ReceiptBank

EFFORTLESS RECONCILIATION

WITH RECEIPT BANK MATCH

If your client submits an already-paid item to Receipt Bank, subjecting yourself and your team to the Purchase Ledger rigmarole in Xero before you can reconcile the transaction is just wasting time. Instead, Receipt Bank's Match tools identify items that match lines on bank statement and publish them in a reconciliation-ready state - if the line's already been cash-coded, you can even send just the document image across!

THIS MEANS YOU NO LONGER HAVE TO:



REVIEW THE BANK STATEMENT IN XERO

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IDENTIFY MATCHING ITEMS IN RECEIPT BANK



REVIEW THE DATA IN RECEIPT BANK



PUBLISH THE ITEMS TO XERO



APPROVE THEM IN THE PURCHASE LEDGER



MARK PAYMENTS AGAINST THEM



...THEN RECONCILE THEM





PUBLISH MATCHED ITEMS TO XERO





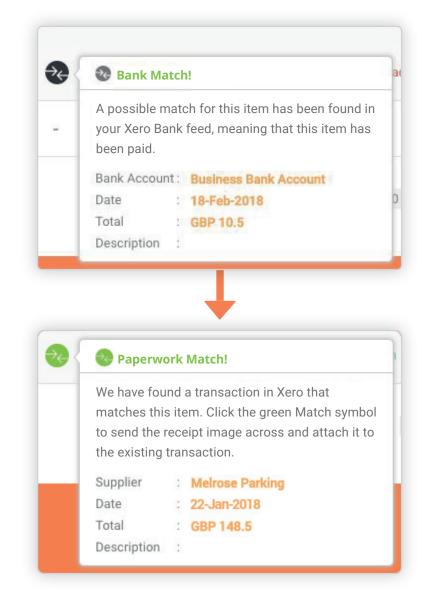
THEN, RECONCILE THEM

Even better, this means that you'll be able to defend these transactions in an audit scenario, and even remove the risk of duplicate transactions if your client submits them to Receipt Bank at a later date and lock dates haven't been set in Xero!

HOW MATCH WORKS

USER TYPE DATE SUPPLIE		TAX	PAYMENT	MATCH CATEGORY	NOTE	STATUS
E Cecilia Herbert Receipt 17-Feb-18 Parkside	2001 A					STATUS
	Klosk GBP 14	4.30 2.38	credit/debit card (8 108)	200 - Sales	\sim	Publish
E Cecilia Herbert Receipt 10-Feb-18 Central C	ity Parking GBP 12	2.00 2.00	New (0726)	091 - Busines	s. 🗸 🚍	Publish
📄 🖾 Cecilia Herbert Mileage 02-Feb-18 Berry Bre	w GBP-22	2.00 -3.67	New (9116) -	- 424 - Entertair	n 🗸	1 Publish
E Cecilia Herbert Receipt 22-Jan-18 Melrose	Parking GBP 14	48.50 0.00	unknown	449 - Motor V	e 🗸	Publish
					Per page: 25	50 100 3

- 1. There is a Match column in your Receipt Bank inbox:
- 2. A black icon indicates that Receipt Bank has identified a matching, unreconciled line in your Xero bank statements, whereas a green one shows a matching cash-coded item in Xero. Hover over them for more information:



FOR BANK MATCH ITEMS:

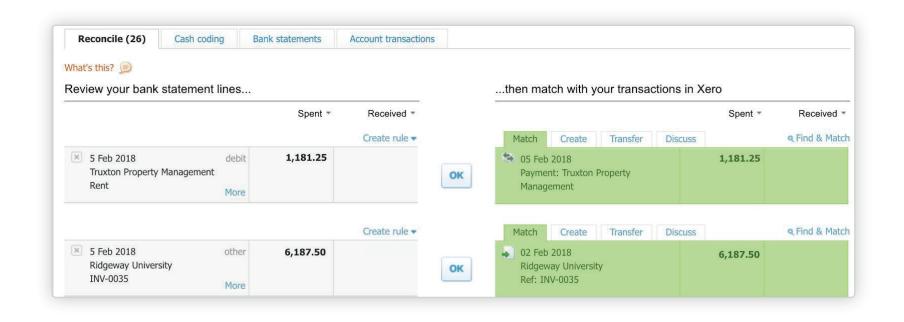
- **3.** Click into the item and review as normal as the data is an exact match of the bank statement, all you need to adjust is the category or other tracking information!
- **4.** By the **Payment Method** section of the Receipt Detail page, you'll be prompted to auto-fill the fields with bank account information from Xero click **Autofill Payment**:

Paid	No	\sim	Bank Match!	
Payment method	New (0726)	~ 2		for this item has been found in your Xero Bank t this item has been paid.
	\pm Add new payment method		Bank Account Date	Business Bank Account 18-Feb-2018
Publish to	Purchases	\sim	Total Description	GBP 10.5
Publish as	Draft			Autofill Payment
Payment V	Vec		Park	
Payment ∽ Paid	Yes		Bank Match!	
	Yes Purchases		A possible match	for this item has been found in your Xero Bank at this item has been paid.
Paid			A possible match	

This means you don't have to link all your card numbers to bank accounts - easy!

	Future Items che		iderneath the ayment on Ma		
	v to automatically	, fill the ne	avment on Ma		
спск Аррі	y to automatically			alched items ever	y time
Payment \sim					
Paid	Yes		@ Bank Match!		
Publish to	Purchases	\sim	meaning that this item	going payments in your Xero bank f has been paid. Click the correct ma	itch to fill
Publish as	Paid (where possible)	~		hat it can be reconciled easily. Fore f present) are shown in red.	ign
				Business Bank Account 18-Apr-2018	
				GBP 10.5	
			Description .	O Undo autofill	
Apply to 👔	🔽 Inbox items 📿 I	Future items			
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5. **Publish** the item at usual, and it'll go straight to the bank account for reconciliation in Xero - all you need to do it click the big blue **OK** button and you're done!



FOR PAPERWORK MATCH ITEMS:

- **3.** Click the green match icon to attach the image to the existing Xero transaction and archive the item in Receipt Bank;
- 4. In Xero, search for the relevant supplier to locate the Matched transaction. Receipt Bank will have published the image across as an attachment to the transaction, regardless of whether the transaction had been manually created in Xero or previously cash-coded!

Dashboard	Accounts	Payroll	Projects	Reports	Adviser	Contacts	Settings	+		i a	?
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		Reference							Amounts	are Tax Exc	lusiv
		Reference		Account		Tax Ra	ite	Re	Amounts	are Tax Exc	
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To Melrose Parking Item Code	22 Jan 2018	Quantity	148.50 Unit Price		hicle Expenses					Amount (BP
Melrose Parking	22 Jan 2018	Quantity	148.50 Unit Price		hicle Expenses				egion	Amount C	8.50

Note: Only the image will be attached in Xero - none of the extracted data is published.

With **Match**, rest assured that Receipt Bank's extracted information correlates 100% with Xero's bank feed, so there's no need for review beyond tracking and categorisation.

If you're a Practice Platform user, take this workflow to the next level by using **Outstanding Paperwork** to request any remaining unreconciled transactions.