



HOW TO SNAP AND UPLOAD RECEIPTS INTO THE QBO APP

Kat Sloan of KST Business Solutions

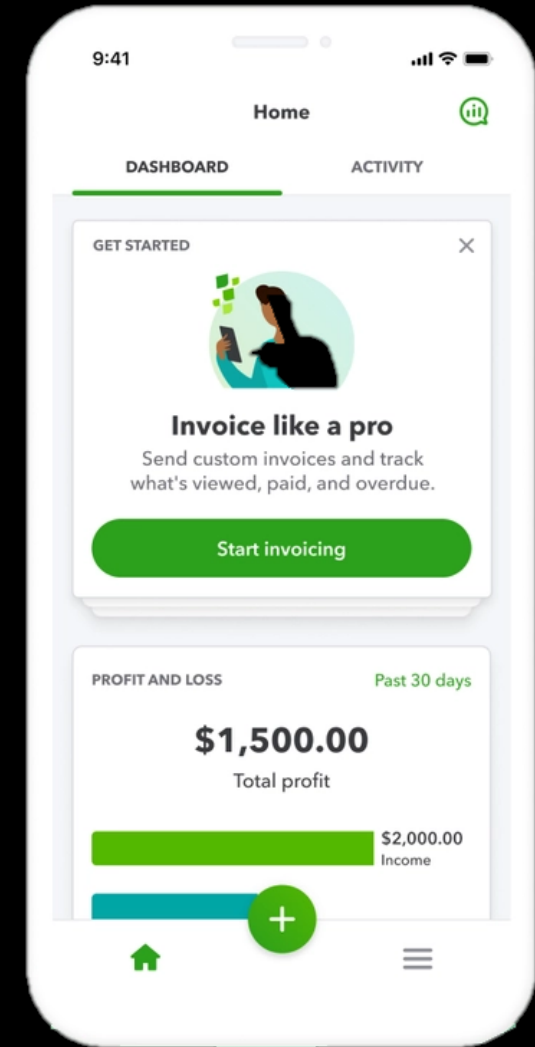


First: If you haven't yet downloaded the QuickBooks app, you can find it in your app store and looks like this symbol



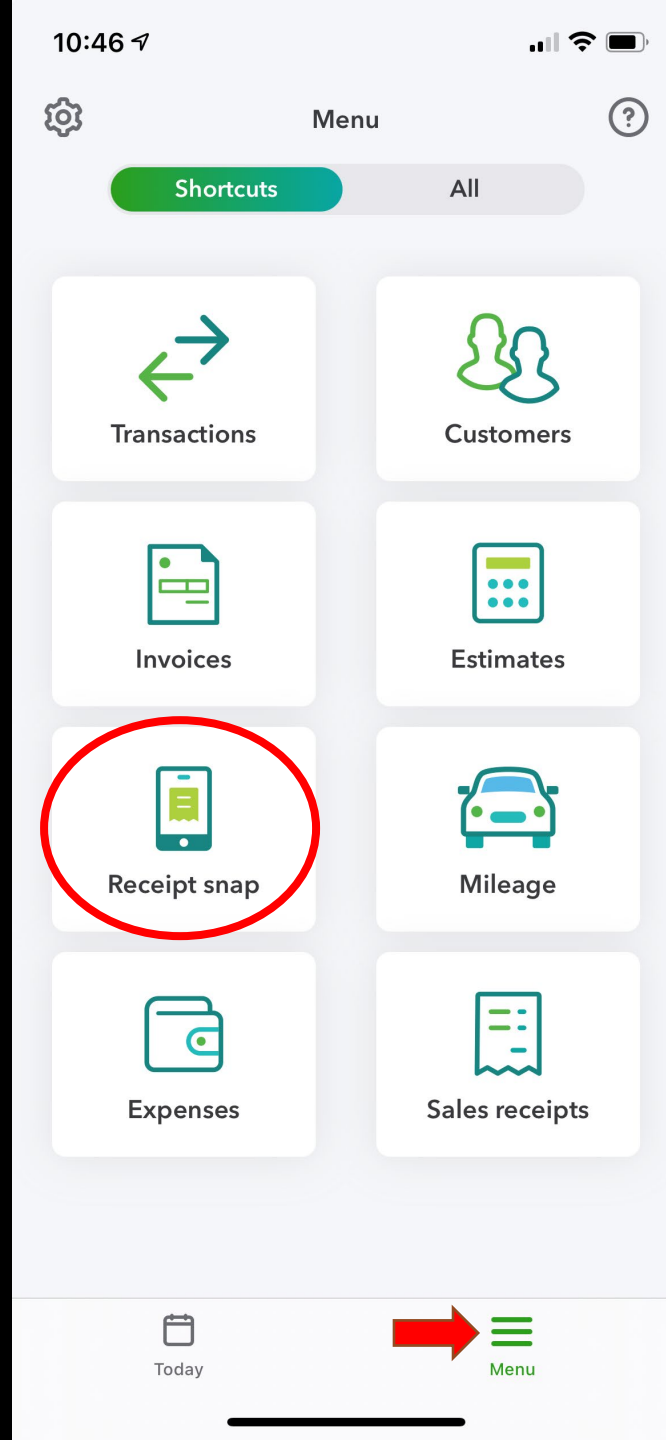
Once you've downloaded the app you will need to enter some information, such as your log in information. If you don't have that, you can ask your bookkeeper for it.

