

Scanning Receipts to Bookkeeping-OCR

Send receipts directly from your phone to your receipt folder

Bookkeeping-OCR points to any folder on your computer for new receipts. These guides show you how to scan a receipt on your phone and have it appear in that folder automatically — ready to process.

Choose the method that fits how you work:

Method	Best for	Free Storage
iCloud	iPhone users with a Mac or Windows PC	5 GB
OneDrive	iPhone or Android, Mac or Windows PC	5 GB
Google Drive	iPhone or Android, Mac or Windows PC	15 GB
Free 3rd Party Apps	Users who prefer an alternative scanning app	Varies

All three cloud services are free. You do not need a paid subscription to use them with Bookkeeping-OCR. We are not affiliated with Apple, Microsoft, or Google.

Option 1 — iCloud

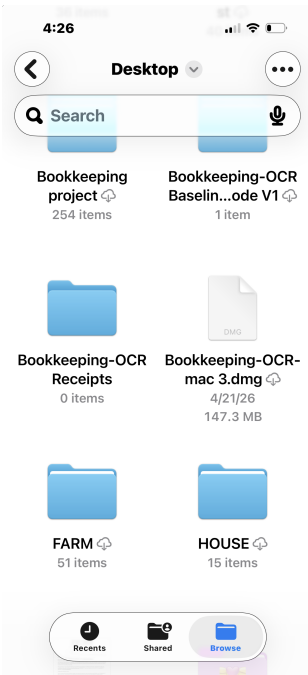
iPhone users only · Works on Mac and Windows

iCloud is built into every iPhone. No app to download on your phone — everything you need is already there.

What you need:

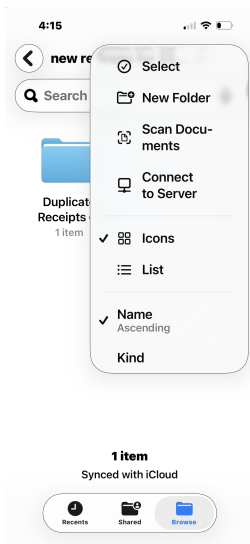
- iPhone (any model running iOS 13 or later)
- A free Apple ID (you already have one if you use an iPhone)
- Mac or Windows PC

Step 1 — Create a receipt folder in iCloud Drive (do this once)

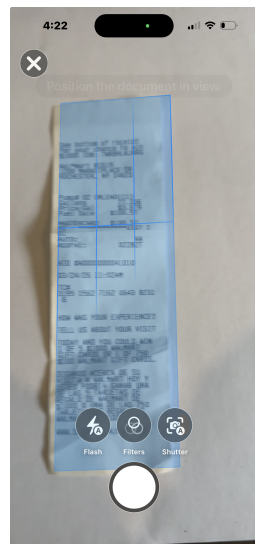


1. On your iPhone, open the **Files** app
2. Tap **iCloud Drive**
3. Tap the **three dots (***)** in the top right corner
4. Tap **New Folder**
5. Name it **Bookkeeping Receipts** (or any name you prefer)
6. Tap **Done**

Step 2 — Scan a receipt



Tap **...** to reveal Scan Documents



Scanner with receipt detected

1. Open the **Files** app and navigate to your **Bookkeeping Receipts** folder
2. Tap the **three dots (***)** in the top right corner
3. Tap **Scan Documents**
4. Point your camera at the receipt — the app automatically detects the edges
5. Tap the shutter button (or let it capture automatically)
6. Tap **Keep Scan**, then tap **Save** (top right)
7. The receipt saves as a PDF directly into your folder

