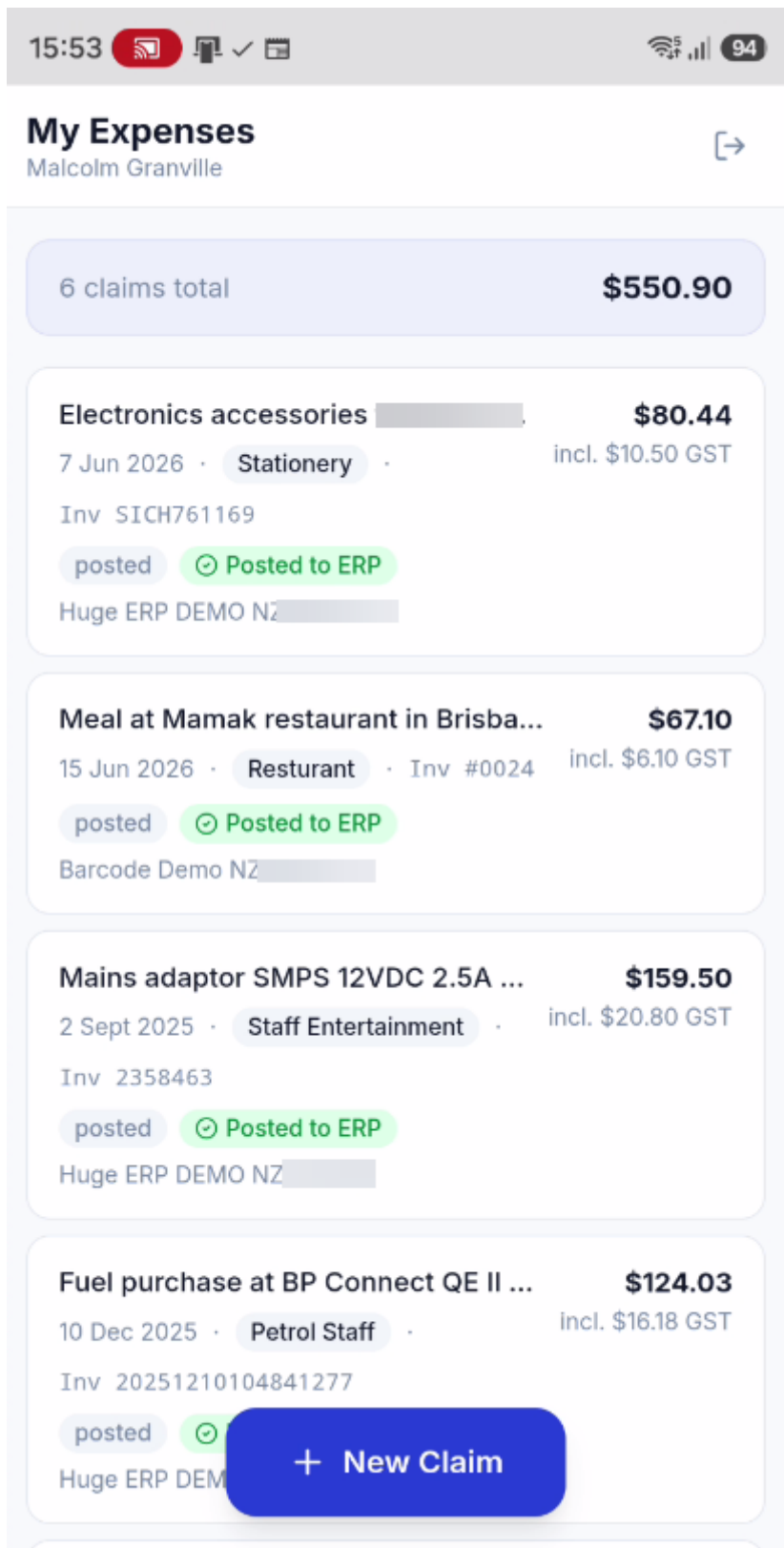


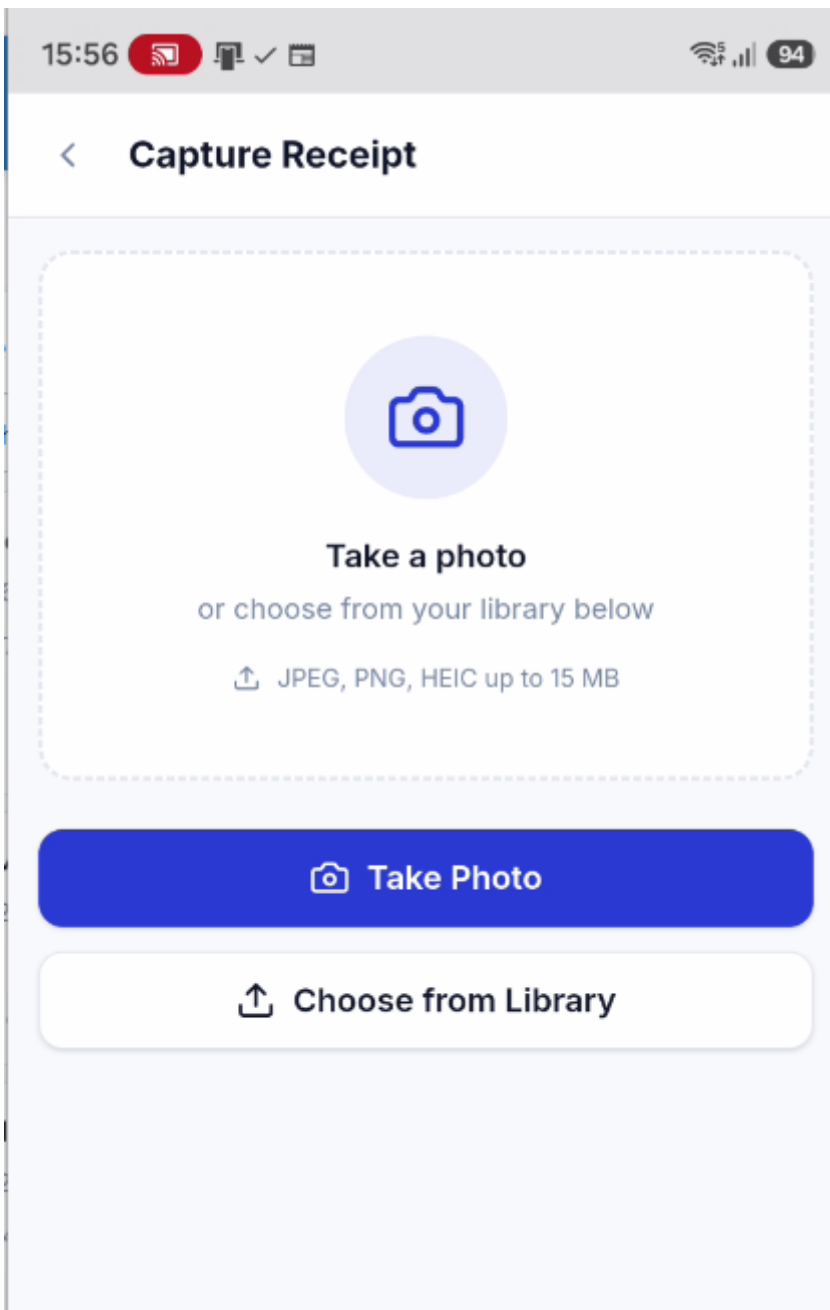
Capture an expense

Log into the expense app



Click on New Claim

Take a Photo or select from Library



After photo or selection, image will display for expense

Click on Analysis Receipt

[illegible]

33082.jpg

✔ Analyse Receipt

AI checks receipt and populates the expense

< Review & Submit



 Fields pre-filled by AI — please verify

Entity

Select an entity

A

Amount (NZD)

\$ 85.96

B

GST Amount

\$ 0

Date

09/06/2026

C

Invoice No

2850020041954

D

Description

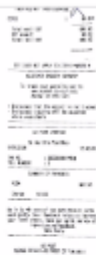
Express parcel postage to Australia from NZ Pos

E

Select the Expense category and click on Submit claim



Review & Submit



 Fields pre-filled by AI — please verify

Entity

Huge ERP DEMO NZ1000100



Amount (NZD)

\$ 85.96

GST Amount

\$ 0

Date

09/06/2026



Invoice No

2850020041954

Description

Express parcel postage to Australia from NZ Post

GL Category

Default (let ERP decide)



Submit Claim

Expense claims pick up from the Huge ERP system

<


Review & Submit



 Fields pre-filled by AI — please verify

Default (let ERP decide) ✓

ENTERTAINMENT

- Resturant
- Staff Entertainment

MOTOR EXPENSE

- Petrol ALL
- Petrol Other
- Petrol PO
- Petrol Staff
- Toll Fees

STATIONERY

- Freight
- Stationery

UNKNOWN EXPENSE

- Unknown Expense

Default (let ERP decide) ▼

Submit Claim

Revision #1

Created 17 June 2026 03:55:12 by Malcolm

Updated 17 June 2026 04:05:01 by Malcolm