

Automation · Service guide

Receipt & Expense Tracker

Snap the receipt. The spreadsheet does itself.

Take a photo of a receipt or forward an email receipt. The date, merchant, amount, tax and category are added to your spreadsheet, and a tidy monthly summary is ready for your accountant.

Message only

How it works	Works in the background
Best for	Small Business & Personal
You stay in control	You choose the categories
First step	A short call with no obligation

How this helps

What it means for your business

Receipts pile up in pockets, inboxes and the glovebox until tax time.

Repetitive reading, sorting and writing is prepared for you, so your team starts from a draft instead of a blank page. You check the work before it is used.

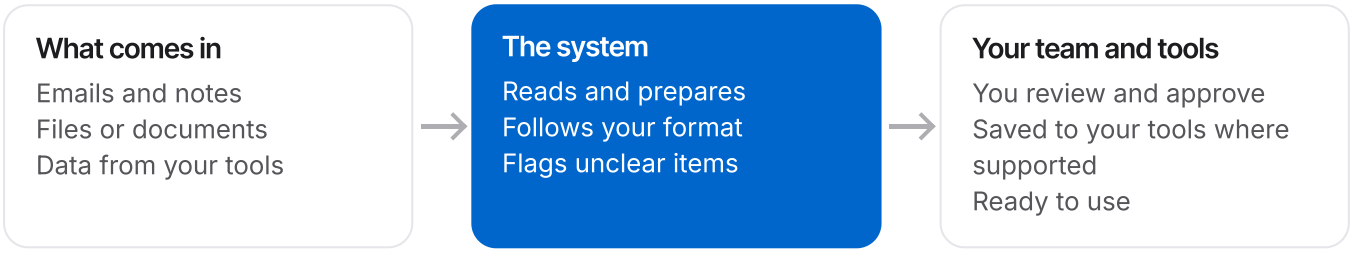
What you get

- No more shoebox of receipts
- Expenses sorted into your categories
- A clean monthly summary for your accountant
- Unclear receipts flagged, not guessed

What changes day to day

	Common today	With this service
Starting point	A blank page	A prepared draft
Format	Varies by person	Follows the format you set
Unclear items	Easy to miss	Flagged for a person to check
Your time	Spent on repetitive work	Spent on review and decisions
Final say	Your team	Still your team

How it fits with your business



How it works

From start to finish



Step 1
You snap or forward
A photo, or an email receipt.

Step 2
The details are read
Date, merchant, amount and tax.

Step 3
It is categorised
Using the categories you chose.

Step 4
Your summary is ready
Every month, for you or your accountant.

Example · Work scene

Four receipt photos and an emailed receipt come in during the week.

Works in the background

What happens next

Every expense is in your spreadsheet, sorted into categories.

Receipt added

Merchant	Harbor Office Supply
Date	November 4
Amount	$86.40
Category	Office supplies
Status	Added to your spreadsheet

How easy it is

We do the heavy lifting

Most of the work happens on our side. You make the decisions, and we tell you exactly what we need.

What we handle

- Agree the format with you
- Connect your tools where supported
- Set the rules and the review step
- Test it on real examples
- Adjust the results after launch

What you do

- Share your rules and examples
- Approve the format
- Review the first results
- Tell us what to change

Service levels

Start simple, go further when you are ready

Level 1

Draft mode

We prepare the work and you approve it before it is used.

Level 2

Connected

Runs with your tools where supported, on the schedule you set.

Level 3

Advanced

More rules, several workflows working together, and reporting.

The right level is confirmed during discovery, based on your business and the tools you use.

What we need from you

- Examples of how the work is done today
- Access to the tools it needs to work with
- The format you want the result in
- Who on your team approves it

How we get started

1. A short call about your business
2. A clear plan and scope
3. Setup and testing with you
4. Go live with your approval

Why Calvyrn

Why businesses choose to work with us

Built for your business
Your rules, your wording and your tools. Not a one-size template.

You approve first
Nothing goes live until you have seen it and said yes.

Start small
Begin with one service or one first version, then add more if it helps.

One team
AI systems, automations, websites and web applications in one place.

Plain language
You always know what is being built, why, and what comes next.

Honest limits
We tell you what a system cannot do and where a person should stay involved.

You stay in control

- You choose the categories
- Blurry or unclear receipts are flagged for you
- We do not give tax or accounting advice

Questions you may have

Does it phone anyone?
No. This service works in writing and makes no phone calls.

Is this accounting software?
No. It keeps your receipts organised. Your accountant still does the accounting.

Can it handle receipts in other currencies?
Yes. It records the original currency and amount, and can add a converted total.

Where are my receipts kept?
In a folder you own, next to the spreadsheet. Nothing is deleted.

Important notes

- Examples in this guide use fictional businesses, names and details.
- Results depend on your business, tools, customers and how the service is set up. We do not guarantee revenue, bookings or search rankings.
- AI can make mistakes. That is why approvals, clear limits and human hand-off are part of the setup.
- Features depend on your plan and on the tools you use. The final scope is confirmed during discovery and in your proposal.
- This guide is not legal, medical, tax or financial advice.

See how it would work for you
Tell us about your business. There is no obligation.

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