

How to create an expense from a receipt

Turn a receipt or bill in your Post Box into an expense, with the supplier, date and amounts filled in for you.

[Expenses](#)[Bookkeeping](#)

Last updated 17 September 2026

An expense is Mighty's record of something the business bought: who from, when, how much, and what kind of cost it was. You can type one in from scratch, but it's quicker to start from the receipt. Mighty reads the receipt in your [Post Box](#) and fills in the expense for you to check.

When to create an expense

Create an expense when there is no bank payment to attach the receipt to yet, or when the payment didn't come from the business at all:

- You paid with your own money, and the business owes you.
- It's a bill from a supplier that you haven't paid yet, and you want Mighty to show that you owe it.

If the business has already paid by card or from its bank account, it's usually quicker to [match the receipt to the bank payment](#) instead.

Company expense or expense claim?

There are two buttons, and the difference is who paid.

Button	Use it when	What Mighty does
Create expense	The business pays the supplier.	Records a bill the business owes, or has paid.
Create expense claim (paid personally), in the row's menu	You, or someone who works for you, paid with your own money.	Records the cost and that the business owes that person the money back.

What Mighty fills in

Mighty reads the whole receipt, not only the total. On the new expense you'll find:

- **The supplier.** If you've bought from them before, Mighty uses the supplier you already have, even if the receipt writes the name in capital letters or with different spacing. If they're new, Mighty adds them for you.
- **The date** on the receipt.
- **Each line**, with its description, quantity and price.
- **VAT** (the tax that's included in most prices, which VAT-registered businesses can claim back). Mighty works out whether the prices on the receipt already include VAT or have it added at the end.
- **The currency**, if the receipt isn't in pounds.
- **The receipt itself**, attached to the expense so you never need the paper copy.

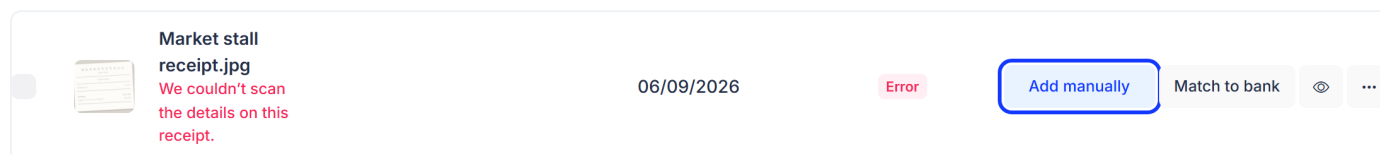
What you still need to do

Mighty creates the expense unfinished. It doesn't count in your accounts until you've checked it and saved it.

- **Choose a category.** Mighty never guesses this. The category says what kind of cost it was, such as travel, software or office costs, and it decides where the cost shows in your accounts. If something cost a lot and will last for years, like a laptop, see [asset or expense](#).
- **Check the figures against the receipt.** Scans are good but not perfect. Faded ink, handwriting and crumpled paper can all cause a wrong number.
- **Select Save** when it's right. Mighty asks for a category first if any line doesn't have one.

If Mighty can't read the receipt

Sometimes a receipt is too faded, too blurry, or not really a receipt. Mighty tells you it couldn't scan the details, and the row's status changes to **Error**.



You haven't lost anything. Select **Add manually** on that row. Mighty opens a blank expense with the receipt already attached, so you only need to type in the details. You can also try **Re-scan receipt** from the row's menu before you create the expense, to see what Mighty is able to read.

Receipts that are really your own invoices

If the document is an invoice that you sent to a customer, open the row's menu and select **Create invoice**. Mighty reads the customer, date and lines and creates a sales invoice instead. [Creating a sales invoice](#) explains what to do next.

Common questions

The supplier name is wrong

Change it on the expense before you save it. Pick the right supplier from the list, or add a new one. This happens most with card receipts, where the name printed at the top is the payment company and not the shop.

Where did my receipt go?

Once it becomes an expense, the receipt is **Complete** and leaves your **Outstanding** list. Choose **Complete** in the **Status** filter to find it. Its **View expense** button opens the expense it became.

I created the same expense twice

Delete one of them from your expenses list. To avoid it, look for the **Duplicate** badge in your Post Box before you start. It shows when you've sent the same file more than once.

I've created the expense. What about the bank payment?

When the money leaves your bank, categorise that payment as paying this expense. Mighty then shows the bill as paid. You don't need to match the receipt again, because it's already stored with the expense.

