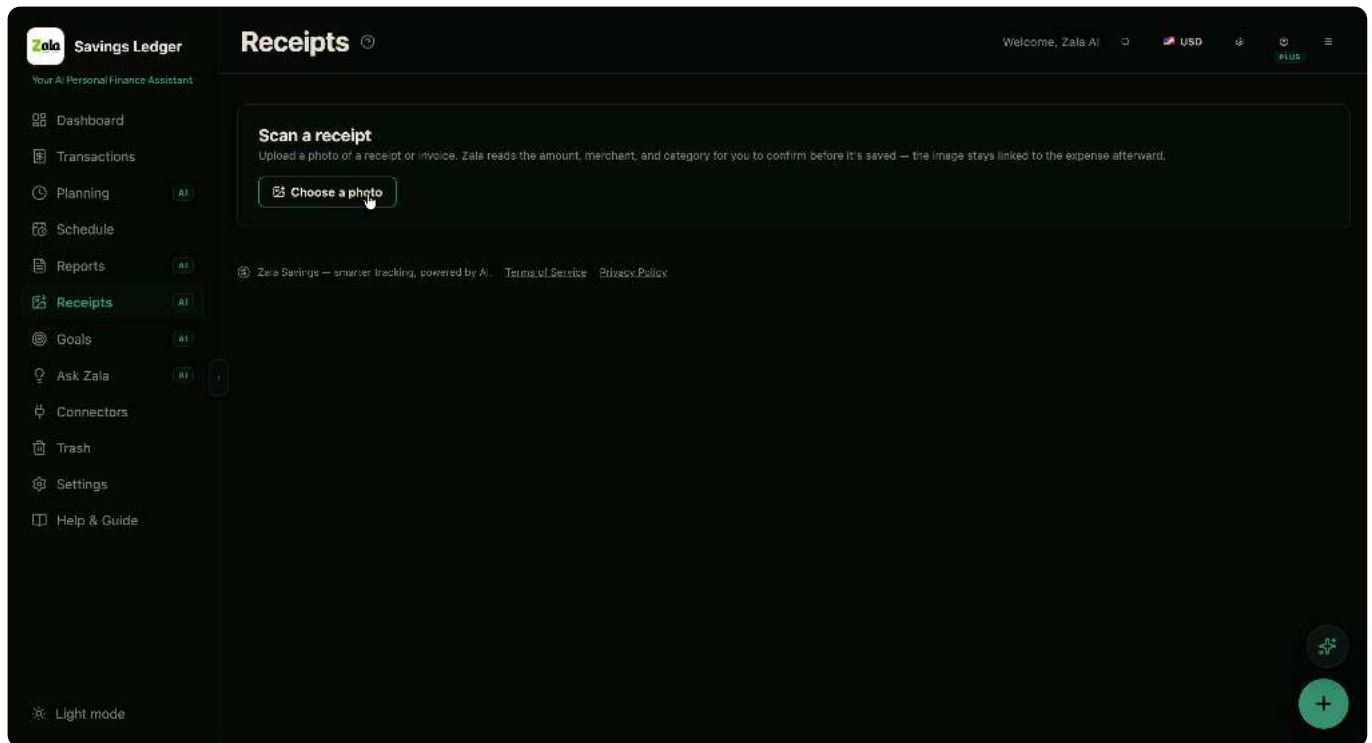


# Managing Receipts with Zala

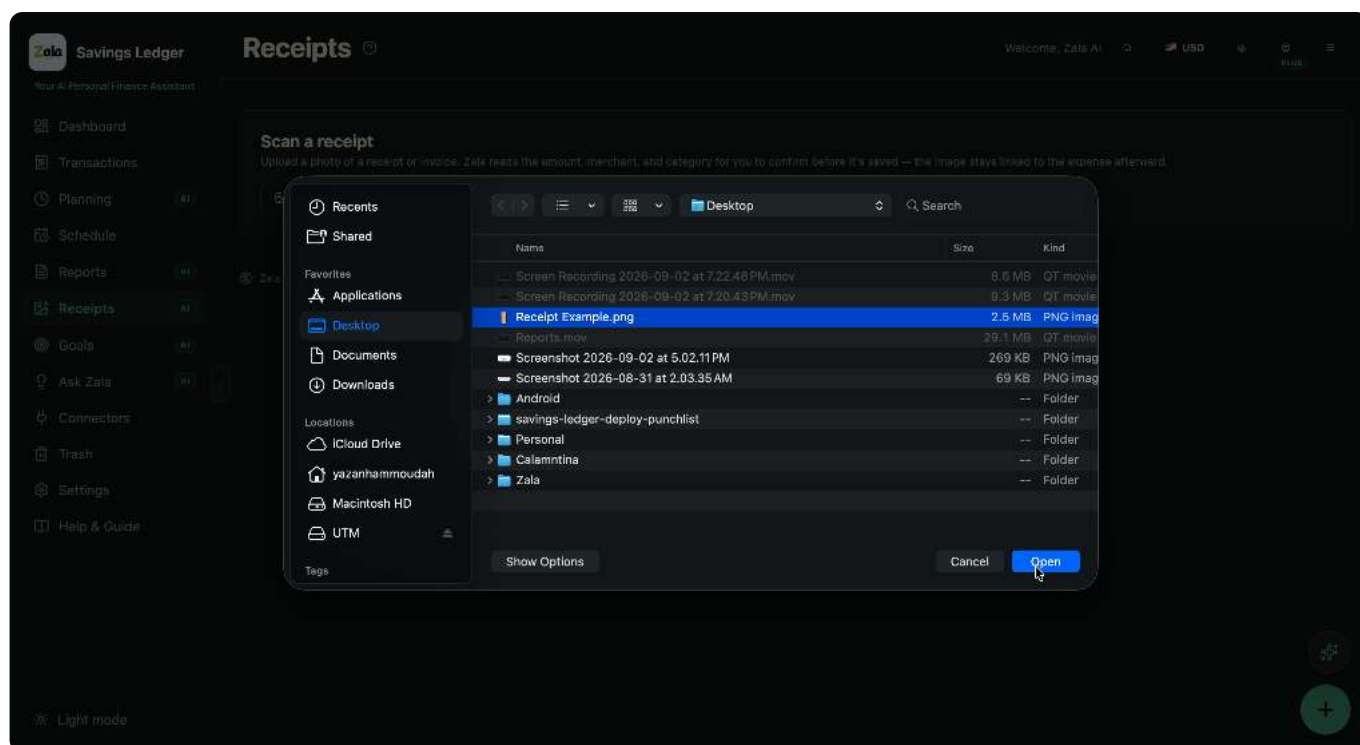
Use Zala to upload, capture, and manage your receipts so they are automatically converted into structured expenses that you can review, edit, and add to your transactions.

## Step 1: Upload or Capture a Receipt

Zala can read and process your receipts. You can upload any existing receipt from your device.



