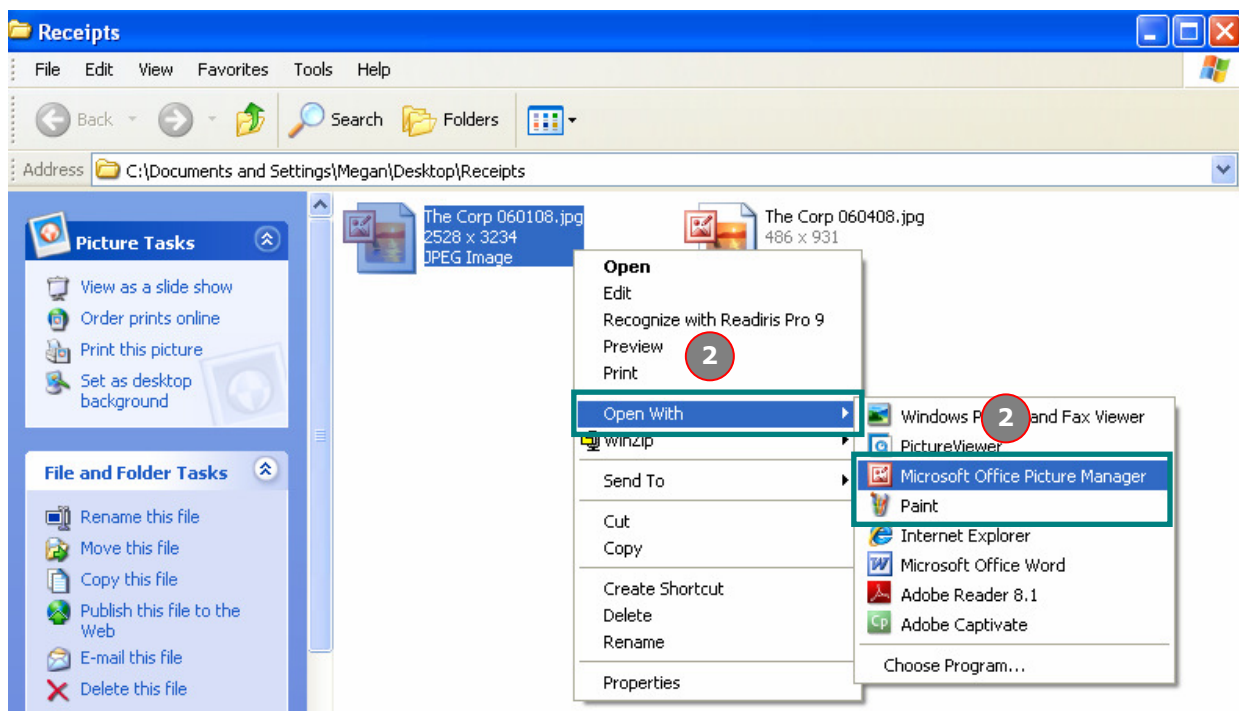
Date Added	Receipt ID	Amount	Report Fee	Billable Expense	Non-Billable Expense	Status	Comment
15Sep08	75545LOQ	\$105.65	\$0.00	\$0.00	\$0.00	Submitted	--

## Editing Your Receipt

*There are several different programs that will edit your images. Two will be outlined here. The first one is Microsoft Office Picture Manager and the other is Microsoft Paint. Microsoft Office Picture Manager takes fewer steps, but it is only available to Microsoft Office users. Microsoft Paint is available on most computers.*

