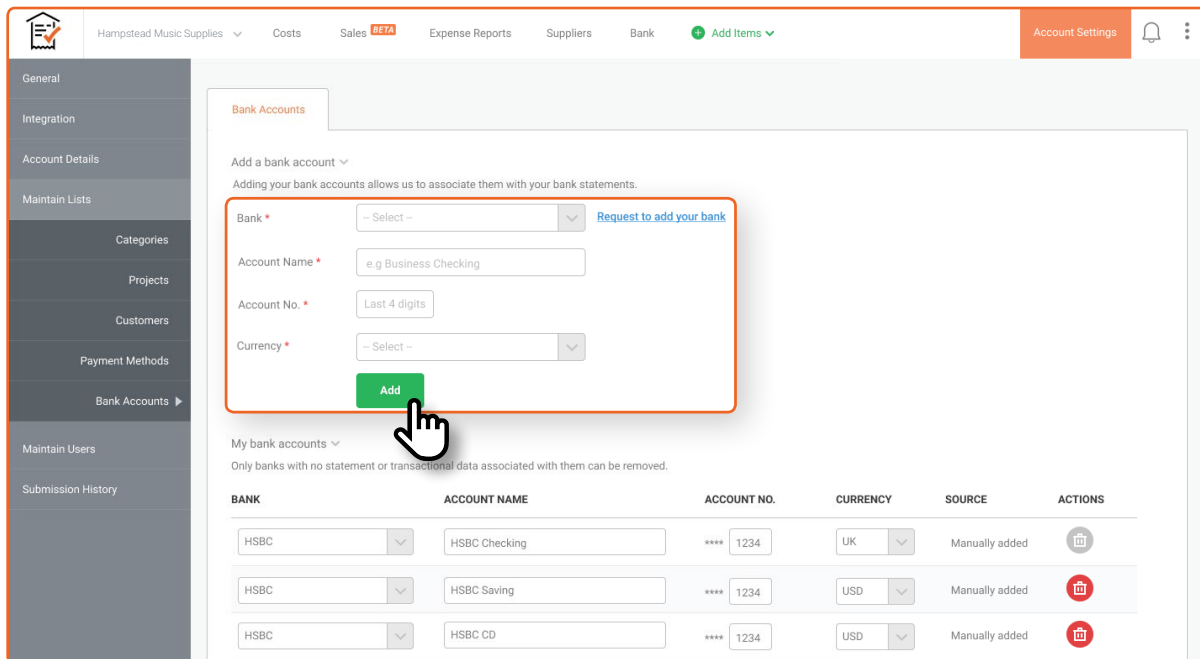# **Receipt**Bank™

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
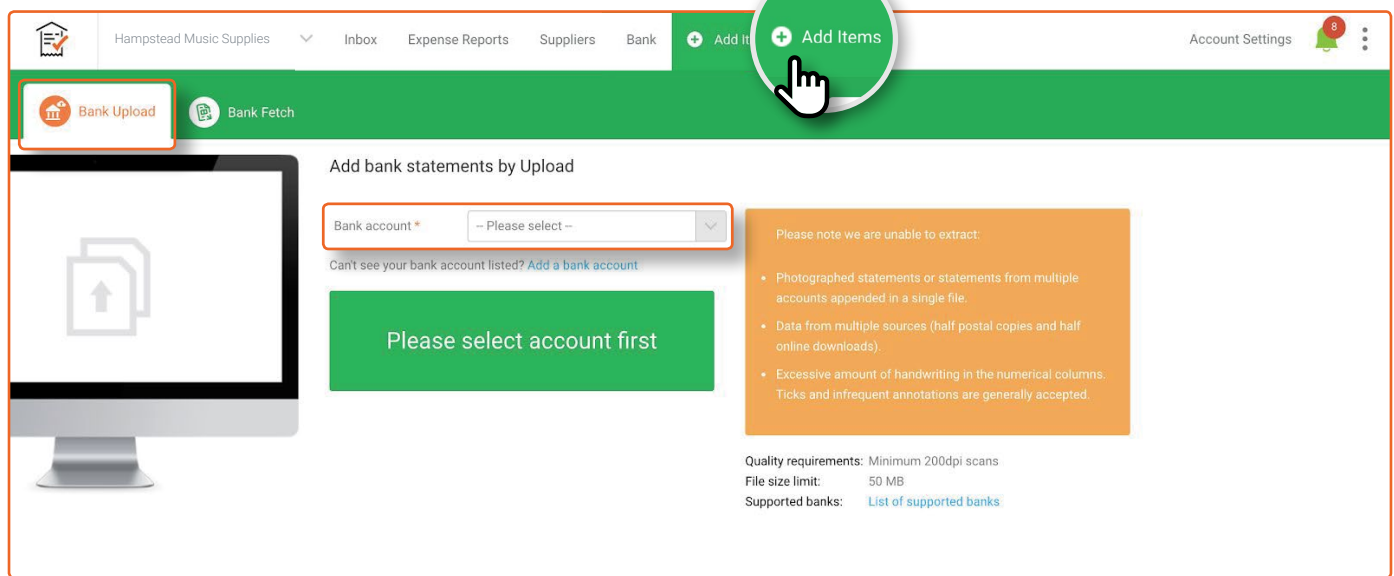
2. Click **'Bank Accounts'**

