

FreeAgent, Receipt Bank will extract and send your clients' bookkeeping data to the cloud accounting software for reconciliation. This document takes you through each stage of the process. 1. SUBMITTING

Reduced chasing of items ☑ Healthy, real-time information about your clients' accounts

Encourage your clients to submit expense documents

on their own as soon as they receive them. This

will guarantee:

- Clients have control and confidence in the submission process

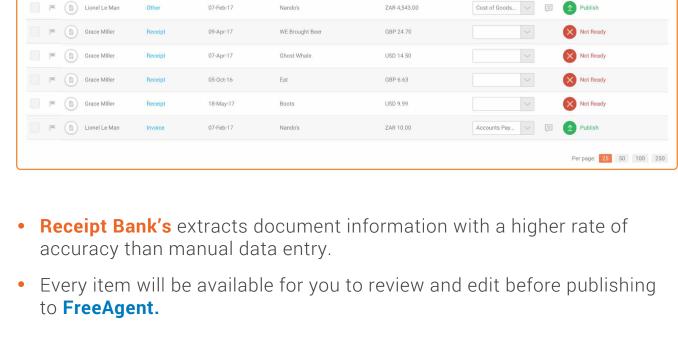
Account Settings Q

2. EXTRACTING

DATE SUPPLIER TOTAL CATEGORY NOTE STATUS

Once an item has been submitted, Receipt Bank's will extract all of the

available data and present it in your client's Receipt Bank Inbox:

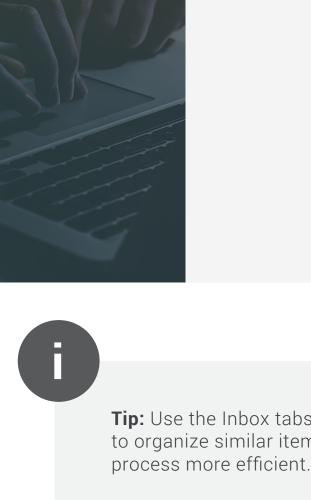


3. REVIEWING AND PUBLISHING

right-hand side.

Access your client's *Inbox* in **Receipt Bank.** You can view all of their submissions here, and assess which

CATEGORY



Lionel Le Man

Grace Miller

Grace Miller

Grace Miller

Fabilianne 05/10/16 13:00

1 Simply Ham + Cheese 1 Burts Sea Salt Crisps 1 BREH Big Tea

£6.63

Grace Miller

✓ Inbox

DATE

07-Feb-17

09-Apr-17

07-Apr-17

05-Oct-16

18-May-17

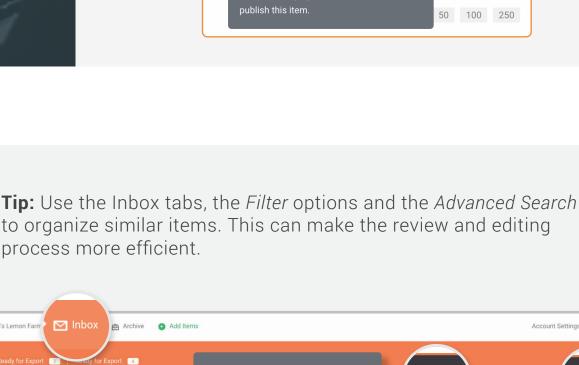
Not Ready Not Rea Validation errors: No Category has been selected. If you select a Category then we will be able to

