

Attach a receipt from your Post Box to the payment it belongs to, so your proof of purchase is always with the payment.

Last updated 17 September 2026

Use **Match to bank** when the business paid. If you paid with your own money, or it's a bill you haven't paid yet, see [creating an expense from a receipt](#) instead.

On the right is a search of your bank transactions. You don't start from an empty search. Mighty has already read the receipt, and it fills in 3 boxes for you: the supplier's name goes in **Search**, the date on the receipt goes in **Date**, and the total goes in **Amount**.

Match to bank

Receipt Preview

Look up

- 100% +

RIDGEWAY FUEL
A38 Ridgeway Services, BS35 4BG
VAT no. 301 7782 45

13/09/2026 08:15

Pump 3 unleaded 41.22 L 61.02

Includes VAT at 20% 10.17

TOTAL £61.02
CARD *****4471 £61.02

Drive safely

Match to a bank transaction

Ridgeway Fuel

Date13/09/2026📅

☐ Date range☐ Fuzzy match

Amount

61.02

All▼

[How fuzzy match works](#)

Date▼	Name	Description	Amount	Category	Recharge to client ?	Action
13/09/2026	RIDGEWAY FUEL	RIDGEWAY FUEL A38 SERVICES CARD 4471	-61.02	No category selected	☐ Recharge	Match Categorise

This first search is strict. It only shows payments made on that exact day, where the name and the amount both fit. When it finds the payment, it usually finds only that one.

If nothing is found

An empty list is common, and it rarely means the payment is missing. Try these in order.

- **Turn on Fuzzy match.** This is the fix most of the time. It searches 3 days either side of the receipt date, and accepts a payment if any word of the supplier's name appears in it, or if the amount is the same. [How Mighty reads your receipts](#) explains exactly what it does.
- **Select Look up.** Mighty reads the receipt again, refills the boxes, and searches with fuzzy match on. Use this if the boxes were empty or wrong.
- **Clear the Amount box** if the receipt is in another currency. A receipt for \$50 won't match a bank payment of £39.20, but the supplier's name still will.
- **Turn on Date range** and choose your own dates, if the payment was taken much later than the receipt date. Subscriptions and hotel bookings often are.
- **Type your own search.** Banks shorten names, so try one clear word, such as the town or part of the shop's name. You need at least 3 letters.
- **Check your bank feed is up to date.** If the payment was in the last day or two, it may not have reached Mighty yet. Leave the receipt in your Post Box and come back to it.

Match or Categorise?

Each payment in the list has one or two buttons.

- **Match** attaches the receipt to the payment and does nothing else. It's always there.
- **Categorise** only shows on payments that haven't been categorised yet. Categorising means telling Mighty what a payment was for, such as travel or office costs, so it lands in the right place in your accounts. Select it and Mighty opens the usual categorise screen, then attaches the receipt for you when you save.

A green **Reconciled** badge means the payment has already been categorised. You can still attach a receipt to it with **Match**.

The filters

Above the list you can narrow things down by category, by bank account if you have more than one, and by what has happened to the payment so far. That last filter starts on **All**. The other choices are **Unreconciled** (not categorised yet) and **Reconciled** (already categorised), each with or without a document already attached. **Unreconciled without document** is a good way to see the payments that still need a receipt.

Why some payments never appear

This screen only shows payments that could be a purchase. A payment that has already been categorised as something else, such as a dividend, wages or a transfer between your own accounts, is left out, because a shop receipt can't belong to it.

Recharging a cost to a client

Each payment has a **Recharge** tick box. Tick it before you select **Match** if you plan to bill this cost on to a client. [Recharging expenses](#) explains how that works.

Common questions

I have a pile of receipts. Do I have to open each one?

No. Use **Previous** and **Next** at the bottom of the screen to move through your receipts without closing it. Mighty fills in a fresh search for each one.

Can one payment have more than one receipt?

Yes. Match each receipt to the same payment. This is useful when one card payment covers several receipts, or when you have both an order confirmation and an invoice.

