ReceiptBank™ + intuit quickbooks. Desktop

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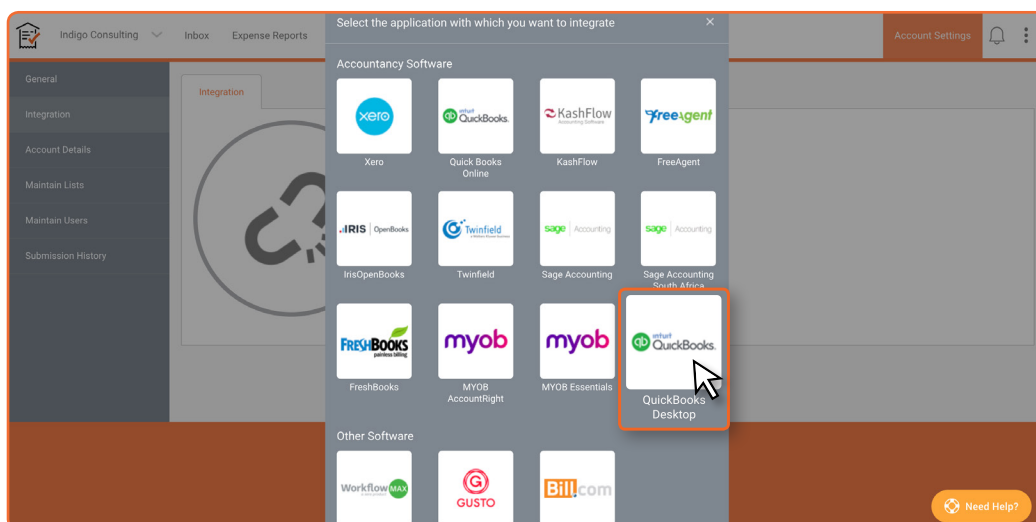
4 This will automatically provide a license key and download a program called 'receipt-bank-quickbooksdesktop-connector.exe'.

5 Open the 'receipt-bank-quickbooksdesktop-connector.exe' program and enter the license key provided.
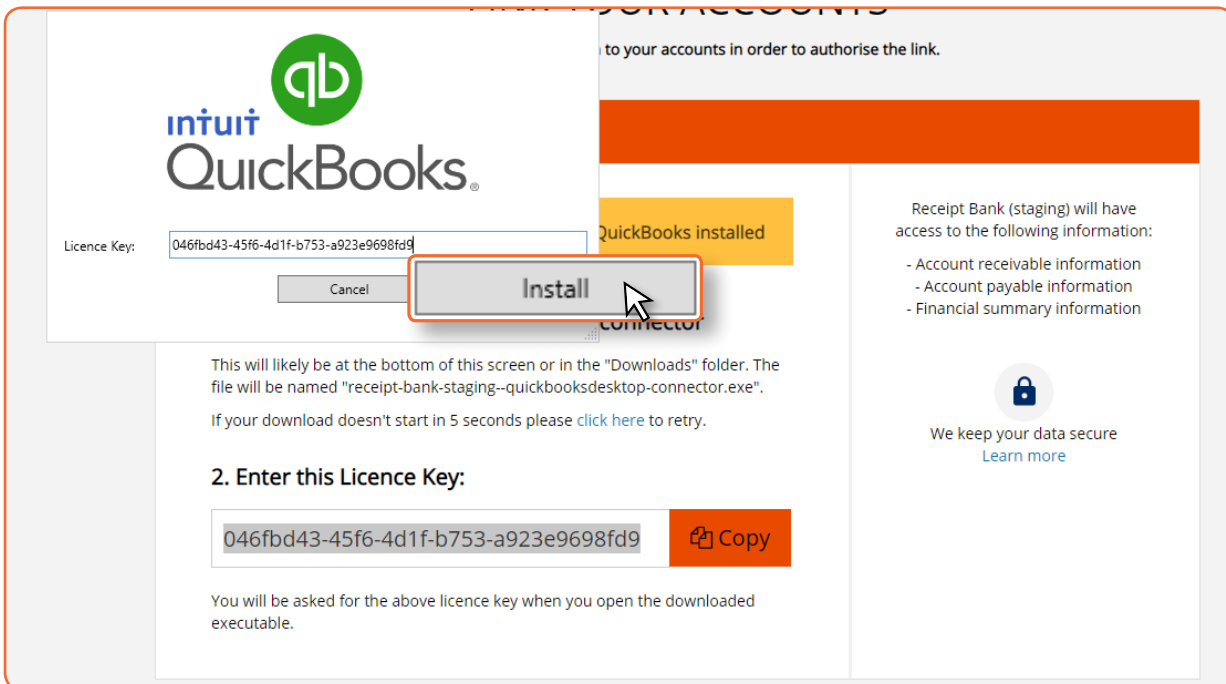
6 If you're prompted to download 'Quickbooks Desktop SDK', install this program.

