

## QUICKBOOKS DESKTOP: THE DATA JOURNEY

Applicable if using Receipt Bank Extract

An integration between **Receipt Bank** and **QuickBooks Desktop** will sync your Chart of Accounts and Supplier Lists between the two softwares, and make it possible to send your document data and images directly to QuickBooks with a push of the 'Publish' button.

### 1. INTEGRATING

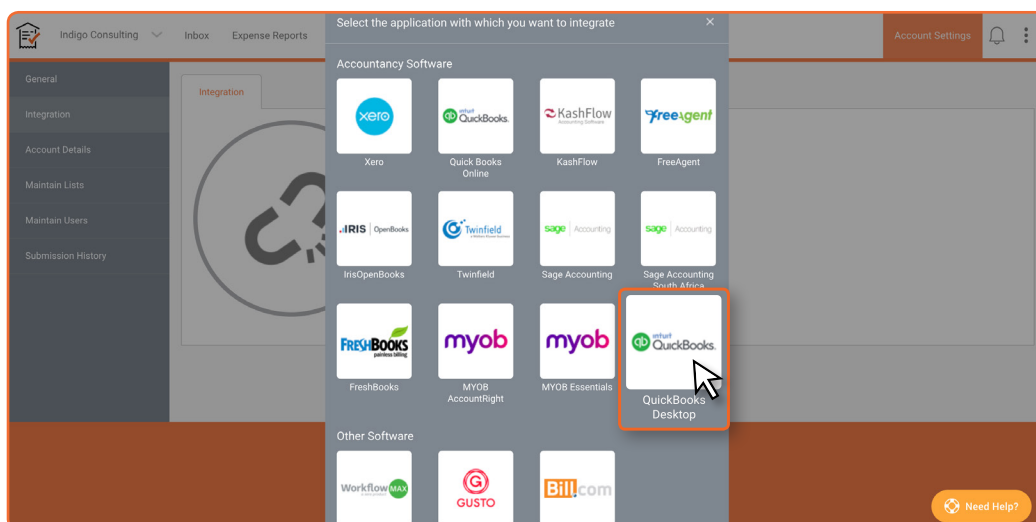
Connect a **Receipt Bank** account to **QuickBooks Desktop** using the same computer that hosts the company's QBD files. To ensure that the integration is successful, it's recommended that you have your QBD company file open while you perform the integration. This will sync:

- ✓ The supplier lists
- ✓ The chart of accounts

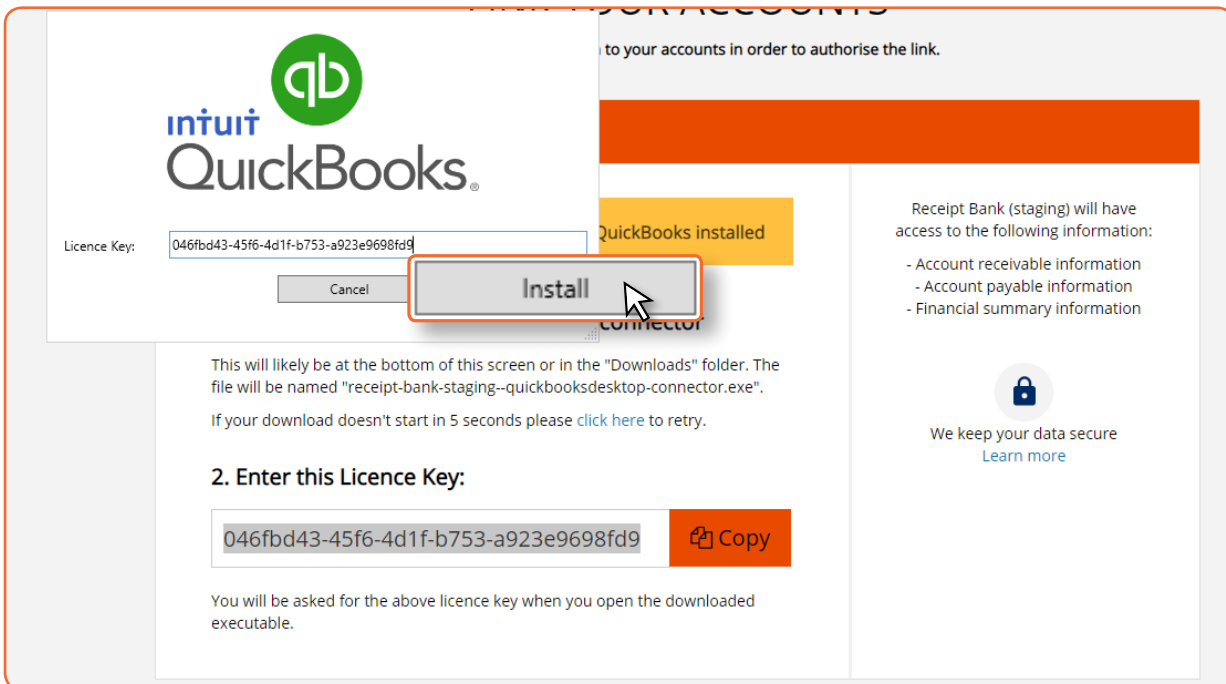
Receipt Bank will resync these lists every 24 hours. You can learn more about manually syncing this more regularly [here](#).

