QUICKBOOKS ONLINE SIMPLE START **DATA JOURNEY**

Applicable if using Receipt Bank Business or Extract

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.

Once a Receipt Bank account has been integrated to publish data to QuickBooks Online

1. INTEGRATE

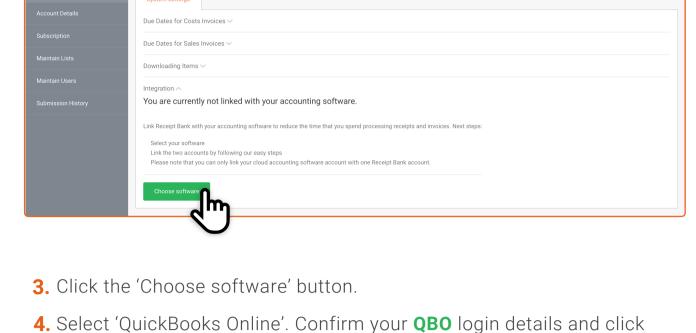
key data between the two softwares: the Chart of Accounts and your list of Bank Accounts. To integrate a **Receipt Bank** and **QBO** account:

Integrating your Receipt Bank and QBO Simple Start accounts will share

1. Log on to Receipt Bank and access the account you'd like to integrate.

2. Click into the 'Account Settings' page and click on the 'General' tab.

Houston Music Depot ✓ Inbox Expense Reports ↔ Add Items ✓

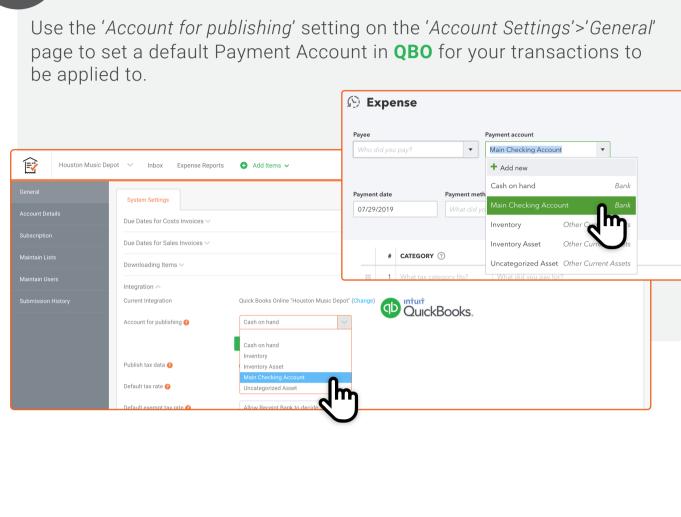


'Sign In'

Receipt Bank.

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

Your accounts are now integrated. Your lists from QBO are being imported



upload or the mobile app.

Send your receipts, bills, invoices and other

financial paperwork to Receipt Bank using email,

Receipt Bank will automatically read and extract

2. SUBMIT AND EXTRACT

all of the financial data visible on the source this video documents. View your submitted transactions in the *Inbox* of your account. Houston Music Depot ∨ Inbox Expense Reports Not Ready for Export 2 Ready for Export 3 Archive 0

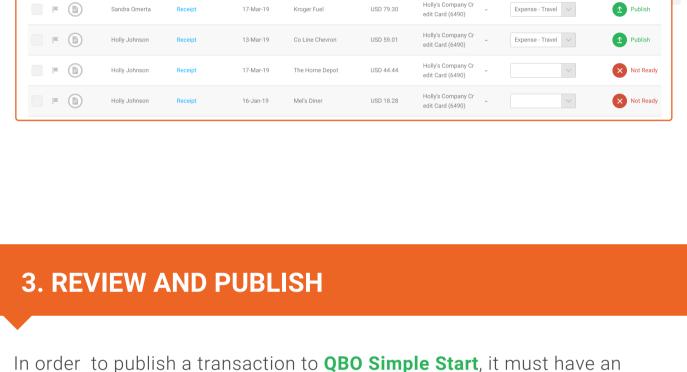


Learn more

about uploading

your paperwork to

Receipt Bank with:



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

NOTE STATUS

Publish

Not Ready

CATEGORY

any extracted data.