7 A QuickBooks window will open. Select the version of QuickBooks that you're using from the 'Region' dropdown and press 'Link'.
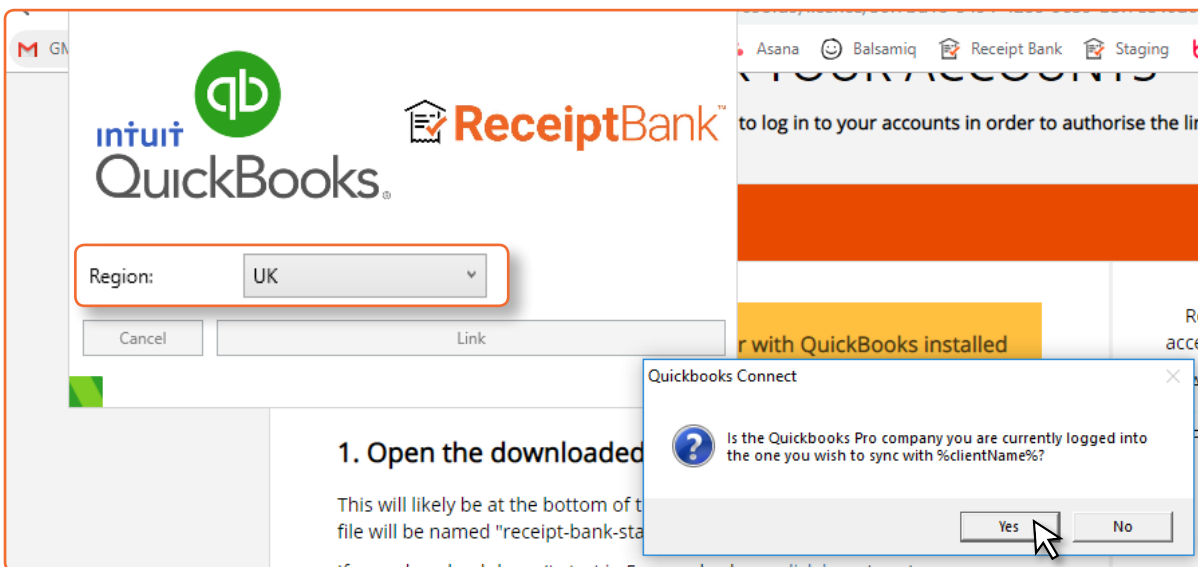
8 Open QuickBooks Desktop. The application will ask if you want to allow access to the QuickBooks Desktop Connector to read and modify the company file. Click **'Yes, always; allow access even if QuickBooks is not running'**, and then click 'Continue'.
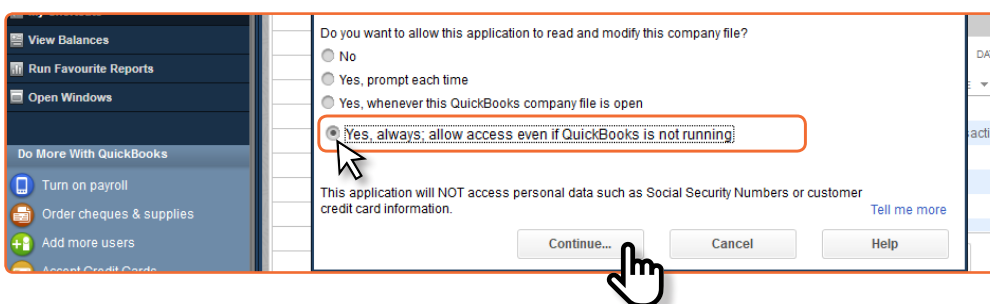
9. The application will ask if you want to allow access. Click 'Yes', and 'Done'.