#### Integrate an account by:

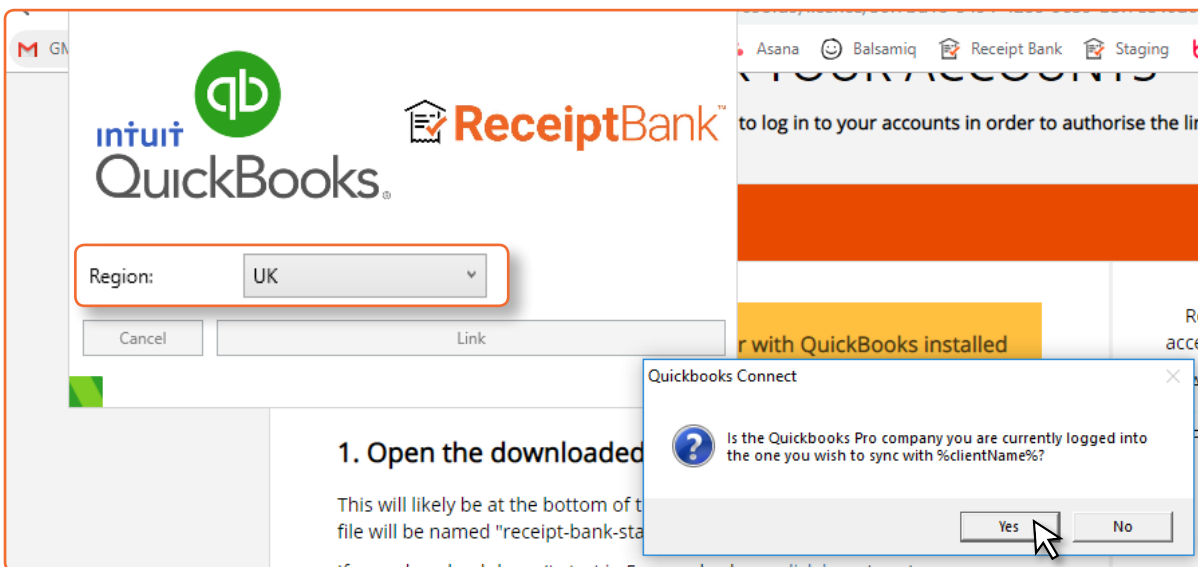
- 1 Logging in to Receipt Bank
- 2 Accessing the 'Integration' tab of the 'Account Settings' page.
- 3 Press 'Choose Integration'. Click 'QuickBooks Desktop' and 'Connect to QuickBooks Desktop'.



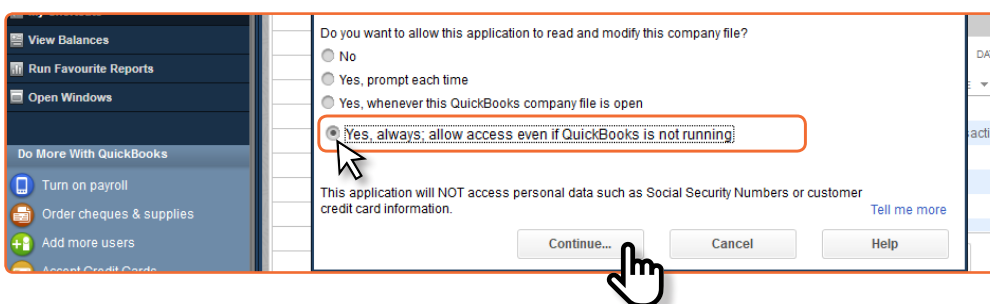
- 4 This will automatically provide a license key and download a program called 'receipt-bank-quickbooksdesktop-connector.exe'.
- 5 Open the 'receipt-bank-quickbooksdesktop-connector.exe' program and enter the license key provided.