items require review using the Status column on the

NOTE STATUS

Publish

Not Ready



With tax

With a note

Foreign currency

Last 7 days

Read

Flagged

New Suppliers

Merged

Account Settings Q

NOTE STATUS

Not Paid Paid Lionel Le Man 07-Feb-17

Without tax

Without a note

Not merged

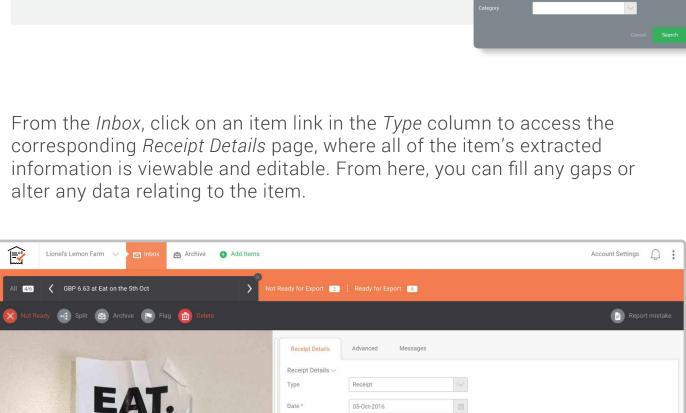
Default currency

Last 30 days

Not Flagged

Old Suppliers

Unread



Eat

6.63

1.11

GBP - United Kingdom, Pounds

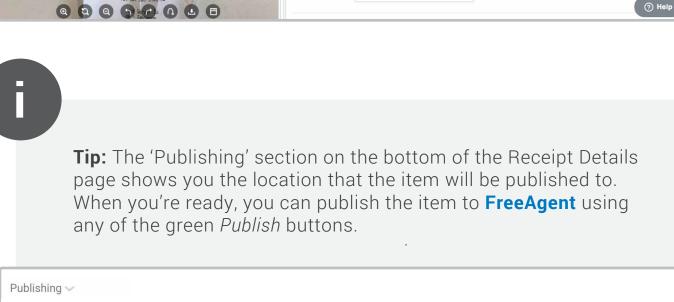
Category

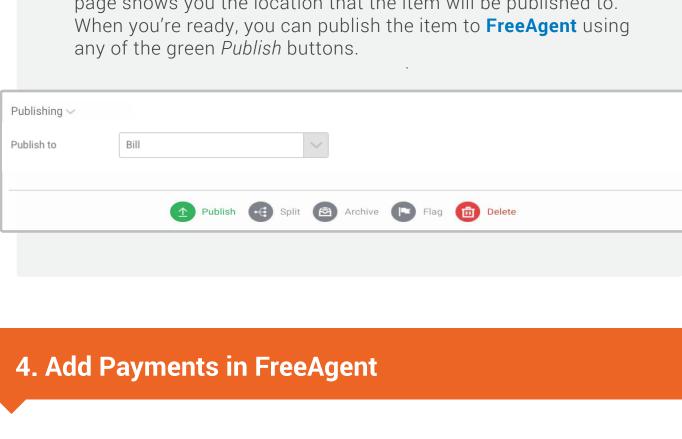
Supplier

Currency

Net amount

Total amount (USD) Tax amount (USD)





Log into **FreeAgent** and access the *Bills* tab for your client's account. Your

Accounting -

Total Va

Delete this Bill Pay Bill

It doesn't look like you've uploaded

About uploading statements \rightarrow

Upload Statement

£101,074.71

Demo Bank

Bank/Sort Code 11-22-33

12345678

Money Out

13.50

£101,191.05

101,120.29

101.118.29

101,104.49

101,090.99

101,074,71

Supplier Contact, Details

Local Express Miscellaneous

Reading Buses Travel

The item will be showing as unpaid in FreeAgent. If the payment

Honest Burgers Clapha Miscellaneous

Tesco Miscellaneous

client's submissions will be posted here, complete will all of the data

Banking

† in Accounting Year 2018/18 ‡

Reference

RB9129387608

due date has passed, items will be displayed as "Overdue".

Supplier Contact The Happenstance

Category Miscellaneous

Meal with Clients Accommodation. Inc £11.79 VAT

9 Bill payment against RB9129387571 (Reading Buses) Travel ⋅ View Bill

9 Bill payment against RB9129387589 (Tesco) Miscellaneous ⋅ View Bill

凰 Bill payment against RB9129387608 (Local Express) Miscellaneous · View Bill

Bill payment against RB9129387596 (Honest Burgers Clapha) Miscellaneous · View Bill

27 Jun 18

14 Jul 18

27 Jul 18

13 Aug 18

25 \$ per page

Comments

clicking the reference number in the Reference Column.

confirmed in Receipt Bank.