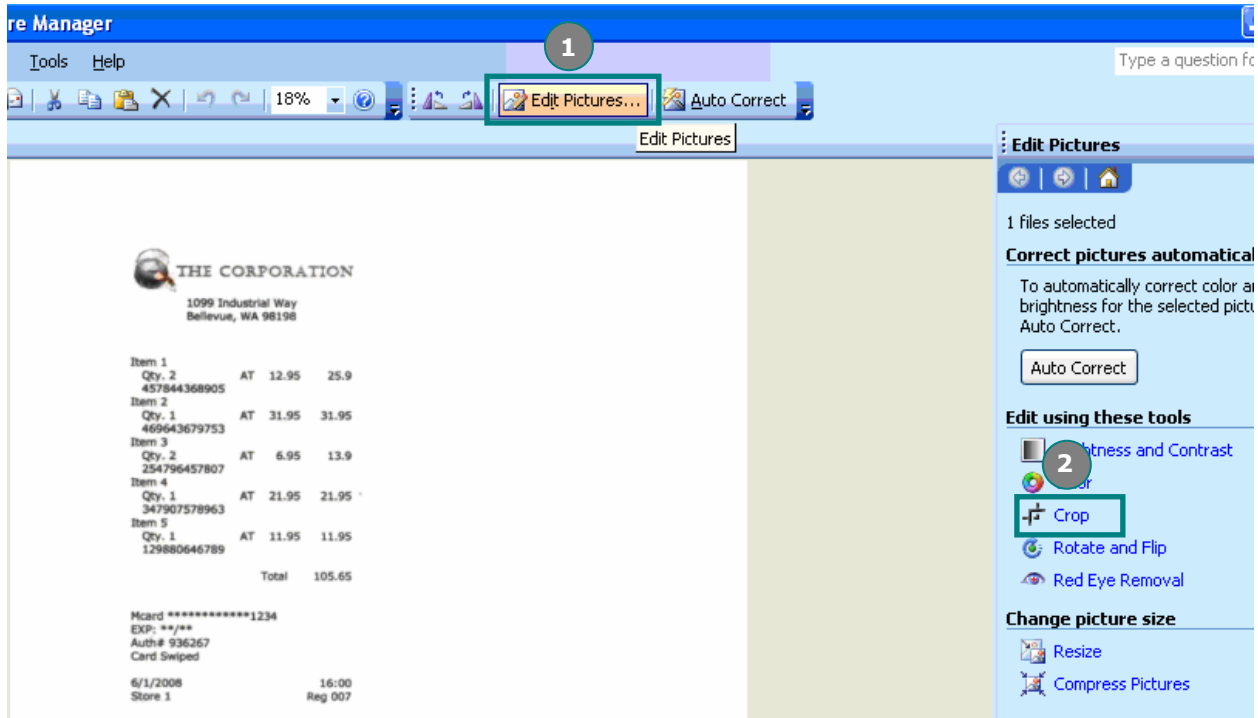
### To open your image:

- Locate the image on your computer and **right click** (do not left click).
- Click **Open With** and choose **Microsoft Office Picture Manager or Paint**.

