# **RECEIPT MANAGEMENT - DIGITAL OFFICE**

1. Gather up paper receipts and lay on flat bed of your scanner.



## 2. Copy to one page

#### Receipt Receipt Receipt Receipt Receipt Example Receipt Receipt Receipt Example Example Example \$95.68 \$95.68 \$95.68 \$95.68 Receipt Receipt Example >\$95.68 Receipt Receipt Example \$95.68

# 3. Scan to .pdf output



### 5. Drag and drop



# 4. Label receipts

20210501-receipt-detail.pdf