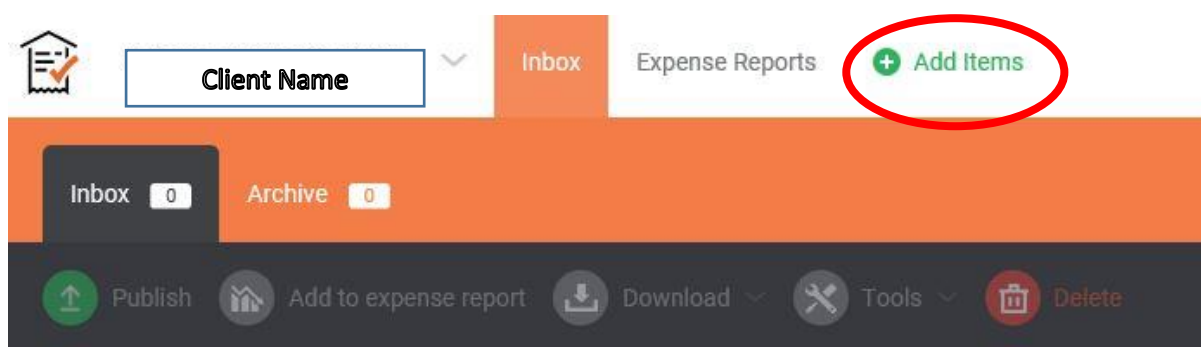


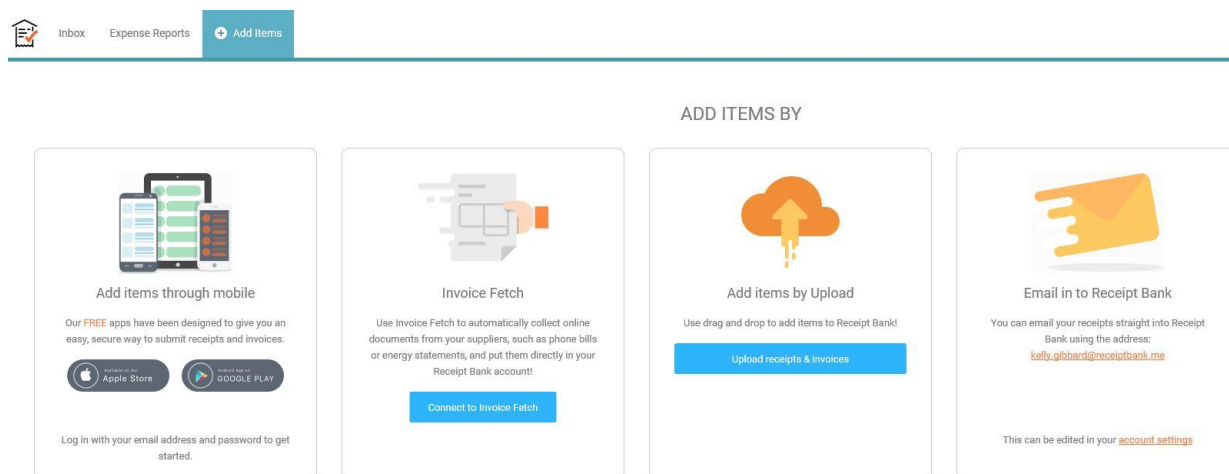
CMA Accounting and Taxation Services

Processing Your Invoice in Receipt Bank and Xero

Open **Receipt Bank** from your favourites bar, log in, and go to **+ Add Items**.



Import invoices and receipts to Receipt Bank via the **mobile app**, **drag and drop** or, **email**. (You can also add items by Invoice Fetch, which automatically collects online documents from your suppliers eg phone bills, power bills).



Mobile App – open the app, take a photo of the document (eg invoice/receipt), click submit.

