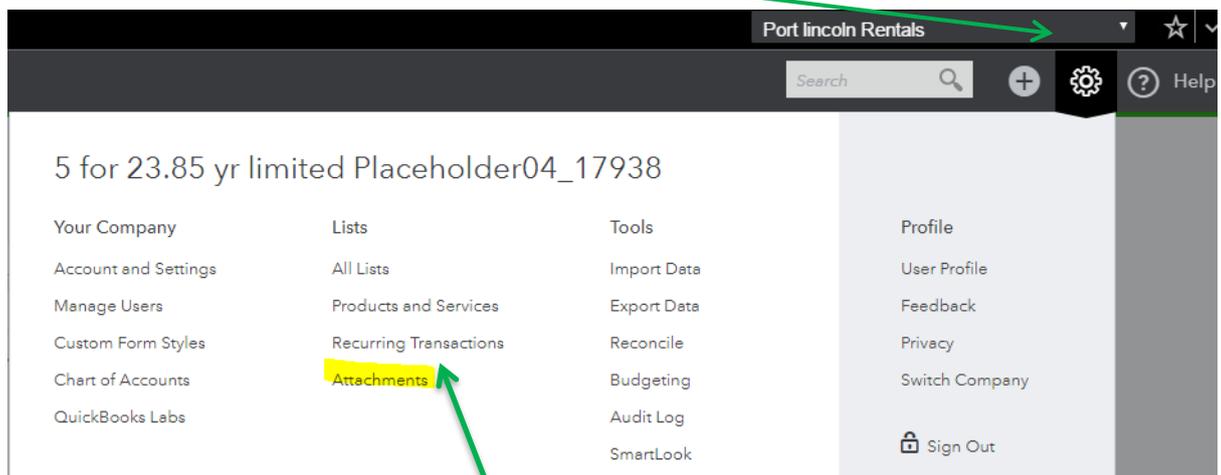# Use Notes & Attachments QuickBooks Online to Create Expense Entries

1. Using the desktop version of Qbo (not in the app version) Click the Gear Cog on the right hand side of top of your tool bar


2. From the list that comes up, click **Attachments** with your mouse

3. A list of all the attachments that have been added to your QBO will then open.

4. From the list of your attachments that appears click with your mouse the one you want to use and then click the drop-down arrow in the Action column (it is tiny and is next to the word Download)

5. Select **Create Expense** from the options list that opens
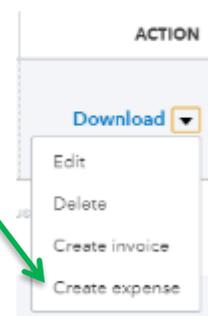
You can now fill out the details of the expense.

You will see that attachment you selected is now included.

If you want to look it it you can click **Show Existing** and you can preview it to get the details from it if required:

Save your transaction and your done

Cheers,

Kerry Casanova, CPA