After you log in, you will be directed to your dashboard. To snap a photo, you need to go to your main menu.

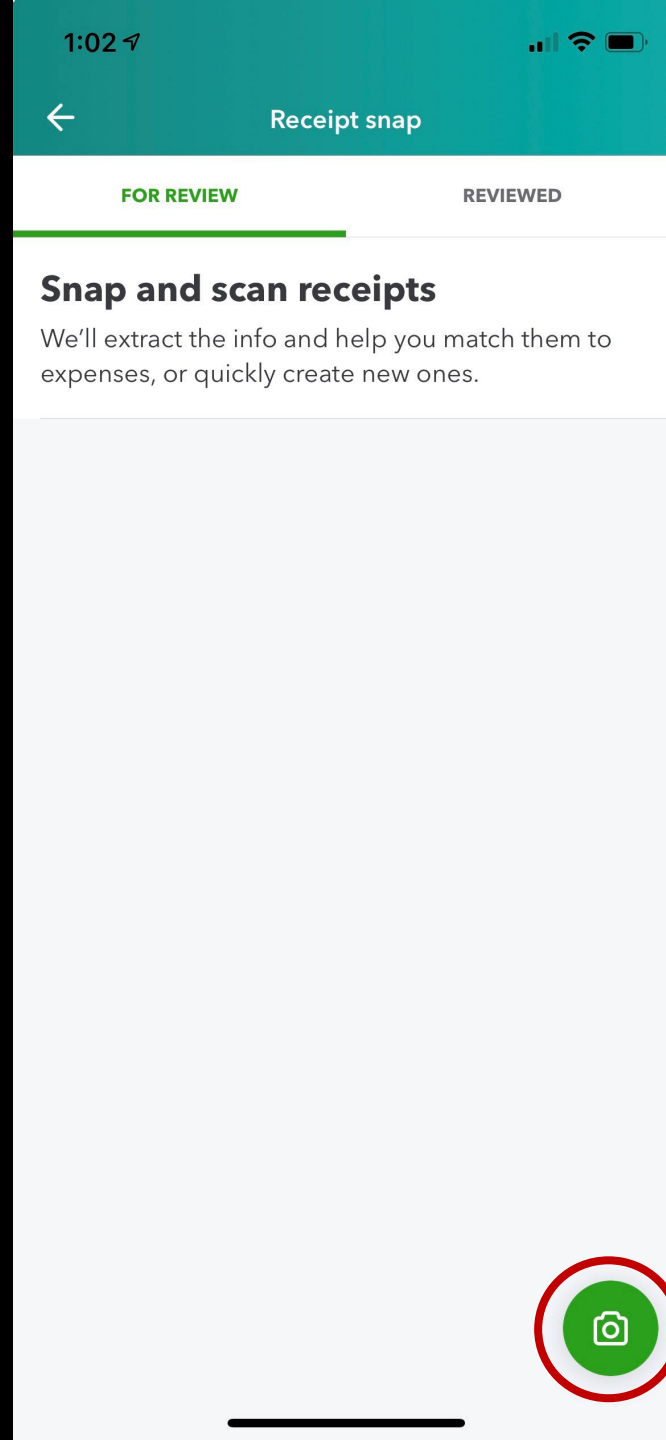


If your app doesn't open to your main menu, click the lower Menu button on the bottom right (red arrow). This will automatically pull up this menu.

Next, click on the Receipt Snap button.



This is the where you will snap a photo of the receipt to add to your QBO



