

# QuickBooks Online

## PAPERWORK MATCH



If your client submits an already-paid item to Receipt Bank, it may result in duplicate transactions or payments without the correct supporting documentation. Receipt Bank's Paperwork Match feature identifies corresponding items in Receipt Bank and QBO and allows you to attach the document image with a single click.

**THIS MEANS YOU  
NO LONGER HAVE TO:**



**REVIEW EACH  
TRANSACTION IN QBO**



**IDENTIFY ANY MISSING  
DOCUMENTATION**



**REVIEW CORRESPONDING  
ENTRIES IN RECEIPT BANK**



**DOWNLOAD  
THE IMAGE**



**ATTACH THE  
IMAGE TO YOUR  
QBO TRANSACTION**

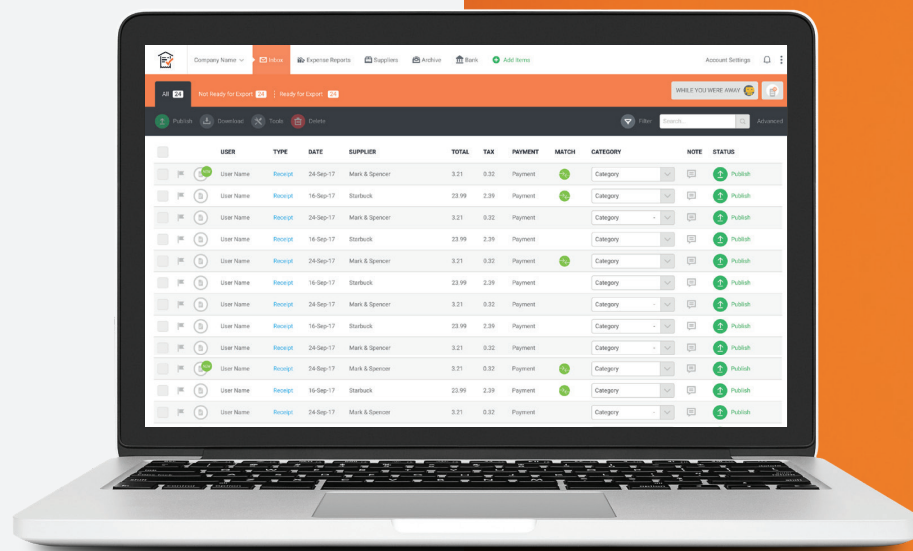


**THEN DELETE THE  
TRANSACTION IN  
RECEIPT BANK TO AVOID  
DUPLICATE ENTRIES**

**AND ONLY NEED TO:**























**CLICK THE PAPERWORK MATCH  
ICON IN RECEIPT BANK.  
THE IMAGE WILL ATTACH  
IMMEDIATELY!**



## HOW PAPERWORK MATCH WORKS

1. There is a **Match** column in your Receipt Bank inbox:


USER	TYPE	DATE	SUPPLIER	TOTAL	TAX	PAYMENT	MATCH	CATEGORY	NOTE	STATUS
User Name	Receipt	24-Sep-17	Mark & Spencer	3.21	0.32	Payment		Category		
User Name	Receipt	16-Sep-17	Starbuck	23.99	2.39	Payment		Category		
User Name	Receipt	24-Sep-17	Mark & Spencer	3.21	0.32	Payment		Category		
User Name	Receipt	16-Sep-17	Starbuck	23.99	2.39	Payment		Category		
User Name	Receipt	24-Sep-17	Mark & Spencer	3.21	0.32	Payment		Category		
User Name	Receipt	16-Sep-17	Starbuck	23.99	2.39	Payment		Category		
User Name	Receipt	24-Sep-17	Mark & Spencer	3.21	0.32	Payment		Category		
User Name	Receipt	16-Sep-17	Starbuck	23.99	2.39	Payment		Category		
User Name	Receipt	24-Sep-17	Mark & Spencer	3.21	0.32	Payment		Category		
User Name	Receipt	16-Sep-17	Starbuck	23.99	2.39	Payment		Category		

2. A green **Paperwork Match** icon indicates that there's a matching transaction in QuickBooks Online without an attached image.

Receipt Bank looks for the following criteria when identifying a Paperwork Match:

- Matching Supplier Names (if present in QBO)
- Matching Total Amount
- Matching Payment Date (Paperwork Match considers entries paid within 10 days of the document date, to allow for payment to be taken from the bank account)

Hover over the icon for more information.



**Paperwork Match**

We have found a transaction in QuickBooks Online that matches this item. Click the green Match symbol to send the receipt image across and attach it to the existing transaction.

Supplier : **Mark & Spencer**

Date : **5-Jan-2018**

Total : **GBP 23.99**

Description : **Lunch with client**

Category

3. Click the green **Paperwork Match** icon to attach the image to the existing QuickBooks Online transaction and archive the item in Receipt Bank.
4. In QuickBooks Online, the document image will now be attached to the transaction.

Bill

#

ACCOUNT

DESCRIPTION

AMOUNT (GBP)

BILLABLE

TAX

CUSTOMER


CLASS

1

Purchases

Meal with Clients

23.99



David

2

Add lines

Clear all lines

Item details

Memo

Attachments

Maximum size: 20MB

ac9ad2c54cc280f64f2e05a18209f9620180925-23453-1umsv92.pdf (12)

Drag/Drop files here or click the icon

Show existing

Total (GBP)

47.98

Total (USD)

62.91

Cancel

Revert

Make recurring

More

Save

Save and new

**Note:** Only the image will be attached in QuickBooks Online - none of the extracted data is published. After a Paperwork Match, the Receipt Bank transaction will be moved to the Archive.