**Upload your expenses with Receipt Capture**

intuit
quickbooks

# Upload your expenses with Receipt Capture

No more missing receipts or piles of paperwork. Snap receipts and bills with our easy-to-use app and QuickBooks extracts the relevant data for you. It can even match them to your transactions - automatically.

Got e-receipts? Email them directly to your QuickBooks account.

# Step 1 – Upload receipts and bills into QuickBooks

# Upload receipts and bills into QuickBooks

There are 3 ways to get your receipts and bills into

QuickBooks:

- Snap them using the QuickBooks mobile app.

- Drag and drop an electronic copy.

- Forward by email.

# How to snap a receipt

Open the QuickBooks mobile  app and select the Menu ≡

- Select Receipt snap
- Select the Receipt Camera and snap a photo of your receipt
(Line up your receipt or bill in the green box)
- Choose Use this photo, then Done

It will take up to 15 minutes for QuickBooks to extract the information from your image. You can view receipts you've already approved and those in process by selecting Menu ≡ and then Receipt Snap.

- To add a receipt to your books, sign in to QuickBooks online. The details from your snapped receipts will appear in the Receipts tab.
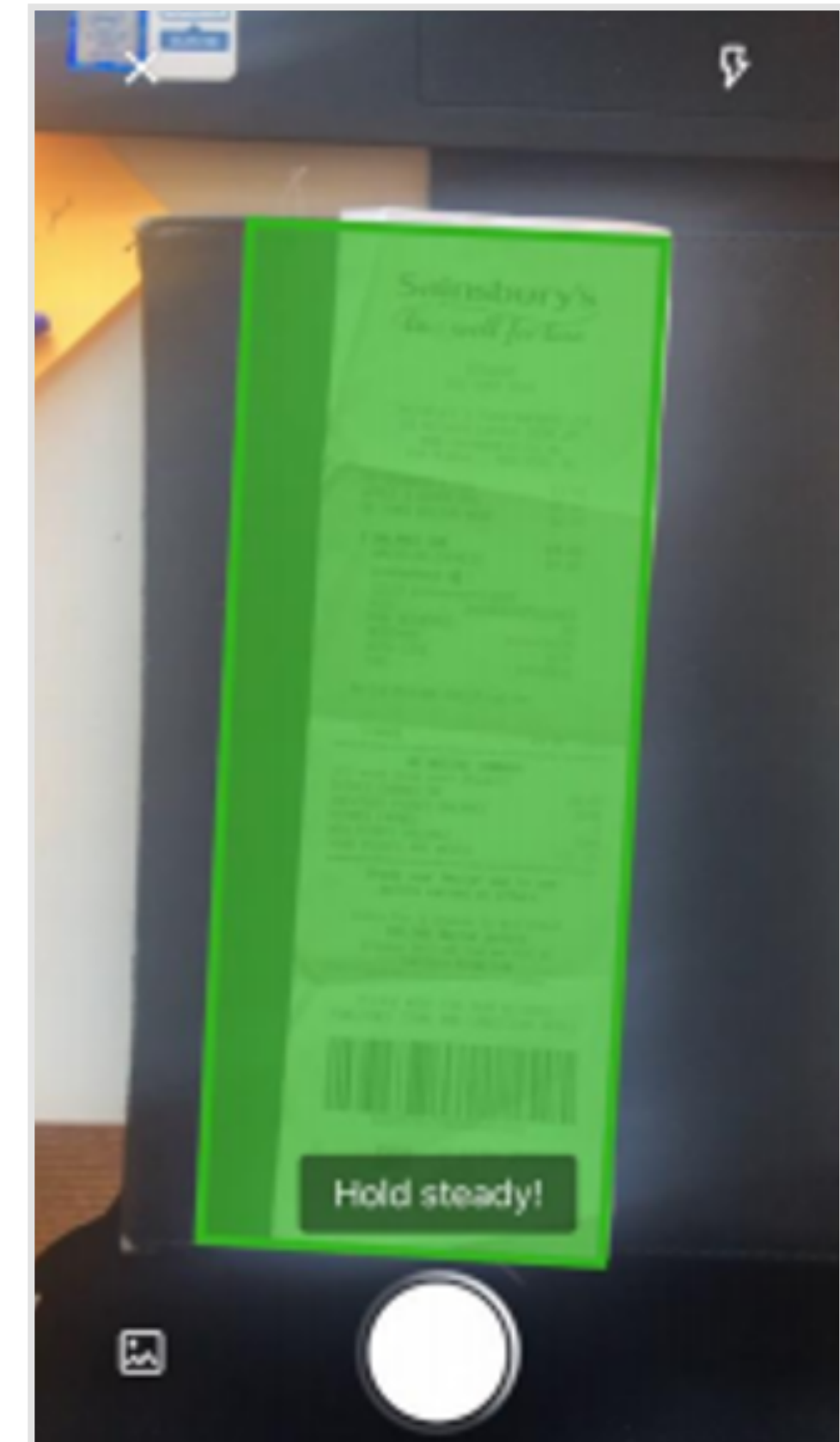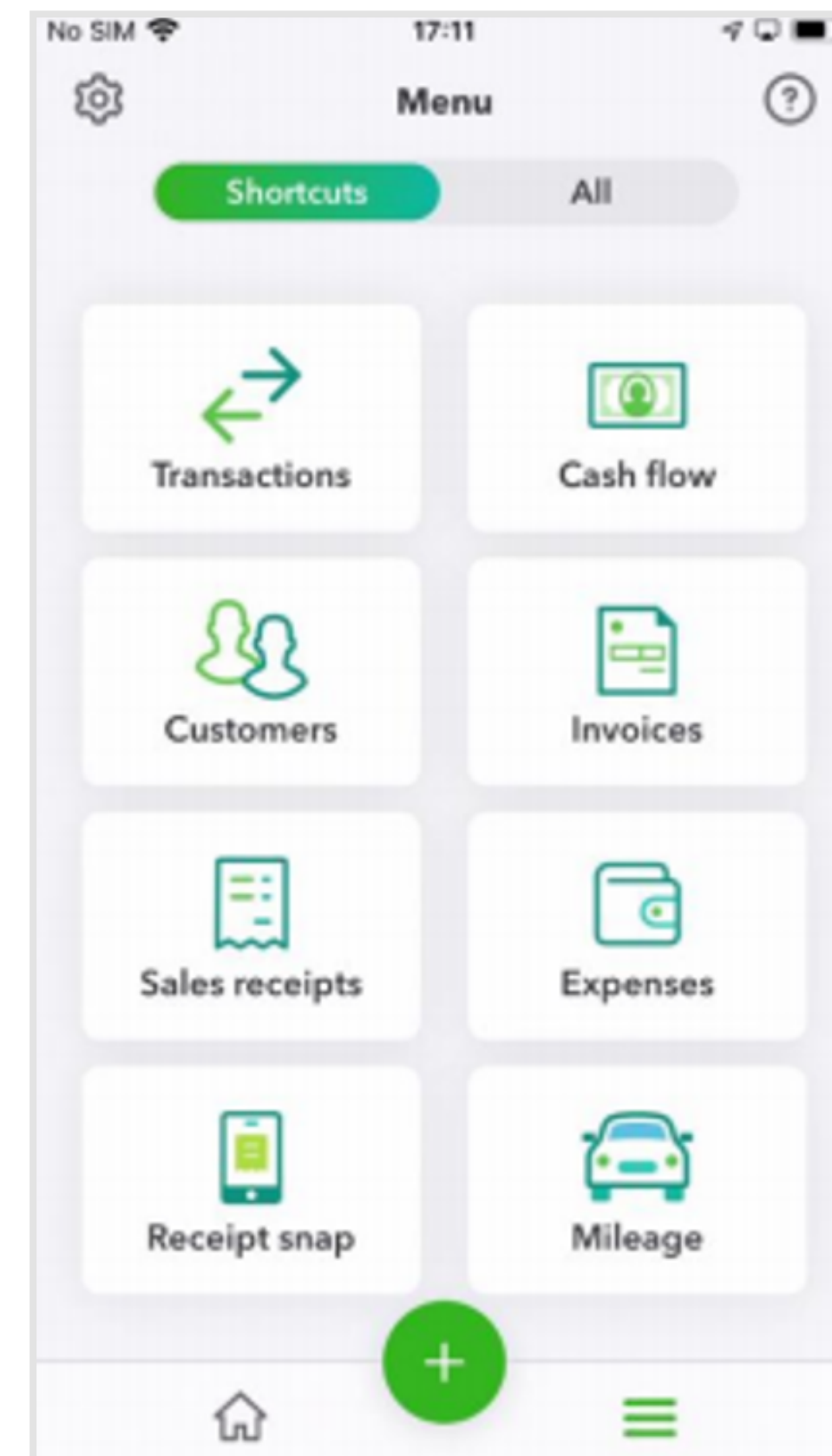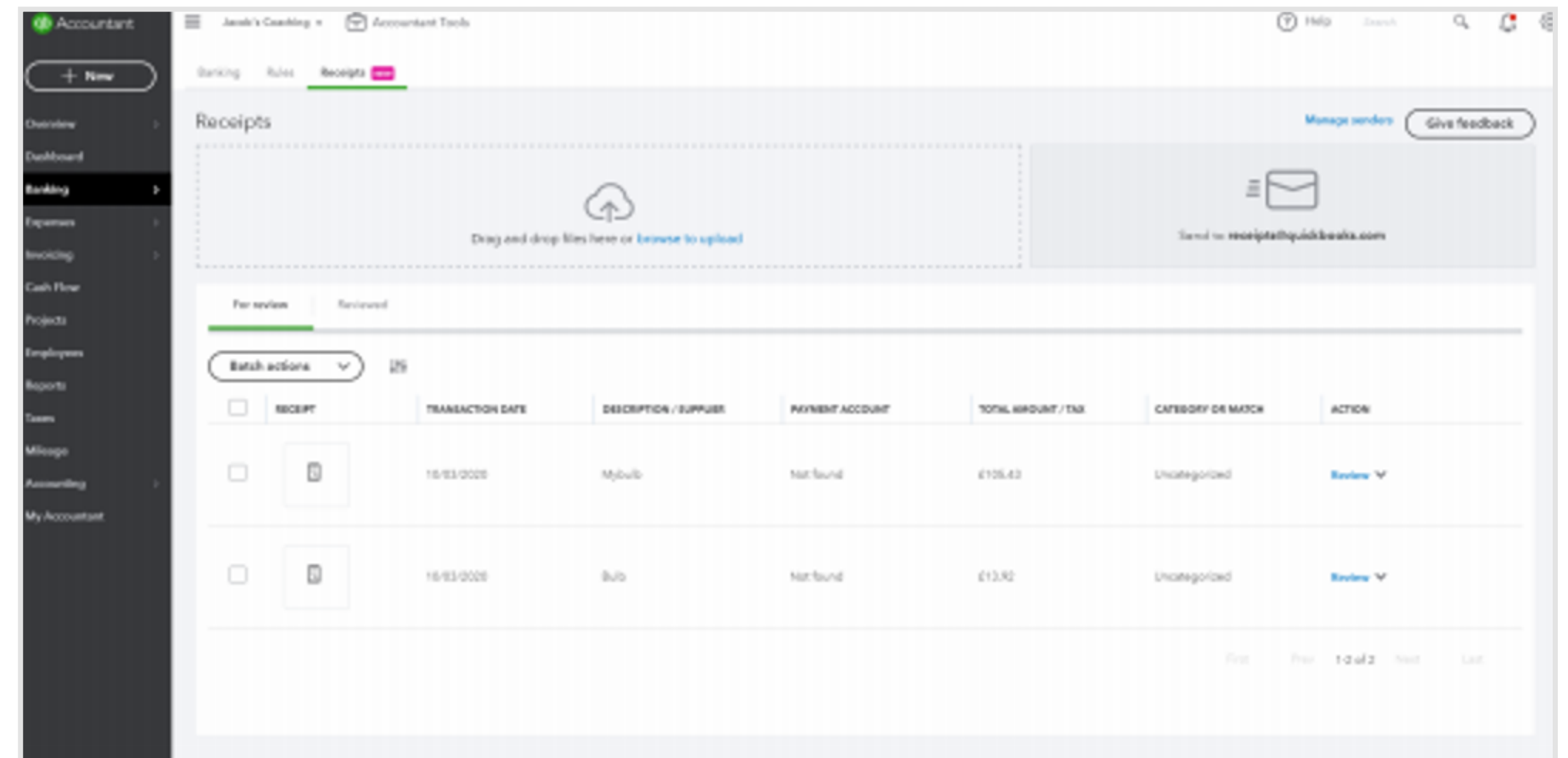
# How to drag and drop receipts