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 QBDd. 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**.

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.
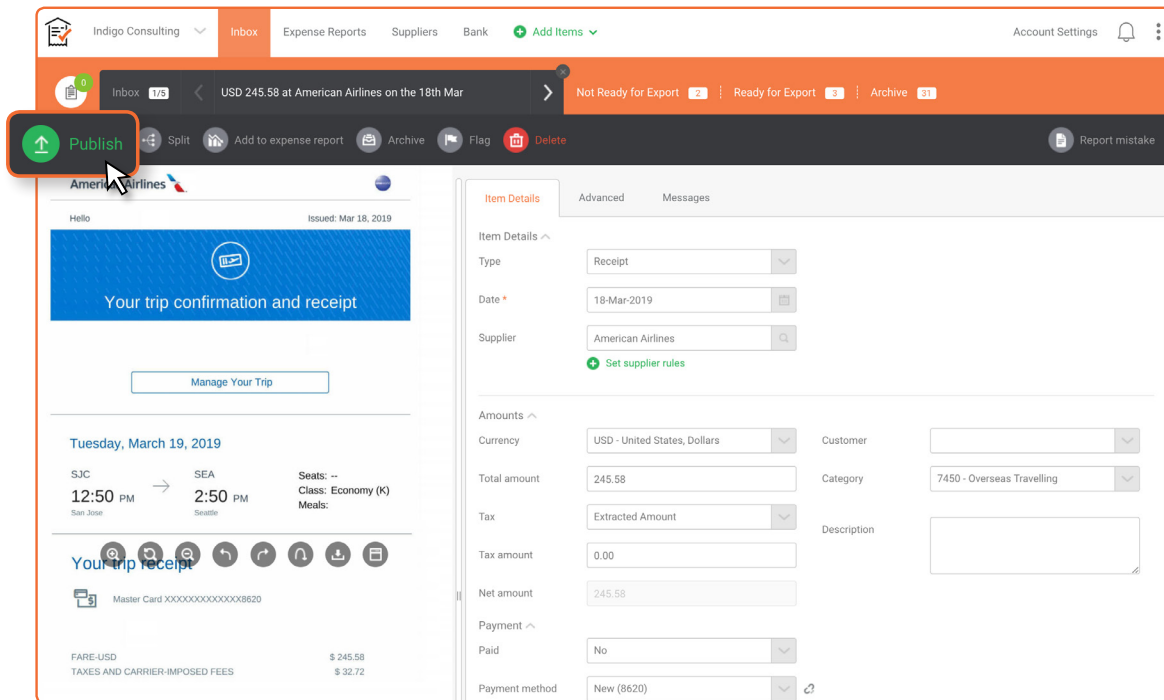
When you're ready, you can publish the item to the Bills section of **QuickBooks Desktop** using any of the green **'Publish'** buttons.
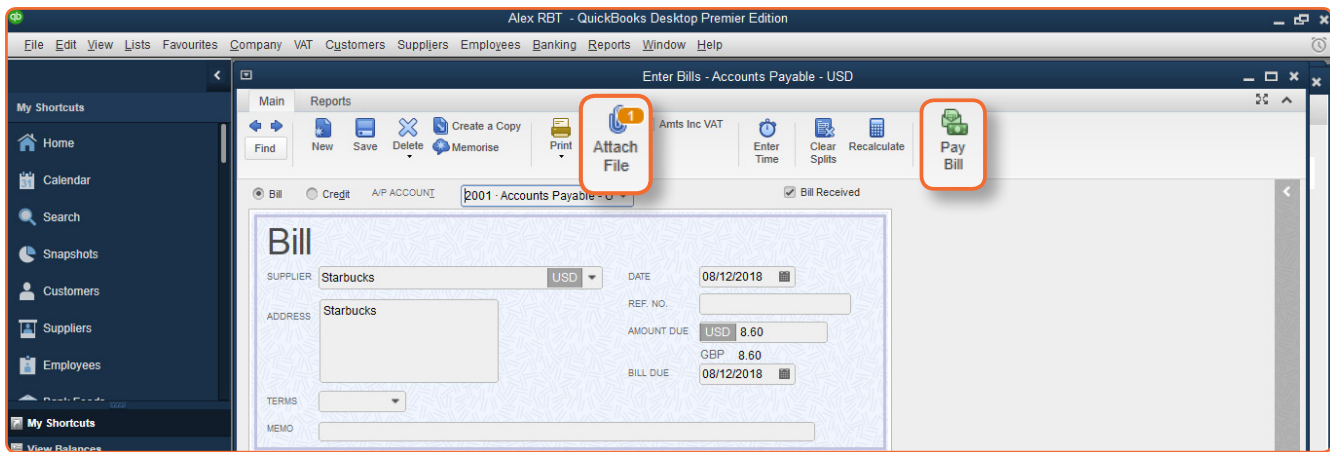
4. MARKING BILLS AS PAID IN QBD