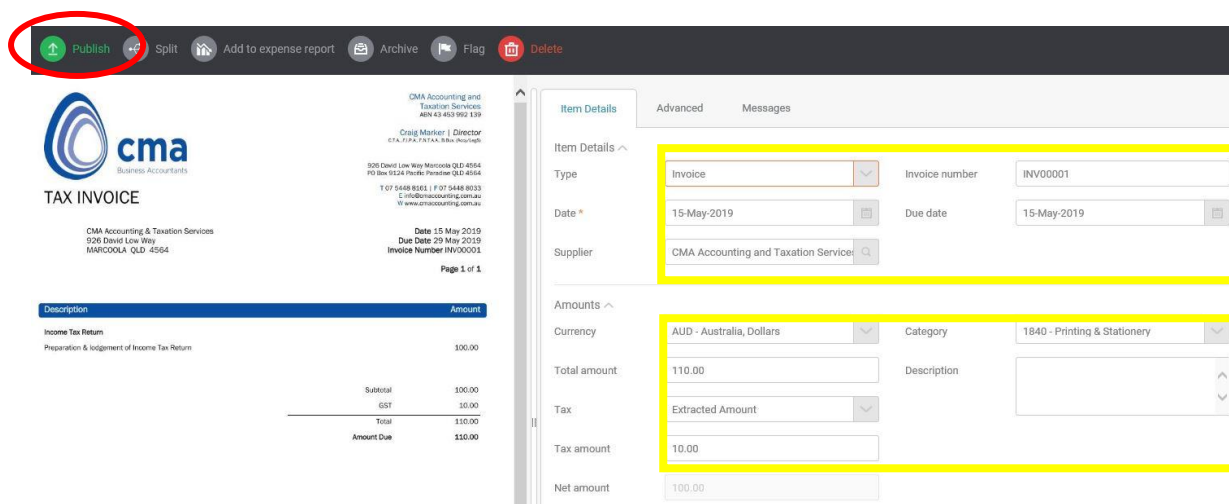
Drag and Drop - click **Upload receipts and invoices**, then drag and drop the file from your **Bills to Pay** folder (or alternative filing system) to Receipt Bank.

Email – email documents directly to Receipt Bank using your **unique Receipt Bank email address** eg user@receiptbank.me

Receipt Bank **will then upload your file ready for processing.**

Once your invoice has been processed, go to your inbox.

Review the invoice and ensure details are accurate, including date, amount, category. Receipt Bank is a learning program. Once you start using it, it will begin to remember the details of regular transactions making the process more automated over time.



The screenshot displays the Receipt Bank interface. At the top, a toolbar contains several icons, with the 'Publish' icon (a green circle with an upward arrow) circled in red. Below the toolbar, the main area is divided into two columns. The left column shows a preview of a 'TAX INVOICE' from CMA Accounting and Taxation Services, dated 15 May 2019, with a total amount due of \$110.00. The right column contains the 'Item Details' form, which is highlighted with a yellow border. This form includes fields for 'Type' (Invoice), 'Invoice number' (INV00001), 'Date' (15-May-2019), 'Due date' (15-May-2019), and 'Supplier' (CMA Accounting and Taxation Service). Below these fields, the 'Amounts' section is also highlighted with a yellow border, showing 'Currency' (AUD - Australia, Dollars), 'Category' (1840 - Printing & Stationery), 'Total amount' (110.00), 'Tax' (Extracted Amount), 'Tax amount' (10.00), and 'Net amount' (100.00).

(Details can be changed once the invoice has been downloaded to Xero if necessary).

When you are happy with the details, publish the invoice, which will link with Xero. The invoice will appear in Xero as a draft invoice for your approval.

Process other invoices as necessary.

To learn more, please watch the below short video or download the Infographic.

Submitting methods for receipts and invoices -

<https://www.youtube.com/watch?v=aesPgEX7EMI&feature=youtu.be>

Infographic -

https://cdn2.hubspot.net/hubfs/1614934/Training_Content/Best%20Practice%20PDFs/%5BRBE%5D%20%5BEN%5D%20Receipt%20Bank%20Submission%20for%20Clients.pdf

Processing your invoice in Xero

Open Xero from your favourites bar, and log in. From your dashboard go to **Business** and **Bills to pay**. Your invoice will be here under **Draft bills**.

Click on **Draft bills** and approve your invoice in the normal way.

Once the payment is processed by the bank, it will appear in your bank reconciliation and there will be a green OK box next to the transaction.

Once you have progressed through these steps you will have paid your invoice, reconciled the transaction with the bank and your accounting system, as well as filed your invoice electronically. Copies of your invoice will now be held on your computer hard drive, in Receipt Bank and also attached to your transaction in Xero.

*****Do regular backups of your hard drive as usual*****

Cash Payments

For cash payments you will approve the Draft bill as directed above, then you will **Add Payment** at the bottom of the Xero Bill. Enter the Date Paid and select Drawings or Physical Distribution in the Paid From dropdown menu.

Awaiting Payment Print PDF Bill Options

From	Date	Due Date	Total
CMA Accounting No address Add address	30 May 2019	30 May 2019	110.00

Amounts are Tax Exclusive

Item Code	Description	Quantity	Unit Price	Account	Tax Rate	Amount AUD
	Preparation of Income Tax Return	1.00	100.00	Consultants fees	GST on Expenses	100.00
Subtotal						100.00
Total GST 10%						10.00
TOTAL						110.00

Make a payment

Amount Paid	Date Paid	Paid From	Reference	
110.00				Add Payment

For further information, please contact our office:
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