

Managing receipts

Receipts by Status

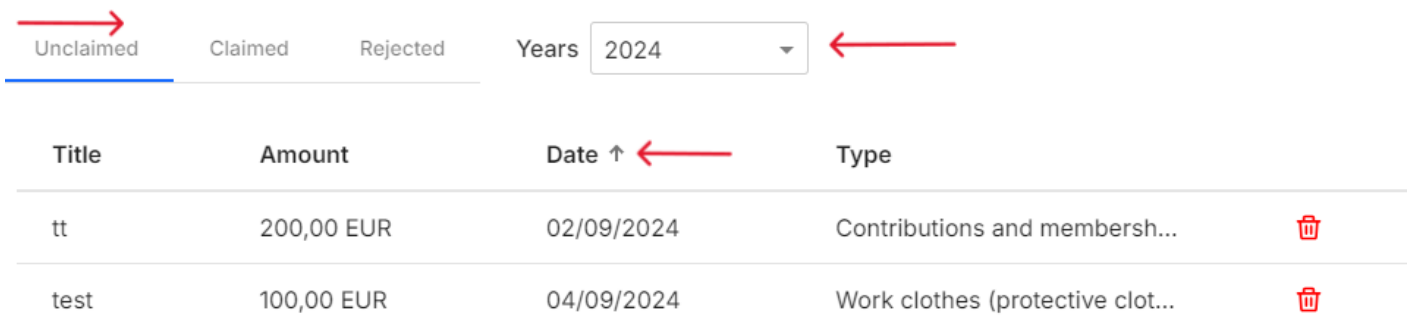
You can find the receipts in the portal in different lists, depending on the status they are in.

Not submitted: These are receipts that can still be used for expense reimbursements.

Submitted: These are receipts that are part of an expense reimbursement either pending confirmation at Smart or has been accepted and paid out.

Rejected: These are receipts that, for various reasons, cannot be accepted. You can view them here and, if the legal requirements are met, use them for your own tax return or income-expenditure statement.

The lists can be sorted by any column and can be viewed on a per-year basis. You can view individual receipts by double-clicking on the corresponding row.

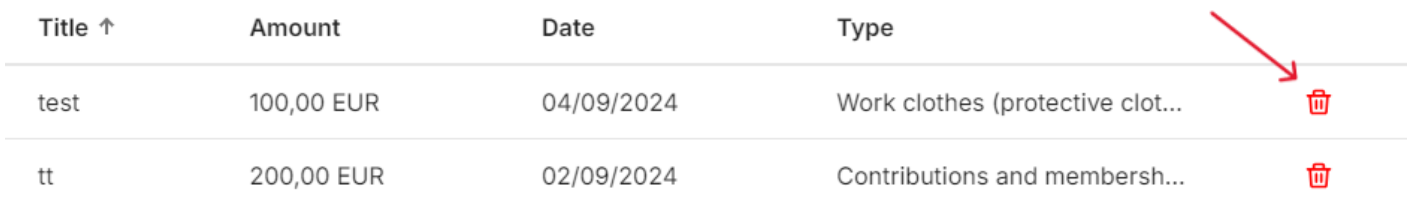


The screenshot shows a filter bar with three tabs: 'Unclaimed' (selected), 'Claimed', and 'Rejected'. To the right is a 'Years' dropdown menu set to '2024'. Below the filter bar is a table with columns: 'Title', 'Amount', 'Date ↑', and 'Type'. Each row has a trash icon on the far right. Red arrows point to the 'Unclaimed' tab, the '2024' dropdown, the 'Date ↑' column header, and the trash icons.

Title	Amount	Date ↑	Type	
tt	200,00 EUR	02/09/2024	Contributions and membersh...	
test	100,00 EUR	04/09/2024	Work clothes (protective clot...	

Deleting Receipts

You can delete receipts that have not been submitted at any time by clicking on the symbol at the far right in the respective row.



The screenshot shows a table with columns: 'Title ↑', 'Amount', 'Date', and 'Type'. Each row has a trash icon on the far right. A red arrow points to the trash icon in the first row.

Title ↑	Amount	Date	Type	
test	100,00 EUR	04/09/2024	Work clothes (protective clot...	
tt	200,00 EUR	02/09/2024	Contributions and membersh...	

Revision #3

Created 31 January 2024 12:58:44

Updated 16 January 2025 10:56:41