Next, click on the camera button

The camera will then open for you to snap the receipt



Center your camera on the receipt until the screen turns green. The app will then automatically snap the photo.

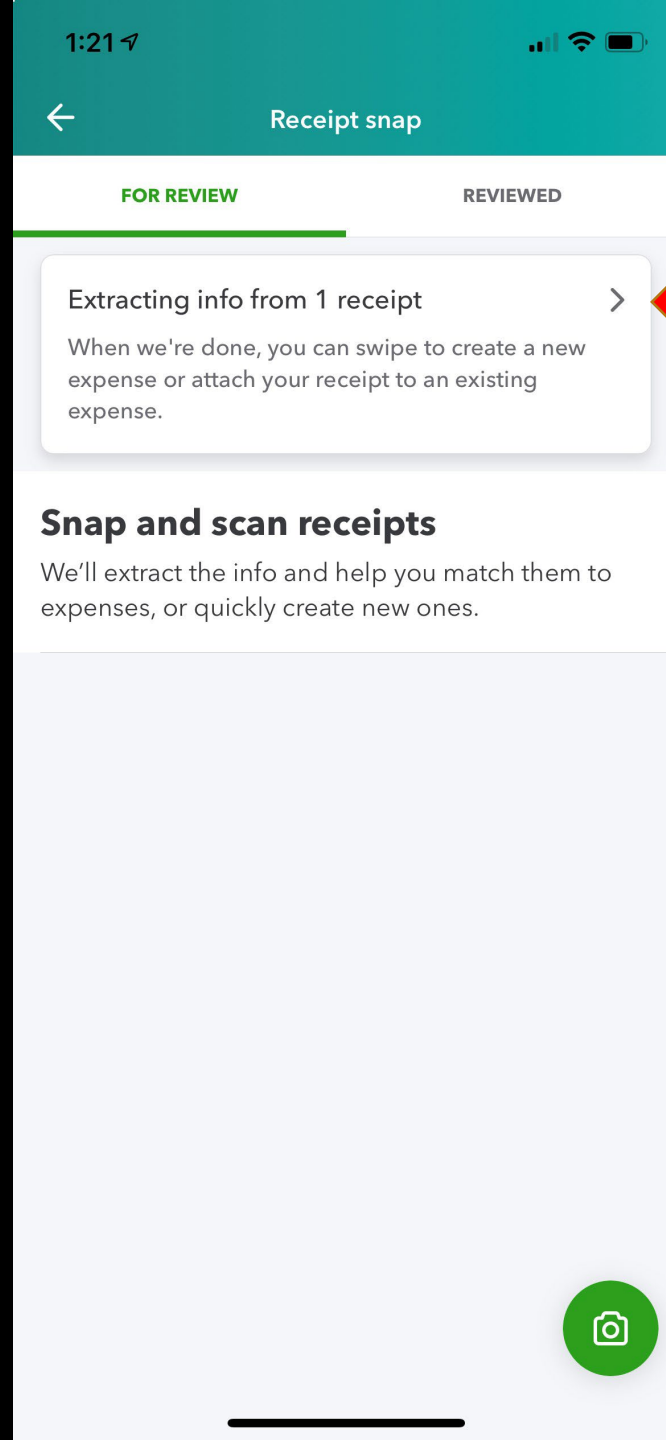


You will then get a screen shot of the receipt. If it looks clear click the green “Use this photo” button below.