- 6 If you're prompted to download 'Quickbooks Desktop SDK', install this program.
- 7 A QuickBooks window will open. Select the version of QuickBooks that you're using from the 'Region' dropdown and press 'Link'.



- 8 Open QuickBooks Desktop. The application will ask if you want to allow access to the QuickBooks Desktop Connector to read and modify the company file. Click '**Yes, always; allow access even if QuickBooks is not running**', and then click 'Continue'.



- 9 The application will ask if you want to allow access. Click 'Yes', and 'Done'.
- 10 Return to the QuickBooks Connector. The linking will now be complete.
- 11 Return to Receipt Bank. Check the following parts of the 'Account Settings':
  - The 'Tax Settings' section of the 'Integrations' tab. Ensure that this is set up correctly for your QBD account.
  - The 'Suppliers' section of the 'Maintain Lists' tab. Ensure that your suppliers have imported from QBD. If they haven't yet imported, click 'Reload All Lists' and wait a few minutes.
  - The 'Categories' section of the 'Maintain Lists' tab. Ensure that your Chart of Accounts has imported from QBD. If they haven't yet imported, click 'Reload All Lists' and wait a few minutes.

You are now integrated with QuickBooks Desktop. Now you can start submitting, publishing and reconciling your transactions in accordance with your QBD account.

## 2. SUBMITTING

Upload receipts, invoices, or any other financial paperwork to **Receipt Bank** using any of our [Submission Methods](#). While the documents are uploading, **Receipt Bank** will extract all of the available data and present it in the **Inbox**.

The screenshot shows the Receipt Bank Inbox interface. At the top, there's a navigation bar with 'Indigo Consulting' and 'Inbox' tabs. Below this, a summary bar shows 'Inbox 4', 'Not Ready for Export 2', 'Ready for Export 2', and 'Archive 31'. A toolbar includes 'Publish', 'Add to expense report', 'Download', 'Tools', and 'Delete' buttons. A search bar is labeled 'Supplier search'. The main table has columns: USER, TYPE, DATE, SUPPLIER, TOTAL, TAX, PAYMENT, MATCH, CATEGORY, NOTE, and STATUS. Four rows are visible, each with a 'Publish' button in the status column. A hover menu on the right shows 'Publish' and 'Not Ready' options. The footer contains 'Terms & Conditions | Privacy | About', 'Copyright © 2019 Receipt Bank Ltd. All rights reserved', and a 'Need Help?' button.

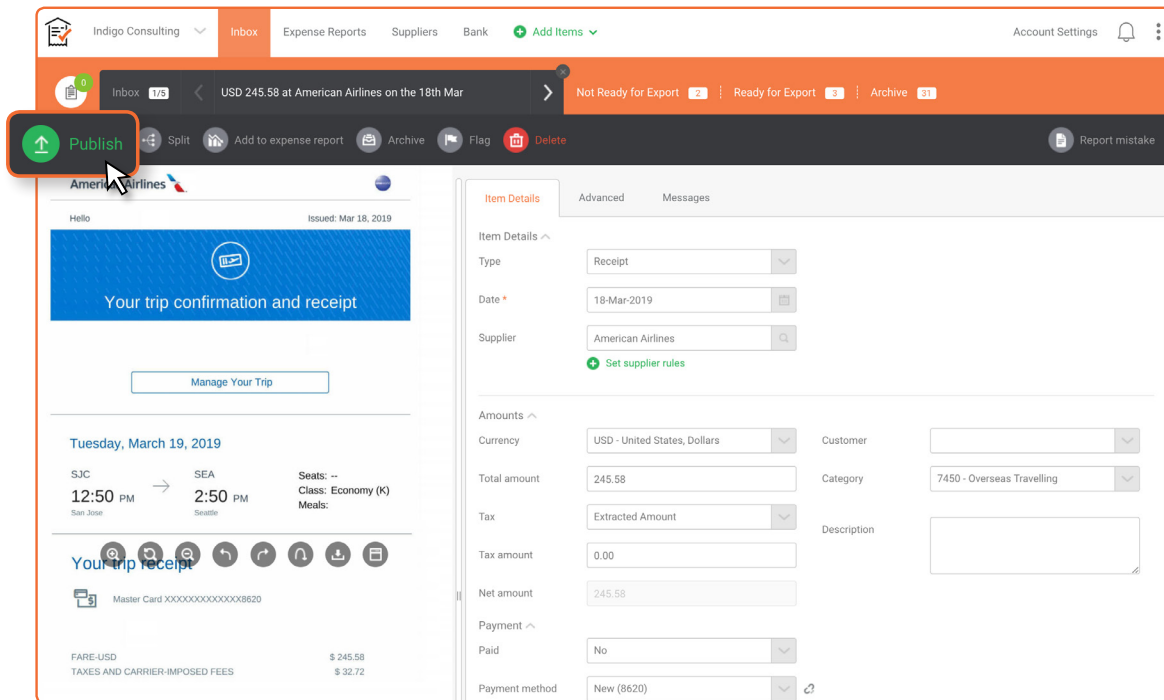
	USER	TYPE	DATE	SUPPLIER	TOTAL	TAX	PAYMENT	MATCH	CATEGORY	NOTE	STATUS
<input type="checkbox"/>	Grace Allwood	Invoice	20-Sep-18	Construction Temporary Buildings	USD 14,117.40	1,841.40	Grace's Company Credit Card (4825)	-	7800 - Repairs...		
<input type="checkbox"/>	Grace Allwood	Invoice	15-Aug-18	Radisson BLU Hotel & Residence Cape Town	USD 1,073.87	140.07	Grace's Company Credit Card (4825)	-	7400 - Travell...		
<input type="checkbox"/>	James Allwood	Receipt	20-Sep-18	Pick N Pay	USD 459.50	47.86	Petty Cash	-	7460 - Substist...		
<input type="checkbox"/>	James Allwood	Invoice	14-Aug-18	Construction Temporary Buildings	USD 10,368.40	1,352.40	James' Company Credit Card (1234)	-	7800 - Repairs...		