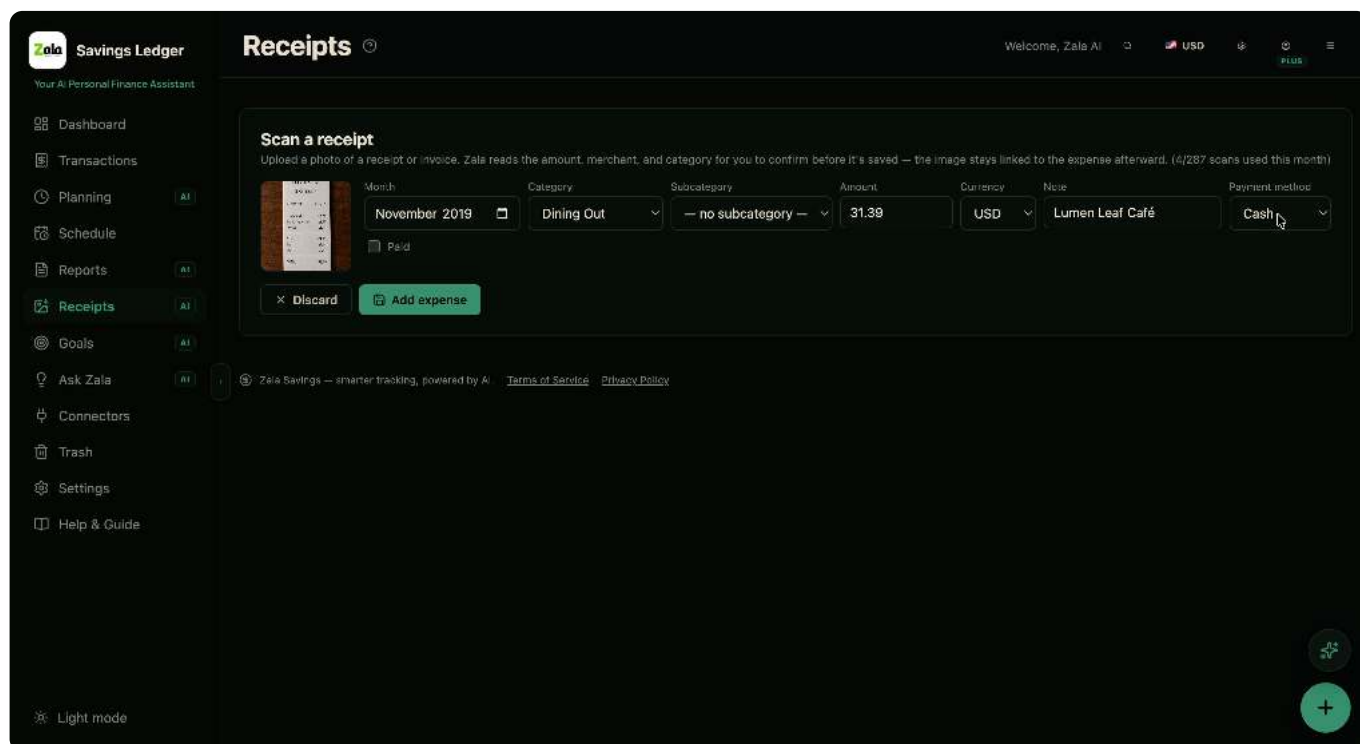
Alternatively, if you have the Zala Savings mobile application on iOS or Android, you can use it to capture or take a photo of any of your receipts.



Once uploaded or captured, Zala will extract the receipt information and present it in a format similar to your other expenses. You can then review and edit the extracted details before saving.

## Step 2: Review and Edit the Extracted Expense

After processing, you will see the expense details, even for older receipts and historical expenses.



If needed, adjust any of the fields. For example, you can change the payment method.



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Receipts

Welcome, Zala AI

USD

PLUS

Scan a receipt

Upload a photo of a receipt or invoice. Zala reads the amount, merchant, and category for you to confirm before it's saved — the image stays linked to the expense afterward. (4/287 scans used this month)

Month

November 2019

Category

Dining Out

Subcategory

— no subcategory —

Amount

31.39

Currency

USD

Note

Lumen Leaf Café

Payment method

Visa

Paid

Discard

Add expense

Zala Savings — smarter tracking, powered by AI

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Once you are satisfied with the information, confirm the details so they are ready to be added to your expenses.