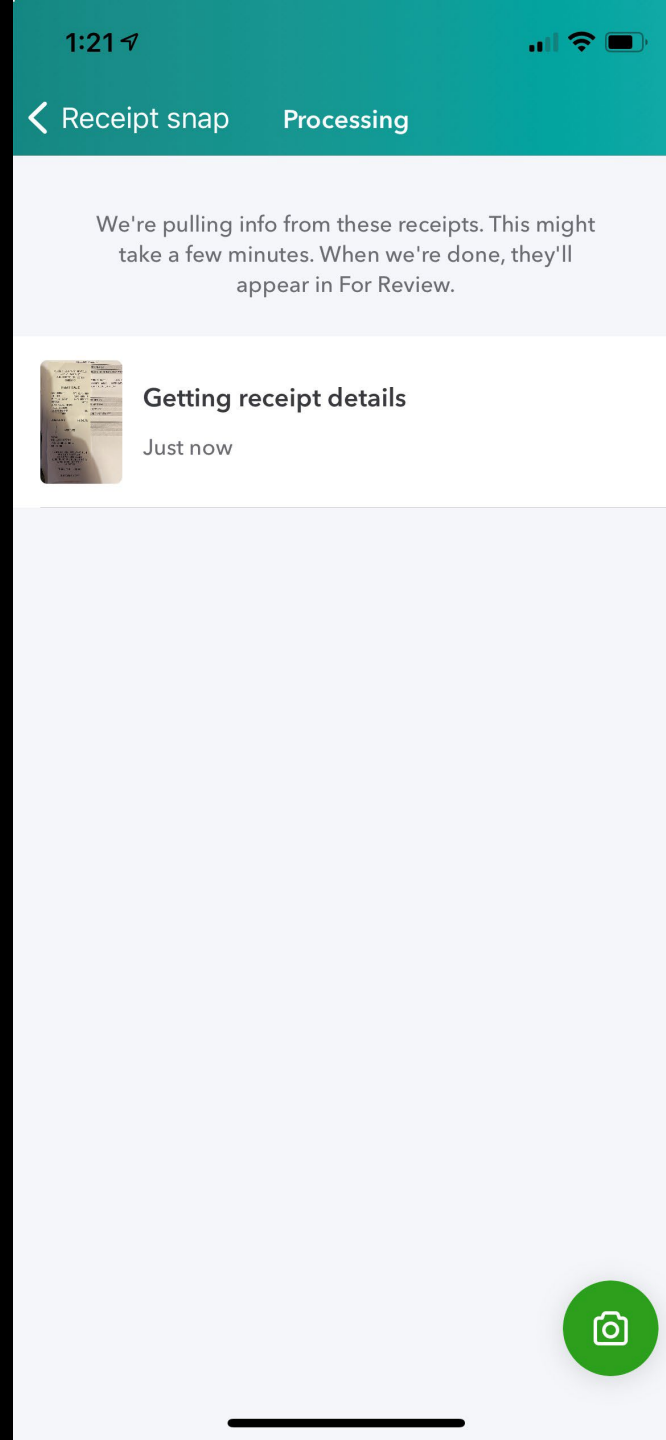


Use this photo

Once accepted, the info will be extracted.
Click on the arrow to proceed.