Use the **Inbox** to view submitted documents, code them, and add any further details to help identify them later.

The 'Not Ready' icon indicates that more detail is needed in order to successfully publish the item. Hover your mouse over this button to find out more about the information you need to provide to publish to Quickbooks desktop.

### 3. REVIEWING AND PUBLISHING

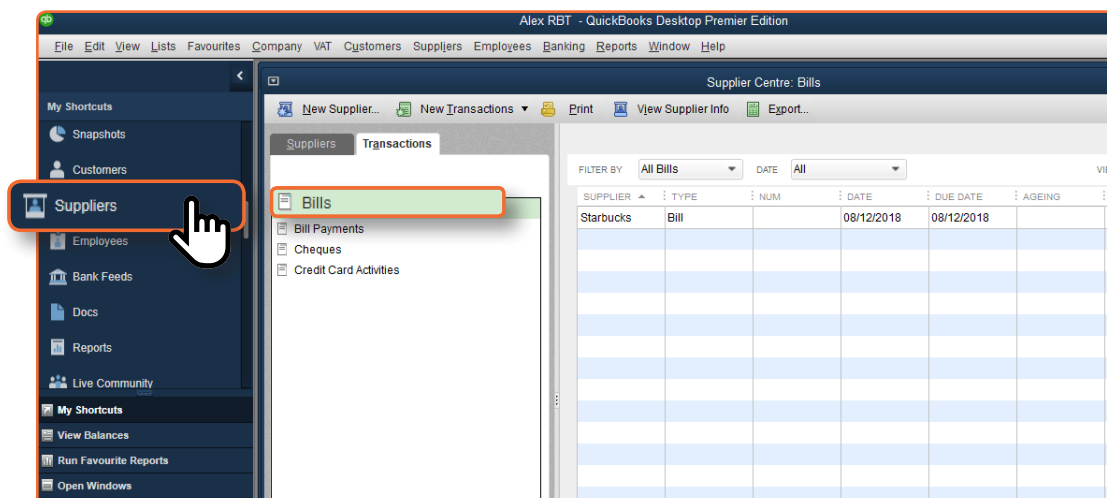
Click on the item **Type** (such as Receipt, Invoice, Credit Note, etc.) to access the Item Details page, where all of the documents' extracted information is available to view and edit. Review your transactions and fill in any missing details that will help complete your records.



When you're ready, you can publish the item to the Bills section of **QuickBooks Desktop** using any of the green '**Publish**' buttons.