Houston Music Depot V

KROGER FUEL #436 FRANKENMUTH MI 48734 (989) 652-2621

PLUS CUSTOMER

DIESEL @2.799 /8al VOLUME 28.332 8al

GAS TOTAL 79.30

〈 USD 79.30 at Kroger Fuel on the 17th Mar

Inbox Expense Reports

♠ Add Items ∨

Date *

Supplier

mouse over the icon for more information.

Cost of Goo...

assigned Category in Receipt Bank.

Not Ready

Not Rea Validation errors: No Category has been selected. If you select a Category then we will be able to publish this item. 50 100 250

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

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17-Mar-2019

Kroger Fuel

79.30

USD - United States, Dollars

Expense - Ask My Accountant

Print Checks ▼

New transaction ▼

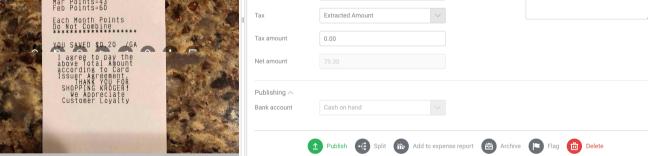
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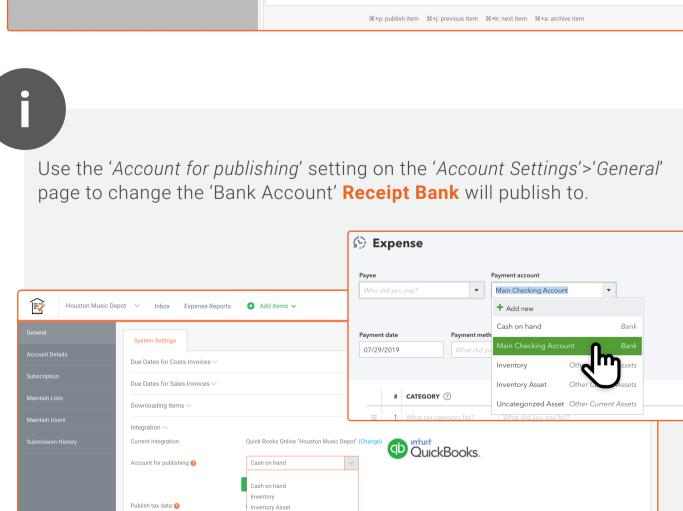
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18.28





'Check' transactions will be published to the 'Expenses' section of QBO as a 'Check'.

'Cash' and 'Credit Card' transactions will be published to the 'Expenses'

Workers ■ Batch actions ▼ Reports DATE ▼ CATEGORY TOTAL Taxes \$79.30

	Accounting			·								
	My Accountant		03/17/2019	Expense	RB9	The Home Depot	Repairs & Maintenance	•	\$44.44	View/Edit ▼		
	Apps		03/13/2019	Check	RB9	Co Line Chevron	Travel	•	\$59.01	View/Edit ▼		
	Live			Total						\$182.75		
5. RECONCILIATION												

Once your transactions have been published to QBO, reconcile them

of QBO.

Default tax rate 🔞

section of **QBO** as an 'Expense'.

Houston Music Depot

Expense Transactions

Transport of the state of the s

Dashboard Banking

Expenses

ACTION 03/17/2019 Expense View/Edit ▼

Mel's Diner

The Home Depot

Kroger Fuel

against a Bank Statement or Bank Feed in the 'Accounting'>'Reconcile' page

Accounting

Apps

My Accountant

Live Bookkeeping

01/16/2019

03/17/2019

03/17/2019

RB9231111656

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Meals & Entertai.