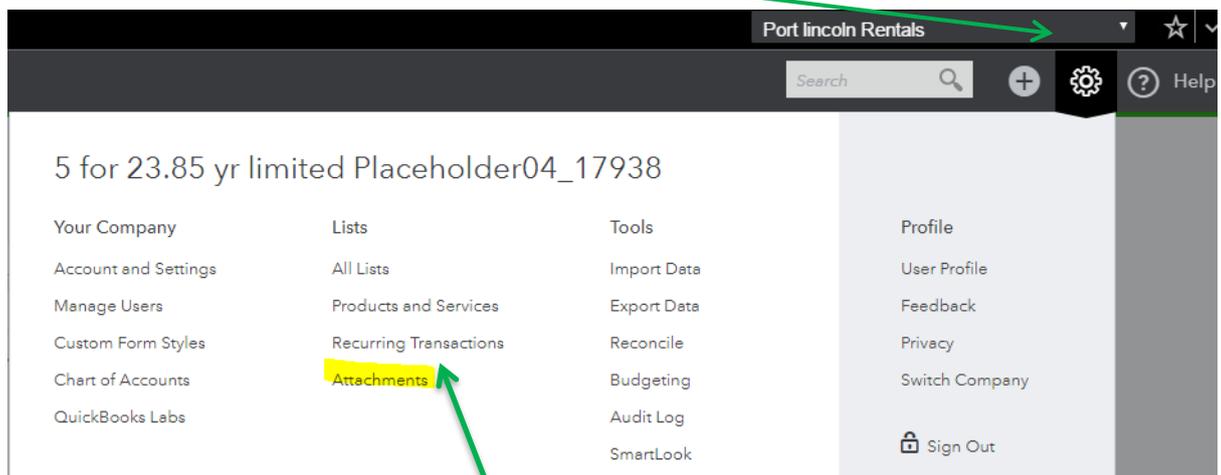


## Use Notes & Attachments QuickBooks Online to Create Expense Entries

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

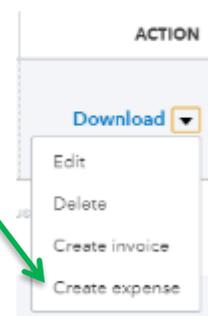


2. From the list that comes up, click **Attachments** with your mouse
3. A list of all the attachments that have been added to your QBO will then open.

The screenshot shows a table of attachments. The table has columns for THUMBNAIL, TYPE, NAME, SIZE, UPLOADED, LINKS, NOTE, and ACTION. A green arrow points to the 'Download' link in the ACTION column of the first row, which is circled in red.

THUMBNAIL	TYPE	NAME	SIZE	UPLOADED	LINKS	NOTE	ACTION
	Image	qbmlmg_1570170747011	76.52 KB	04/10/20...		staff purchases	Download

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:

**Expense**

Payee: Drakes | Payment account: How did you pay? | AMOUNT: **A\$12.44**

Payment date: 04/10/2019 | Payment method: What did you pay with? | Ref no.:

#	CATEGORY	DESCRIPTION	AMOUNT	GST
1	Meals and entertainme	What did you pay for?	12.44	GST free purchase
2				

Subtotal: A\$12.44  
GST @ 0% on 12.44: 0.00  
Total: A\$12.44

Attachments: Maximum size: 25MB  
qbmlmg\_1570170747011.jpeg (76.5 kb) X  
Drag/Drop files here or click the icon  
[Show existing](#)

Save your transaction and your done

*Cheers,*

**Kerry Casanova, CPA**

