

## Receipt Bank instructions

### What is Receipt Bank?

Receipt Bank extracts information from your receipts and invoices quickly, accurately and efficiently and allows you to publish these directly into Xero, putting them into your draft bills folder for you to approve. It saves considerable time eliminating the need for data entry.

### How does it work?

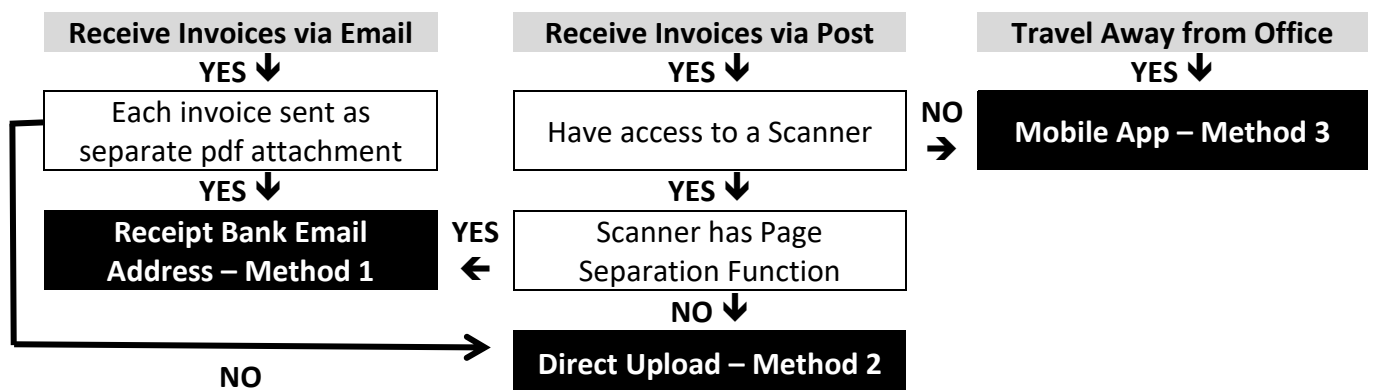
Receipt Bank fully integrates with Xero. There are three ways to send your receipts and invoices to Receipt Bank, which are explained below, depending on what works best for you. You can either log-in to Receipt Bank via the computer with your email address or you can use a mobile app.

When you join Receipt Bank and have discussed with us the best method for you, you will receive an invitation to join with via email or via text message for the mobile app. Instructions will take you through the process and you will need to create a password.

### Methods to upload receipts and invoice to Receipt Bank

The three methods are:

1. **Receipt Bank Email-in Address** - This is perfect where you receive invoices via email from your supplier or you receive hard copies in the mail and have a photocopier/scanner which has a page separation function.
2. **Direct Upload** - This method can be used when you receive hard copies of invoices in the mail and don't have a page separation function on your photocopier/scanner or when you receive several invoices electronically within one pdf attachment.
3. **Mobile App** - This method works for those who prefer using their mobile, for those away from the office and needing to record receipts and for those who receive hard copies and have no access to a photocopier/scanner.



## 1. Receipt Bank email-in address

### How does this work?

You can forward invoices and receipts emailed to you as attachments directly to your receiptbank.me address. You can also scan invoices and receipts directly from your photocopier/scanner to your personal Receipt Bank email address.

### When you receive invoices via email from a supplier

- The supplier will attach invoices as pdfs to the email.  
*Note: You can give your suppliers your Receipt Bank email address which they can cc when sending you the invoice so it goes directly to your Receipt Bank email address for you.*
- Check that each pdf within the email contains **only one** invoice.  
*Note: If a pdf attachment contains more than one invoice you will need to use the direct upload method for these.*
- Forward the email directly to your Receipt Bank email address. It takes approximately 30 minutes to upload the invoices, but can be as quick as 10 minutes.
- Follow the instructions given for 'Receipt Bank' on page 5.

### When you receive invoices in the post

If you do not have a page separation function on your photocopier/scanner you will need to use the direct upload method.

#### Invoices only 1 page in length

- You can scan up to 50 single page invoices at a time provided you select your photocopier/scanner's page separation function. Simply send to your Receipt Bank email address.
- Follow the instructions given for 'Receipt Bank' on page 5.

#### Invoices more than 1 page in length

- You will need to scan these invoices individually. You can't include other invoices at the same time. Scan directly to your Receipt Bank email address.
- Follow the instructions given for 'Receipt Bank' on page 5.

## 2. Direct Upload

### How does this work?

This is perfect when you receive hard copies of invoices in the mail and don't have a page separation function on your photocopier/scanner or when you receive several invoices electronically within one pdf attachment. Essentially you download the pdf file of an emailed or scanned invoice or receipt onto your computer and then upload it to Receipt Bank following the instructions below.