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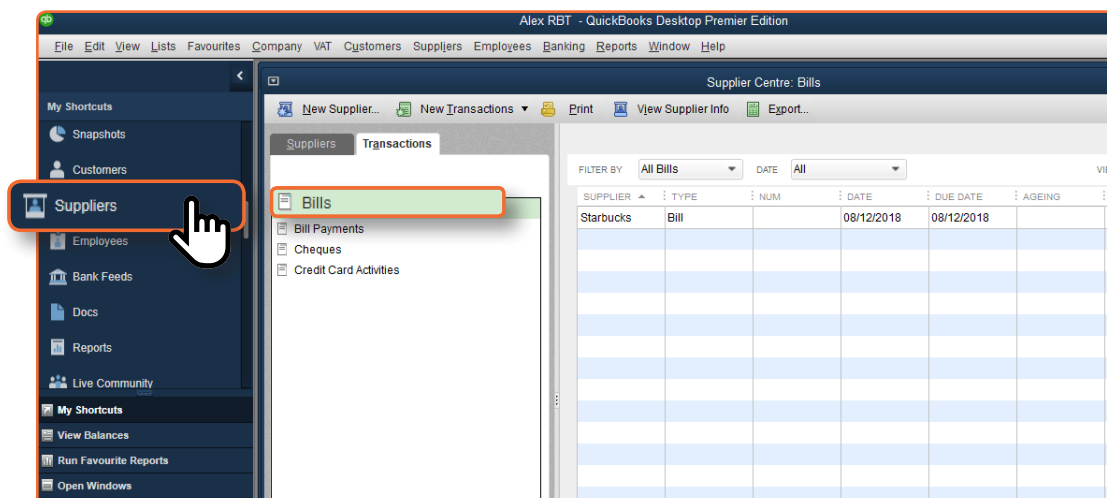
NOTE:

- 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.

5. RECONCILIATION

Once your transactions have been marked as paid, they'll be available to reconcile from the Banking>Reconcile menu.
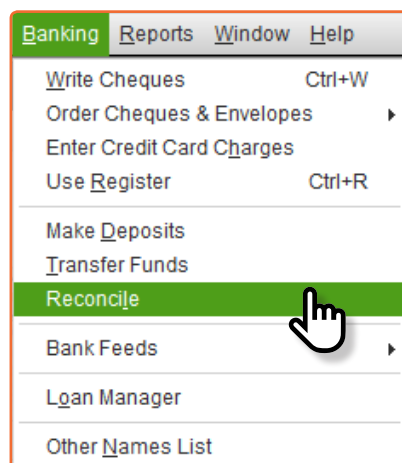
Indicate the start date and the opening/closing balance of your Bank Statement. You will then be able to mark each of your transactions to reconcile your payments and deposits.

	Reconcile - Bank Account		— ▢ ✕

For period: 01/08/2018 ☐ Hide transactions after the statement's 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	GBP	0.00	
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]