

QUICKBOOKS ONLINE SIMPLE START DATA JOURNEY

Applicable if using **Receipt Bank Business** or **Extract**

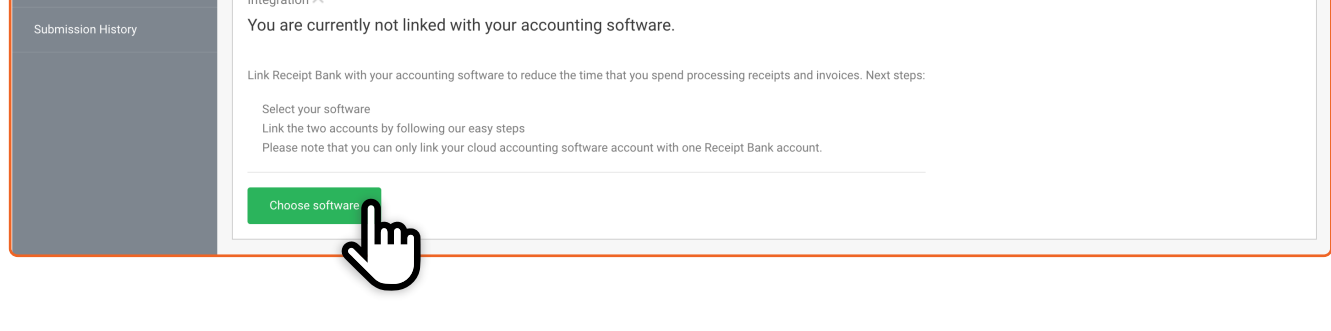
Once a **Receipt Bank** account has been integrated to publish data to **QuickBooks Online Simple Start (QBO)**, **Receipt Bank** will extract and send your bookkeeping data to the cloud accounting software for reconciliation. This document describes each stage of the process.

1. INTEGRATE

Integrating your **Receipt Bank** and **QBO Simple Start** accounts will share key data between the two softwares: the Chart of Accounts and your list of Bank Accounts.

To integrate a **Receipt Bank** and **QBO** account:

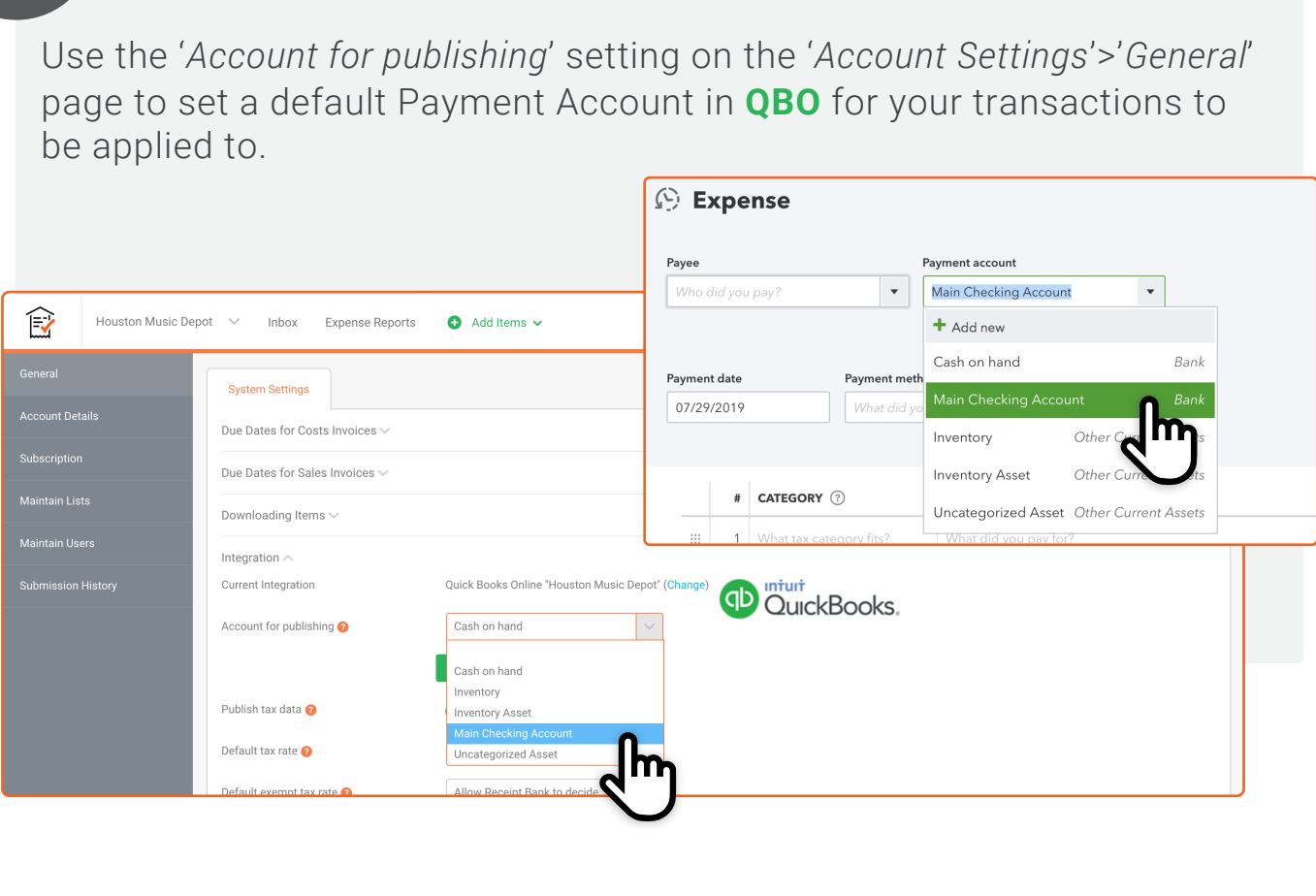
- Log on to **Receipt Bank** and access the account you'd like to integrate.
- Click into the 'Account Settings' page and click on the 'General' tab.