### **When a supplier emails you more than one invoice in a single pdf attachment**

- Open the pdf file and save it to your computer's download file. You can create a folder specifically for Receipt Bank invoices.  
*Note: You do not need to save these invoices once uploaded to Receipt Bank*
- Follow the instructions for 'Add Item' below

### **When you receive invoices in the post and your photocopier has no page separation function**

#### ***Invoices that are only one page in length***

- You can scan up to 50 single page invoices at a time. Scan these to your own email address
- Follow the instructions above once the scan has appeared in the inbox of your email. Note that when following the instructions for 'Add item', this will be the 'multiple PDFs' option.

#### ***Invoices that are more than one page in length***

- You will need to scan these invoices individually. You can't include other invoices at the same time. Scan to your own email address.
- Follow the instructions above once the scan has appeared in the inbox of your email.  
*Note: When following the instructions for 'Add item', this will be the 'single item file' option.*

### **Add Item**

1. Log-in to Receipt Bank
2. Click the green 'add items' text at the top of the screen
3. Under the 'add items by upload' text (third box to the right), select the white text on the green background 'click here to upload items'
4. Where you wish to upload a single invoice only (those containing more than 1 page), select the 'single item files and ZIP files' button. Where you wish to upload several single page invoices, select the 'multiple item PDFs' button.
5. Select 'click here to select files' and browse through your computer to locate the appropriate pdf file to upload.
6. It is now 'in processing'. You can click on the red 'in processing' text to take you to a separate tab to see its progress. This can take up to 2 hours but usually 30 minutes.
7. Once uploaded it will appear in the inbox. Follow the instructions for 'Receipt Bank' on page 4.

### 3. Mobile App

#### How does this work?

When you are invited to join Receipt Bank you will be given the option to download the mobile app. You will need to create a password which will be the same one you use to log-in to Receipt Bank. Using the mobile app, you take pictures of each invoice using one of 3 modes (outlined below). Then follow instructions provided on the app to upload the pictures directly to Receipt Bank. Once done, follow the instructions given under 'Receipt Bank' on page 4.

There are three modes to use:

- **Single mode** – this is when you have one single page invoice to upload
- **Multiple mode** – this is when you wish to bulk load up to 50 single page invoices or receipts. Each item must be photographed individually
- **Combine mode** – this is when you have an invoice containing more than one page

#### Receipt Bank

1. Log-in to Receipt Bank
2. When the invoice has been uploaded you will see it appear in the inbox.
3. Click into it by clicking on the blue 'invoice' text
4. The scanned invoice will appear on the left of the screen and various boxes with drop down menus will appear on the right
5. Check that all the details are correct in the boxes. Note the following:
  - **Type** – for invoices this should be 'invoice'. Some companies name invoices 'statement/invoice' and Receipt Bank may pick it up as a 'statement/remittance advice' in error which you will need to change.
  - **Date** – this should be the date of the invoice
  - **Supplier** – note that Receipt Bank reads text and therefore does not deal with logos. The supplier name inserted in this box may differ from the supplier name you have in Xero. In this case, a new supplier will be created in Xero. To remedy this you can merge the 2 contacts in Xero, keeping the one recognised by Receipt Bank.
  - **Invoice number** – some companies don't add an invoice number, particularly in the case of power or phone companies who use just a customer or account number. In this case this box will be blank. When published to Xero, the invoice will be given a Receipt Bank generated number beginning with 'RB'. You can change this in Xero or, if you prefer, you can type in an appropriate invoice number in this box.
  - **Due date** – Receipt Bank does not extract this information so this will be a default of 20<sup>th</sup> of the following month. You will need to change this if required.

- **Tax amount** – this is the GST amount. As Receipt Bank ‘reads’ information on the invoice, where a supplier has provided a discount, the GST amount appearing on the invoice may relate to the full amount rather than the discounted amount and will therefore be incorrect. To change the tax amount, just type the correct amount to replace the figure shown in the box.
  - **Category** – this is the account code. Initially Receipt Bank will code everything to ‘general expenses’. Change accordingly. Over time, Receipt Bank will recognise account codes you use and default to these.  
*Note that you cannot split the amount into different account codes – this will need to be done in Xero.*
  - **Description** – Receipt Bank does not add a description. This is a free text box you can use if you want to add anything pertinent. Remember that the invoice is scanned so will appear in Xero.
6. Once all details have been checked and updated, the invoice can be published to Xero. You can publish an invoice on an individual basis by clicking the green ‘publish’ button towards the bottom of the screen. You can also publish several invoices at the same time from the inbox. Click on ‘All’ at the top left of the screen to return to the inbox and select the tick boxes to the left of those invoices you wish to publish. Then click on the green ‘publish’ button to the top left of the screen.
  7. Once invoices have been published they are automatically archived.
  8. It is not possible to upload the same invoice twice – if this happens in error, Receipt Bank will recognise it as a duplicate and simply won’t upload it, whatever method you use.