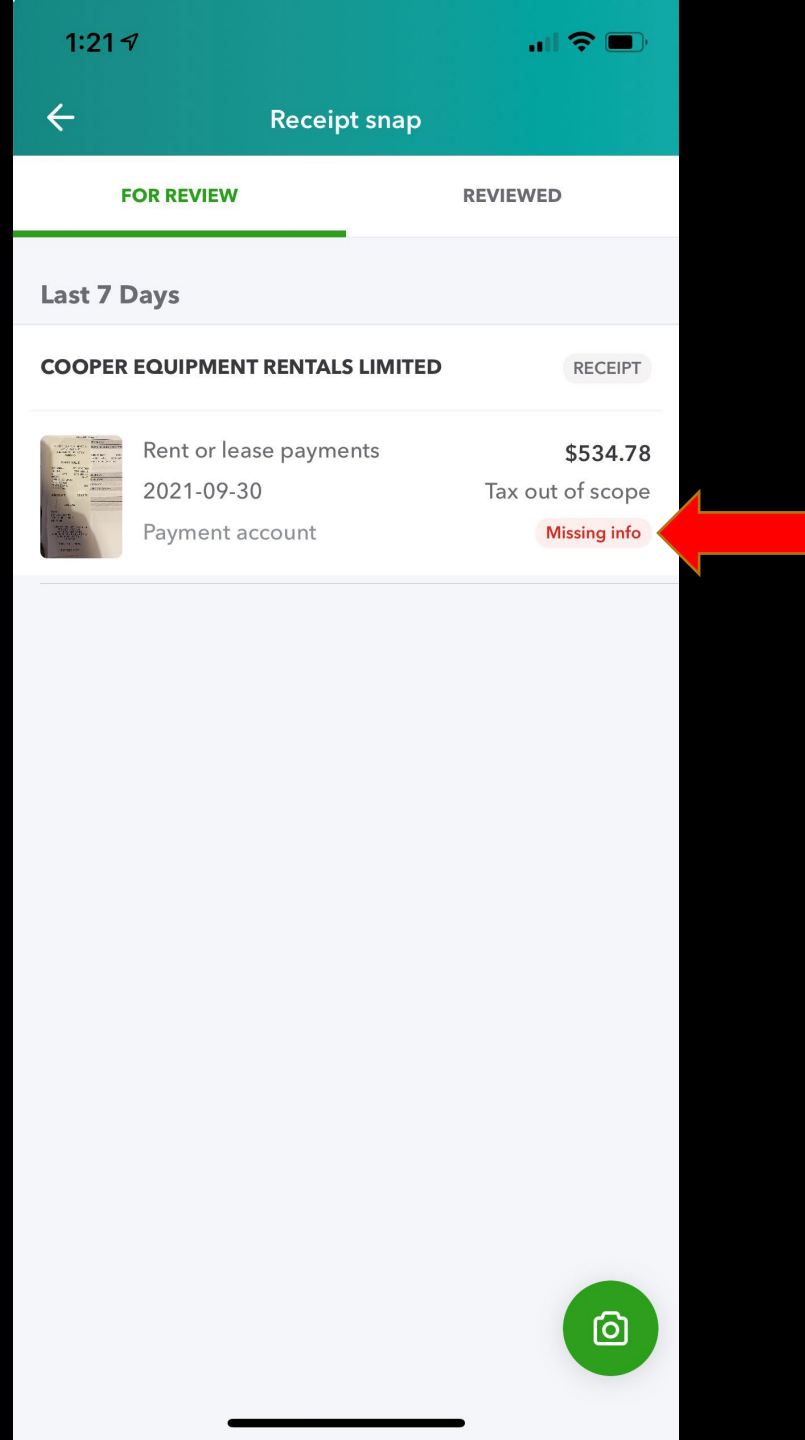
This extraction could take several seconds. When it's finished it automatically take you to the next screen.



This is the review window that will come up automatically. It will show all receipts you've snapped in the last 7 days. If this is your first time, only the one you just snapped will appear.

You will probably see the "Missing info" in red under the amount of the receipt on the right.

Click this.



This screen will allow you to review, accept or edit the info on the receipt. Ensure the amount is correct.


Check the Tax Method. It will give you the choice of out of scope, inclusive or exclusive. If you are not sure, you can leave it blank, and your bookkeeper can change this in QBO.

Next you can choose the method in which you paid. If it was via debit card, choose other. Again, your bookkeeper can match it to the right account in QBO.

Choose the Payment account next. This will allow you to choose which account the payment came out of.

