

## GETTING MORE FROM . . . QUICKBOOKS - USING MILEAGE TRACKER

### What does 'Mileage Tracker' do ?

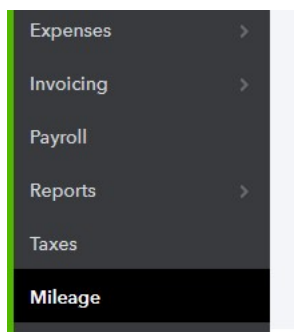
The **Mileage tracker** functionality is a recent development in Quickbooks which forms part of the existing software subscription i.e. **no extra cost required !**

The functionality enables

1. details of **personally owned vehicles** (whether cars/vans/motorcycles/bicycles) to be added into the software
2. **simple recording** of all business related trips by the User(s)
3. regular (typically monthly) **mileage expense claims** can be generated and then reimbursed simply and easily.

A proper record of the business trips is maintained meaning that any review of the mileage costs by HMRC should be fairly straightforward.

### How do I use it within Quickbooks ?



Go to the '**Mileage**' option on the left hand side of the screen to access the tracker or find it on the **Quickbooks mobile app** to set it up for use.

It allows travel to be recorded on a '**real time**' basis by using the mobile app (and/or the GPS), or for business trips to be added afterwards via the desktop version – however all information is synced regardless of which device is used !

### When should I use it in my business ?

Use the **Mileage Tracker** to simplify the recording and reimbursement of your business mileage costs **AND** to record these mileage costs accurately as a **deductible expense !**

It is suitable for business owners, or those who will have access to the business financials via access to the Quickbooks software itself – unlikely to be suitable for businesses with many employees !

- **Save time** – remove manual effort
- **Retain accurate data** – data is much more accurate with '**real time**' recording
- **Record deductible expenses** – ensure that **ALL** deductible expenses are included against corporation tax



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### Do I need to set it up in Quickbooks ?

No - the **Mileage Tracker** is available as standard within the Quickbooks software.

It only requires the personal vehicles to be added and the business trips to be recorded !

### Is there any additional cost or is it included in my current subscription ?

No.

### Can the Sakura Team assist with this ?

**Yes** - if you are on our **Quickbooks Support service**, then arrange a call with Nasima who will provide advice and/or a brief training session, as well as our short **How To Guide for Users !**.

