

# BANK STATEMENT EXTRACTION

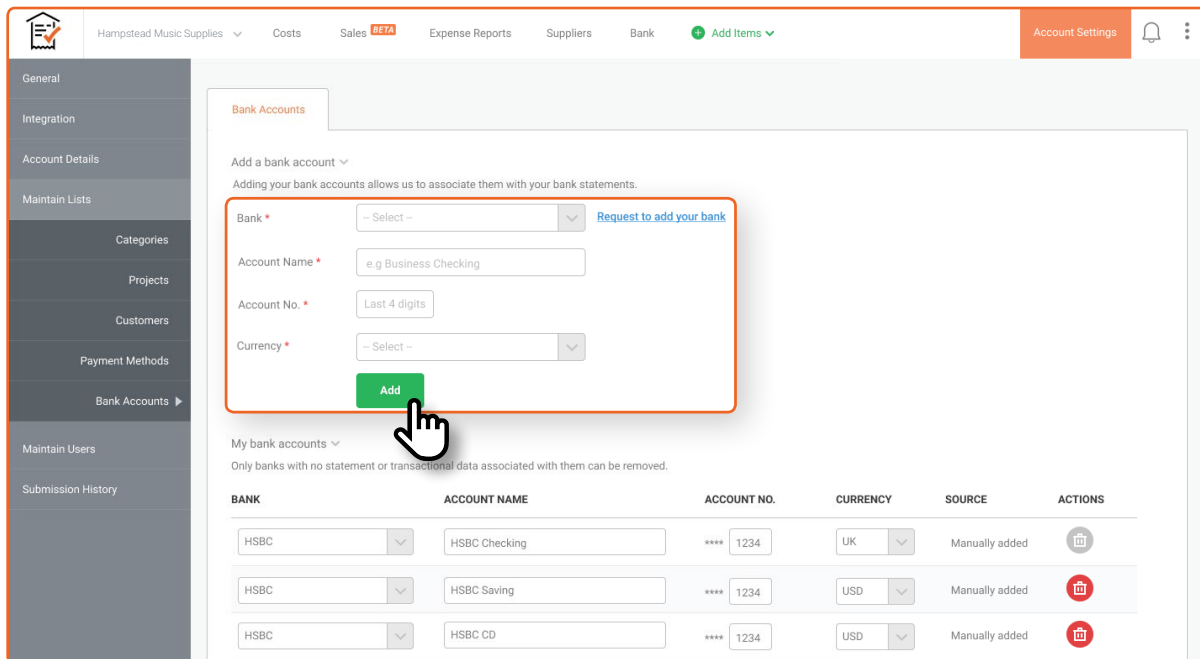
Rather than manually copying each line of your clients' Bank Statements into their accounting software, you can use **Receipt Bank** to automatically extract Bank Statement data and present it in a spreadsheet or .CSV download format.

## BEFORE YOU SUBMIT A BANK STATEMENT




Before you submit your first bank statement, you will need to create a matching Bank Account in Receipt Bank. This allows Receipt Bank to associate your bank statements with a specific bank account.

You can create these bank accounts in your account settings:

1. Navigate to the **'Maintain Lists'** tab on the left-hand side of the Account Settings
2. Click **'Bank Accounts'**



The screenshot shows the 'Bank Accounts' form in the Receipt Bank interface. The form is titled 'Bank Accounts' and has a sub-header 'Add a bank account'. Below this, there is a text input field for 'Account Name' with the placeholder 'e.g Business Checking'. There is a 'Bank' dropdown menu with a 'Request to add your bank' link. There is an 'Account No.' field with a placeholder 'Last 4 digits'. There is a 'Currency' dropdown menu. A green 'Add' button is at the bottom of the form. A hand cursor is pointing at the 'Add' button. Below the form, there is a table titled 'My bank accounts' with columns: BANK, ACCOUNT NAME, ACCOUNT NO., CURRENCY, SOURCE, and ACTIONS. The table contains three rows of data.

BANK	ACCOUNT NAME	ACCOUNT NO.	CURRENCY	SOURCE	ACTIONS
HSBC	HSBC Checking	**** 1234	UK	Manually added	
HSBC	HSBC Saving	**** 1234	USD	Manually added	
HSBC	HSBC CD	**** 1234	USD	Manually added	

