

# BANK STATEMENT EXTRACTION

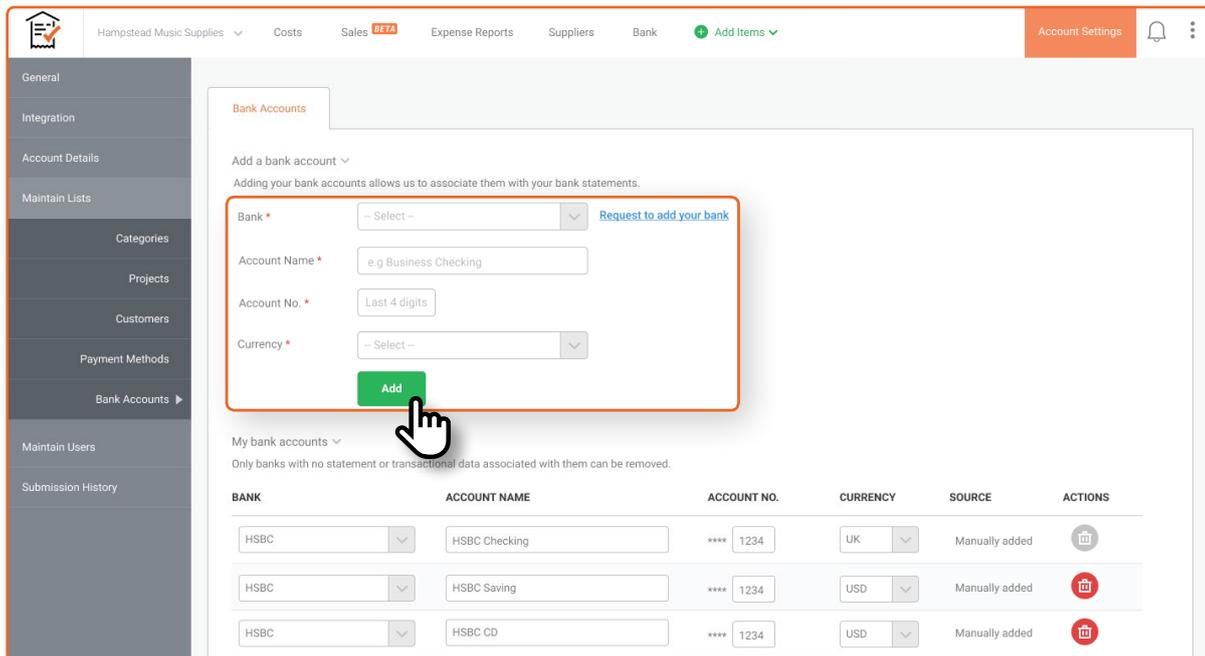
Rather than manually copying each line of your clients' Bank Statements into their accounting software, you can use **Receipt Bank** to automatically extract Bank Statement data and present it in a spreadsheet or .CSV download format.

## 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' page in the Receipt Bank interface. The page has a sidebar on the left with navigation options: General, Integration, Account Details, Maintain Lists, Categories, Projects, Customers, Payment Methods, Bank Accounts (highlighted), Maintain Users, and Submission History. The main content area is titled 'Bank Accounts' and includes a section 'Add a bank account' with a dropdown menu. Below this is a form with the following fields: 'Bank' (dropdown menu with a 'Request to add your bank' link), 'Account Name' (text input with 'e.g Business Checking'), 'Account No.' (text input with 'Last 4 digits'), and 'Currency' (dropdown menu). A green 'Add' button is at the bottom of the form, with a hand cursor pointing to it. Below the form is a section 'My bank accounts' with a note: 'Only banks with no statement or transactional data associated with them can be removed.' Below this is a table with the following columns: BANK, ACCOUNT NAME, ACCOUNT NO., CURRENCY, SOURCE, and ACTIONS.