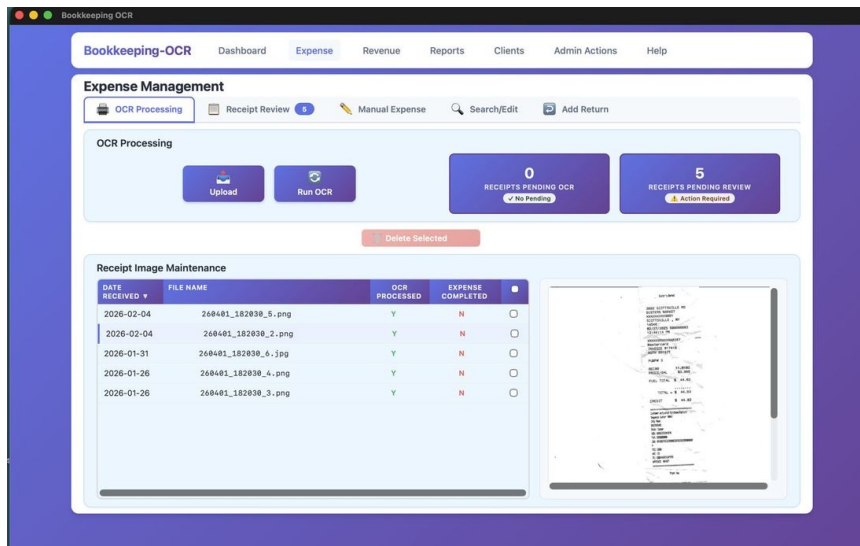
Step 3 — Set up iCloud on your computer

Mac: Your iCloud Drive folder is already available in Finder. Look for **iCloud Drive** in the Finder sidebar. Your Bookkeeping Receipts folder will appear there within seconds of scanning.

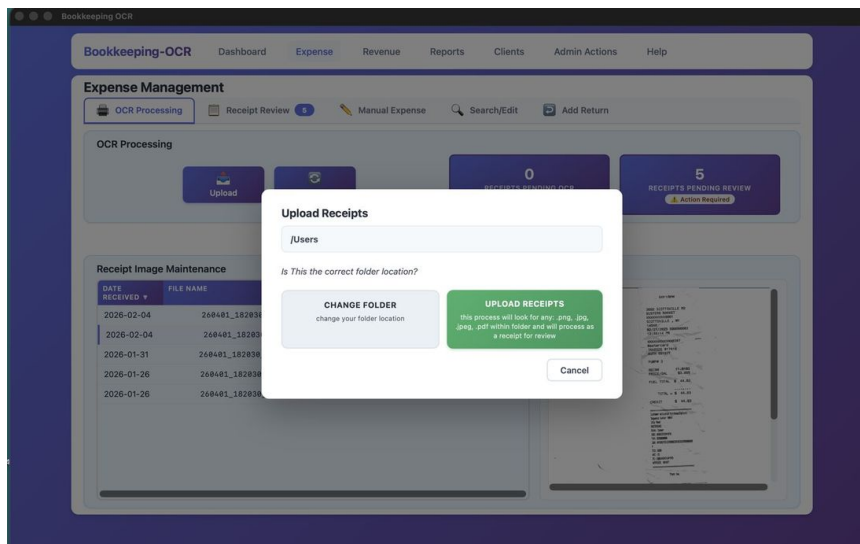
Windows PC:

1. Open the **Microsoft Store** on your PC
2. Search for **iCloud**
3. Click **Get** and install it
4. Open iCloud and sign in with your Apple ID
5. Make sure **iCloud Drive** is checked, then click **Apply**
6. iCloud Drive now appears in Windows File Explorer under **This PC** → **iCloud Drive**

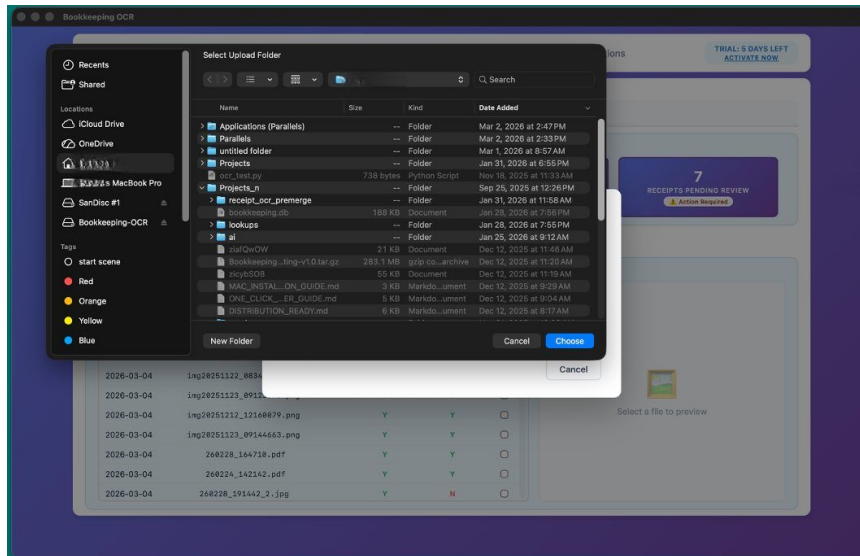
Step 4 — Point Bookkeeping-OCR to your receipt folder