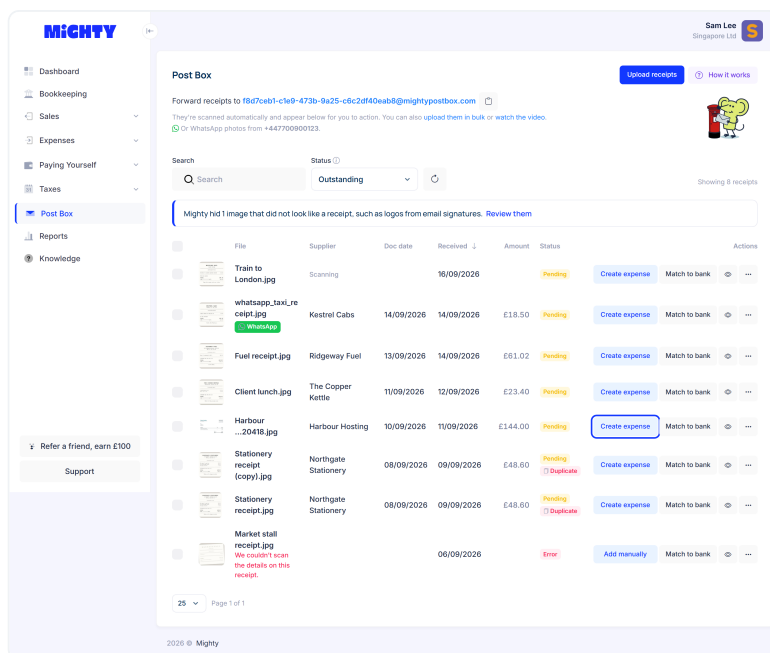
The receipt is in another currency

Mighty reads the currency from the receipt and sets it on the expense. Check the amount against what actually left your bank, because the exchange rate your bank used decides the real cost in pounds.

How to do it in Mighty

1 Select Create expense on the receipt

From the menu, choose Post Box. Find the receipt and select Create expense on its row. Use this when the business is paying.



2 If you paid with your own money, use the menu instead

Select the three dots at the end of the row, then Create expense claim (paid personally). Mighty records that the business owes you the money back.

File	Supplier	Doc date	Received ↓	Amount	Status	
 Train to London.jpg	Scanning		16/09/2026		Pending	Create expense claim (paid personally)
 whatsapp_taxi_receipt.jpg WhatsApp	Kestrel Cabs	14/09/2026	14/09/2026	£18.50	Pending	Create expense claim (paid personally)
 Fuel receipt.jpg	Ridgeway Fuel	13/09/2026	14/09/2026	£61.02	Pending	Create expense claim (paid personally)
 Client lunch.jpg	The Copper Kettle	11/09/2026	12/09/2026	£23.40	Pending	Create expense claim (paid personally)
 Harbour ...20418.jpg	Harbour Hosting	10/09/2026	11/09/2026	£144.00	Pending	Create expense claim (paid personally)
 Stationery receipt (copy).jpg	Northgate Stationery	08/09/2026	09/09/2026	£48.60	Pending Duplicate	Create expense claim (paid personally)
 Stationery receipt.jpg	Northgate Stationery	08/09/2026	09/09/2026	£48.60	Pending Duplicate	Create expense claim (paid personally)
 Market stall receipt.jpg We couldn't scan the details on this receipt.			06/09/2026		Error	Add manually

3 Wait while Mighty reads the receipt

This takes a few seconds. Mighty then opens the new expense with the supplier, date and each line filled in, and the receipt attached.

MIGHTY

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Sam Lee
Singapore Ltd

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Expense #88

Supplier
Alder & Finch Furniture

Expense Date
02/09/2026

Payment Due Date
02/09/2026

Supplier Reference

☐ To be recharged to a client

Description	Qty	Unit Price	Category	VAT Rate	Total	Action
Ergonomic office	1	157.5	Select Account	Standard 20%	£ 189.00	
Subtotal					£ 157.50	
VAT					£ 31.50	
Total					£ 189.00	

[Save](#)

Receipts

Name	Creation Date
Office chair invoice AF-7731.jpg	17/09/2026

Payments

Please reconcile your bank transactions -- to improve

4 Choose a category and check the figures

Pick a category for each line so Mighty knows what kind of cost it is. Check the supplier, date, amounts and VAT against the receipt, and change anything that isn't right.

Expense #88

Supplier: Alder & Finch Furniture

Expense Date: 02/09/2026

Payment Due Date: 02/09/2026

Supplier Reference: Supplier Reference

To be recharged to a client: ☐

Description	Qty	Unit Price	Category	VAT Rate	Total	Action
Ergonomic office	1	157.5	Select Account	Standard 20%	£157.50	
Subtotal					£157.50	
VAT					£31.50	
Total					£189.00	

Receipts:

Name	Creation Date
Office chair invoice AF-7731.jpg	17/09/2026

Payments:

Please reconcile your bank transactions -- to improve

5 Save the expense

Select Save when everything is right. Back in your Post Box, the receipt is now Complete and has a View expense button that opens the expense.

File	Supplier	Doc date	Received ↓	Amount	Status	
	Alder & Finch Furniture	02/09/2026	03/09/2026	£189.00	Complete	<button>View expense</button>

Related guides

- [Mighty's Post Box Explained](#)
- [VAT On Expenses: Exempt, Zero-Rated, Outside The Scope & Reverse Charge Explained](#)

Read this guide online (always the latest version): <https://app.mightyaccounting.com/Knowledge/article/creating-an-expense-from-a-receipt>