Snap a receipt, skip the data entry

Take a photo with your phone and let AI sort it into the right expense category for you.



TIME	TOOLS	LEVEL
10 min	Your phone, ChatGPT	Medium

What you'll need

- Your phone's camera
- A free ChatGPT account (it can read photos)
- The expense categories you already use, or the ones your bookkeeper asked for

Steps

1. Lay a few receipts flat in good light and take a clear photo of each one.
2. Open ChatGPT and attach the photos.
3. Copy the prompt below, add your categories, and send it.
4. Check the list against your receipts. Fix any amount or date that looks off.
5. Copy the table into your spreadsheet or bookkeeping app.
6. File or toss the paper receipts, depending on what your accountant recommends.

COPY THIS PROMPT

I've attached photos of receipts from my small business.
For each receipt, list: date, store name, total amount, and the best category from this list:
[your categories, for example: supplies, shipping, software, meals, travel]
Put the results in a table I can copy into a spreadsheet.
If anything is hard to read, write "check" instead of guessing.

A few tips

- **Double-check the numbers.** AI is good at reading receipts, but faded ink and crumpled paper can trip it up. A quick look takes seconds.
- **Do it weekly.** Five receipts on a Friday is easy. Two hundred in April is not.
- **Mind what you share.** Receipts can include part of a card number. Crop that out if it shows, and don't upload anything you'd rather keep private.