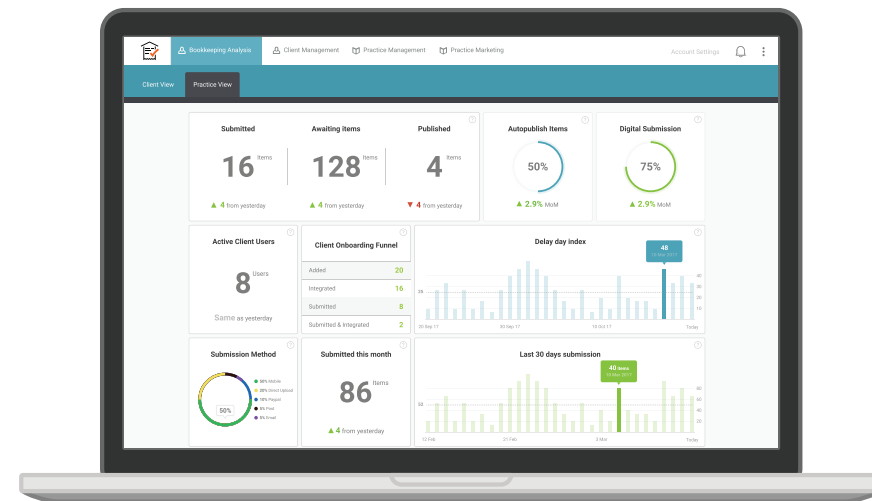
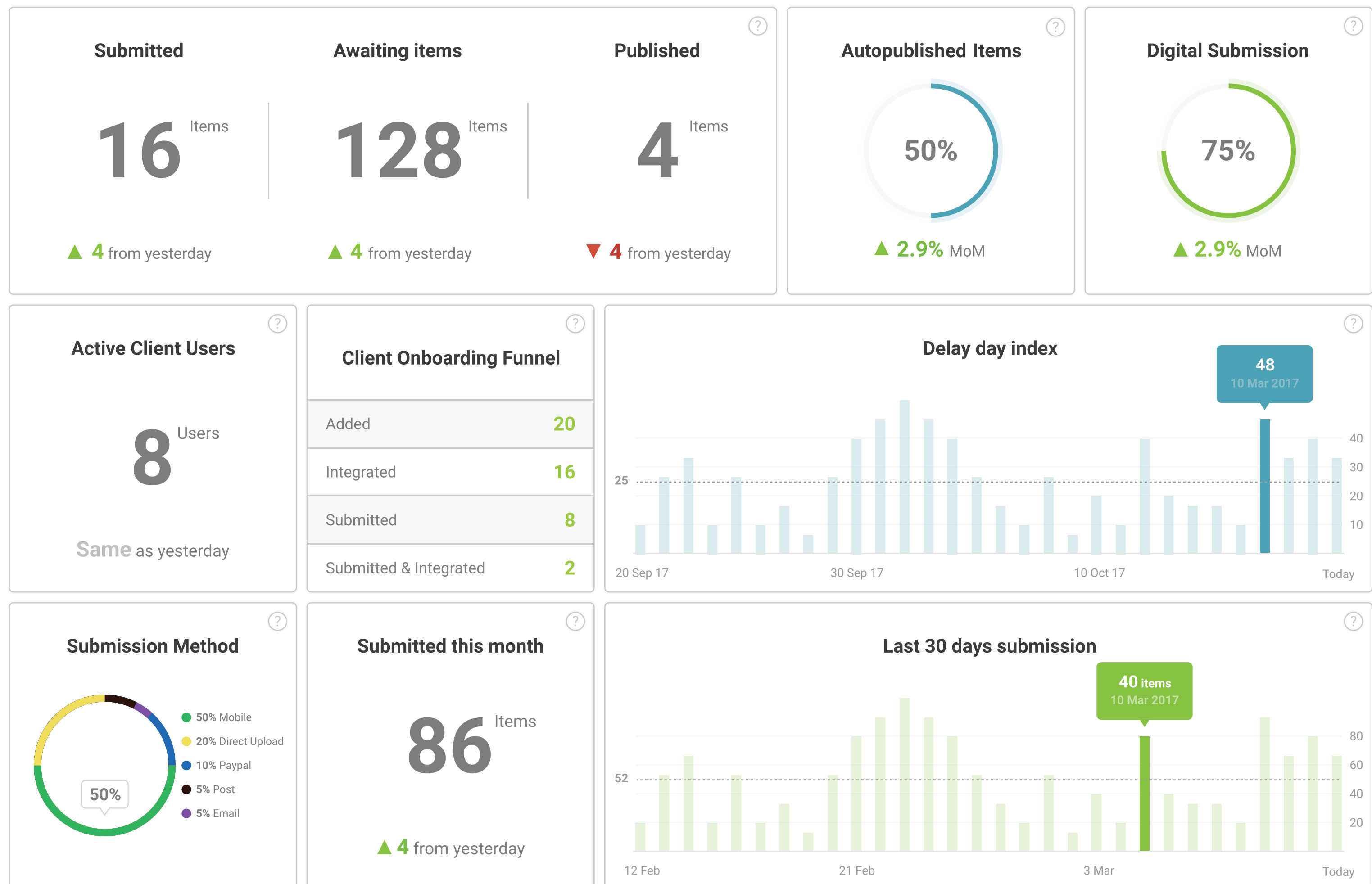


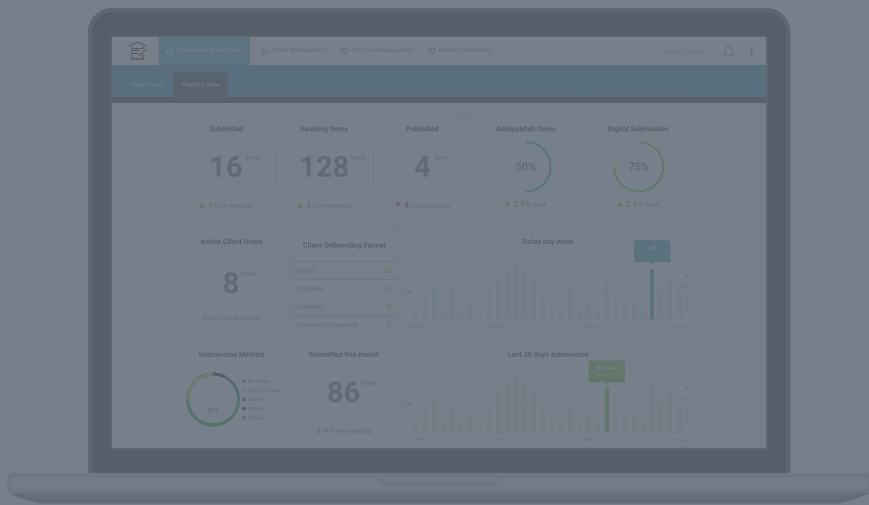
# BOOKKEEPING ANALYSIS: THE PRACTICE VIEW