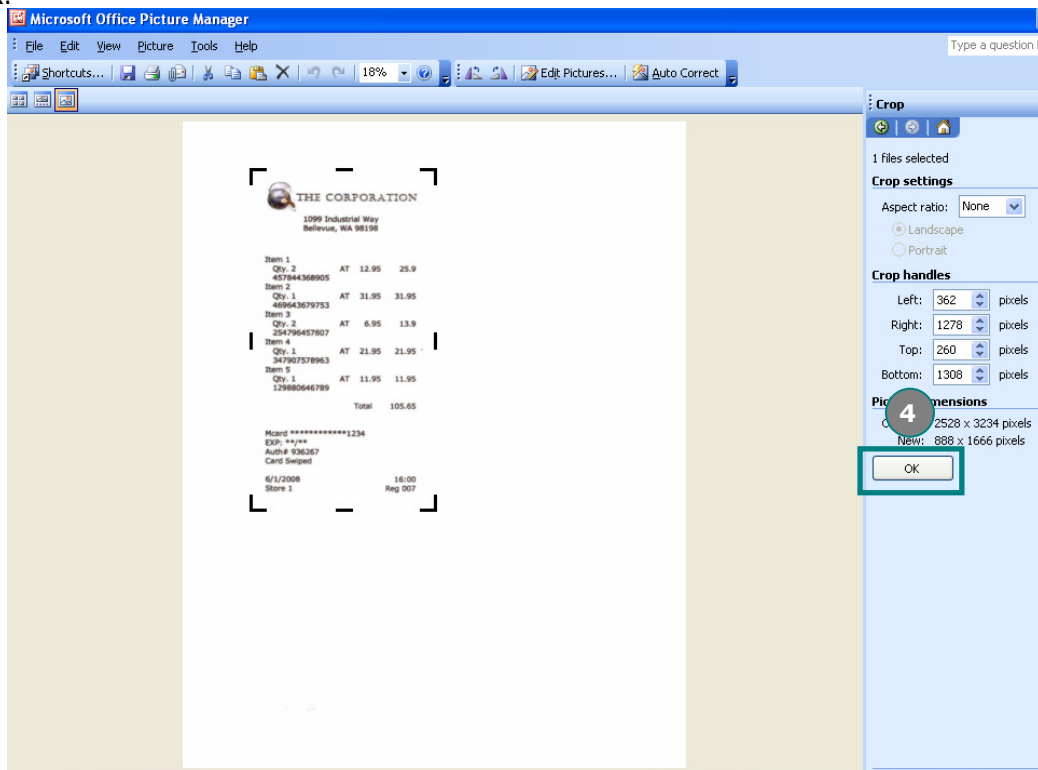


# Microsoft Office Picture Manager (see pg 4 for how to open your image in MS Picture Manager)

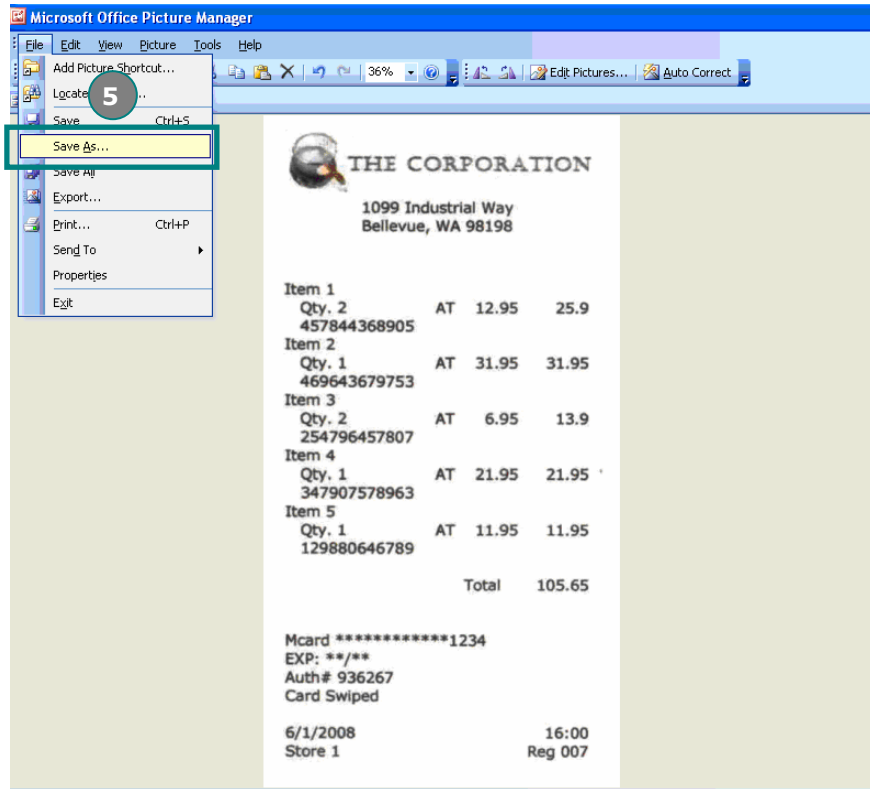
1. Click **Edit Pictures** on the tool bar.
2. On the right side menu, click **Crop**.



3. **Drag the black dashed lines** to only include your image and eliminate background.
4. Click **Ok**.