1:21

Review receipt

 View receipt


DOCUMENT TYPE
Receipt

TOTAL AMOUNT
\$534.78

TAX METHOD
Tax out of scope

HOW DID YOU PAY? (REQUIRED)

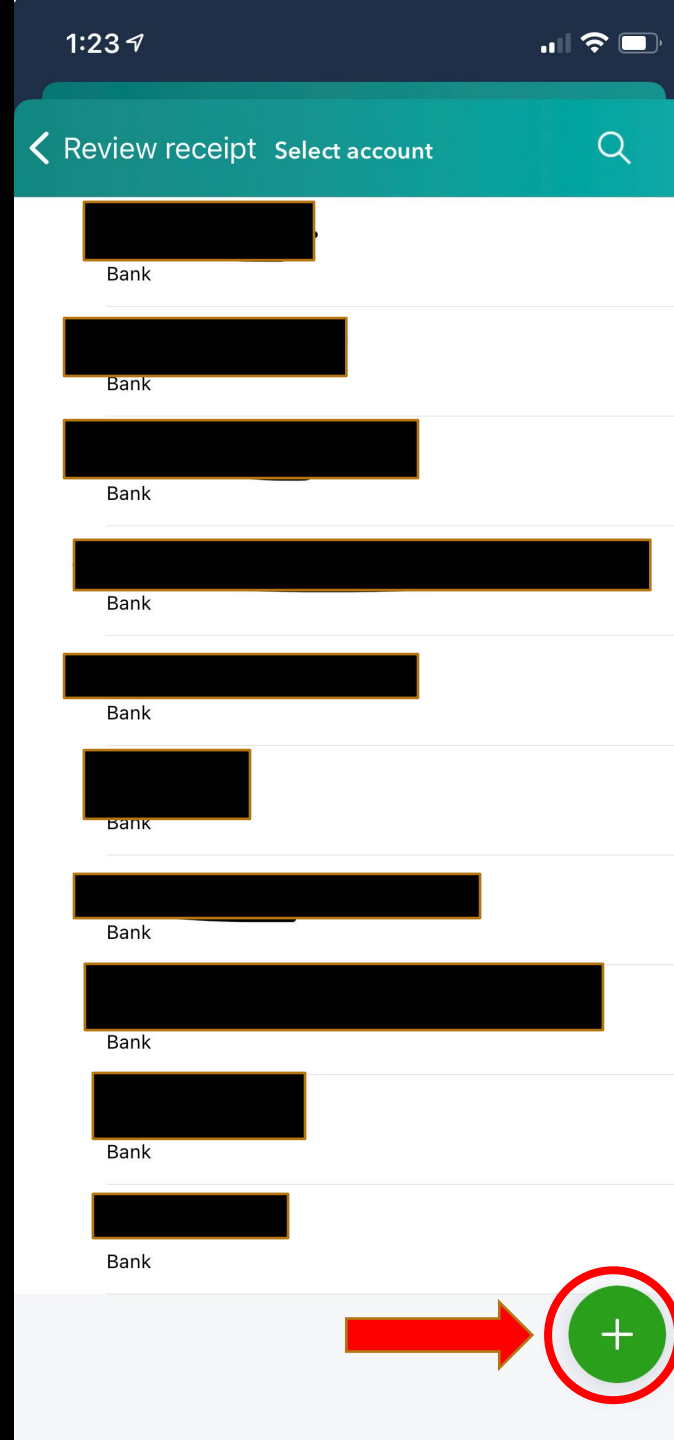
Cheque Credit Card Other

PAYMENT ACCOUNT
 Add payment account
Required field

PAYMENT DATE

Save receipt

When you click the Payment Account, you will see a list of the accounts in your QBO account. Choose the one your payment came out of. If it is from a credit card or debit card NOT linked to your QBO, click the plus button and you can enter a name for this payment.



Once you've chosen the payment account, you will be brought back to this main screen.

Ensure the date is correct. Unless the date was not visible, or cut off, it should come up as correct. You can also change this manually.

Scroll down until you see the Category section. Click this to open the next screen.