I matched the wrong payment. How do I fix it?

Choose **Complete** in the Post Box **Status** filter, and select **View transaction** on the receipt. That opens the payment, where you can remove the document. Then upload or forward the receipt again and match it to the right payment.

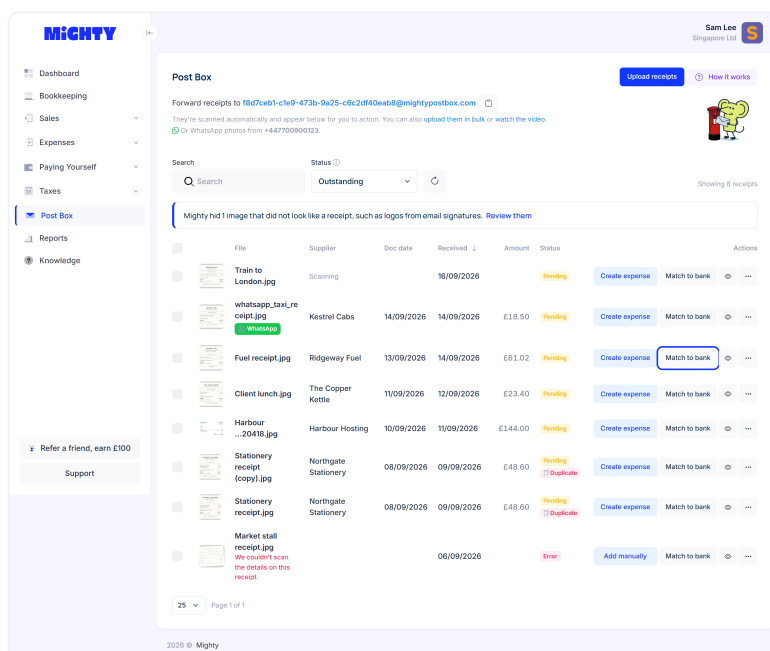
Do I need to match every receipt?

You need to keep proof for your business costs, and matching is the easiest way to do that. But a receipt that you turn into an expense is already stored with that expense, so it doesn't need matching as well.

How to do it in Mighty

1 Select Match to bank on the receipt

From the menu, choose Post Box. Find the receipt and select Match to bank on its row.



The screenshot shows the Mighty Post Box interface. On the left is a sidebar menu with options: Dashboard, Bookkeeping, Sales, Expenses, Paying Yourself, Taxes, Post Box (selected), Reports, and Knowledge. The main area is titled 'Post Box' and shows a list of receipts. The 'Status' filter is set to 'Outstanding'. The list has columns for File, Supplier, Doc date, Received, Amount, Status, and Actions. The 'Fuel receipt.jpg' row has the 'Match to bank' button highlighted. Below the list, there is a note about a missing image and a 'Review them' link. The footer shows '2026 © Mighty'.

File	Supplier	Doc date	Received	Amount	Status	Actions
Train to London.jpg	Scanning		16/09/2026		Pending	Create expense Match to bank
whatsapp_taxi_receipt.jpg	Kestrel Cabs	14/09/2026	14/09/2026	£18.50	Pending	Create expense Match to bank
Fuel receipt.jpg	Ridgeway Fuel	13/09/2026	14/09/2026	£61.02	Pending	Create expense Match to bank
Client lunch.jpg	The Copper Kettle	11/09/2026	12/09/2026	£23.40	Pending	Create expense Match to bank
Harbour ...20418.jpg	Harbour Hosting	10/09/2026	11/09/2026	£144.00	Pending	Create expense Match to bank
Stationery receipt (copy).jpg	Northgate Stationery	08/09/2026	09/09/2026	£48.60	Pending Duplicate	Create expense Match to bank
Stationery receipt.jpg	Northgate Stationery	08/09/2026	09/09/2026	£48.60	Pending Duplicate	Create expense Match to bank
Market stall receipt.jpg			06/09/2026		Error	Add manually Match to bank

2

The receipt is on the left. On the right, Mighty has already put the supplier in Search, and filled in the Date and Amount from the receipt. Any payments that fit are listed underneath.

