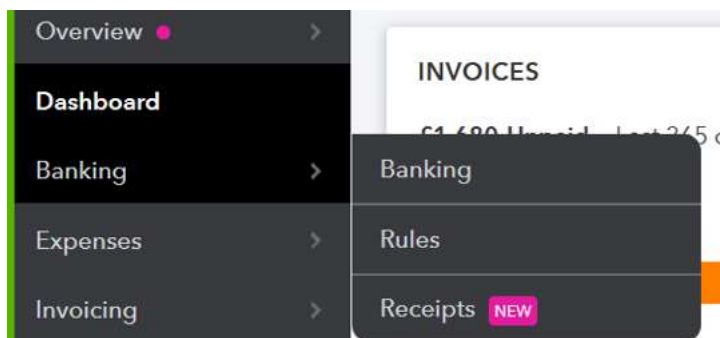


GETTING MORE FROM . . . QUICKBOOKS - USING RECEIPT CAPTURE

What does 'Receipt Capture' do ?

- The Receipt tracker function in Quickbooks allows Users to more simply '**capture**' and '**record**' any
 - personal paid business expenses or
 - business debit card receipts
- The feature can be used with your mobile or through the web browser (**desktop version via your laptop**), with receipts either emailed or photos imported directly for '**Upload**' into Quickbooks.
- For businesses where the owner **ONLY** has reimbursable expenses – it avoids the need for paying for additional software !




How do I use it within Quickbooks ?

- It allows Quickbooks Users to forward receipts to a specific email address, which allows them to be '**uploaded**' to the software for review and processing can be accessed via the web browser version.
- Alternatively, once the **Quickbooks app** is downloaded to your mobile, photos can be taken of your receipts which will be directly '**uploaded**' to the Quickbooks software.



GETTING MORE FROM . . . QUICKBOOKS - USING RECEIPT CAPTURE

- Once the receipts are '**uploaded**', they can be reviewed and posted into the accounts accurately, **AND** with the correct VAT and/or expense information !

For review		Reviewed			
RECEIPT	TRANSACTION DATE	DESCRIPTION / SUPPLIER	TOTAL AMOUNT / TAX	LINKED RECORD	ACTION
	14/01/2020	DC Coffee etc (Gatwick re Dublin Business trip)	£1.45 £0.24 20.0% S (20%)	Attached to: Expense	Undo a

Why should I use it in my business ?

- Save time** – remove the manual effort of managing '**out of pocket**' expenses and avoid the need for retaining printed receipts - freeing up your time to focus on more important things.
- Accurate data** – it simplifies and '**speeds up**' the bookkeeping for these types of regular (but '**small value**') expenses
- No additional cost** – IT's FREE ! The 'Receipt capture' feature is already part of your Quickbooks software cost, so can be immediately setup for use by the business owner(s)

Do I need to set it up in Quickbooks ?

There is little or no setup required, other than downloading the app, in order to get started with using the feature.

Is there any additional cost or is it included in my current subscription ?

No.

Users can setup and use the '**Receipt Capture**' feature simply and easily themselves.

Can the Sakura Team assist with this ?

Yes - if you are on our **Quickbooks Support service**, then arrange a call with Nasima who will assist with the setup of the feature, and can also provide a simple 'step by step' **How To Guide** !