



TRANSFORM YOUR PETTY CASH MANAGEMENT

From chaos to order with a receipt scanner app





Transform Your Petty Cash Management:

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Managing receipts is an essential part of managing petty cash funds. If you're tired of sifting through a shoe box full of receipts and manually entering data, then it might be time to upgrade your petty cash organisation with a receipt scanner app for a more streamlined and efficient approach to managing your expenses.

Receipt scanners capture data from your invoices and receipts, which can then be categorised and published to your accounting software. This eliminates the drudgery, pain, and hassle of manual data entry. **You can simply photograph receipts on the go with your mobile device, resulting in faster, more efficient handling of your petty cash receipts while reducing paper handling, storage, and transportation.**

WHAT ARE THE BENEFITS?

Convenience:

Receipt scanner apps allow you to effortlessly digitise and organise paper receipts from anywhere using your phone's camera, eliminating the need for manual data entry.

Improved Organisation:

With a receipt scanner, you can categorise and store receipts electronically, making it easier to organise and track your expenses. You can create folders or tags for different categories or projects, making it simple to locate specific receipts when required.

Integration:

Many receipt scanners offer integration with popular accounting software. This enables you to seamlessly import receipt data into your accounting software package, eliminating the need for manual data entry and ensuring consistency and accuracy in your financial records.

Enhanced Security:

Storing paper receipts poses risks such as damage, theft, or loss. By digitising your receipts, you create a backup that is less susceptible to these risks.

Accuracy:

We all make mistakes. A typo is one thing, but missing a decimal point is another thing entirely. OCR technology used in receipt scanner apps can accurately extract information from scanned receipts, such as the vendor name, date, amount, and items purchased, reducing the risk of errors or omissions. This reduces the chances of manual errors and ensures accurate data capture.

Time-saving:

Manually organising and sorting through piles of receipts can be slow and time-consuming. A receipt scanner automates the process by quickly capturing and categorising the receipt details, freeing up your time to focus on more productive tasks. Automated data entry is faster than any human!

Clarity:

Getting the correct data to your accountant or bookkeeper in good time ensures better advice when you need it. Whether it's an opportunity for cost savings or avoiding mistakes, receiving clarity sooner allows for more effective decision-making.

HOW TO USE

To use a receipt scanner, you will typically need to follow these steps:

- Download the app from the App Store or Google Play Store or access it from a web browser.
- Create an account and set up your profile, including any necessary integrations with other financial management tools. (I recommend getting your bookkeeper or accountant to set up categories and integrate them with your accounting software)
- Scan your receipts using the app's camera or upload electronic receipts from your email or by dragging and dropping directly into the app on your desktop.
- Review and organise the scanned receipts using the app's categorisation and tagging features.
- Export or integrate the receipts with other systems, such as accounting software or expense tracking tools.

HOW TO CHOOSE

Some essential features to consider when choosing the best receipt scanner include:

- **Integration with other tools:** Check whether the app integrates with your accounting software to streamline the tracking and reporting of expenses.
- **OCR accuracy:** Look for a receipt scanner app with advanced OCR technology that can accurately extract information from scanned receipts, reducing the risk of errors or omissions.

- **Receipt categorisation:** Consider whether the app allows users to easily categorise and organise receipts by expense type, tax category or other criteria.
- **Ease of use:** Choose an app with a user-friendly interface that is easy to navigate and understand to minimise the learning curve and make the app more enjoyable to use.
- **Security:** Look for a receipt scanner app that offers secure storage and encryption options to protect sensitive financial data from unauthorized access.
- **Customer support:** Consider the level of customer support offered by the app, including the availability of online resources, knowledge base and live support options.

Before choosing a receipt scanner, make sure that you check with your accounting software packages as many offer their own integrated receipt/expense scanners at no additional cost.

For example, Xero provides a free receipt scanner called Hubdoc. Sage offers Auto Entry for free on select packages, and both Quickbooks and Freshbooks have their own free integrated receipt scanners (as well as integrating with many others)

The most important thing to take into consideration is that you use a receipt scanner that integrates with your accounting software.

I also recommend that you speak with your bookkeeper or accountant to get all of the specific categories set up in advance of use. That way, your receipts will be automatically categorised and organised by expense type, tax category or any other criteria that your bookkeeper or accountant may need, making sending through your receipts a breeze and as simple as snapping a photo or forwarding on an email.

We recommend:

Auto Entry: <https://www.autoentry.com/>

Datamolino: <https://www.datamolino.com/>

Dext: <https://dext.com/>

Hubdoc: <https://www.hubdoc.com/>