Receipt Bank Demo

Contacts

Due On ▼ Bill Date

27 Jul 18 27 Jul 18

NOTE:

Edit a Bill

Bill Details

Is this a Project Bill?

03 Aug 18 03 Aug 18 RB9129387589

02 Aug 18 02 Aug 18 RB9129387596

14 Jul 18 14 Jul 18 RB9129387571

Overview

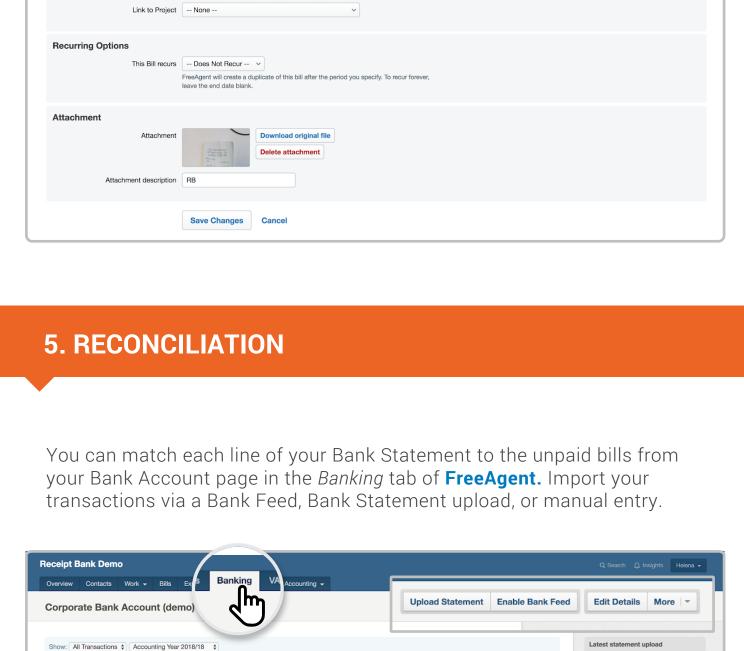
Show: All bills

Bills

Reference RB9129387582 Bill Date 27 Jun 18 Due On 27 Jun 18 Total Value £ 70.76 VAT 0% Use negative numbers for a Bill Credit Note (Refund).

V Or, add a new contact

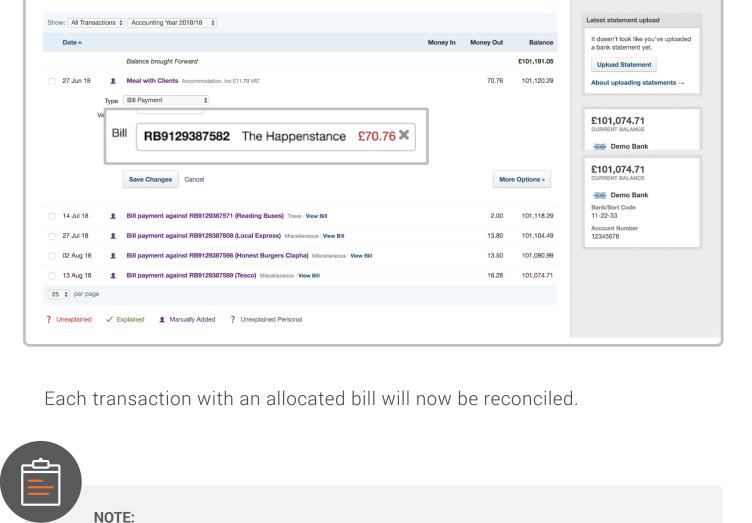
You can open the item, review the entry, and view the document image by



Receipt Bank Demo Overview Contacts Work - Bills Expenses Banking VAT Accounting -Corporate Bank Account (demo) Upload Statement Enable Bank Feed Edit Details More

You can then allocate your unpaid bill images to each of the transactions on your bank statement by clicking into the transaction, changing the Type

field to 'Bill Payment' and selecting the associated entry in the Bill field.



Ensure you have all the required entries displayed by selecting

the correct accounting period from the Show dropdown at the top of the Bank Account Page.

ReceiptBank

receipt-bank.com