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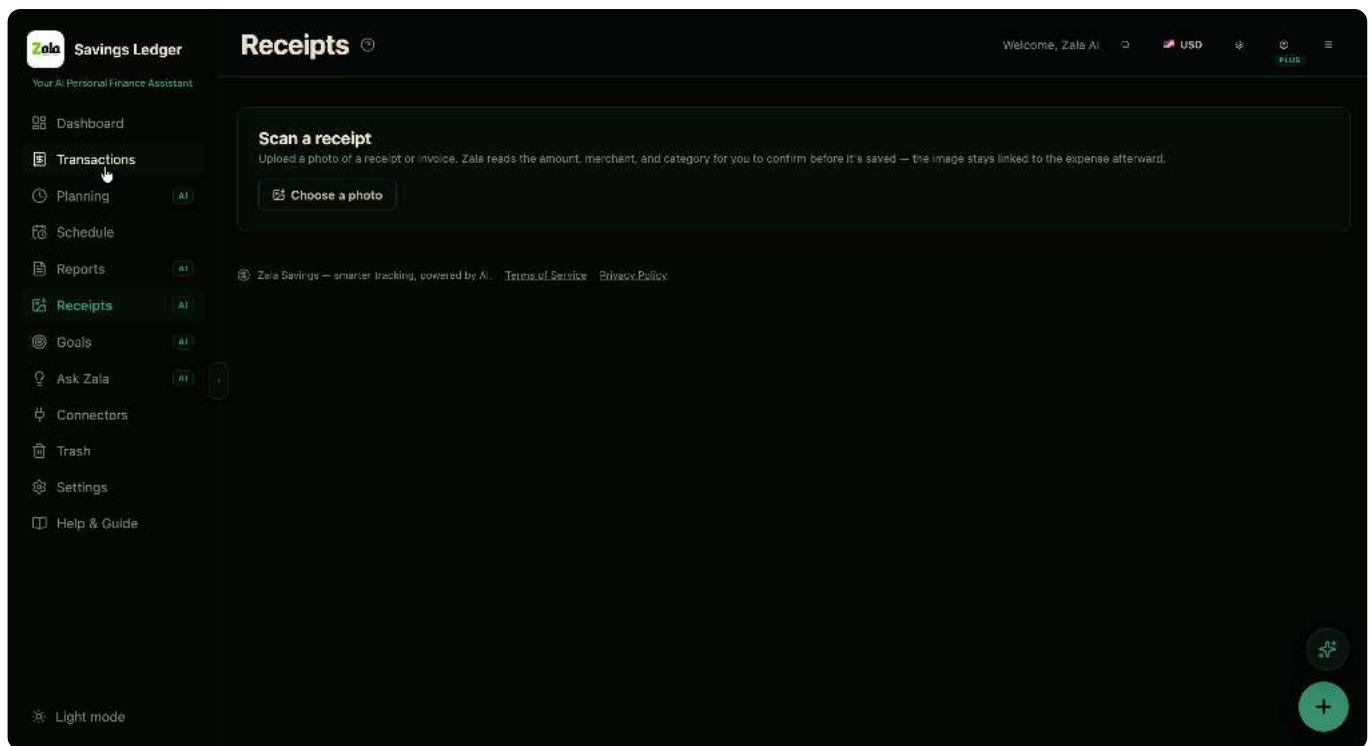
Zala Savings — smarter tracking, powered by AI

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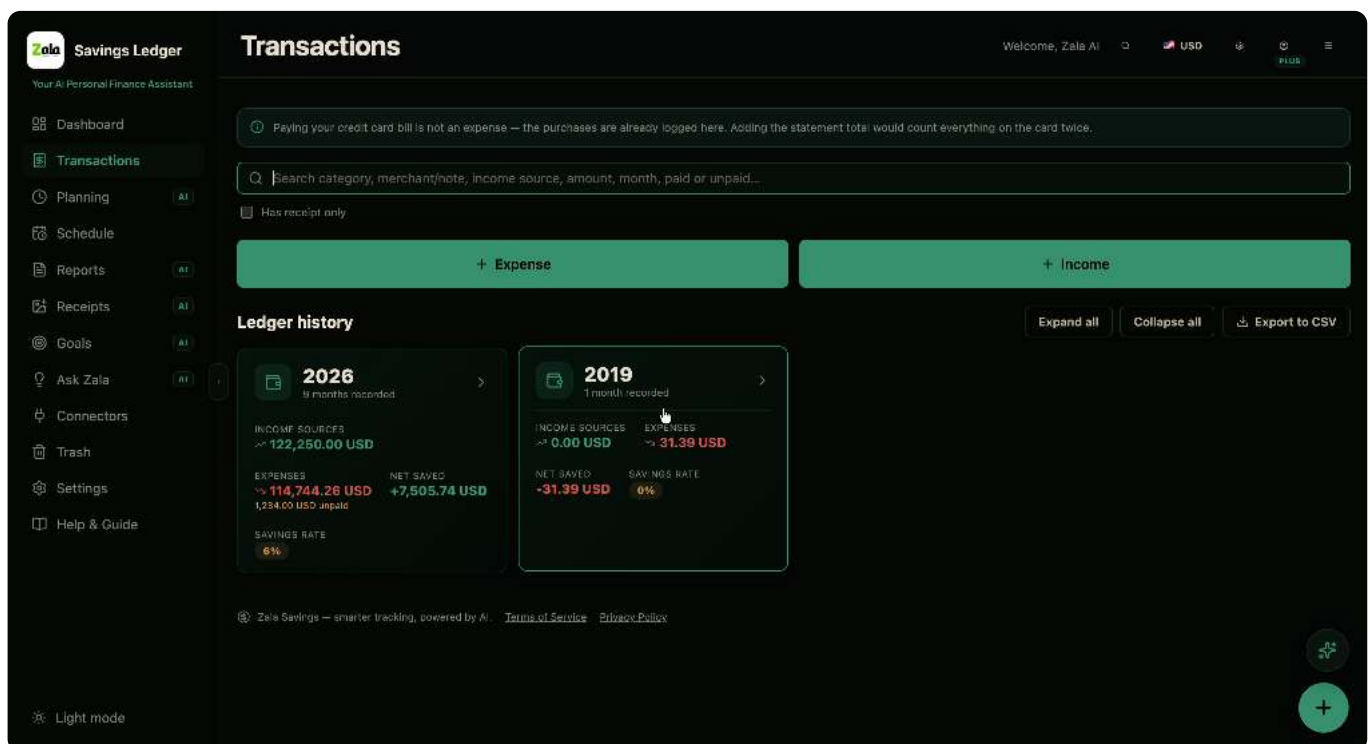
[Privacy Policy](#)