The Practice View is accessed under the Bookkeeping Analysis tab and gives you the power to measure the efficiency of your firm's entire client base for the first time. These metrics indicate how consistent the monthly process is, and highlight major inefficiencies and areas for improvement you can work on with your team. [Click on the metrics below to find out more.](#)



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Submitted

16 Items

▲ 4 from yesterday

Awaiting items

128 Items

▲ 4 from yesterday

Published

4 Items

▼ 4 from yesterday

Submission Data

This area details how many items are awaiting your team’s input across all your clients’ Receipt Bank accounts. This is contrasted with how many items were submitted and published yesterday, compared to the day before, so you can understand your team’s outstanding workload. **For example**, if your team published 340 items yesterday but there are still over 700 items in Receipt Bank, your team still have 2 days’ of work to catch up on

Autopublished Items

50%

▲ 2.9% MoM

Digital Submission

75%

▲ 2.9% MoM

Delay day index

48

10 Mar 2017

Submission Method

50%

50% Mobile  
20% Direct Upload  
10% Paypal  
5% Post  
5% Email

Submitted this month

86 Items

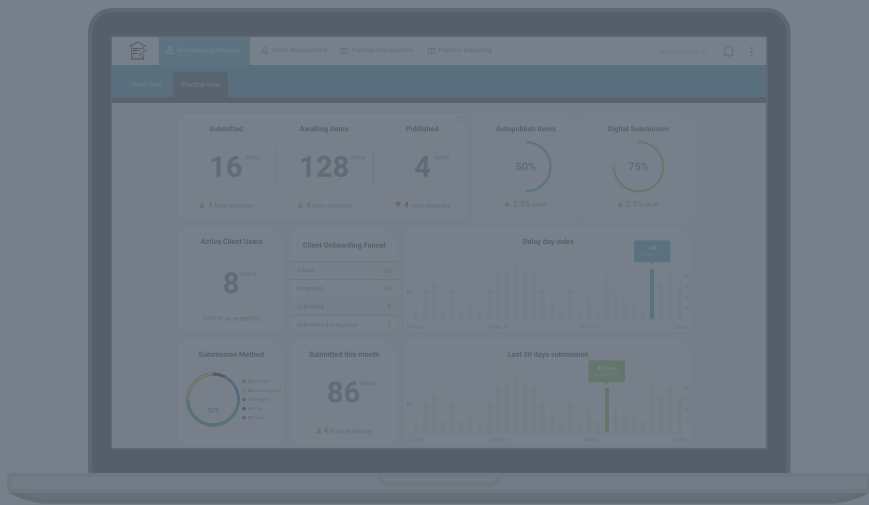
▲ 4 from yesterday

Last 30 days submission

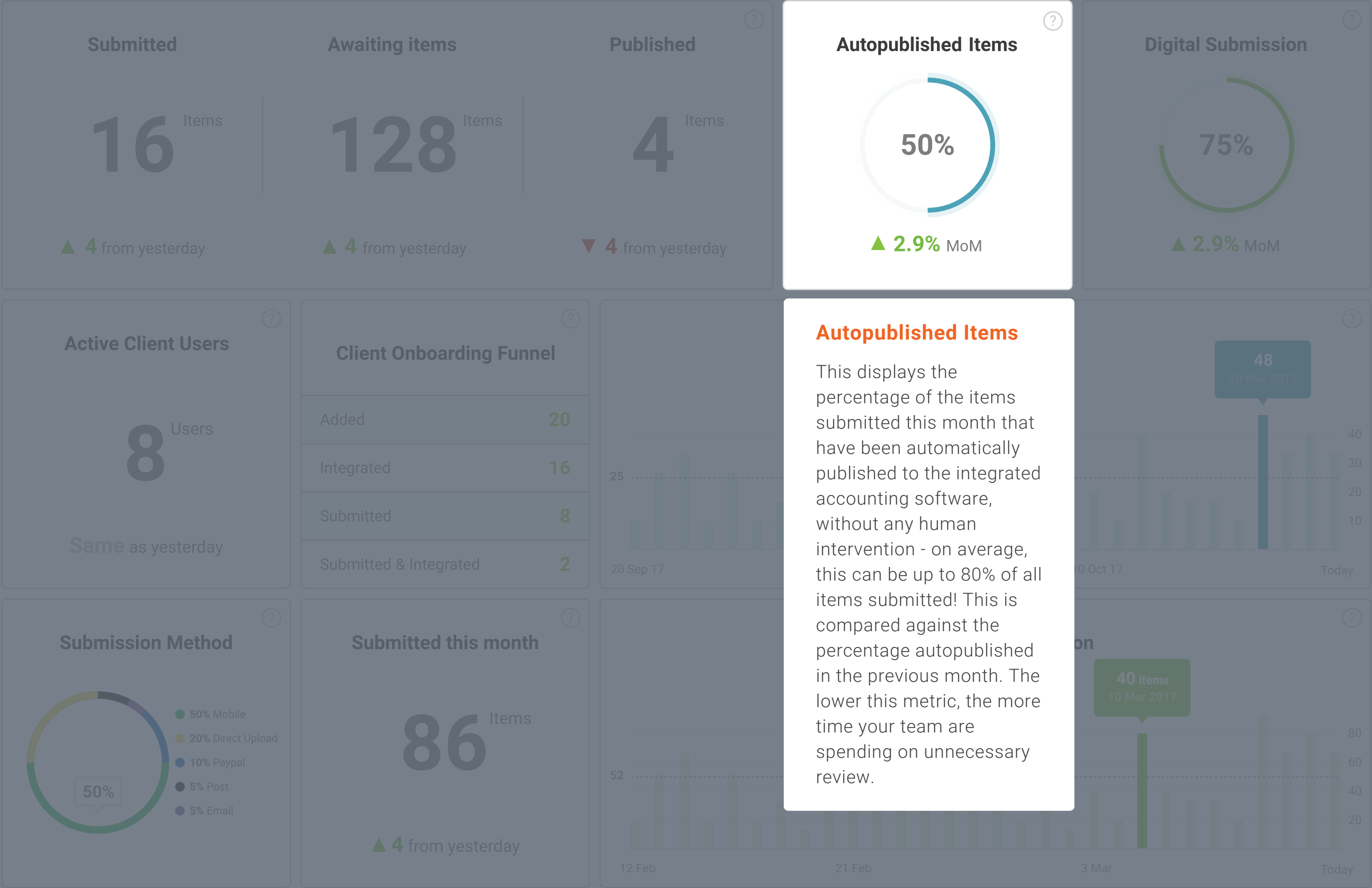
40 items

10 Mar 2017

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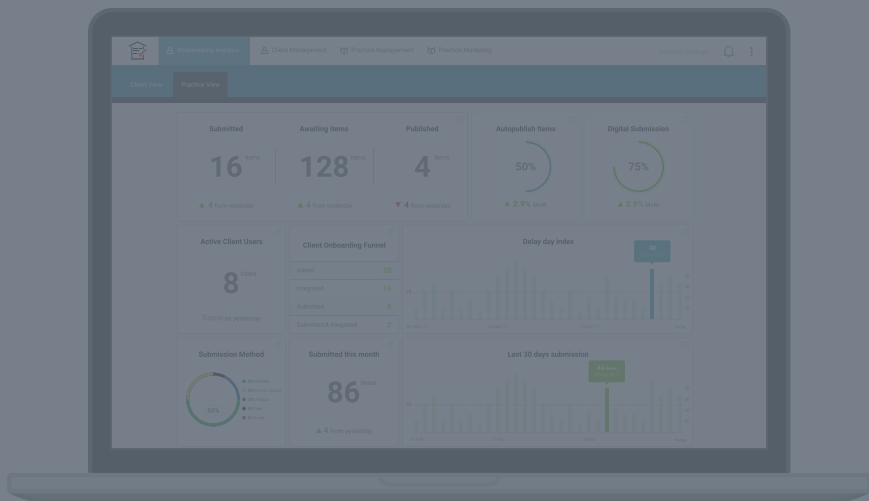


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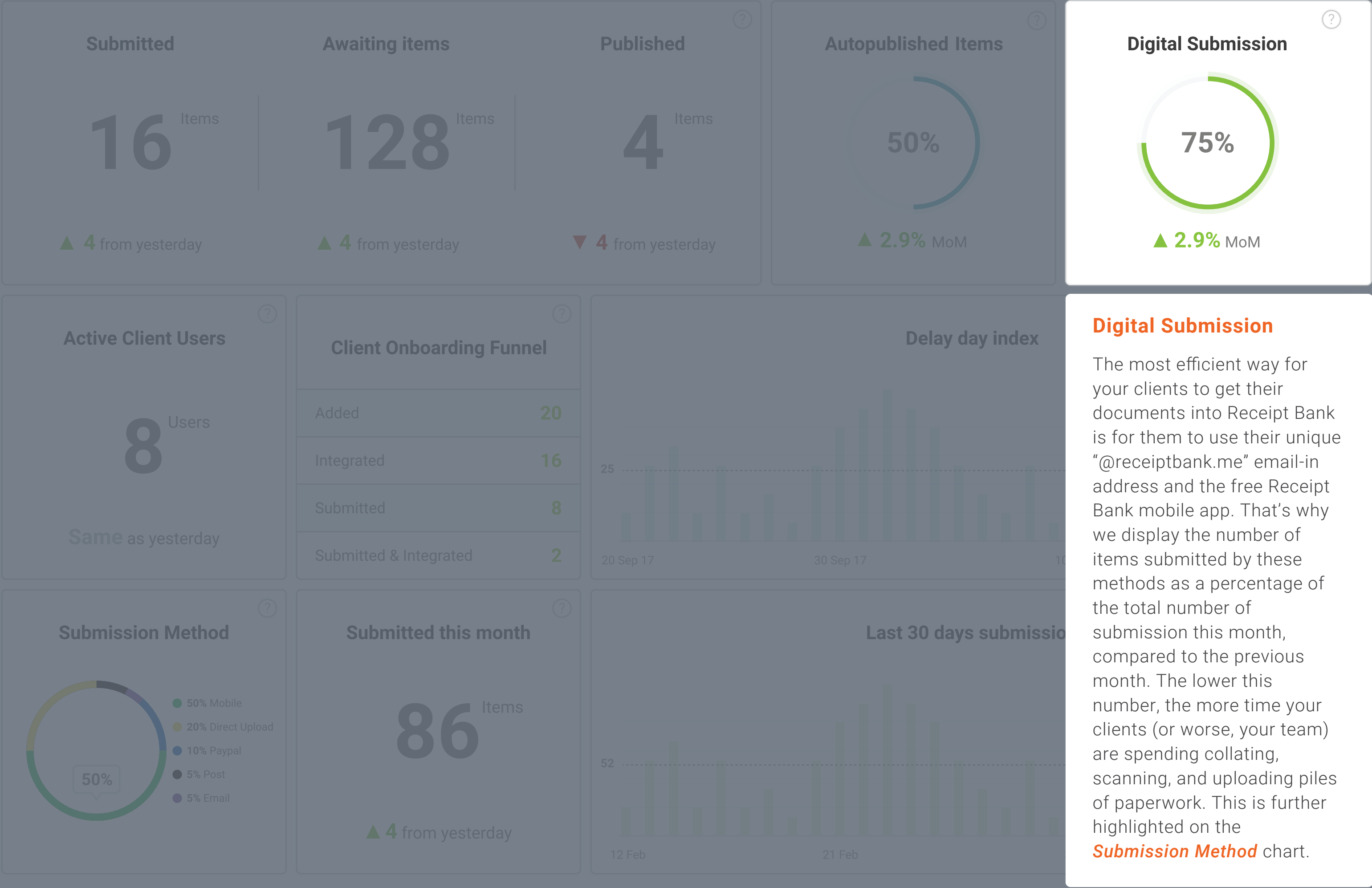