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	

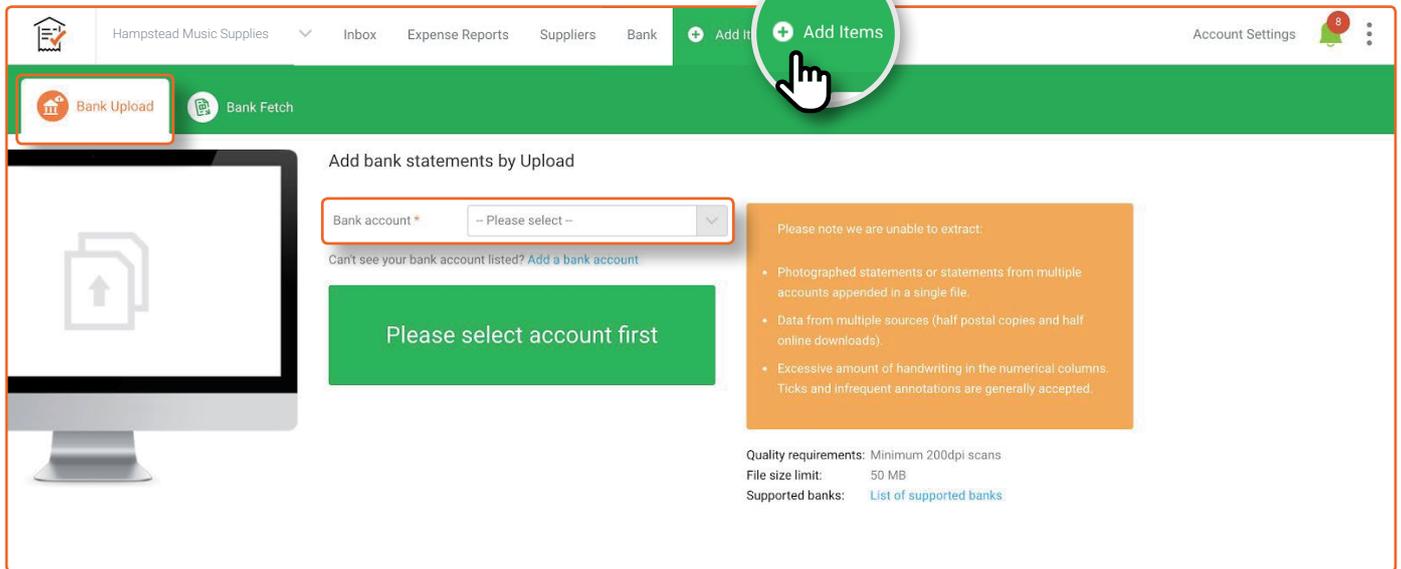
3. Select the relevant bank from the **'Bank'** dropdown menu
4. Enter the name or reference of the bank account in the **'Account Name'** field
5. Enter the last 4 digits of the bank account number in the **'Account No.'** field
6. Select the currency of the bank account from the **'Currency'** dropdown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



The screenshot shows the 'Add Items' interface. The 'Bank Upload' button is highlighted with a red box. A hand icon points to the '+ Add Items' button in the top navigation bar. The main content area is titled 'Add bank statements by Upload' and features a 'Bank account \*' dropdown menu with '-- Please select --' as the current selection. Below the dropdown is a green button that says 'Please select account first'. To the right, an orange box lists extraction errors: 'Photographed statements or statements from multiple accounts appended in a single file.', 'Data from multiple sources (half postal copies and half online downloads).', and 'Excessive amount of handwriting in the numerical columns. Ticks and infrequent annotations are generally accepted.' Below this, quality requirements are listed: 'Minimum 200dpi scans', 'File size limit: 50 MB', and 'Supported banks: [List of supported banks](#)'.

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

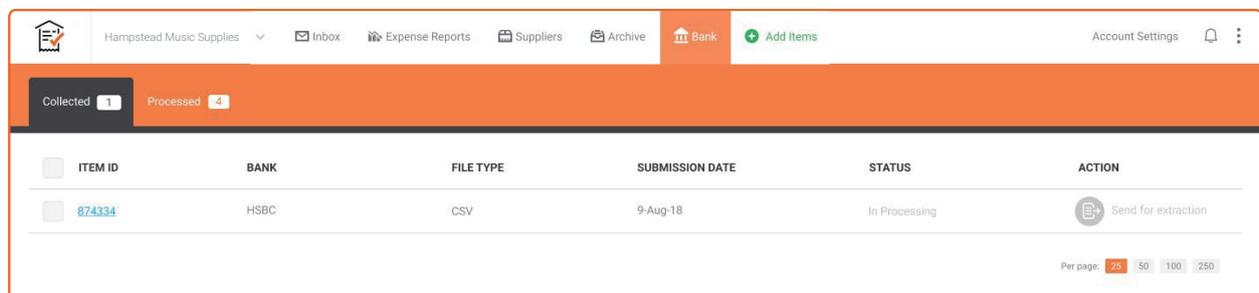
4. Select your files by clicking on the **'Click here to select files'** button or drag-and-dropping your file onto the green platform.