1:22

Review receipt

HOW DID YOU PAY? (REQUIRED)

Cheque Credit Card Other

PAYMENT ACCOUNT

+ Add payment account

Required field

PAYMENT DATE

2021-09-30

CATEGORY

Rent or lease payments

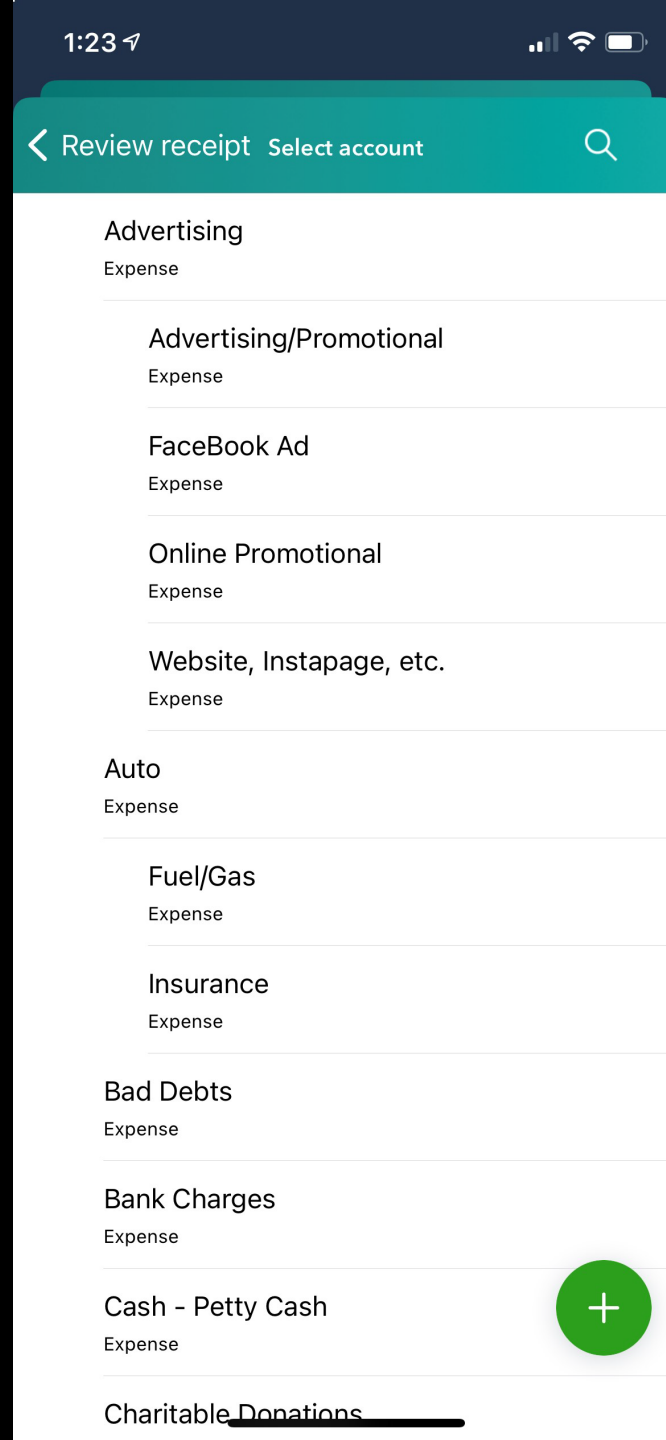
+ Add split

Optional fields

Delete

Save receipt

Here you can scroll through your “Chart of Accounts” to choose the expense category that fits your purchase. Once you’ve chosen the expense you will automatically go back to the review screen.



The last thing to do is the Save the receipt.

1:22

Review receipt

HOW DID YOU PAY? (REQUIRED)

Cheque Credit Card Other

PAYMENT ACCOUNT

+ Add payment account

Required field

PAYMENT DATE

2021-09-30

CATEGORY

Rent or lease payments

+ Add split

Optional fields

Delete

Save receipt



Now that the receipt is snapped, you can then click the Reviewed button to see the receipt.

And that's it! You've now successfully snapped a receipt and saved it to you QBO for your bookkeeper to match up in your account.

