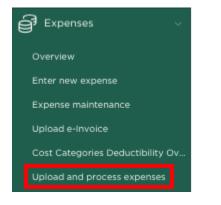
Scan and Capture

Scan & Capture allows you to upload and process invoices you receive from suppliers. As a result, a socalled 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

Upload and	process expenses	< Back Upload 🛓
UPLOAD AND PROCESS YO	UR EXPENSES	
	Files * 5 files	
	You can only upload 10 files and the maximum file size = 10Mb	

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.

UPLOAD AND PROCESS YOUR EXPENSES								
	Files •							
	Drop here your invoices to be p	processed	[]					
	You can only upload 10 files and the maxim	um file size = 10Mb						
File Name		Status	Created	Updated				
Unifiedpost Invoice_INBEPAY00	2418.pdf	running	08-01-2024 10:56:49					
CloudHints-Factuur_451487.pdf		running	08-01-2024 10:56:50					
Google-4776399789.pdf		uploaded	08-01-2024 10:56:52					
Google-4771915852.pdf								
Google-4757201175.pdf								
				1 - 5				

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

Q, -			60	1. Primary Report	~ Action	i v			
٠	Cont	nol Break	: Nonth	×					
	Month $\downarrow r$		Expense	Supplier nr.	Date	Contact	Status	Total amount	Detail
ď	2023-10		Entered	451466	02-10-2023	cloudhints	Entered	190.27	Q
đ	2023-08		Entered	INBEPAY002489	31-08-2023	Unifiedpost Payments SA	Entered	18.00	Q
ø	2023-07	0	Entered	INBEPAY002418	31-07-2023	Unifiedpost Payments SA	Entered	20.00	Q
e	2023-07		Entered	4776399789	31-07-2023	Google Cloud EMEA Limited Velasco	Entered	13.00	Q
ď	2023-07		Entered	4771915852	31-07-2023	Google Cloud EMEA Limited Velasco	Entered	7.80	Q
								249.07	

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

pense									_	
EXPENSE STATUS: ENTERED									~	DIARY
ontact Google Cloud EMEA Limited x *		Involce Date 31-07-2023		Due Date 30-08-2023		Prices Excluding VAT	÷	Currency & obur		INKP Purchase Y
INVOICE ROWS										Recurrent
Description		Number	Price		VAT		Total	Costcategory		Bankstatement
Coople Workspace Business Star	rter 💌	5	13.00	0% BE en EU - Verk	egde (17)	~	65.00			Match Statement
C		1	0.00	21% High Tariff(4)		~	0.00	· 8		
						Sub totaal: Btw: Totaal:	0.00			Comment
									_	Cost Categories
	_							Add expense detail		
TACHED FILES										
@ Google-4776399789.pdf 긆 🔒								e or click to		

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

Finalize

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

EXPENSE STATUS: FINALIZED			2	DIARY
Contact Supplier m. Invoice Date Gooole Cloud EMEA Limited 4776339785 31-07-2023	Due Date 30-08-2023	Prices Excluding VAT	Invoice Currency number € (Euro)	INKP Purchase V
Velasco (Clarwilliam Place Dublin , 2)			202300000	Recurrent
DETAILS EXPENSE				Expense history
Description Number	Price Costcategory	VAT Tot	al	
Google Workspace Business Starter 5	613.00	0%	265.00	Bankstatement
		Sub total:	265.00	Hatch Statement
		Total: 4	65.00	
				Comment
ATTACHED FILES				⊘ [*] Cost Categories
@ Google-4776399789.pdf 👍 🗎				
		Drop files u	here or click to pload.	

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-477639	Google-4776399789 (1).pdf (pagina 1 van 2) ~						
	Z × 🛅 😣	Q, Zoek					
Google ⁻ Factuur		Google Cloud EMEA Limited					
Coogie		Velasco					
Footuur		Clanwilliam Place					
Factuur		Dublin 2					
Factuurnummer: 4776399789		Ireland					
		Btw-nummer: IE36689970H					
Factuuradres							
Stadhoudersplantsoen 198							
2517 SK Den Haag							
Netherlands							
Details	Google Workspace						
Factuurnummer							
Factuurdatum	Totaal in EUR	€13,00					
Facturerings-ID							
	Overzicht 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	foor de ontvenner worden toenevoerd over	ankomstin artikal 196 yan					
EU-richtlijn 2006/112/EC	uon de ontvanger worden toegevoegd over	renkomseg areker 190 van					
Elk openstaand bedrag wordt automatisch in rekening gebracht							