## Step 3: Add the Receipt to Your Expenses

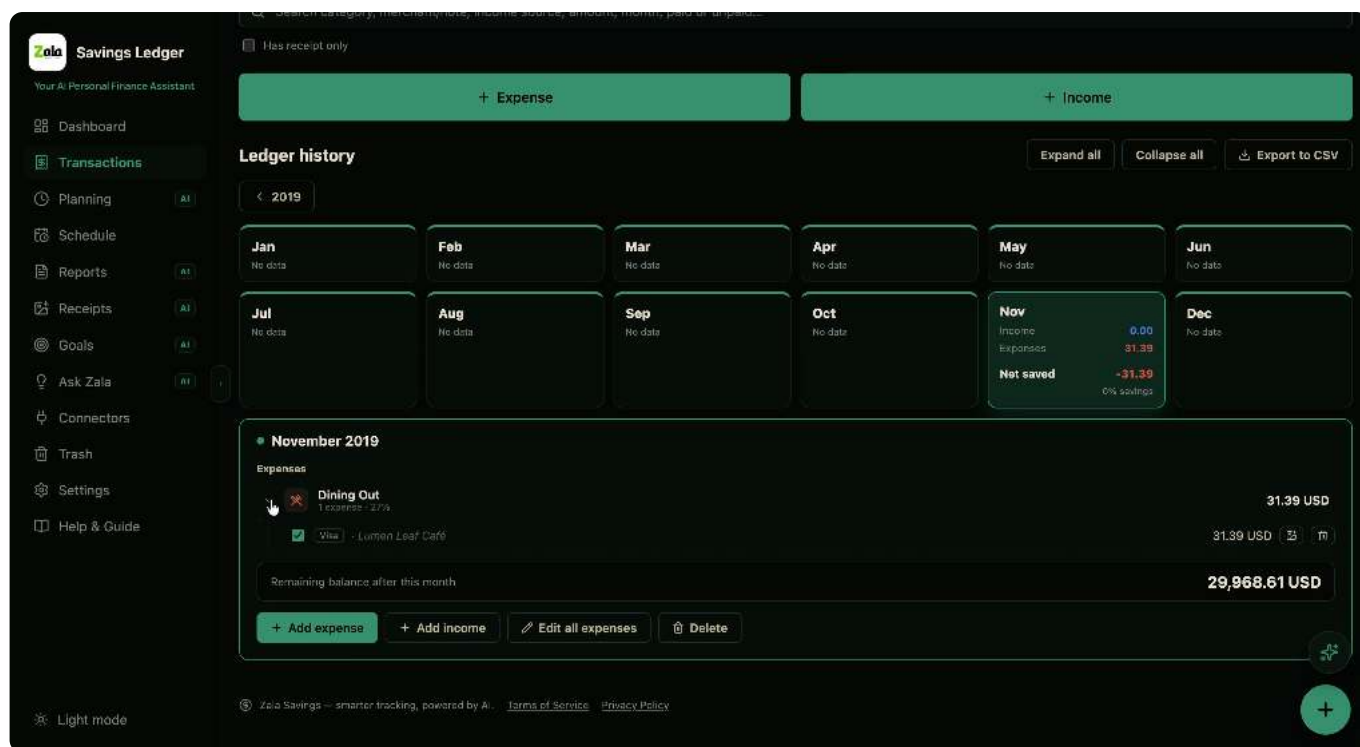
When you are done reviewing and editing, add the processed receipt as an expense entry to your transactions.