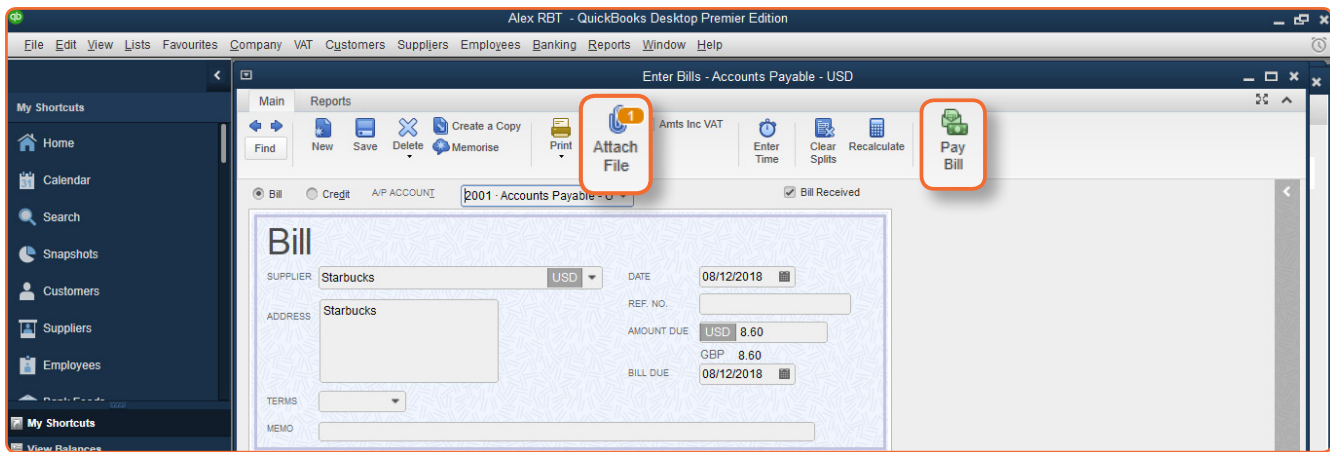
### 4. MARKING BILLS AS PAID IN QBD

Login to **QuickBooks Desktop** and access the **Bills** tab for your client's account. Your client's submissions will be posted here, complete with all of the data confirmed in **Receipt Bank**



#### NOTE:

- The item will be showing as unpaid in QuickBooks Desktop.



Click the 'Pay Bill' button to specify the payment details for the transaction and mark the item as paid.

**SELECT BILLS TO BE PAID**

Show bills: ☐ Due on or before 15/11/2018 ☒ Show all bills

A/P Account: 2001 - Accounts Payabl...  
Filter By: Starbucks  
Sort By: Supplier

	DATE DUE	SUPPLIER	REF. NO.	DISC. DATE	AMT. DUE	DISC. USED	CREDITS USED	AMT. TO PAY
<input checked="" type="checkbox"/>	08/12/20	Starbucks			8.60	0.00	0.00	8.60
					Totals USD	8.60	0.00	0.00 USD 8.60
					GBP	8.60		GBP 8.60

Clear Selections

**CREDIT INFORMATION FOR HIGHLIGHTED BILL**

Supplier: Starbucks  
Bill Ref. No.:  
Terms:  
Number of Credits: 0  
Total Credits Available: USD 0.00

Go to Bill Set Discount Set Credits

**PAYMENT**

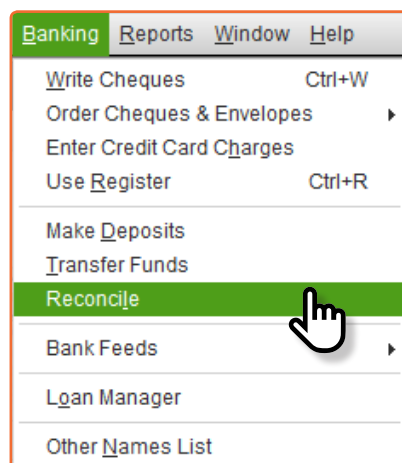
Date: 05/11/2018  
Method: Cheque  
Account: BankAccount  
Ending Balance: GBP -8.60

EXCHANGE RATE 1 USD = 1 GBP

Pay Selected Bills Cancel

## 5. RECONCILIATION

Once your transactions have been marked as paid, they'll be available to reconcile from the Banking>Reconcile menu.



Indicate the start date and the opening/closing balance of your Bank Statement. You will then be able to mark each of your transactions to reconcile your payments and deposits.

Reconcile - Bank Account

For period: 01/08/2018

☐ Hide transactions after the statements end date

Cheques and Payments

✓	DATE ▲	CHQ #	PAYEE	AMOUNT (HO)
	05/11/2018		Starbucks	8.60

Deposits and Other Credits

✓	DATE ▲	CHQ #	MEMO	TYPE	AMOUNT (...)

☒ Highlight Marked

Mark All

Unmark All

Go To

Columns to Display...

Beginning Balance

Items you have marked cleared

0	Deposits and Other Credits	GBP	0.00
0	Cheques and Payments	GBP	0.00

Modify

Service Charge	GBP	0.00
Interest Earned	GBP	0.00
Ending Balance	GBP	-8.60
Cleared Balance	GBP	0.00
Difference	GBP	-8.60

Reconcile Now

Leave