Click Upload on the OCR Processing tab



Click Change Folder



Browse to your receipt folder and click Choose

1. Open **Bookkeeping-OCR**
2. Click **Expense** in the top menu
3. Click the **OCR Processing** tab
4. Click **Upload**
5. Click **Change Folder**
6. Browse to your **iCloud Drive** → **Bookkeeping Receipts** folder
7. Click **Choose** (Mac) or **Select Folder** (Windows)

From this point forward, every receipt you scan on your iPhone will appear in Bookkeeping-OCR automatically.

Option 2 — OneDrive

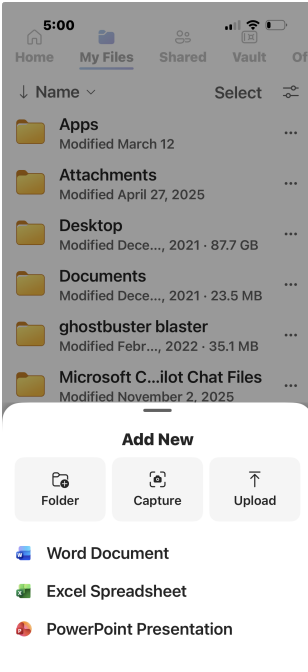
iPhone or Android · Works on Mac and Windows

OneDrive is a free cloud storage service from Microsoft with a document scanner built directly into the app.

What you need:

- iPhone or Android phone
- A free Microsoft account (create one at outlook.com — takes 2 minutes)
- Mac or Windows PC

Step 1 — Install OneDrive on your phone



1. **iPhone:** Open the **App Store**, search **Microsoft OneDrive**, tap **Get**
2. Open the app and sign in with your Microsoft account
3. **Android:** Open the **Google Play Store**, search **Microsoft OneDrive**, tap **Install**
4. Open the app and sign in with your Microsoft account

Step 2 — Create a receipt folder in OneDrive (do this once)

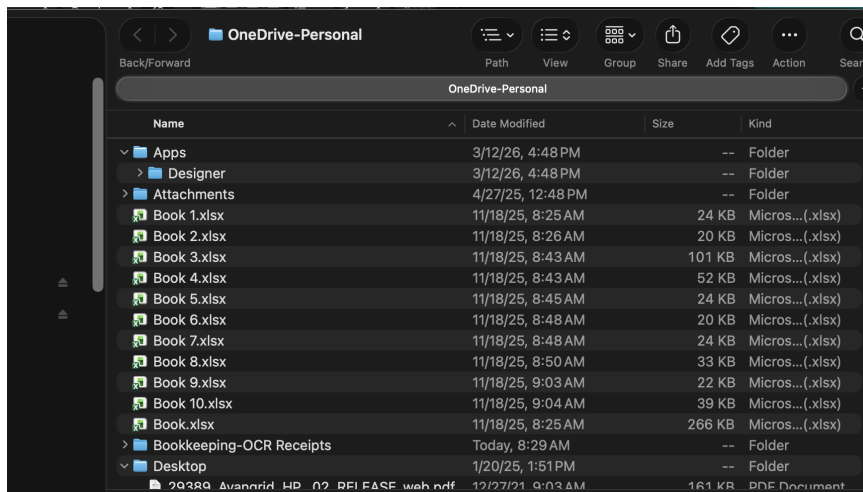
1. In the OneDrive app, tap **Files** at the bottom
2. Tap the **+** (**plus**) button
3. Tap **New Folder**
4. Name it **Bookkeeping Receipts**
5. Tap **Create**

Step 3 — Scan a receipt



1. Open the **OneDrive** app and navigate to your **Bookkeeping Receipts** folder
2. Tap the **+** (plus) button
3. Tap **Scan**
4. Point your camera at the receipt — the app detects the edges automatically
5. Tap the shutter button
6. Tap **Confirm**, then choose **PDF** or **JPG** as your format
7. Tap **Save** — the receipt uploads to your folder immediately