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'**

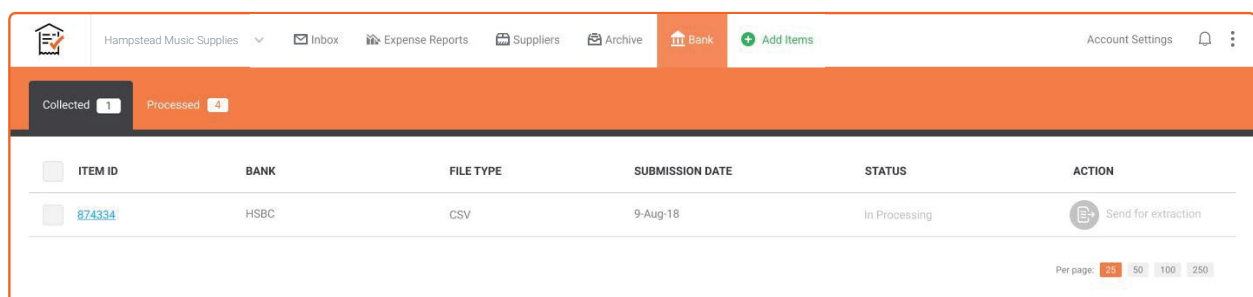**3.** Select the bank account you are submitting statements from the **Bank Account** dropdown

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.

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

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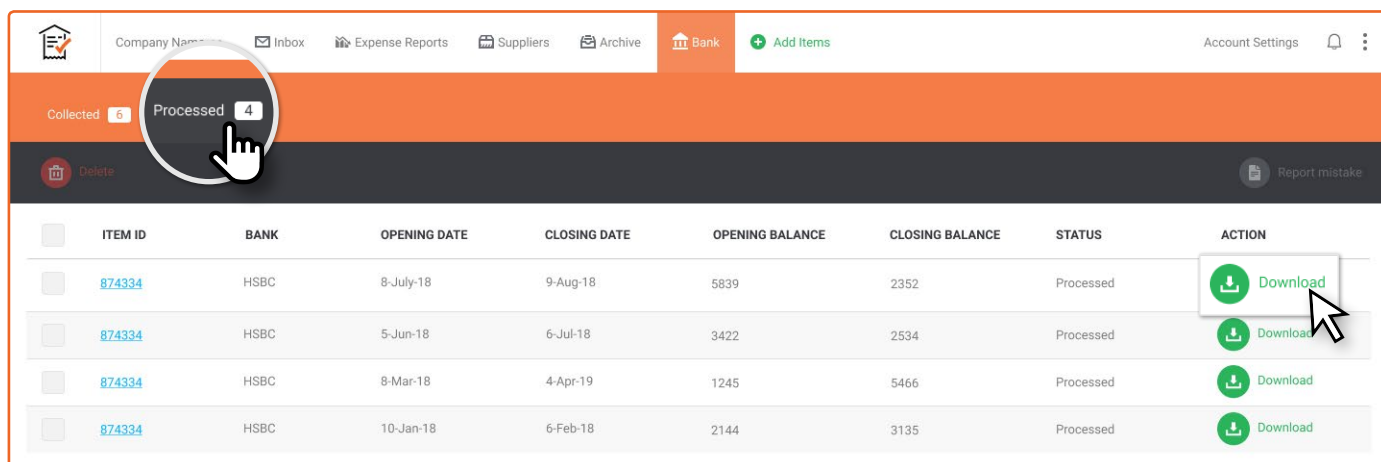