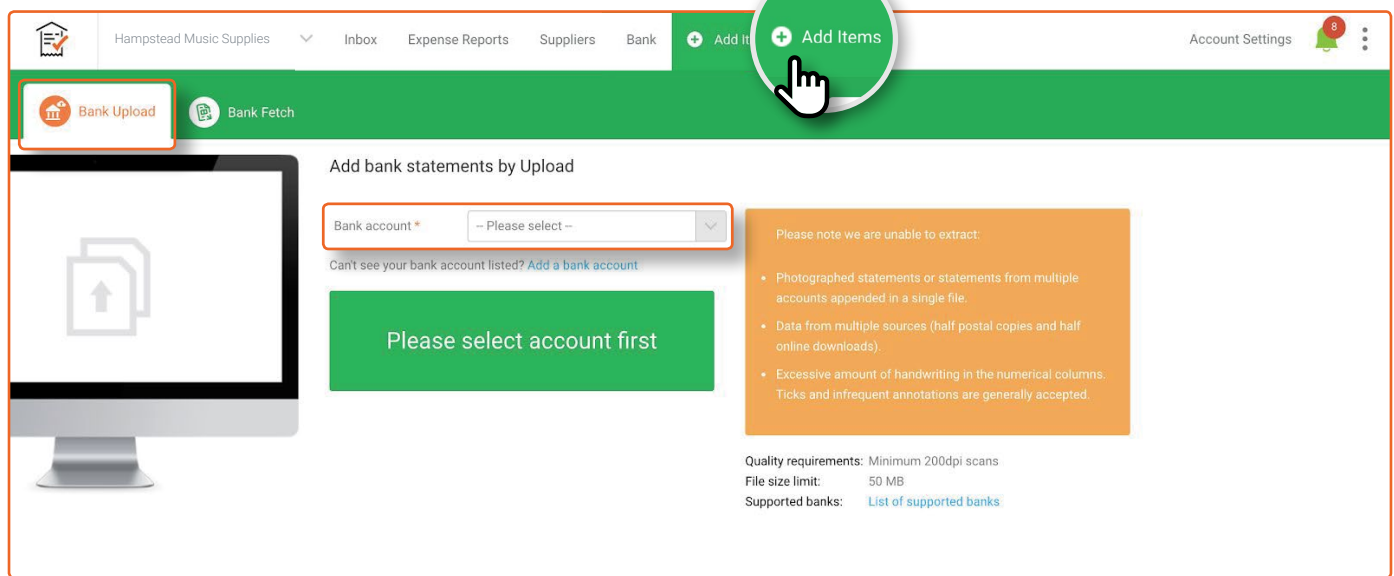
3. Select the relevant bank from the **'Bank'** dropdown menu
4. Enter the name or reference of the bank account in the **'Account Name'** field
5. Enter the last 4 digits of the bank account number in the **'Account No.'** field
6. Select the currency of the bank account from the **'Currency'** dropdown menu
7. Click **'Add'**

The new bank account will be included on the **'Bank'** list, and can be edited as necessary. You're now ready to submit a bank statement.

# HOW TO SUBMIT BANK STATEMENTS FOR PROCESSING

1. Navigate to the Client Account and access the **'Add Items'** screen.

2. Select **'Bank Upload'**



Bank Upload

Add bank statements by Upload

Bank account \* -- Please select --

Can't see your bank account listed? [Add a bank account](#)

Please select account first

Please note we are unable to extract:

- Photographed statements or statements from multiple accounts appended in a single file.
- Data from multiple sources (half postal copies and half online downloads).
- Excessive amount of handwriting in the numerical columns. Ticks and infrequent annotations are generally accepted.

Quality requirements: Minimum 200dpi scans  
File size limit: 50 MB  
Supported banks: [List of supported banks](#)

3. Select the bank account you are submitting statements from the **Bank Account** dropdown

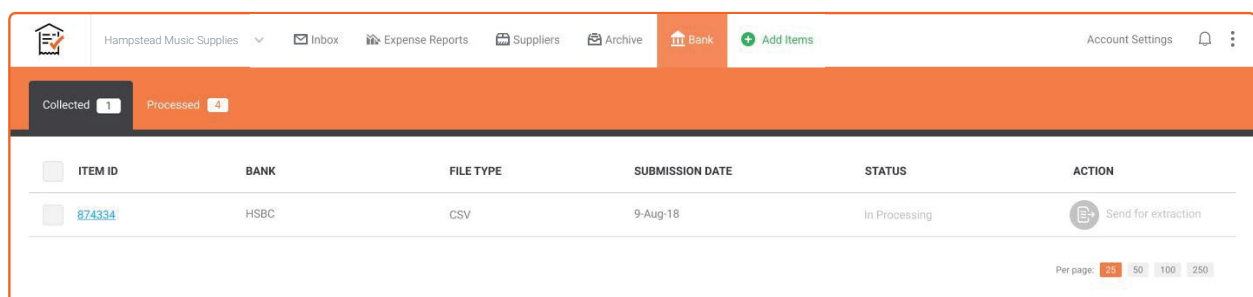
4. Select your files by clicking on the **'Click here to select files'** button or drag-and-dropping your file onto the green platform.



