

# Using the MYOB Capture app

Do you use AccountRight? Your MYOB Capture help is here.

Is your shoebox overflowing with receipts you're keeping "just in case"? With MYOB Capture, you can take a quick photo of a receipt and send it to your In tray in seconds – helping you keep compliant and organised.

If you have a compatible Android or iOS device, you're ready to go—just download and install **MYOB Capture**:



Once it's installed, here's how it works:

1. Take a photo of a receipt.
2. Crop the photo to remove unwanted areas.
3. Send the photo to your In tray!



Your receipt will be sent to your In tray, ready for you to use in MYOB Essentials.

**Do you have multiple MYOB Essentials businesses?** No problem—the app lets you switch between businesses.

To capture and adjust an image

To save a copy of your receipts to your iOS device's gallery

To save a copy of your receipts to your Android device's gallery

To switch businesses

## What happens next?

Once the receipt is in your In tray you can:

- create a new bill
- link to an existing bill
- link to a bank transaction
- create a Spend money transaction

[Learn how to work with documents in your In tray](#)

### Related topics

[Working with In tray documents](#)

[Attaching documents to Spend money transactions](#)

[Attaching documents to bank transactions](#)

[Automating supplier invoices](#)