

# THE ACCOUNTANT NETWORK

INSTRUCTIONS FOR ONLINE DATA UPLOAD



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## 3 STEPS BEFORE SENDING THE DOCUMENTS

START HERE



### Digitizing accounting documents

Accounting documents might be in paper form and therefore require scanning. PHOTOGRAPHS ARE NOT EQUIVALENT TO SCANNED DOCUMENTS! We can process only scanned documents. The documents may be scanned in black and white in PDF or JPG format. The file should include a single page only with one invoice in it, except for parking tickets (due to their nature we can accept more than one on a page).

## PREPARING DOCUMENTS FOR SUBMISSION

You might consider arranging the documents into separate folders when scanning. In practice, this means the different types of documents have their own separate directories. For example sales invoices are saved in one folder, bank statements in another one, and the various expenses (phone, travel etc.) also have their own separate directories. We have created a recommended folder structure which you can see in the following image:

### HINT

Don't have a scanner? No problem! With a suitable application you can easily perform the digitization using your mobile phone's camera.



### HINT

Using the folder structure you can store the files broken down by month or category so you won't forget anything to submit.



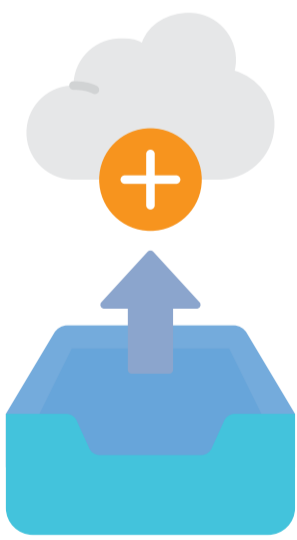
#### Accounting documents

2017 - May  
2017 - June  
2017 - August

- Bank statements
- Sales invoices
- Phone bills
- Fuel bills
- ...
- etc.
- Letters and others

## UPLOADING DIGITIZED DOCUMENTS

You can open the file upload page of the accountancy firm by clicking the link below.



<http://accountantnetwork.co.uk/hu/adatlapok>

- Enter your company's name or your own name if you are self-employed, and your e-mail address on the page displayed.
- Choose the type of document to be uploaded from the drop down menu. Enter any potentially important information concerning the uploaded documents in the comments field.
- For security reasons a "captcha" is used on the website. Enter the text appearing in the image into the text box.
- Then you can add files in the "ATTACH FILES" section using the **UPLOAD FILE** button. The number of files to upload is not limited, you can add a new file to the list every time you click "Upload a file".

## RESTRICTIONS AND LIMITATIONS

We are unable to process the document in the following cases

The size of the file to upload is more than 50MB. For security reasons uploading files bigger than 50MB is not allowed.

The uploaded files are not in scanned format.

The text is unreadable or the content cannot be clearly interpreted due to its quality.

The scanned document is upside down in the file or there are more than one invoices/receipts in the same file.



If you have any questions, please contact us using one of the following options:  
E-mail: [support@accountantnetwork.co.uk](mailto:support@accountantnetwork.co.uk) | Phone.: 07540725563