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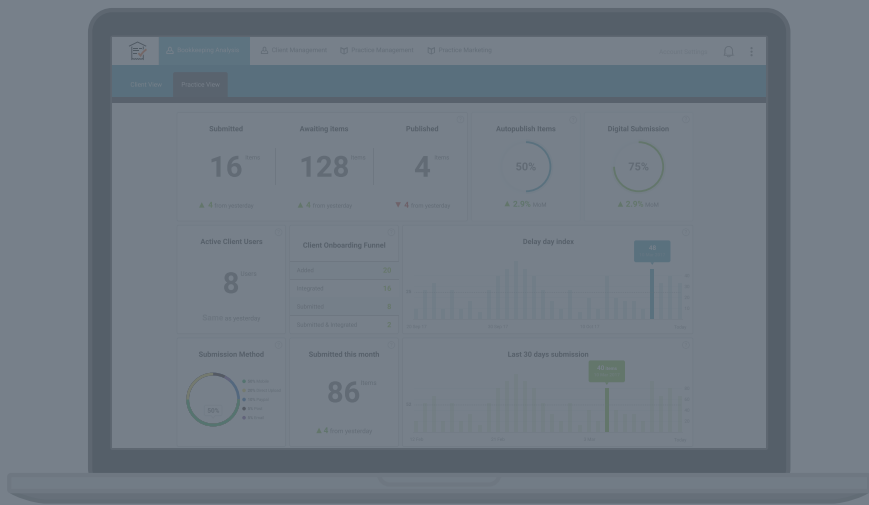
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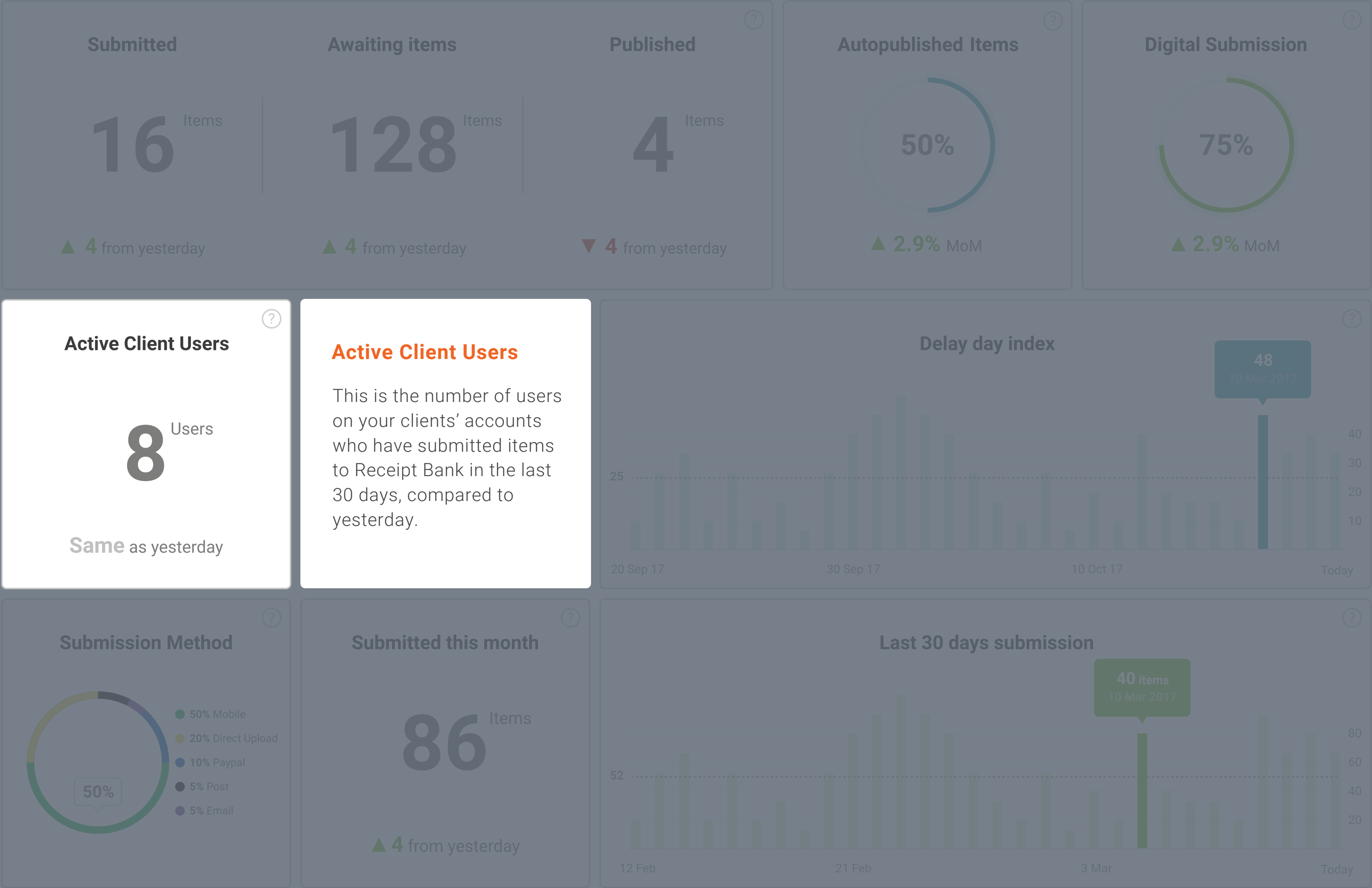
## Digital Submission

The most efficient way for your clients to get their documents into Receipt Bank is for them to use their unique “@receiptbank.me” email-in address and the free Receipt Bank mobile app. That’s why we display the number of items submitted by these methods as a percentage of the total number of submission this month, compared to the previous month. The lower this number, the more time your clients (or worse, your team) are spending collating, scanning, and uploading piles of paperwork. This is further highlighted on the **Submission Method** chart.