- Click the 'Choose software' button.
- Select 'QuickBooks Online'. Confirm your **QBO** login details and click 'Sign In'.

Your accounts are now integrated. Your lists from **QBO** are being imported into **Receipt Bank**.

After the integration process has completed, you'll be navigated back to Receipt Bank.



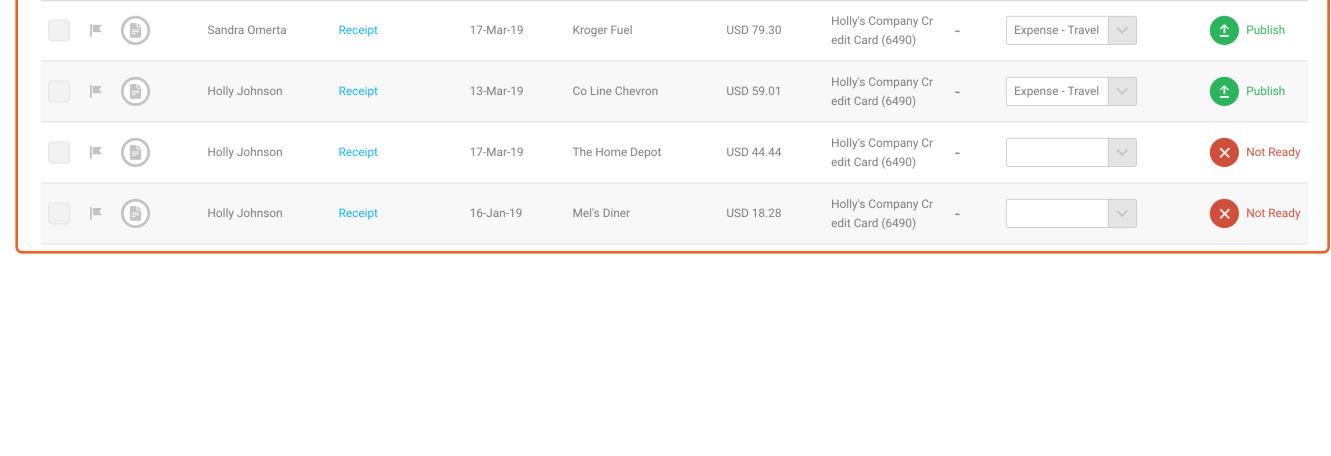
2. SUBMIT AND EXTRACT

Send your receipts, bills, invoices and other financial paperwork to **Receipt Bank** using email, upload or the mobile app.

Receipt Bank will automatically read and extract all of the financial data visible on the source documents. View your submitted transactions in the *Inbox* of your account.