## NOTE:

- Bank Statements from multiple accounts should not be appended together in a single upload file.
- The file should not contain statement images captured with a camera. Scans or original digital copies only.
- The file should not be made out of data from multiple sources (e.g. half the pages are scans of postal copies and half are online downloads).
- The statement should not have an excessive amount of handwriting in the numerical columns. Ticks and infrequent annotations are generally accepted.
- [A list of supported banks can be found here.](#)

5. Once you've uploaded a Bank Statement, it will be available to view in the **Bank** inbox. Uploaded Bank Statements are automatically added to the processing queue, during which all of the associated Bank Statement data will be extracted. This process can take up to 2 working days to complete.



ITEM ID	BANK	FILE TYPE	SUBMISSION DATE	STATUS	ACTION
874334	HSBC	CSV	9-Aug-18	In Processing	<a href="#">Send for extraction</a>

Per page: 25 50 100 250

6. Each line on extracted bank statements is recorded on the **Transactions** tab of the Bank inbox.

DATE	BANK ACCOUNT	DESCRIPTION	PAID OUT	PAID IN	MAT
31-Oct-18	HSBC Personal Checking 2415	#9628783 Walmart		1200.00	
26-Oct-18	HSBC Corporate Checking 1204	#9624593 Walmart	321.92		
15-Oct-18	HSBC -	#0624390 Office Depot	500.00		
12-Oct-18	BOA Business Checking 2345	#9243953 SF Water	168.59		
10-Oct-18	BOA Business Checking 2345	#5392439 Aviva	500.00		
09-Sep-18	BOA Business Checking 2345	#2435399 IKEA		149.99	
08-Sep-18	BOA Business Checking 2345	#2439935 IKEA		320.94	
04-Sept-18	BOA Business Checking 2345	#4392935 Jos	75.45		
04-Sep-18	BOA Business Checking 2345	#29935439935 IKEA	121.10		
04-Sept-18	HSBC Corporate Checking 1204	#97732995 IKEA	230.50		

7. Transactions and bank statements can be filtered by bank account by choosing your desired account from the **Bank Account** dropdown



**NOTE:**

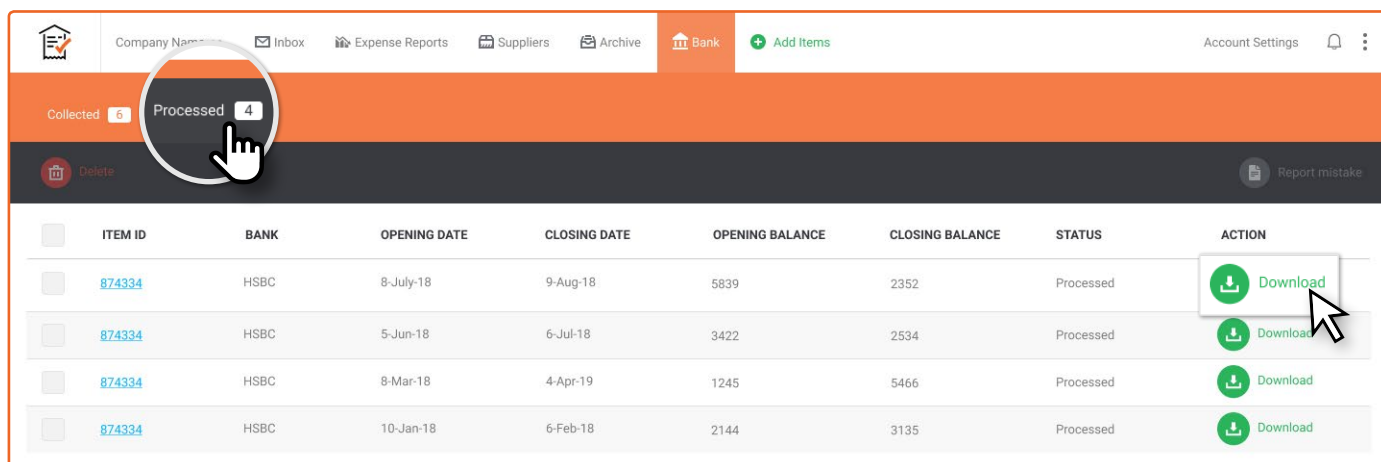
- If a Bank Statement is rejected by our systems (For example, because the scan quality being insufficient) the **Status** will change to **Rejected** and it will appear in the collected tab below the processing items. Hover your mouse over the **Rejected** icon to display the reason the Bank Statement was rejected.