Match to bank

Receipt Preview

Look up

-100%+

RIDGEWAY FUEL
A38 Ridgeway Services, BS35 4BG
VAT no. 301 7782 45

13/09/2026 08:15

Pump 3 unleaded 41.22 L 61.02

Includes VAT at 20% 10.17

TOTAL £61.02
CARD *****4471 £61.02

Drive safely

Match to a bank transaction

Ridgeway Fuel

Date13/09/2026

Date rangeFuzzy matchAmount

61.02AllHow fuzzy match works

Date	Name	Description	Amount	Category	Recharge to client	Action
13/09/2026	RIDGEWAY FUEL	RIDGEWAY FUEL A38 SERVICES CARD 4471	-61.02	No category selected	☐ Recharge	<button>Match</button> <button>Categorise</button>

Delete

PreviousNextClose

3

Payments often reach your bank a day or two after the date on the receipt, so the first search can come back empty. Select Try fuzzy match to widen the search.

Match to bank

Receipt Preview

Look up

- 100% +

NORTHGATE STATIONERY

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

08/09/2026 12:41

A4 paper 5 ream box 24.50
Ink cartridge black 18.10
Sticky notes x6 6.00

Includes VAT at 20% 8.10

TOTAL £48.60

CARD *****4471 £48.60

Thank you for shopping locally

Match to a bank transaction

Northgate Stationery Date 08/09/2026

Date range Fuzzy match Amount

48.60 All [How fuzzy match works](#)

Date	Name	Description	Amount	Category	Recharge to client	Action
No transactions found.						

[Try fuzzy match](#) to widen the dates by three days and match on any word or the amount.
[Help finding a payment](#)

4 Find the right payment

Fuzzy match looks 3 days either side of the receipt date, and shows payments that share a word with the supplier or have the same amount. Check the date, name and amount before you choose one.

Match to bank

Receipt Preview

Look up

100%

NORTHGATE STATIONERY

22 Northgate, Bristol BS1 2AM

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

Match to a bank transaction

Northgate Stationery

Date

05/09/2026

11/09/2026

Date range

Fuzzy match

Amount

48.60

All

How fuzzy match works

Date	Name	Description	Amount	Category	Recharge to client	Action
10/09/2026	NORTHGATE STATIONERY LTD	NORTHGATE STATIONERY LTD BRISTOL CARD 4471	-48.60	No category selected	☐ Recharge	Match Categorise
09/09/2026	NORTHGATE ARCADE PARKING	NORTHGATE ARCADE PARKING SEASON TICKET	-148.60	No category selected	☐ Recharge	Match Categorise

Delete

Previous

Next

Close

5 Select Match

Select Match on the payment the receipt belongs to. If the payment hasn't been categorised yet, you can select Categorise instead to say what it was for and attach the receipt in one go.

10/09/2026	NORTHGATE STATIONERY LTD	NORTHGATE STATIONERY LTD BRISTOL CARD 4471	-48.60	No category selected	☐ Recharge	Match Categorise
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6 Check the receipt is Complete

Mighty shows Receipt linked to transaction, and the receipt leaves your Outstanding list. Choose Complete in the Status filter to see it, with a View transaction button that opens the payment.

	File	Supplier	Doc date	Received ↓	Amount	Status	
		Stationery Northgate Stationery	08/09/2026	09/09/2026	£48.60	Complete Duplicate	View transaction
		Office chair invoice AF-7731 Alder & Finch Furniture	02/09/2026	03/09/2026	£189.00	Complete	View expense

Related guides

- [Mighty's Post Box Explained](#)
- [Recharging Expenses to Clients Explained](#)

Read this guide online (always the latest version): <https://app.mightyaccounting.com/Knowledge/article/matching-a-receipt-to-a-bank-transaction>