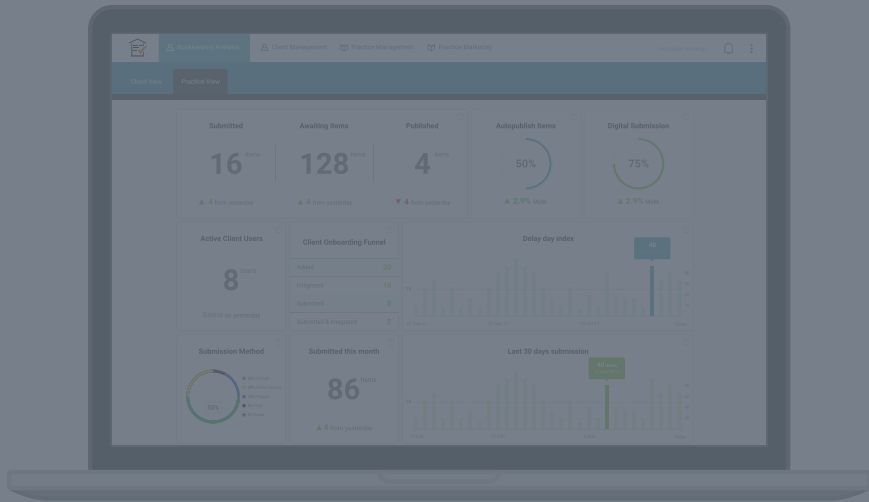
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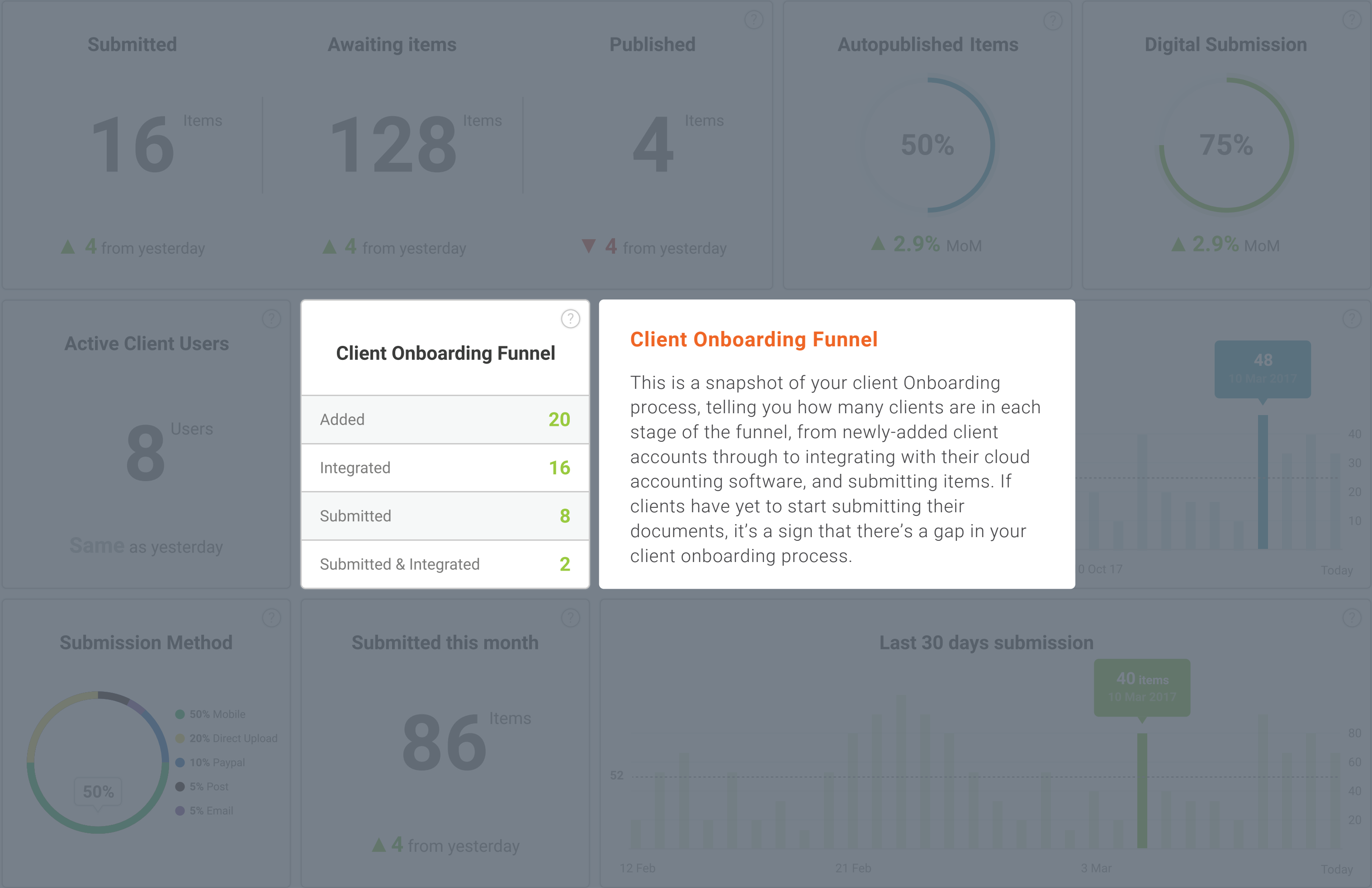
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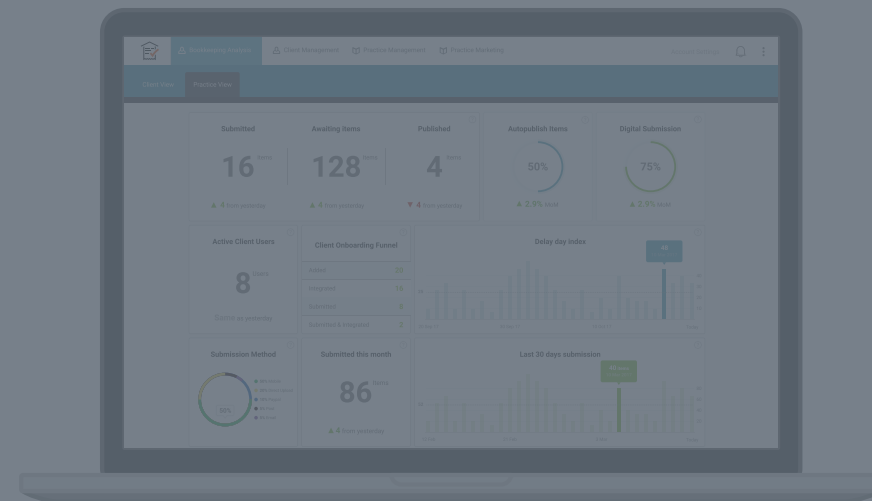


