



AI expense capture kit

A secure receipt-to-ledger workflow with prompts, controls and reusable logs

Use this to organize your business records. Keep original documents secure. This is not tax, legal or accounting advice.

Start and privacy

Business: _____ Start week: _____ Folder owner: _____

Only use AI tools your business approves. Remove card numbers and client/customer details from images before upload. Keep originals in approved storage. AI output is never proof of deductibility.

Receipt capture protocol

1. Take one clear photo per receipt, including vendor, date, item lines, tax, tip and total.
2. Name YYYY-MM-DD_vendor_total; store in month folder.
3. Check whether the payment is business, mixed-use or personal. Flag the latter two for human review.
4. Use the extraction prompt, then compare every returned amount and date to the image.
5. Enter verified rows, link filename and reconcile to statement weekly.

Prompt pack: single receipt

Extract this receipt into a row with transaction date YYYY-MM-DD, vendor, item summary, subtotal, tax, tip, total, currency, payment method if visible, suggested bookkeeping category and REVIEW flags for any unclear value. Do not invent missing fields or decide tax treatment.

Compare the receipt image with this draft entry: [paste redacted row]. Point out discrepancies in date, vendor, math, total, payment method and description. Mark each field confirmed or REVIEW; do not silently correct it.

For this redacted purchase description [description], suggest up to three bookkeeping categories and one question a bookkeeper should ask. Do not make tax-deductibility claims.

Batch prompt and exception triage

For the attached redacted receipt images, produce separate numbered rows. For each row, cite the image filename, extract visible data only, and list unreadable fields as REVIEW. Flag potential duplicates by date/vendor/amount, but do not delete them.

Given these redacted receipt rows and bank transactions [data], list exact matches, possible matches and unresolved exceptions. Show why a possible match is uncertain. Do not invent a receipt for an unmatched charge.

Human check: subtotal + tax + tip should equal the stated total unless receipt shows another adjustment. If not, log the discrepancy.

Worked examples

Example A: Photo reads \$68.90; AI returns \$88.90. Card charge is \$68.90. Correct the entry to \$68.90 and note OCR error; keep source image.

Example B: Two coffee charges same day, same amount. Do not merge on amount alone. Compare receipt IDs, timestamps and card records.

Example C: A \$120 equipment purchase includes a personal item. Mark mixed-use; ask the owner/bookkeeper for allocation rather than claiming all as business.

Receipt	AI draft	Verified entry	Review note
2026-08-14_demo	88.90	68.90	OCR correction

Daily capture log

Date	Vendor	Purpose	Total	Payment	File / review

Weekly reconciliation

Statement charge	Receipt file	Match?	Issue / owner

Count of charges without receipts: _____ Count of receipts without statement match: _____

Next review date: _____ Owner: _____

Exception and category log

Date / item	Unclear field or category	Owner	Resolution