5. On the top left **File** menu, select **Save or Save As** to save the edited image to your computer.

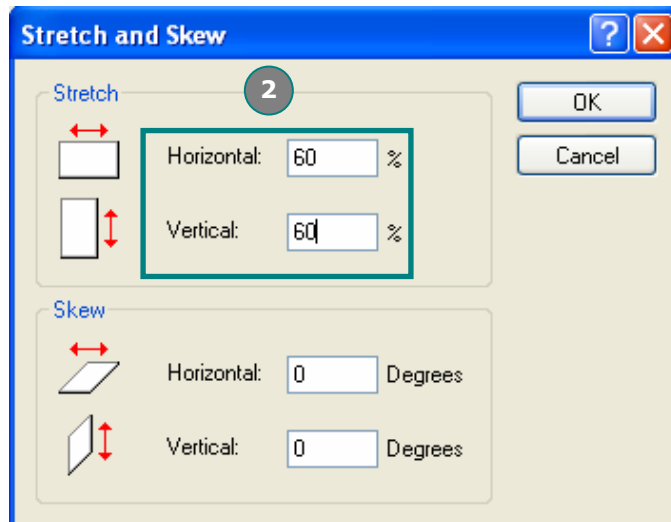


## Microsoft Paint (see pg 4 for how to open your image in Microsoft Paint)

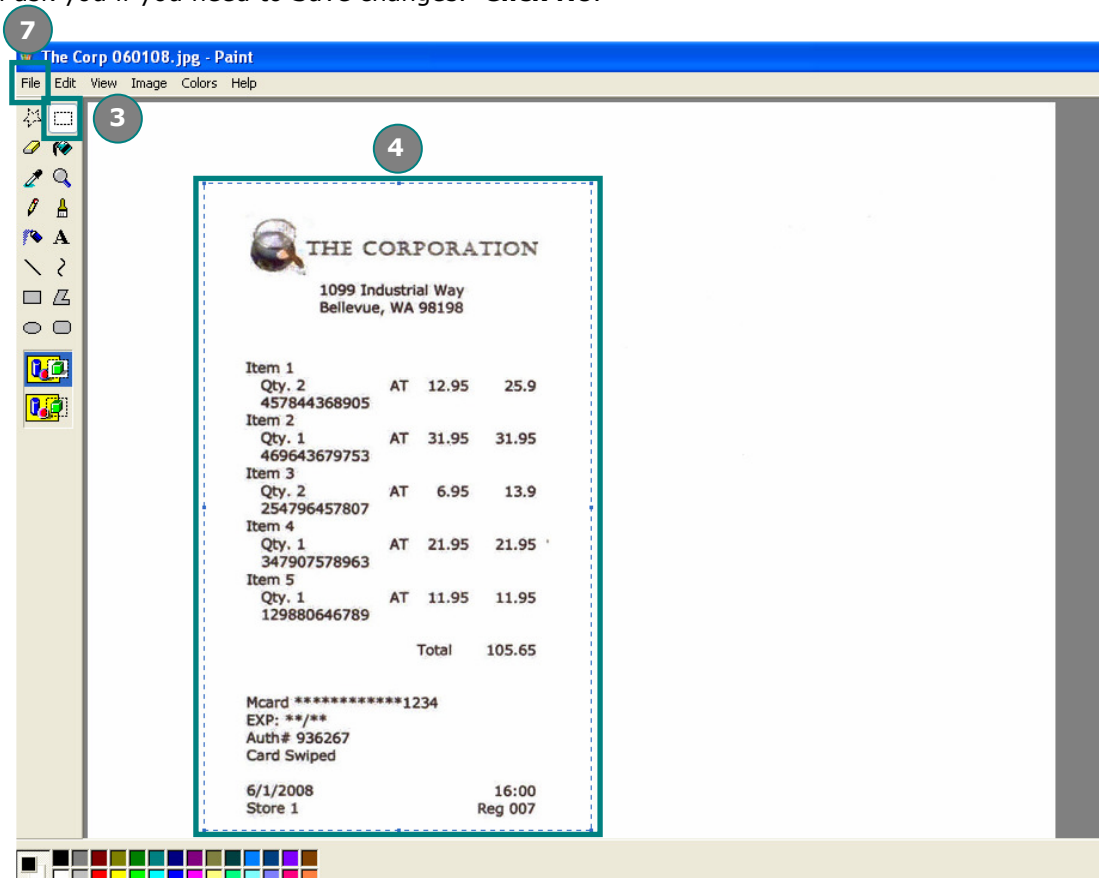
1. If the image is large, it may not fit in the window. If this is the case, go to **Image**, then click **Stretch/Skew**.



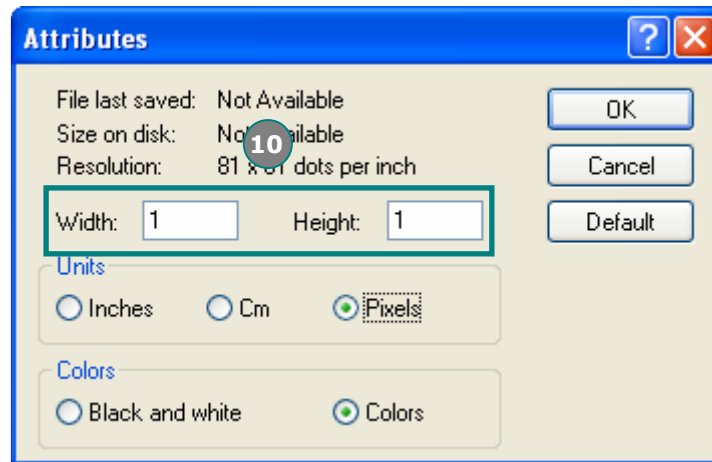
2. **Adjust the Horizontal and Vertical** the same amount. Adjust it down until your image fits in the screen and can be clearly read.



3. Click the **rectangular selection tool**.
4. **Select your receipt** in the window.
5. **Click on** your selected image.
6. On the menu bar, go to **Edit**. Click on **Copy**.
7. Click on **File** again and Click **New**.
8. It will ask you if you need to Save changes. **Click No**.



- A blank screen will come up. You will need to reduce the size of the screen before pasting your image. To do this, click **Image**. Then click **Attributes**.
- Make the window 1 x 1 pixel. **Click ok**.



- Click **Edit**. Then click **Paste**.
- To save, click **File**, then Click **Save or Save As**.