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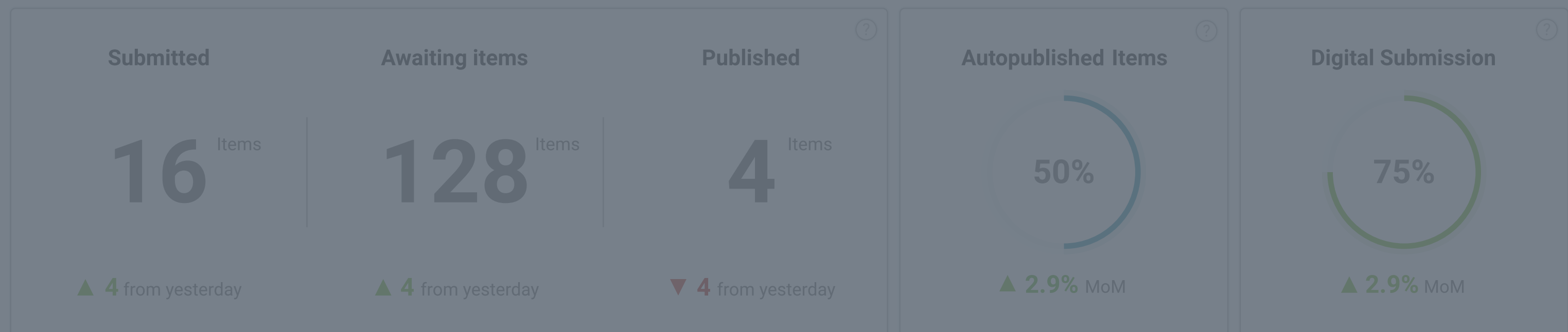




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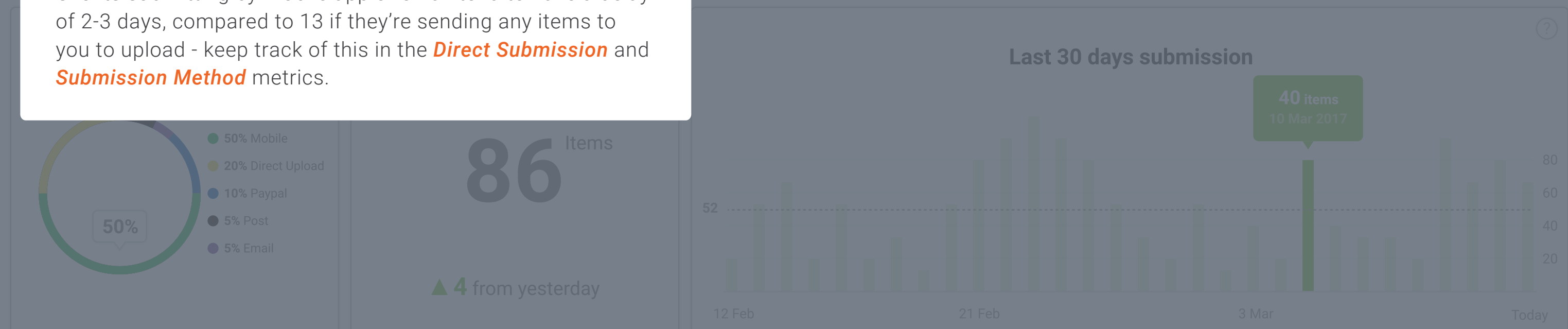


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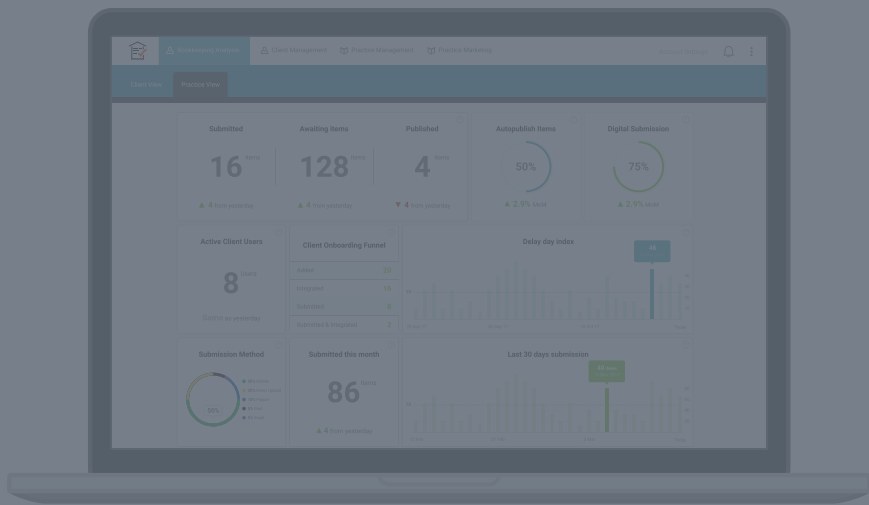


## Delay Day Index

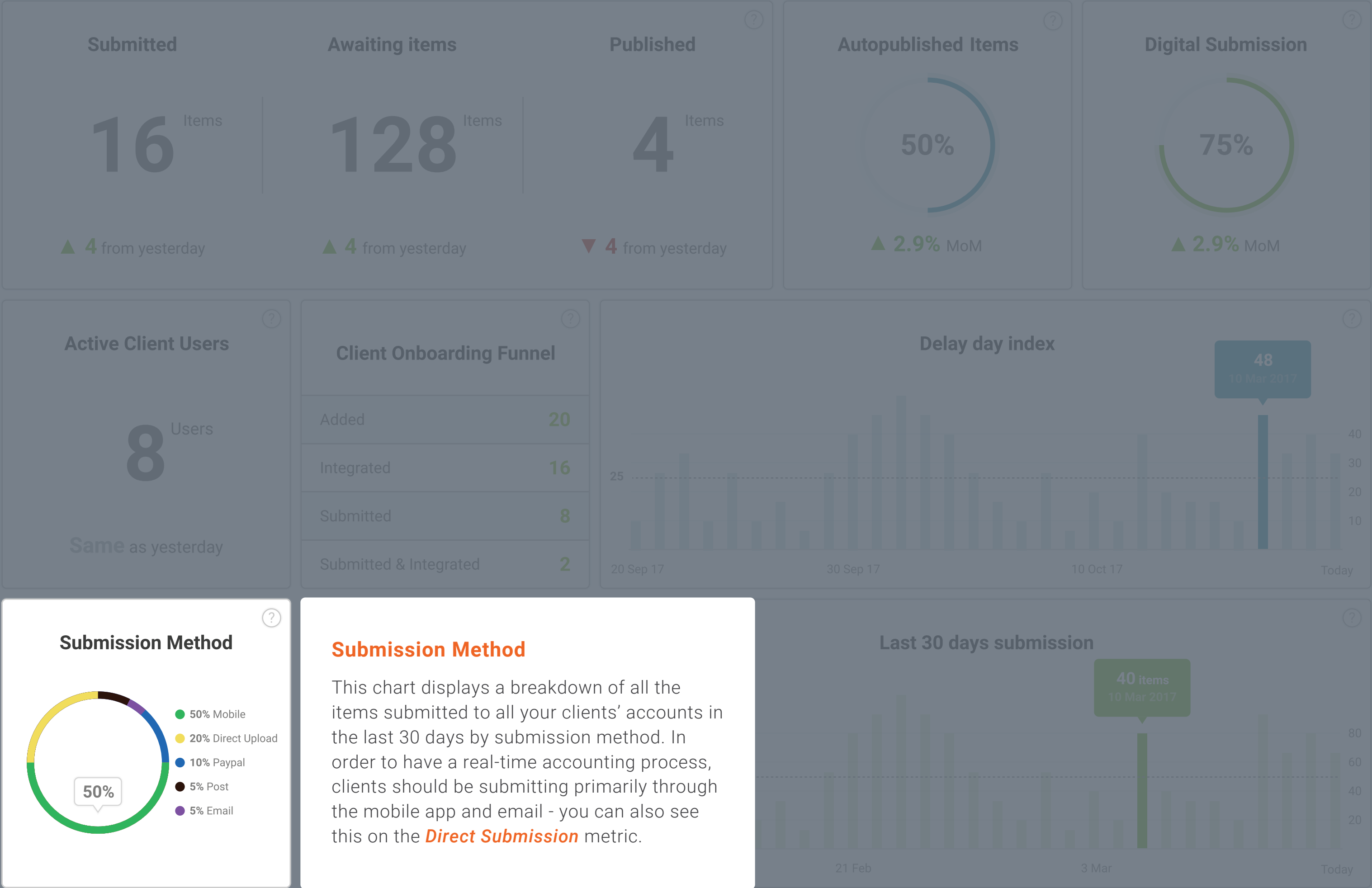
Having a real-time flow of data is key to having a truly valuable bookkeeping service. "Delay Days" measures the average number of days between a client receiving a document, and submitting it to Receipt Bank. This is presented as a graph showing how this changes over the course of the past 30 days. The higher this number, the more out-of-date the data will be, and therefore the more time your team will be spending chasing up clients for missing items. Clients submitting by mobile app or email tend to have a delay of 2-3 days, compared to 13 if they're sending any items to you to upload - keep track of this in the **Direct Submission** and **Submission Method** metrics.