Learn more about uploading your paperwork to Receipt Bank with:

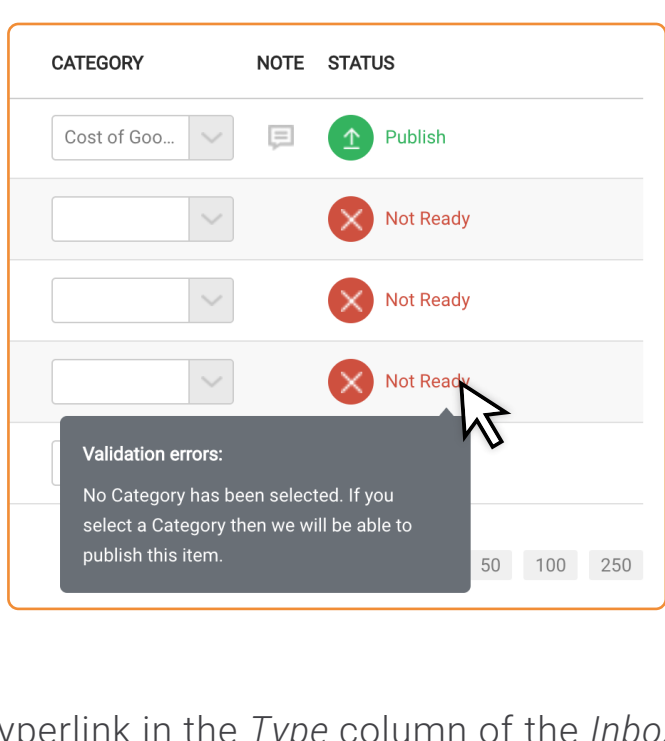
- this video
- this infographic



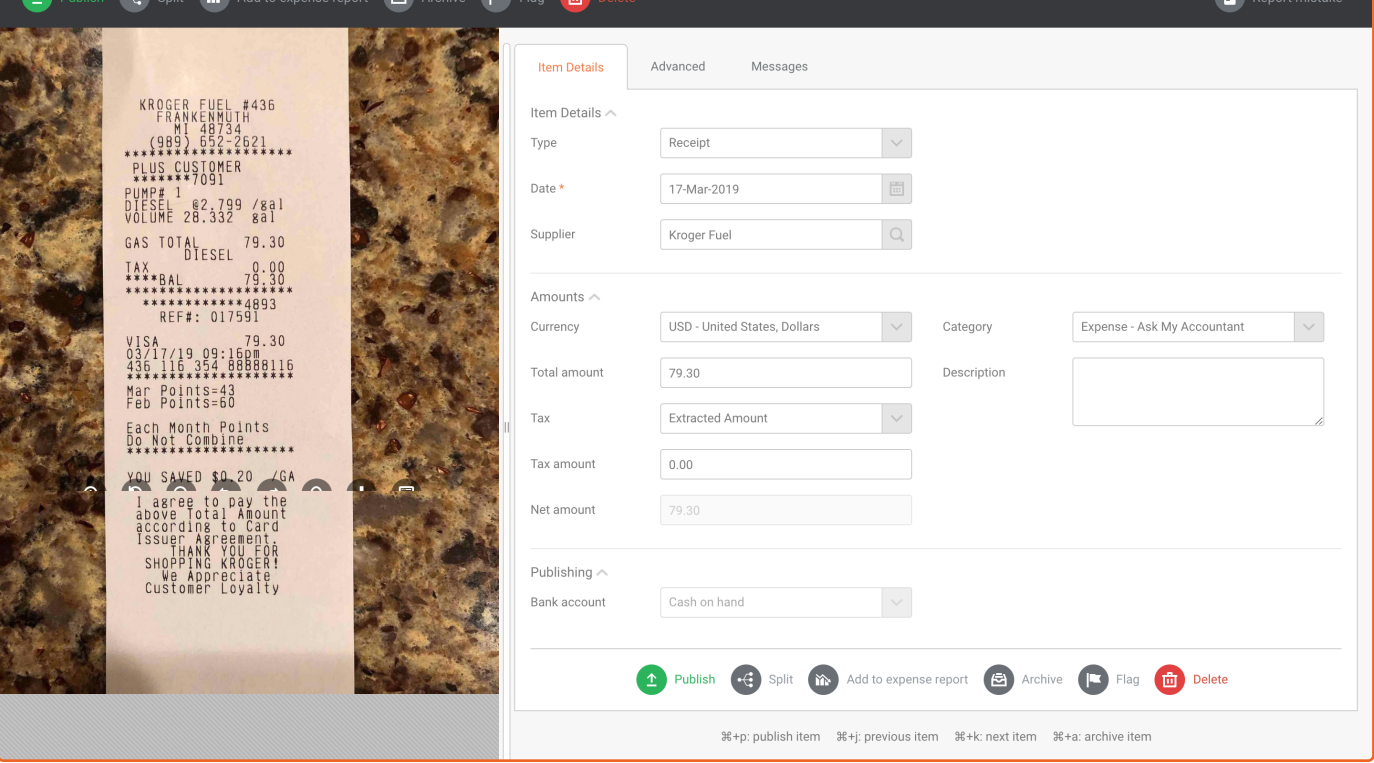
3. REVIEW AND PUBLISH

In order to publish a transaction to **QBO Simple Start**, it must have an assigned Category in **Receipt Bank**.

