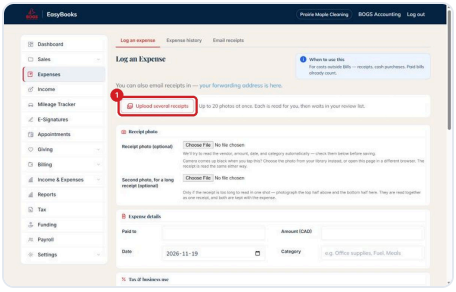
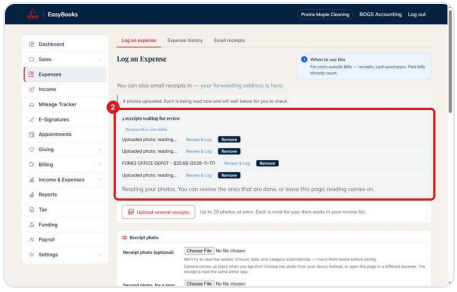
EASYBOOKS QUICK GUIDE

Upload several receipts at once, and review them in one table

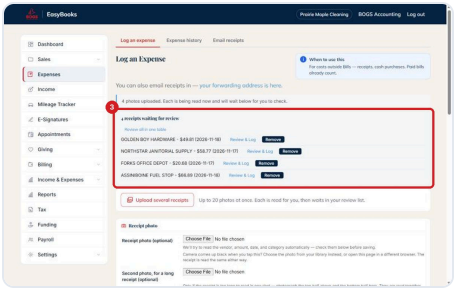
Add a pile of receipts in one go. Each one is read for you; check them together and save them in one click, each as its own expense with its own photo. Up to 20 photos at a time, on EasyBooks Receipts and every EasyBooks plan.



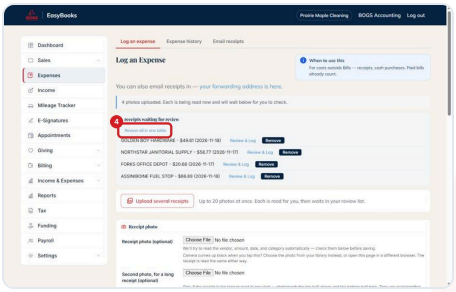
1 Open Log an Expense and tap Upload several receipts.
Pick up to 20 photos from your phone or computer.



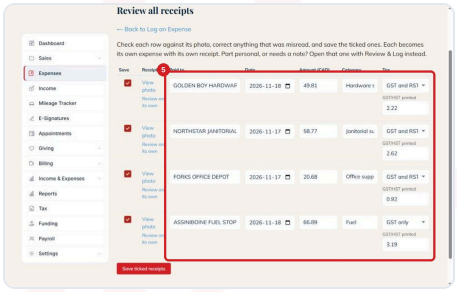
2 Each photo is read for you.
You can wait, or leave the page. Reading carries on.



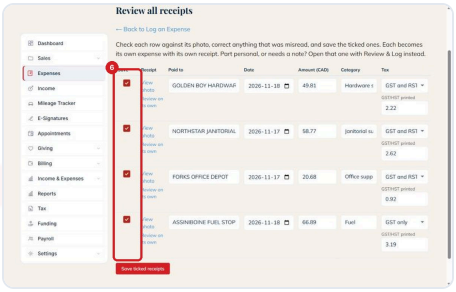
3 In seconds, each one shows the supplier, total and date.
Nothing is saved until you check it.



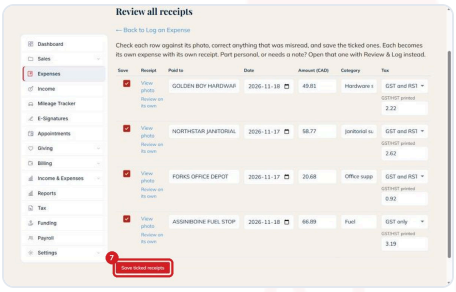
4 Tap Review all in one table.
To check them together instead of one by one.



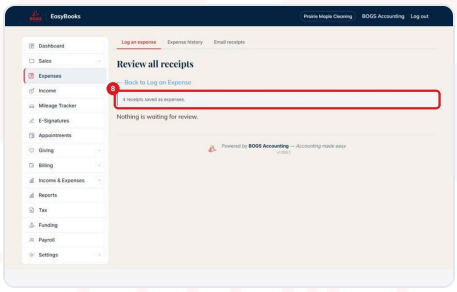
5 Every receipt gets its own row.
Fix anything that was misread: supplier, date, amount, category, tax.



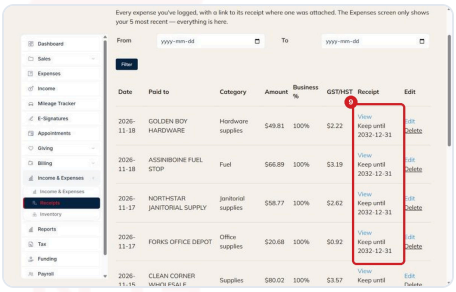
6 Untick any you want to look at on their own.
Or use Review on its own for one that needs a note or a split.



7 Tap Save ticked receipts.
Each one becomes its own expense, with its own photo.



8 Done. All four are saved.
Likely duplicates are held back for you to check first.



9 Every receipt stays with its photo.
Kept for six years, and easy to find by date or supplier.

Good to know: nothing is saved until you check it · likely duplicates are held back for you to decide · part personal or needs a note? use Review on its own · on EasyBooks Receipts the table shows supplier, date and amount only.