Step 4 — Set up OneDrive on your computer

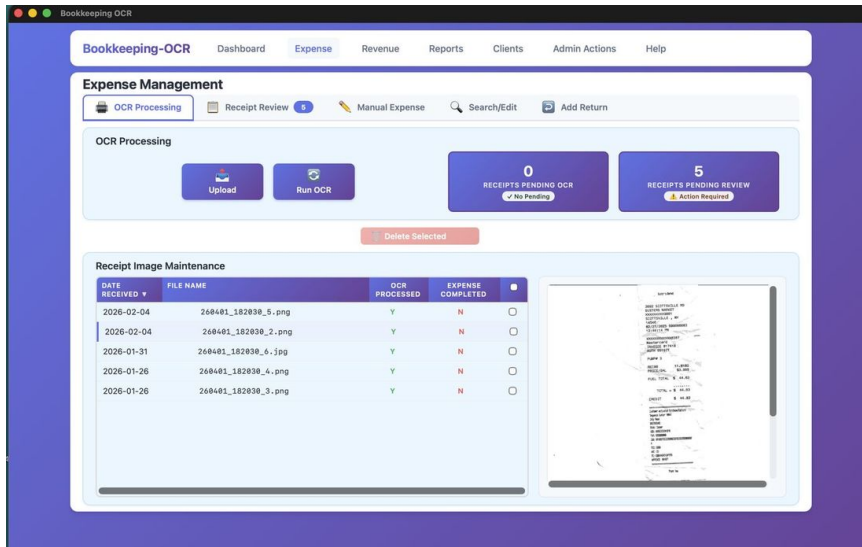


Mac:

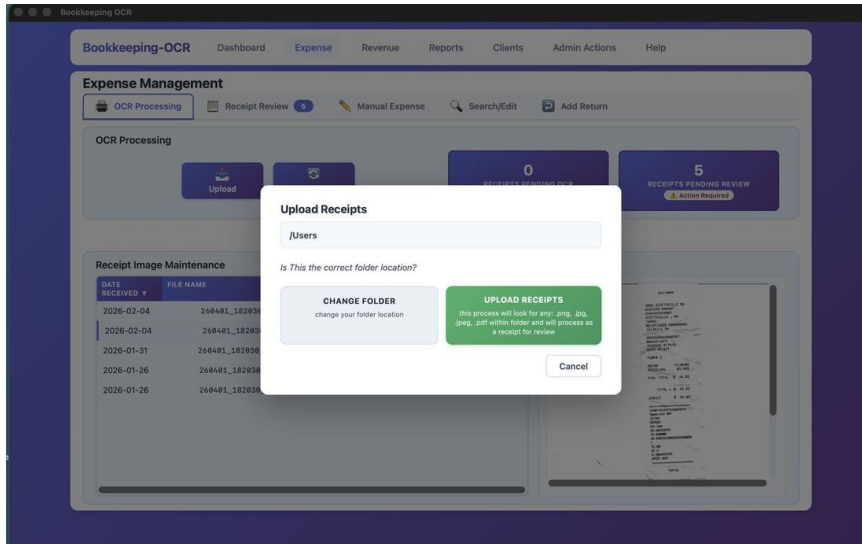
1. Open the **App Store** on your Mac
2. Search **Microsoft OneDrive**
3. Click **Get** and install
4. Open OneDrive and sign in with your Microsoft account
5. OneDrive creates a folder at /Users/YourName/OneDrive

Windows PC: OneDrive is already installed on Windows. Click the **OneDrive cloud icon** in the system tray and sign in with your Microsoft account. Your OneDrive folder appears in File Explorer automatically.