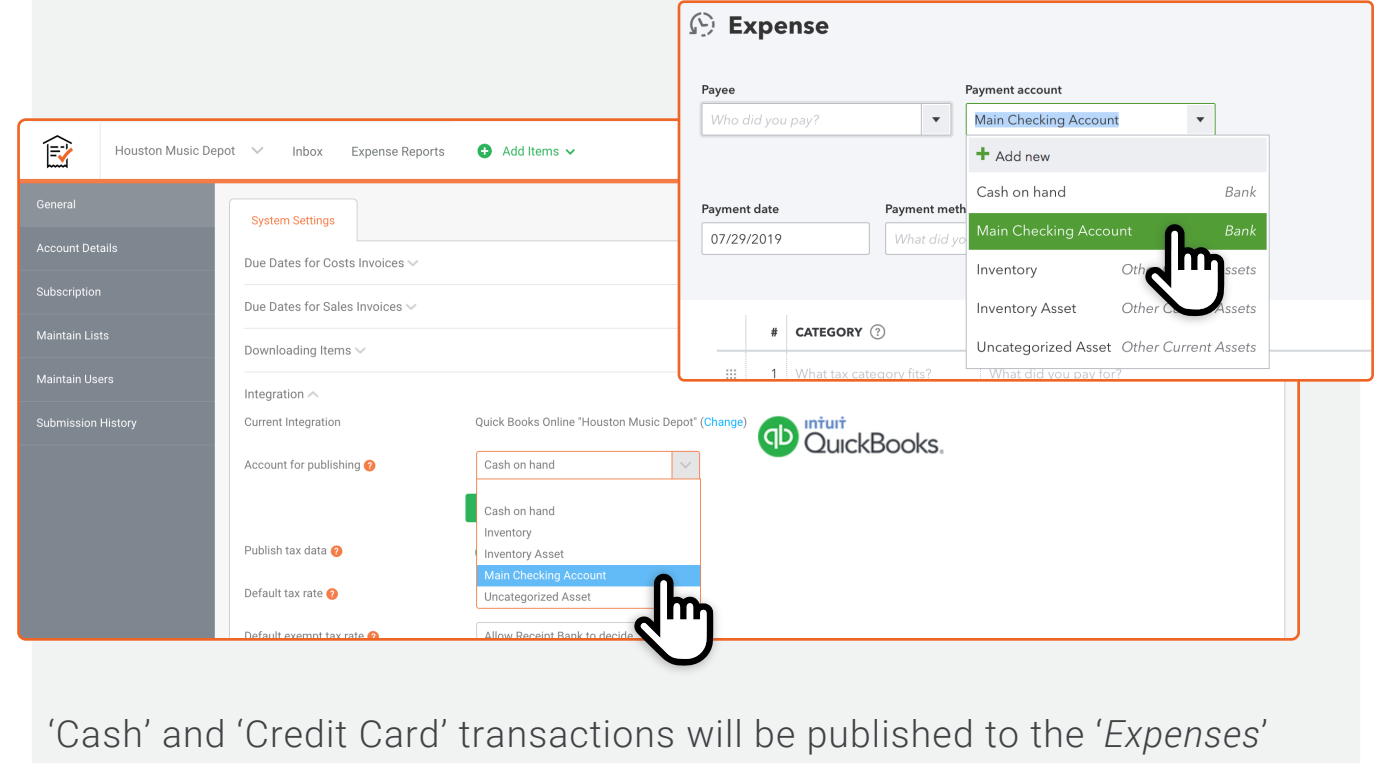
Use the *Inbox* in **Receipt Bank** to easily identify which transactions need to be reviewed. A green 'Publish' button shows that all of the data is complete; A red 'Not Ready' icon indicates that more detail needs to be added. Hover your mouse over the icon for more information.



Click on the blue hyperlink in the *Type* column of the *Inbox* to access the *Item Details* page for a single transaction. Here, you can view and edit all of the data associated with this payment. Fill any missing details, and review any extracted data.



Use the 'Account for publishing' setting on the 'Account Settings'-'General' page to change the 'Bank Account' **Receipt Bank** will publish to.



5. RECONCILIATION

Once your transactions have been published to **QBO**, reconcile them against a Bank Statement or Bank Feed in the 'Accounting'-'Reconcile' page of **QBO**.