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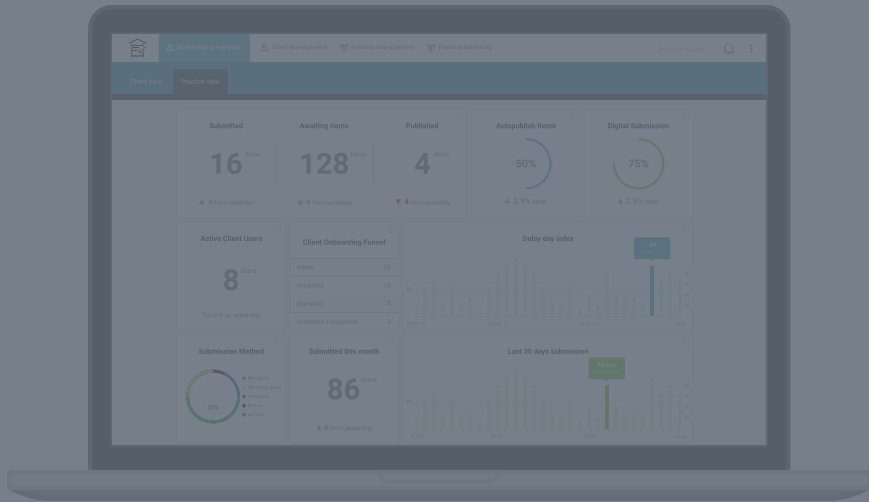


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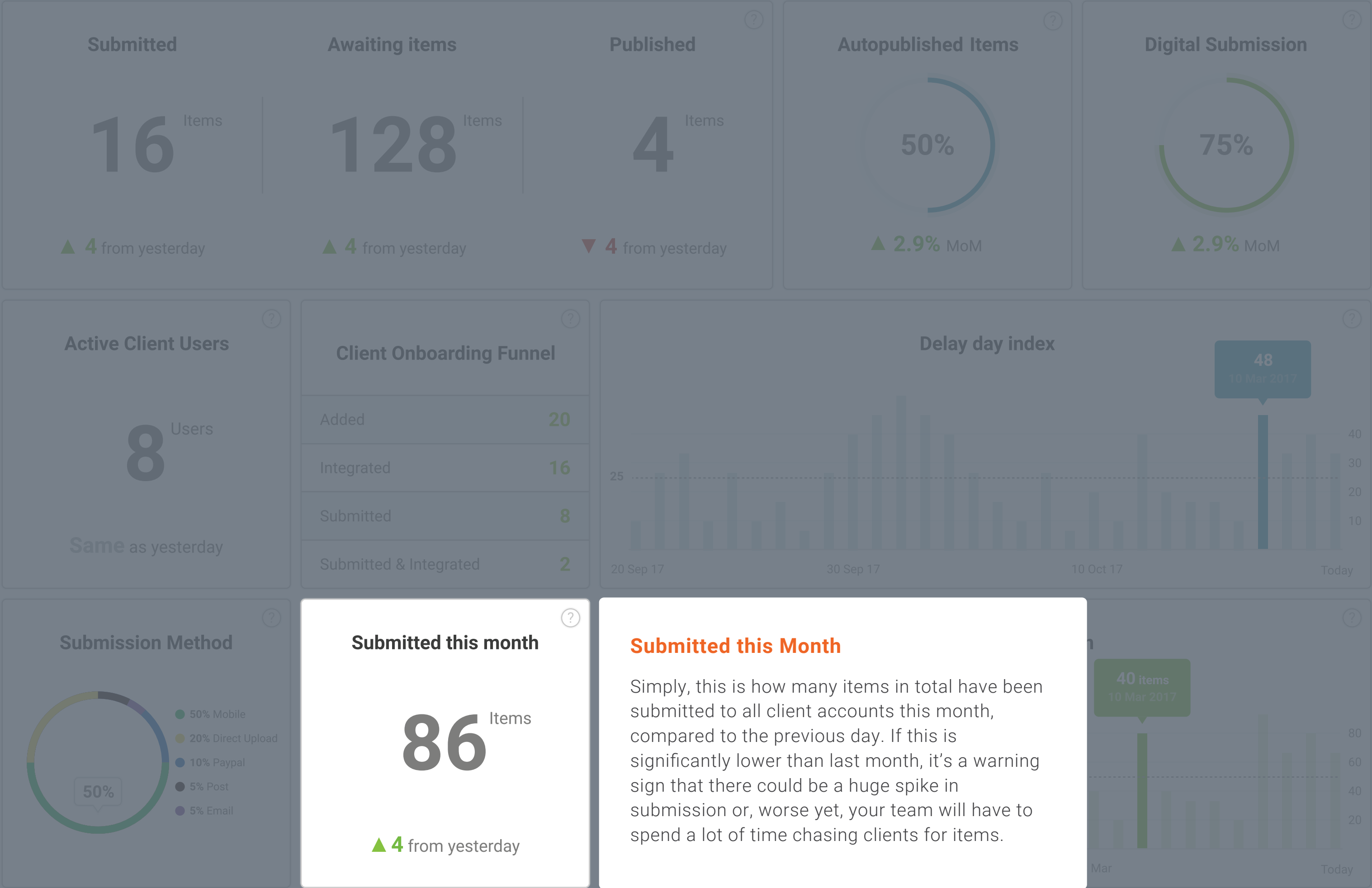