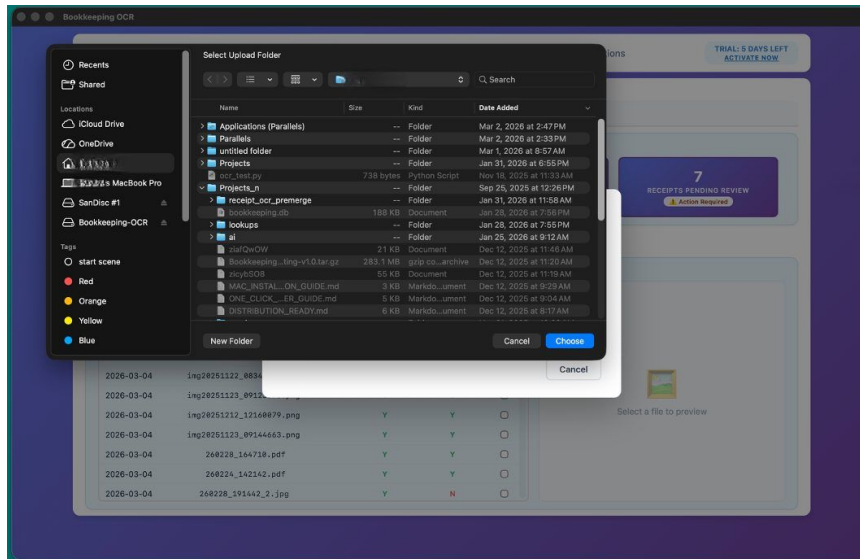
Step 5 — Point Bookkeeping-OCR to your receipt folder



Click Upload on the OCR Processing tab



Click Change Folder



Browse to your receipt folder and click Choose

1. Open **Bookkeeping-OCR**
2. Click **Expense** in the top menu
3. Click the **OCR Processing** tab
4. Click **Upload**
5. Click **Change Folder**
6. Browse to your **OneDrive** → **Bookkeeping Receipts** folder
7. Click **Choose** (Mac) or **Select Folder** (Windows)

From this point forward, every receipt you scan on your phone will appear in Bookkeeping-OCR automatically.

Option 3 — Google Drive

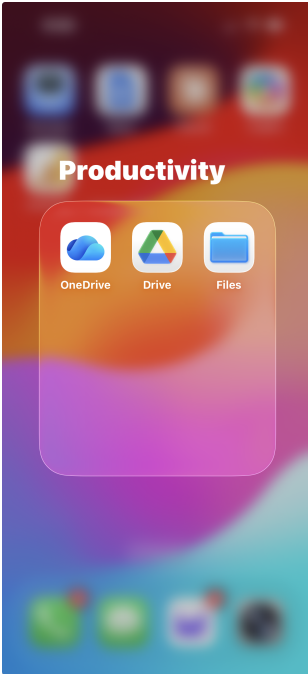
iPhone or Android · Works on Mac and Windows

Google Drive is a free cloud storage service from Google. If you have a Gmail address you already have a Google account — and 15 GB of free storage, the most of any option on this page.

What you need:

- iPhone or Android phone
- A free Google account (your Gmail address works)
- Mac or Windows PC

Step 1 — Install Google Drive on your phone

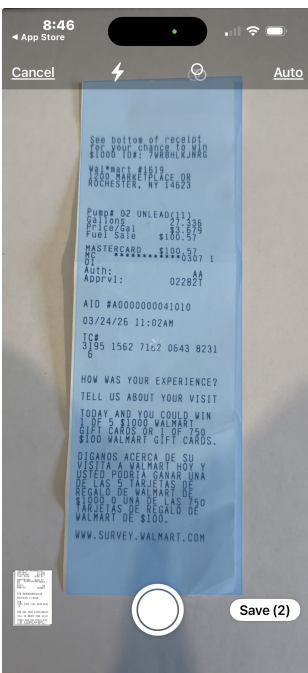


1. **iPhone:** Open the **App Store**, search **Google Drive**, tap **Get**
2. Open the app and sign in with your Google account
3. **Android:** Google Drive is already installed on most Android phones — search for it in your app drawer and sign in with your Google account

Step 2 — Create a receipt folder in Google Drive (do this once)

