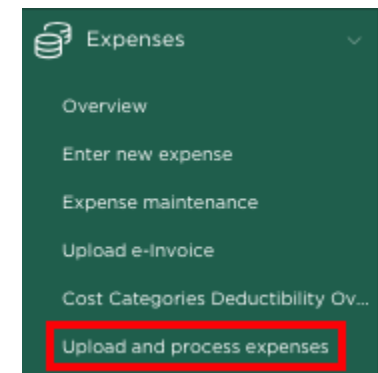


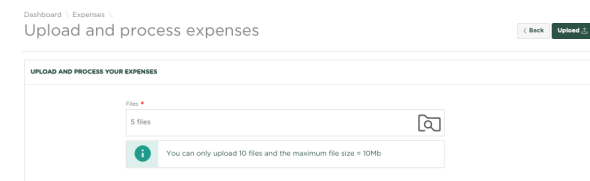
Scan and Capture

Scan & Capture allows you to upload and process invoices you receive from suppliers. As a result, a so-called Booking Proposal is created, in the form of a Publication in Concept.

Using this function is very simple:



Navigate via the **Expenses** menu option to **Upload and process expenses**

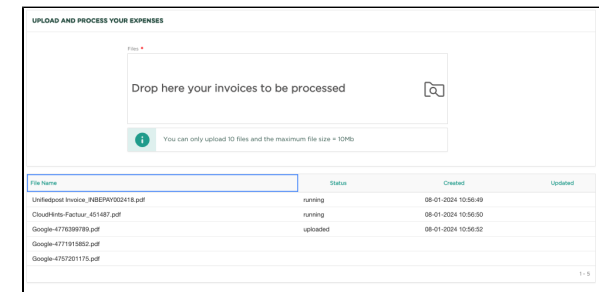


You can now select invoices from your file explorer and drag them to the page, or select invoices by clicking on the icon.

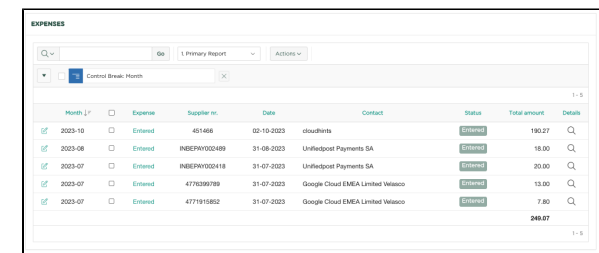
The example above shows about 5 invoices that have been selected for processing. Then press



Within the page you will now see the various offered invoices being processed. As soon as this overview is empty, the relevant invoices have been processed and the booking proposals have been created.



You will now automatically be navigated to the Expenses overview page, where you will see the expenses just offered in **Entered** mode.



We now open the booking proposal of one of the uploaded invoices:

Dashboard - Expenses

Expense

EXPENSE STATUS: ENTERED

Contact: Google Cloud EMEA Limited - 4776399789
 Supplier nr: 4776399789 Invoice Date: 30-07-2023 Due Date: 30-08-2023 Prices: Excluding VAT Currency: € (EUR)

INVOICE ROWS

Description	Number	Price	VAT	Total	Costcategory
Google Workspace Business Starter	5	€ 13,00	0% SE en EU - Verreelde (0)	€ 13,00	
	1	€ 0,00	20% High (verfild)	€ 0,00	
Sub totaal:				€ 13,00	
Btw:				€ 0,00	
Totaal:				€ 13,00	

ATTACHED FILES

Google-4776399789.pdf

Drop files here or click to upload.

Buttons: Back, Save, New, Cost, Finalize

Right sidebar: DIARY, R&P Purchase, Recurrent, Bankstatement, Match Statement, Comment, Cost Categories

Check whether all data is correct and, for example, has been assigned to the correct cost category and

Finalize

then press , after which the expense will be fully booked within your administration and processed within the VAT declaration.

EXPENSE STATUS: FINALIZED

Contact: Google Cloud EMEA Limited
 Supplier nr: 4776399789 Invoice Date: 30-07-2023 Due Date: 30-08-2023 Prices: Excluding VAT Invoice number: 202300000 Currency: € (EUR)

DETAILS EXPENSE

Description	Number	Price	Costcategory	VAT	Total
Google Workspace Business Starter	5	€ 13,00		0%	€ 13,00
Sub totaal:					€ 13,00
Btw:					€ 0,00
Totaal:					€ 13,00

ATTACHED FILES

Google-4776399789.pdf

Drop files here or click to upload.

Right sidebar: DIARY, R&P Purchase, Recurrent, Expense history, Bankstatement, Match Statement, Comment, Cost Categories

You will see that the invoice in question has also been added to the Edition as a PDF. If you now press the icon, the linked PDF will be shown.

Google-4776399789 (1).pdf (pagina 1 van 2)

Google Cloud EMEA Limited
 Velleco
 Clanwilliam Place
 Dublin 2
 Ireland
 Btw nummer: IE36689970H

Factuur
 Factuurnummer: 4776399789

Factuuradres
 Stadhoudersplantsoen 198
 2317 SK Den Haag
 Netherlands

Details
 Factuurnummer: 4776399789
 Factuurdatum: 31 jul 2023
 Facturerings-ID: 9312-2434-7221

Google Workspace

Totaal in EUR: € 13,00

Oversicht voor 1 jul 2023 - 31 jul 2023

Subtotaal in EUR	€ 13,00
btw (0%)	€ 0,00
Totaal in EUR	€ 13,00

Services afhankelijk van verlegging van btw-heffing - btw moet door de ontvanger worden toegevoegd overeenkomstig artikel 196 van EU-richtlijn 2006/112/EC

Elk openstaand bedrag wordt automatisch in rekening gebracht.