
How Mighty reads your receipts and finds the matching payment

What the scan picks up, why logos from email signatures disappear, and how fuzzy match finds a payment when the first search comes back empty.

[Bookkeeping](#)[Expenses](#)

Last updated 17 September 2026

When a receipt arrives in your [Post Box](#), Mighty reads it for you. What it reads decides two things: which images are kept out of your list, and how Mighty searches your bank when you match the receipt to a payment. This guide explains both, so you know what to do when a receipt is missing or a payment can't be found.

What the scan reads

Mighty uses an AI scan to read the text in your photo or PDF. This is sometimes called OCR, which means turning a picture of words into words a computer can use. From each receipt it picks out 3 things:

- **The supplier**, which is who you paid.
- **The date** printed on the receipt or invoice.
- **The amount**, which is the total you paid.

The scan runs in the background about every 15 minutes. Until it has run, the receipt shows **Scanning** in your list, and **Scan pending** when you open it. If the scan ran but couldn't find a detail, you'll see **Not extracted** instead.

Review receipt7 of 8

-100%+

NORTHGATE STATIONERY

22 Northgate, Bristol BS1 2RW
VAT no. 284 5517 09

08/09/2026 12:41

A4 paper 5 ream box24.50
Ink cartridge black18.10
Sticky notes x66.00

Includes VAT at 20% 8.10

TOTAL£48.60
CARD *****4471£48.60

Thank you for shopping locally

Receipt details

Filename
Stationery receipt.jpg

Vendor / Supplier
Northgate Stationery

Amount
£48.60

Date
08/09/2026

Upload Date
09/09/2026

Status

PendingDuplicate

Same file as [Stationery receipt \(copy\).jpg](#) (received 09/09/2026)

Actions

Match to bank transaction

Create expense

Create expense claim (paid personally)

Create invoice

< PreviousNext >

Close

Logos and email signatures

So the same scan that reads your receipts also checks what each file is. If it's a logo, a signature image, or a document that has nothing to do with money, Mighty hides it. Your list stays limited to real paperwork, and you don't have to delete 4 logos every time you forward an email.

Hidden files are not deleted. To see them, choose **Hidden by Mighty** in the **Status** filter. When anything has been hidden, your Post Box also shows a short note with a **Review them** link.

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How it works

Forward receipts to f8d7ceb1-c1e9-473b-9a25-c6c2df40eab8@mightypostbox.com

They're scanned automatically and appear below for you to action. You can also [upload them in bulk](#) or [watch the video](#).

Or WhatsApp photos from +447700900123.

Search

Q Search

Hidden by Mighty

Status

Showing 1 receipt

Emails often carry logos and signature images as attachments. The scan hides anything that does not look like a receipt. Select Restore to put one back in your Post Box. [How the scan works](#)

File	Supplier	Doc date	Received ↓	Amount	Status	Actions
image001.png			11/09/2026		Hidden	Restore

25

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2026 © Mighty

If the scan hides something it shouldn't, such as a very small or unusual receipt, select **Restore**. The file goes back into your list as a normal receipt, and Mighty won't hide it again.

This is different from **Mark as not an expense**, which is a label you add yourself. A receipt you've marked stays in your list with a **Not an expense** badge. Only the automatic scan hides things. **Re-scan receipt** and **Look up** never hide anything.

How the scan feeds the bank search

When you select **Match to bank**, you don't start with an empty search. Mighty takes what it read and fills in the search for you.

What Mighty read	Where it goes	How it's used
Supplier	Search	Looked for in the name and description of each bank payment.
Amount	Amount	Compared with the payment amount. Mighty ignores the minus sign, so £48.60 on a receipt matches -£48.60 leaving your bank.
Date	Date	Only payments on that day are shown.
No date could be read	Date range turns on	Mighty searches the last 12 months instead.

Mighty fills in the search, but it never chooses the payment. A receipt is only matched when you select **Match** yourself.

- it was made on the exact date on the receipt,
- the supplier's full name, as read from the receipt, appears in the payment, and
- the amount is the same.

- **The dates are different.** A card payment usually reaches your bank 1 to 3 days after you paid. A receipt dated Monday can be a bank payment dated Wednesday.
- **The names are different.** Your receipt says "The Copper Kettle". Your bank says "SUMUP *CPR KETTL BRISTOL", because banks shorten names and often show the card machine company in front of the shop.