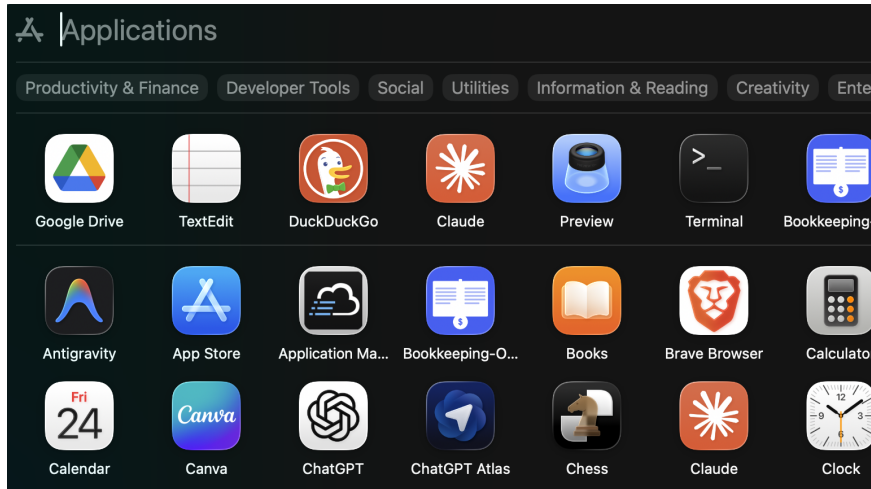
1. In the Google Drive app, tap the **+** (**plus**) button
2. Tap **New Folder**
3. Name it **Bookkeeping Receipts**
4. Tap **Create**

Step 3 — Scan a receipt



1. Open the **Google Drive** app and navigate to your **Bookkeeping Receipts** folder
2. Tap the **+** (**plus**) button
3. Tap **Scan**
4. Point your camera at the receipt — Google Drive detects the edges automatically
5. Tap the shutter button
6. Review the scan and tap **Done**
7. The receipt saves as a PDF directly to your folder

Step 4 — Set up Google Drive on your computer



Google Drive folder visible in Finder/File Explorer [screenshot needed]

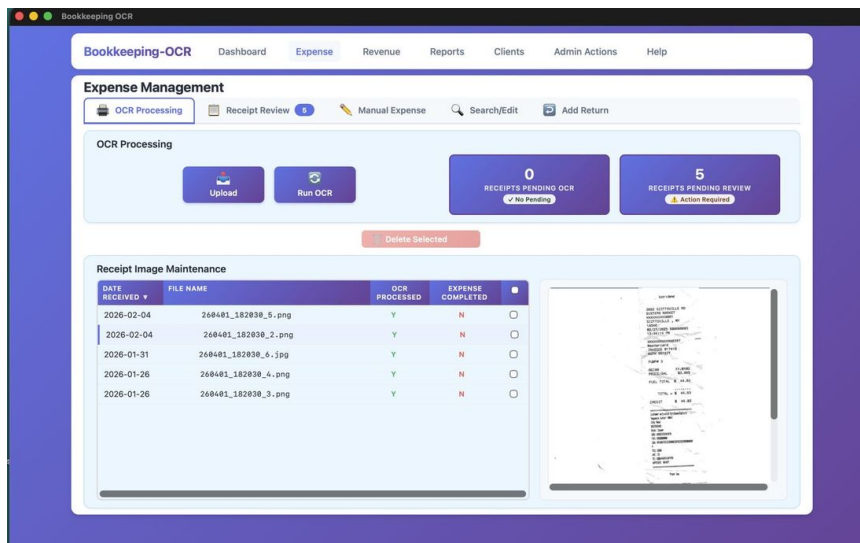
Mac and Windows (same steps):

1. Go to **drive.google.com** in your browser
2. Click **Download Drive for Desktop** (bottom left of the page)
3. Install the app and sign in with your Google account
4. Google Drive creates a local folder on your computer:

