
Mighty's Post Box Explained

How Mighty's Post Box Works

Bookkeeping

Expenses

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What is Post Box?

HMRC expects businesses to keep their receipts and invoices for six years, and Post Box is the easy way to do that in Mighty. Email, WhatsApp or upload your receipts into Post Box and Mighty stores it safely and automatically picks out what it can read, like the supplier, date and amount, so the majority of receipts are ready to easily action when you next log in. If you already have your own way of keeping receipts, that's fine too; Post Box just keeps them in one place, next to the bookkeeping item that they belong to.

How does it work?

Getting receipts in.

Three ways, all landing in the same list: forward them to your unique Post Box email address (it's at the top of the Post Box screen, with a copy button), upload them directly, or send them by WhatsApp. For WhatsApp, add your mobile number in Company settings first, then send receipts in the same way you'd message a friend. If more than one of you sends receipts, each person can save their own number, and Mighty remembers who sent what so you can easily action your own receipts or create your own expense claims.

What happens next.

Mighty scans each document as it arrives and pulls out the supplier, date and amount where it can. Every receipt shows where it's up to: Scanning means Mighty is still reading it, Ready means it's waiting for you, Check means something in the read looked uncertain and is worth a glance, and Can't read means the scan failed. A failed scan isn't a dead end: you can still match the receipt to a bank payment yourself, or add the details by hand. Anything that needs you sits on the To action tab.

Actioning a receipt.

Paid from the business account? Match it to the bank payment: where Mighty has already found the likely payment, it's suggested right on the row and Match takes one click. Paid personally? Create an expense claim. Opening a receipt shows the full document alongside its details, and if the scan got something wrong, the supplier, amount and date can be corrected there. You can also create a company expense or an invoice from a document, or mark something as not an expense if it shouldn't be in your books.

FAQs:

Can I send multiple attachments?

Yes, you can send multiple files in one email or WhatsApp. Each receipt will show up separately in your Post Box.

Are there any additional charges to use Post Box?

No, this is included in your Mighty subscription.

What format do the files need to be?

You can email PDF, JPEG, PNG or HEIC files - all will be processed into Mighty. The maximum size email that can be sent is 50MB.

Can I use this email as a billing email address for suppliers?

Yes, if the billing email address is simply used to send invoices as attachments, then this email can be used and they will automatically be added into Mighty's Post Box.

Why is my email so random?

We considered making it something more memorable (like [your-company]@mightypostbox.com), but opted for a unique, secure email that's impossible to guess. No one else can access your Post Box email.

Do I have to email or WhatsApp the files, can I not just upload them?

Yes, if the files are on the device you're using and it's easier to upload, you can click the 3 dot button in the top right corner and upload them directly to Post Box instead. If easier, you can also upload receipts directly to expenses rather than via the Post Box screen.

We hope Post Box makes expense tracking even easier and a little less admin-heavy. If you have any questions, feedback, or suggestions, just email your dedicated accountant or support@mightyaccounting.com.

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