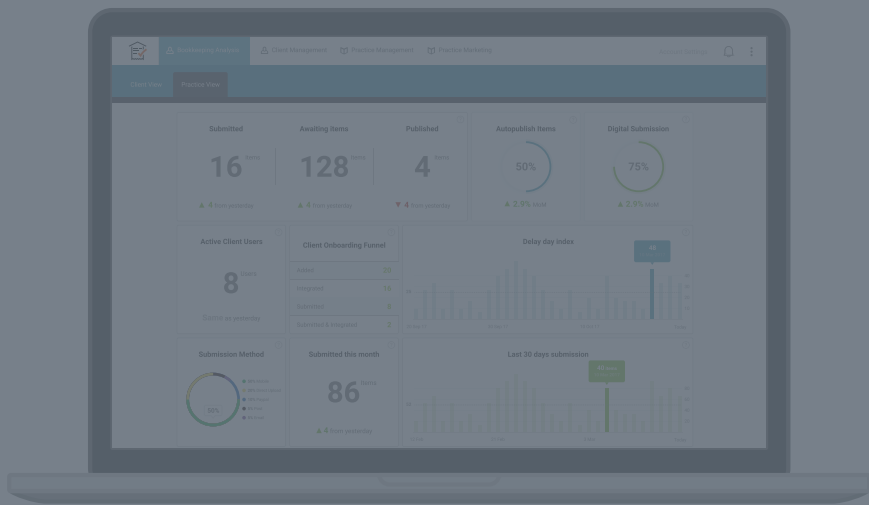
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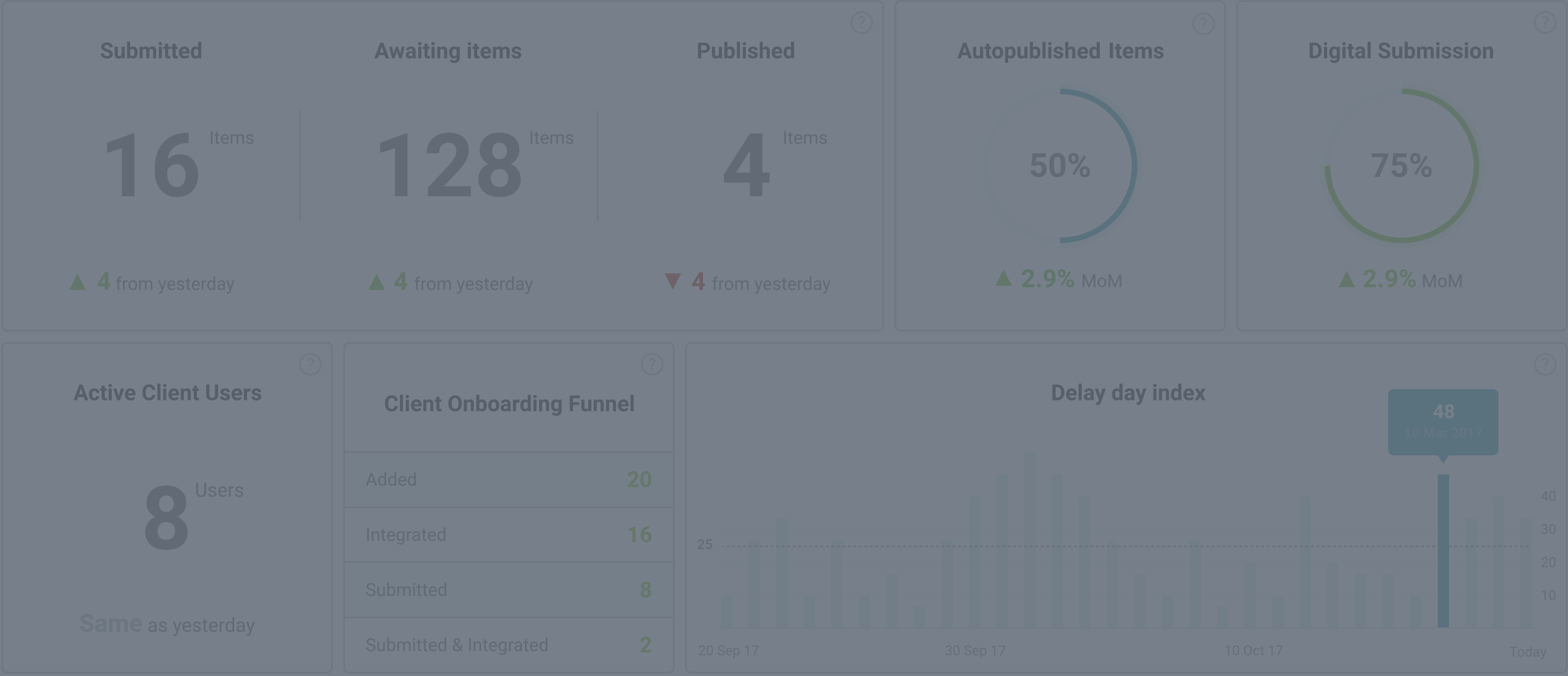
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## Last 30 days submission

This graph shows how many items have been submitted to Receipt Bank each day over the past month. Troughs and peaks showing weekends are normal, but a trend of decreased submission suggests there might be a massive submission spike and a huge drain on your team’s resources. Therefore, use this to allocate resources and, in conjunction with all the other metrics, to highlight the biggest gaps in your firm’s submission process.