- Sign in to QuickBooks Online.

- From the left menu, select Banking

- Go to the Receipts tab.

- Drag and drop the receipt or bill file directly into QuickBooks Online or select Browse to upload them. Each image or file should only contain a single receipt or bill.

- You can upload the files as a PDF, JPEG or PNG.

# How to forward receipts by email

- Sign in to QuickBooks Online.

- Select Register your email to get started. (If you see 'Send receipts to receipts@quickbooks.com' you're already registered).

- Attach receipts and bills to an email or forward electronic receipts for online purchases or services (Uber etc). These files can be in pdf, jpeg, jpg, gif or png format.

- Email your receipts and bills to receipts@quickbooks.com.

- QuickBooks will extract the supplier, date, total and last four digits of the credit card number. You'll see the receipt in the For Review tab in Receipts.



You can send multiple receipts and bills in one email to a maximum of 20 MB. Each image or file should contain only one receipt.

# Step 2 – Review, edit or match receipts and bills

# Upload receipts and bills into QuickBooks

Once your receipts and bills are added into QuickBooks, they'll appear in the For Review tab in QuickBooks Online where you can also edit and match transactions.

- Sign in to QuickBooks Online.
- From the left menu, select Banking
- Go to the Receipts tab.
- For a side-by-side view of the receipt and the data extracted, select the row.
- Select Review to edit the extracted information. If there are multiple matches, select Review to choose the match you want.

· If you're not sure how to categorise your receipts or bills, speak to your accountant.

· You may need to create a new supplier for bills if one hasn't been created previously.

- Select Save and Next and then Create Expense to create a new expense in QuickBooks with the receipt attached.
- Match the created expense to a bank transaction by selecting Banking from the left menu.
- Identify the bank transaction and select Match.

· Matches can only be made if either the banking transaction or receipt have been reviewed and added.

For further help, contact your accountant or our free support line on 0808 168 8175 (8AM – 7PM Monday to Friday) or contact a QuickBooks expert using chat messaging by clicking the help button in QuickBooks (8AM - 10PM Monday to Friday, and 8AM - 6PM Saturday and Sunday.

# HANCOCK
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