

What is Receipt Bank?

Receipt Bank is a piece of Software that allows you to scan all of your purchase invoices and receipts and upload them to a cloud storage system. Receipt Bank then 'converts' the invoice details* into an electronic format so that you can upload them to a compatible bookkeeping software. Depending on the number of purchase invoices that you process, this could save a considerable amount of time.

* supplier name, invoice date, invoice number, invoice amounts (Gross, VAT and Net)

How do I upload my Invoices and Receipts?

You can upload invoices and receipts in a variety of ways such as scanning via a web based portal, taking photos using a mobile app or emailing your invoices to your own designated Receipt Bank email address. You can even ask your regular suppliers to add your Receipt Bank email address to your account so that your invoices are automatically captured when they are emailed to you.

Do I have to use Receipt Bank?

No. However, we recommend that any clients with in excess of 10 purchase invoices and receipts each month should look at the possibility of implementing this system.

If I use Receipt Bank, do I need to keep the original invoices?

No, once you have uploaded your invoice to receipt bank you can 'throw away' the original copy as the electronic copy will be stored within the Receipt Bank system.



How much does it cost?

We have been able to negotiate a discounted rate for early adopters of £5+VAT per month. This price allows you to upload an unlimited number of invoices each month. In order to take advantage of this price you must order the software directly from us.

I have more than one company, can I use the same Receipt Bank Account?

Unfortunately, you would need a separate subscription for each business.

What are the benefits of using Receipt Bank?

The three main benefits of using Receipt Bank are:

- Time saved on inputting purchase invoices into your bookkeeping software
- All of your invoices are stored in one place and you do not need to send them to us as we will have access to them via the Receipt Bank portal
- Once you have uploaded the invoices you can, if you wish, 'throw away' the original copy of the invoice so it helps to avoid lots of paperwork clogging up your office

Is Receipt Bank compatible with my bookkeeping software?

Receipt Bank is compatible with Sage, Xero and Quickbooks. Please contact us if you use any other bookkeeping software.

For more information on the features of Receipt Bank please visit:
www.receipt-bank.com/for-business

