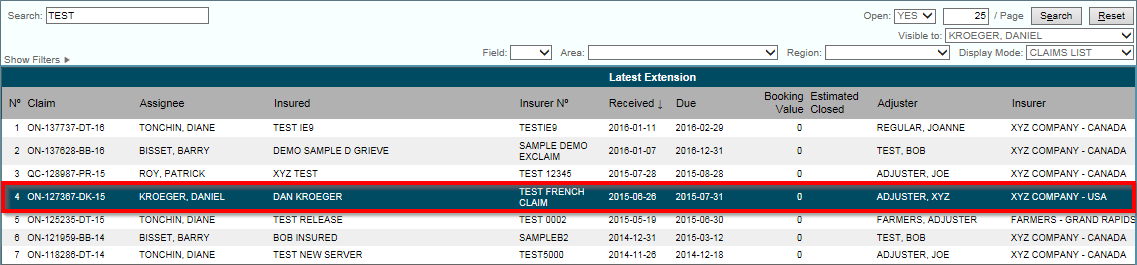
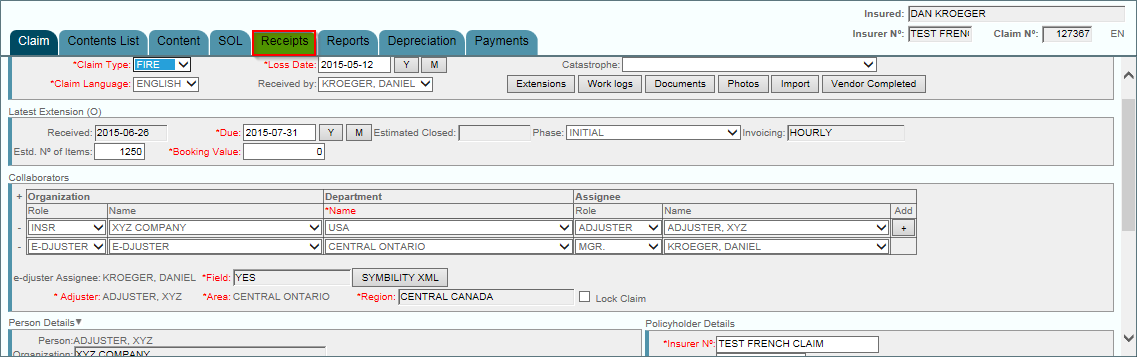
### Removing batches from receipts

\*\*\* Note that only the most recent batch can be deleted from the system, any receipts entered within the batch (if any) would have to be reentered into the previous batch\*\*\*

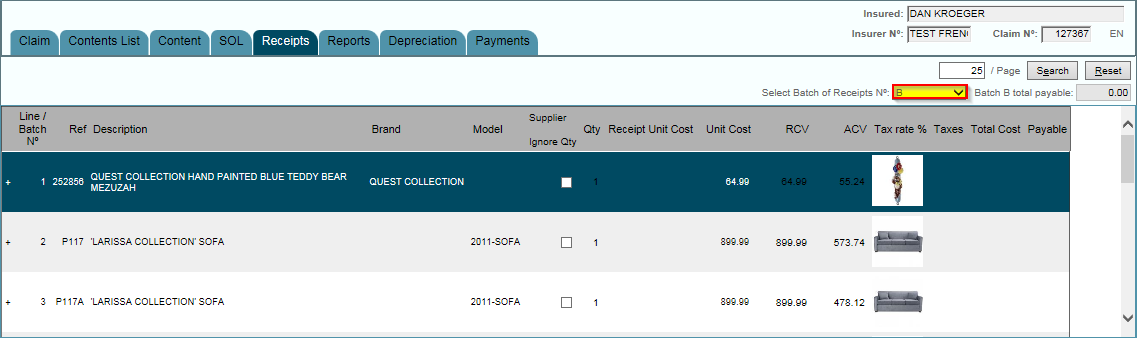
1. Enter e-xclaim
2. Enter according claim



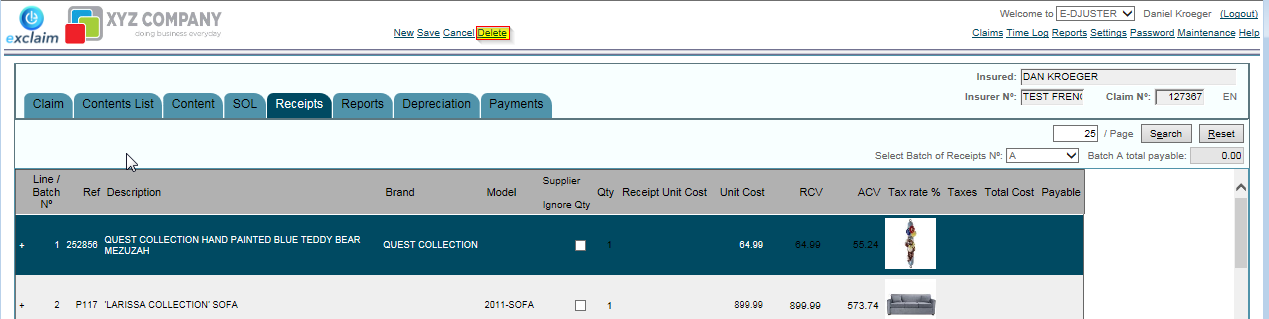
1. Select Receipts tab



1. Select most recent batch ( A,B,C,D, etc….)



1. Once batch is selected hit delete at the top of your page



1. Hit Save at the top of your screen once you are positive that you want to delete the batch