NOTE:

- 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.

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.

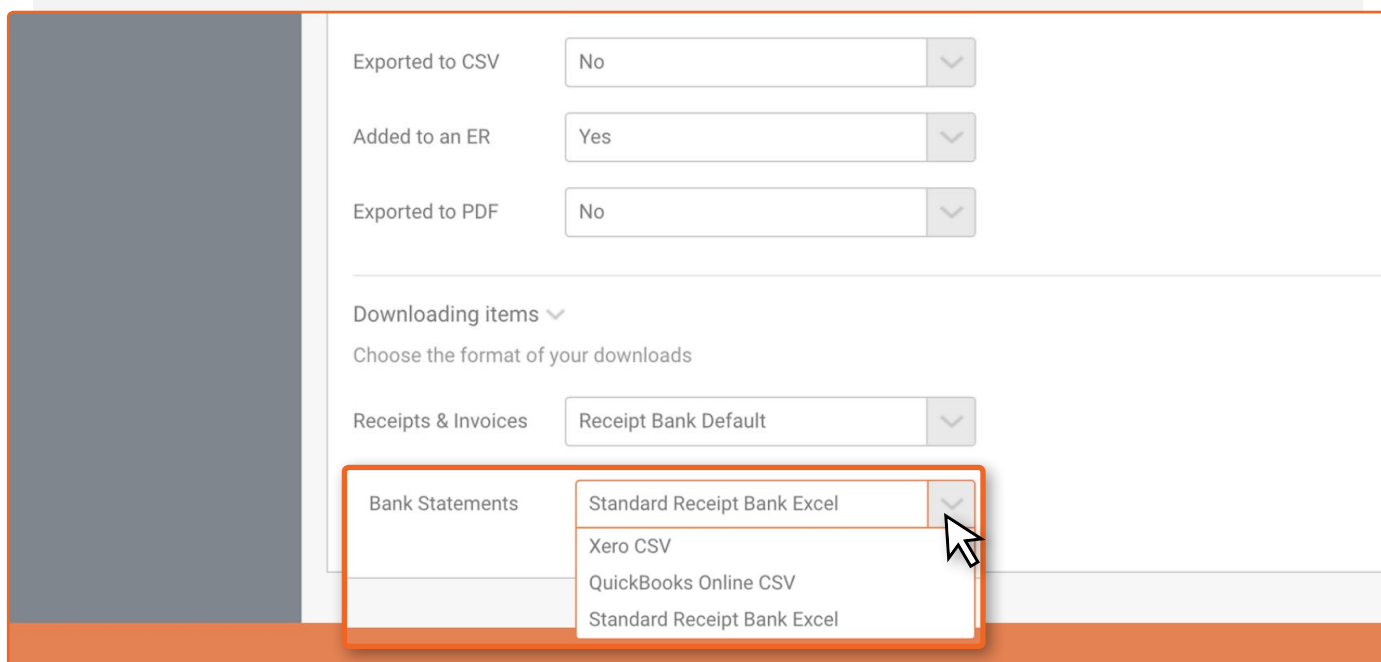You can download the Bank Statement data by pressing the **Download** button.

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