## 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.



The screenshot shows the 'Bank' inbox interface. The top navigation bar includes 'Hampstead Music Supplies', 'Inbox', 'Expense Reports', 'Suppliers', 'Archive', 'Bank', and '+ Add Items'. Below the navigation bar, there are two tabs: 'Collected' (1) and 'Processed' (4). The main content area is a table with the following columns: ITEM ID, BANK, FILE TYPE, SUBMISSION DATE, STATUS, and ACTION. The table contains one row with the following data: ITEM ID: 874334, BANK: HSBC, FILE TYPE: CSV, SUBMISSION DATE: 9-Aug-18, STATUS: In Processing, ACTION: Send for extraction. At the bottom right, there is a 'Per page' dropdown menu with options: 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	MA
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		→ Cash Code
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		→ Cash Code
04-Sept-18	BOA Business Checking 2345	#2993549935 IKEA	121.10		→ Cash Code
04-Sept-18	HSBC Corporate Checking 1204	#97732995 IKEA	230.50		→ Cash Code

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



**NOTE:**

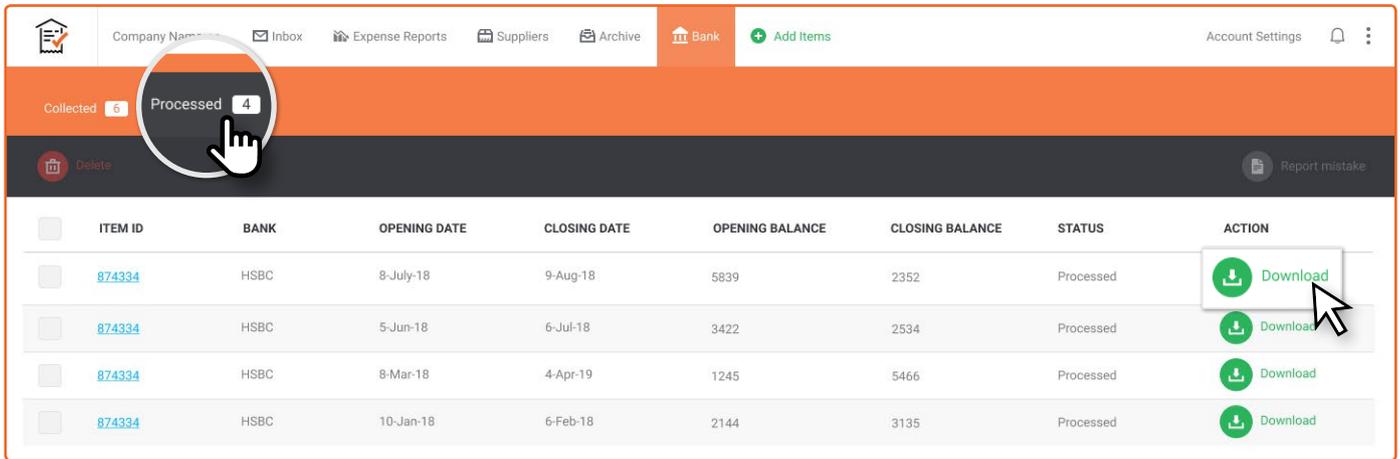
- If a Bank Statement is rejected by our systems (For example, because the scan quality being insufficient) the **Status** will change to **Rejected** and it will appear in the collected tab below the processing items. Hover your mouse over the **Rejected** icon to display the reason the Bank Statement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