	Exact search	Fuzzy match
Date	The same day as the receipt	From 3 days before to 3 days after

	Exact search	Fuzzy match
Date	The same day as the receipt	From 3 days before to 3 days after

Name	The whole supplier name must appear	Any one word of the name is enough, as long as the word has 3 letters or more
Amount	Must fit as well as the name	Is enough on its own. A payment is shown if a word fits <i>or</i> the amount fits

Short words such as "of" and "&" are ignored, so they don't match everything. If a supplier's name is only short words, like "BP", Mighty uses them anyway.

Two examples

Found by a word. A receipt from Northgate Stationery is dated the 8th. The card payment reached the bank on the 10th as "NORTHGATE STATIONERY LTD BRISTOL". The exact search finds nothing, because nothing was paid on the 8th. Fuzzy match looks from the 5th to the 11th, sees the word "northgate", and shows the payment.

Found by the amount. A receipt from The Copper Kettle is for £23.40. The bank shows "SUMUP *CPR KETTL BRISTOL", which doesn't contain "copper" or "kettle". No word fits. But the amount is £23.40 and the date is one day later, so fuzzy match still shows it.

Match to bank

Receipt Preview

Look up

100%

THE COPPER KETTLE

Harbourside, Bristol BS1 5TX

11/09/2026 13:07

Lunch special x217.00

Flat white x26.40

Includes VAT at 20% 3.90

TOTAL£23.40

CARD *****4471£23.40

Table 12. See you again soon

Match to a bank transaction

The Copper Kettle

Date

08/09/2026

14/09/2026

Date range

Fuzzy match

Amount

23.40

All

How fuzzy match works

Date	Name	Description	Amount	Category	Recharge to client	Action
12/09/2026	SUMUP *CPR KETTL	SUMUP *CPR KETTL BRISTOL CARD 4471	-23.40	No category selected	Recharge	Match Categorise

Delete

Previous

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Close

The trade-off

A wider search shows more payments, and some will be wrong. The word "northgate" also finds "NORTHGATE ARCADE PARKING". An amount of £48.60 also finds a payment of £148.60, because Mighty looks for those digits anywhere in the amount. Ordinary words count too, so "the" in "The Copper Kettle" finds any payment with "the" in its name. So with fuzzy match on, check the date, the name and the amount of a payment before you select **Match**.

What Look up does

Look up is above the receipt on the Match to bank screen. It reads the receipt again, refills **Search**, **Date** and **Amount**, and searches with fuzzy match already on. Use it when the boxes are empty because the receipt hadn't been scanned yet, or when what's in them looks wrong.

Receipt Preview

Look up

Getting a better scan

- Lay the receipt flat and take the photo in good light, with the whole receipt in the picture.
- Send one receipt per photo.
- Send the original PDF when you have one. It reads better than a photo of a screen.
- Take the photo soon. Till receipts fade, and a faded receipt is the most common reason a scan fails.

Common questions

Does Mighty ever match a receipt by itself?

No. The scan only reads details and hides images that are not receipts. Matching a payment and creating an expense always wait for you.

Why did it read the wrong amount or supplier?

Receipts with several totals, such as a subtotal, a tip and a total, can confuse the scan. So can card slips, where the biggest name is the card company. Change the boxes on the Match to bank screen to search for what you want. If you [create an expense](#), correct the details there before you save.

My receipt is in another currency and nothing is found

The amount on the receipt is in dollars or euros, and the amount in your bank is in pounds, so they will never be the same. Clear the **Amount** box and search by the supplier's name.

A real receipt is missing from my Post Box

Choose **Hidden by Mighty** in the **Status** filter. If it's there, select **Restore**. If it isn't, it may not have arrived. [Sending receipts to your Post Box](#) lists what to check.

1 Open a receipt to see what Mighty read

Review receipt7 of 8

-100%+

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22 Northgate, Bristol BS1 2AW
VAT no. 284 5517 09

08/09/2026 12:41

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Ink cartridge black	18.10
Sticky notes x6	6.00

Includes VAT at 20% 8.10

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Receipt details

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Vendor / Supplier
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Mighty reads the receipt again straight away and updates the details. You don't need to wait for the next automatic scan.

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Related guides

- [Mighty's Post Box Explained](#)

Read this guide online (always the latest version): <https://app.mightyaccounting.com/Knowledge/article/how-mighty-reads-your-receipts>