BANK	FILE TYPE	SUBMISSION DATE	STATUS	ACTION
874334	HSBC	CSV	9-Aug-18	In Processing

# HOW TO DOWNLOAD BANK STATEMENT DATA

When uploaded Bank Statements have finished the extraction process, they will be moved to the **Processed** tab of the **Bank** page.

You can download the Bank Statement data by pressing the **Download** button.

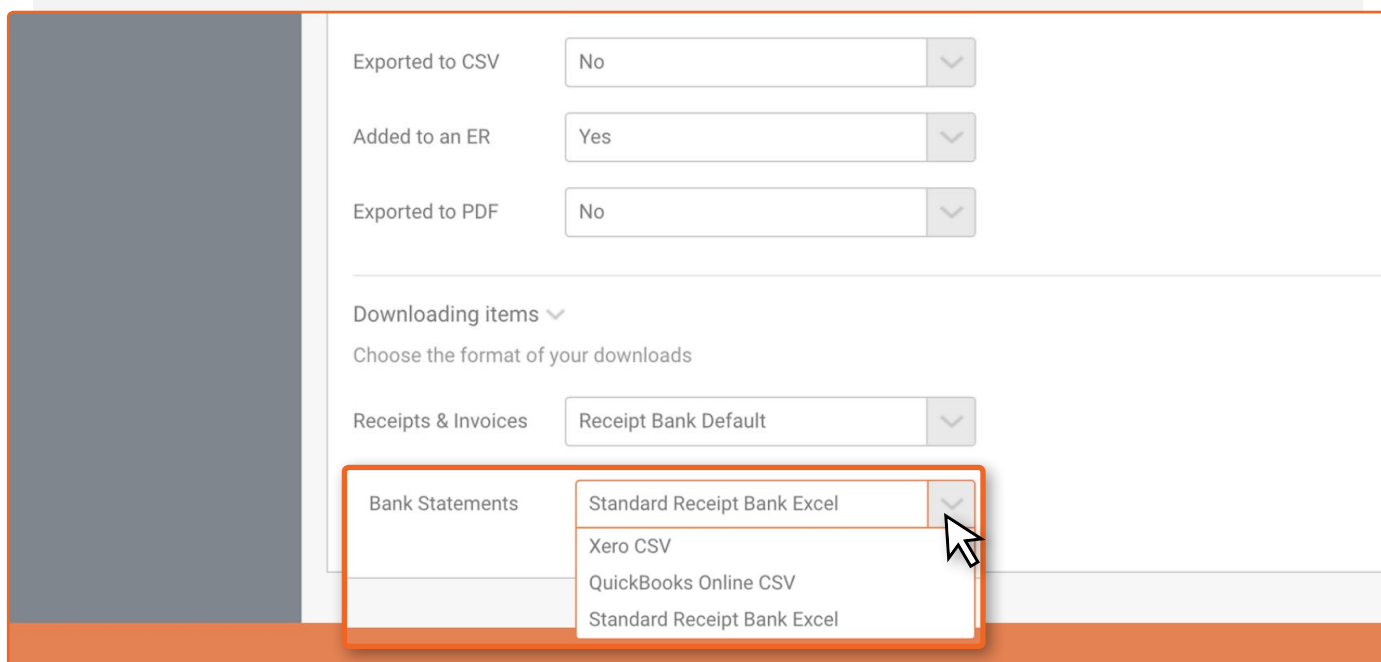


ITEM ID	BANK	OPENING DATE	CLOSING DATE	OPENING BALANCE	CLOSING BALANCE	STATUS	ACTION
<a href="#">874334</a>	HSBC	8-July-18	9-Aug-18	5839	2352	Processed	Download
<a href="#">874334</a>	HSBC	5-Jun-18	6-Jul-18	3422	2534	Processed	Download
<a href="#">874334</a>	HSBC	8-Mar-18	4-Apr-19	1245	5466	Processed	Download
<a href="#">874334</a>	HSBC	10-Jan-18	6-Feb-18	2144	3135	Processed	Download



## NOTE:

- You can choose the download format for Bank Statements by navigating to the **General** tab of the **Account Settings** and changing the choosing between the three available formats:
  - Standard Receipt Bank Excel:** Default .xlsx file with all extracted data
  - Xero CSV:** File format optimised for upload into Xero
  - QuickBooks Online CSV:** File format optimised for upload into Quickbooks Online



Exported to CSV

Added to an ER

Exported to PDF

Downloading items ▾

Choose the format of your downloads

Receipts & Invoices

Bank Statements

- Standard Receipt Bank Excel
- Xero CSV
- QuickBooks Online CSV
- Standard Receipt Bank Excel