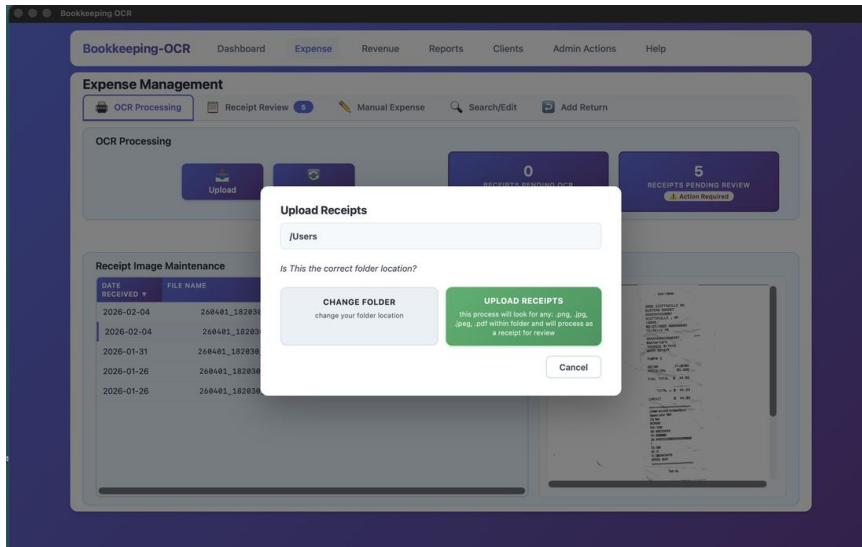
Mac: /Users/YourName/Google Drive

Windows: C:\Users\YourName\Google Drive

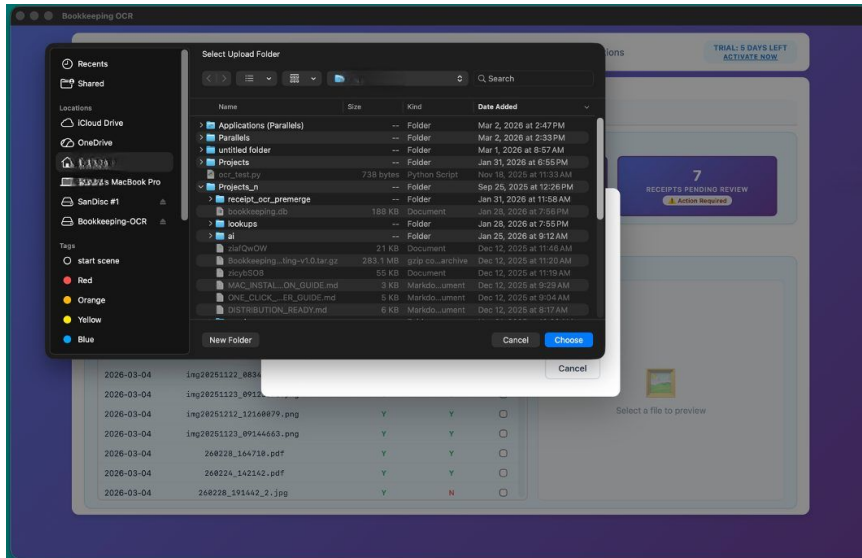
Step 5 — Point Bookkeeping-OCR to your receipt folder



Click Upload on the OCR Processing tab



Click Change Folder



Browse to your receipt folder and click Choose

1. Open **Bookkeeping-OCR**
2. Click **Expense** in the top menu
3. Click the **OCR Processing** tab
4. Click **Upload**
5. Click **Change Folder**
6. Browse to your **Google Drive → Bookkeeping Receipts** folder
7. Click **Choose** (Mac) or **Select Folder** (Windows)

From this point forward, every receipt you scan on your phone will appear in Bookkeeping-OCR automatically.

Option 4 — Free 3rd Party Scanning Apps

iPhone or Android · Works with any cloud storage

If you already use a scanning app you like, or prefer an alternative to iCloud, OneDrive, or Google Drive, there are many free scanning applications available for both iPhone and Android. Most offer a free tier that is more than sufficient for scanning receipts.

When using a 3rd party app, the setup process is similar to the options above:

1. Configure the app to save scans to a cloud storage folder (iCloud, OneDrive, Google Drive, or Dropbox)
2. Install that cloud service's desktop app on your computer
3. Point Bookkeeping-OCR to the synced local folder using the steps shown above

Any app that can save a scan as a **PDF, JPG, or PNG** file to a synced folder will work with Bookkeeping-OCR.

We are not affiliated with any third-party scanning applications and cannot provide support for them.

Tips for the Best Scan Quality

(applies to all methods)

- Lay the receipt flat on a **dark surface** — the contrast helps edge detection
 - Make sure the **entire receipt is in the frame** before shooting
 - Use **good, even lighting** — avoid shadows across the receipt
 - If a receipt is crumpled, **flatten it** as much as possible first
 - Hold the phone **still and parallel** to the receipt — avoid shooting at an angle
 - Clean your camera lens if scans look **blurry or hazy**
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Supported file formats: PDF, JPG, JPEG, PNG