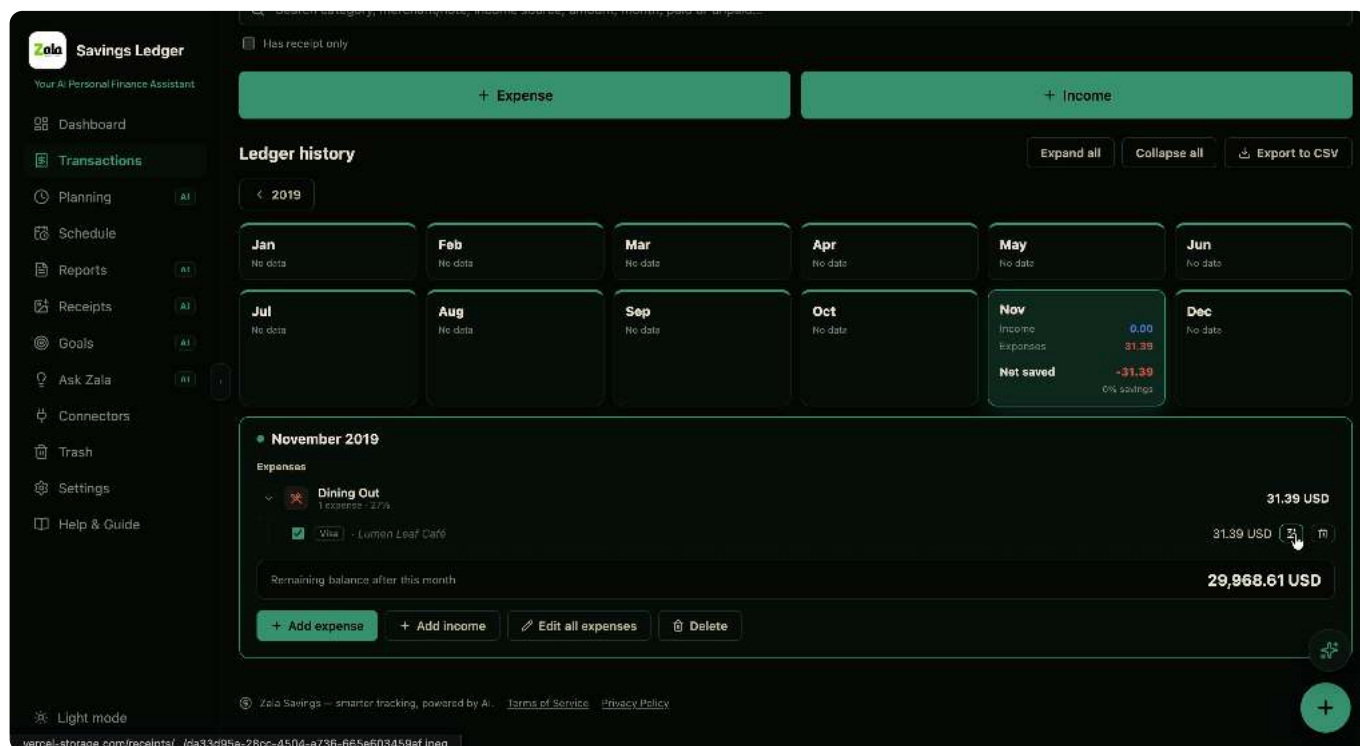
If this is your first older expense, Zala may create a new year in your transaction history, for example, 2019.



You will see the new transaction listed, with the expense automatically categorized based on the receipt details.



You can also view the attached image of the receipt linked to this transaction.



If everything looks correct and you are happy with the stored information and receipt image, no further action is needed. Your receipt has been successfully recorded as an expense.