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

# 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.



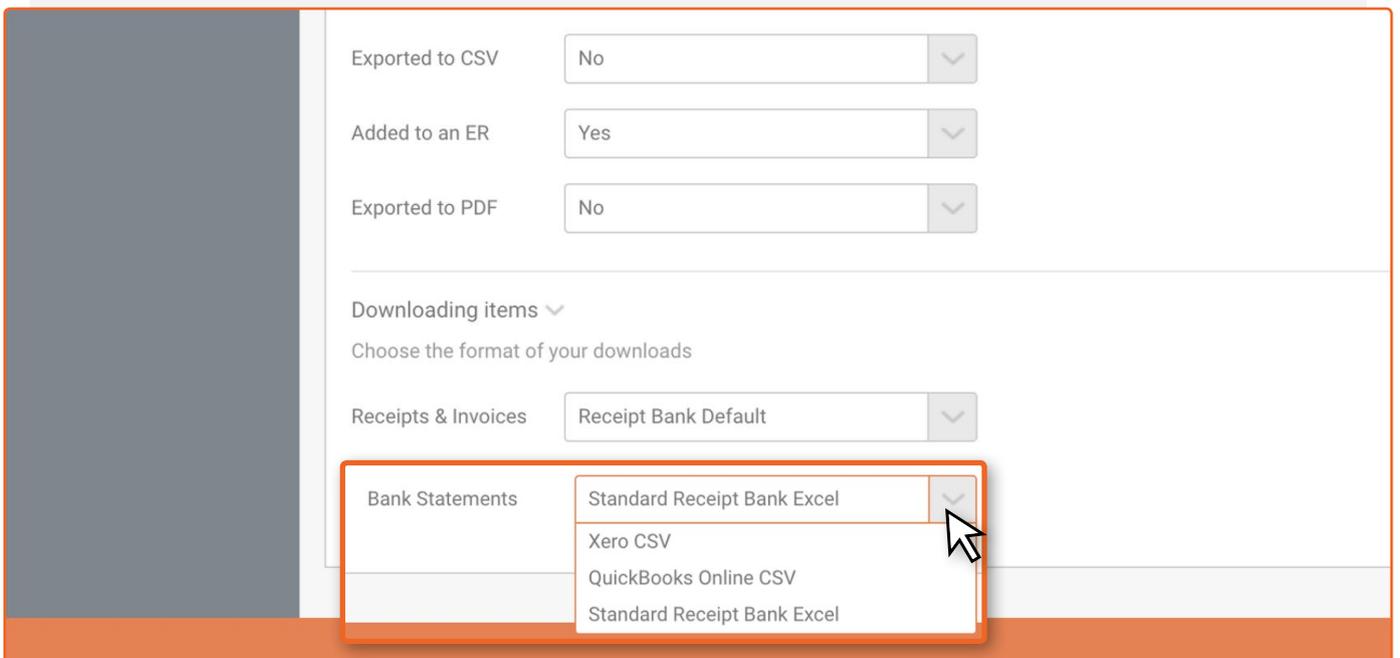
The screenshot shows the ReceiptBank interface. The 'Bank' tab is active, and the 'Processed' sub-tab is selected, indicated by a hand cursor. Below the navigation bar is a table of bank statements. Each row contains columns for Item ID, Bank, Opening Date, Closing Date, Opening Balance, Closing Balance, Status, and Action. The 'Action' column contains a green 'Download' button with a download icon. A mouse cursor is hovering over one of the 'Download' buttons.

ITEM ID	BANK	OPENING DATE	CLOSING DATE	OPENING BALANCE	CLOSING BALANCE	STATUS	ACTION
874334	HSBC	8-July-18	9-Aug-18	5839	2352	Processed	Download
874334	HSBC	5-Jun-18	6-Jul-18	3422	2534	Processed	Download
874334	HSBC	8-Mar-18	4-Apr-19	1245	5466	Processed	Download
874334	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



The screenshot shows the 'Account Settings' - 'General' tab. It displays several settings: 'Exported to CSV' (No), 'Added to an ER' (Yes), and 'Exported to PDF' (No). Below these is a section titled 'Downloading items' with a dropdown arrow. Underneath is the text 'Choose the format of your downloads'. There are two dropdown menus: 'Receipts & Invoices' (set to 'Receipt Bank Default') and 'Bank Statements'. The 'Bank Statements' dropdown is open, showing three options: 'Standard Receipt Bank Excel', 'Xero CSV', and 'QuickBooks Online CSV'. A mouse cursor is pointing at the 'Xero CSV' option.