

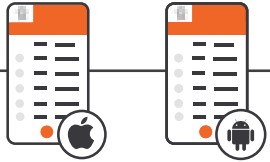
This introductory guide is everything you'll need to get started with **Receipt Bank**. **Click on the columns below** to learn about **setting up your account**, **sending in your receipts and invoices** or **reviewing your company's financial paperwork**.

It's a software used to capture, code and control your company's financial transactions. Upload your receipts and invoices to **Receipt Bank** and keep your finances secure, accurate and organised.

Log in:



Download:



Set up



You are:

An account administrator, or IT wizard.

What you'll learn:

How to add users to your account, and set up Receipt Bank to work for your financial records and accounting software.

It will take:

4 minutes 6 seconds.

[LEARN MORE](#)

Submit



You are:

Anyone with a receipt or invoice.

What you'll learn:

How to send your paperwork into Receipt Bank, using:

- The Mobile App
- Direct Upload
- Email

and how to log in to the Web App to view and edit your paperwork.

It will take:

2 minutes 25 seconds.

[LEARN MORE](#)



Review



You are:

A bookkeeper or financial processor.

What you'll learn:

How to view and manage all of your company's purchases on Receipt Bank, using:

- The Inbox
- Searches and Filters
- The Item Details page

and how to publish your data to an accounting software, or download it as a PDF or CSV file.

It will take:

2 minutes 25 seconds.

[LEARN MORE](#)