Bank Statement analysis

AI Matter Intelligence · https://ebriefready.legalready.ai/knowledge/how-to-classify-credit-card-and-bank-statements-automatically/

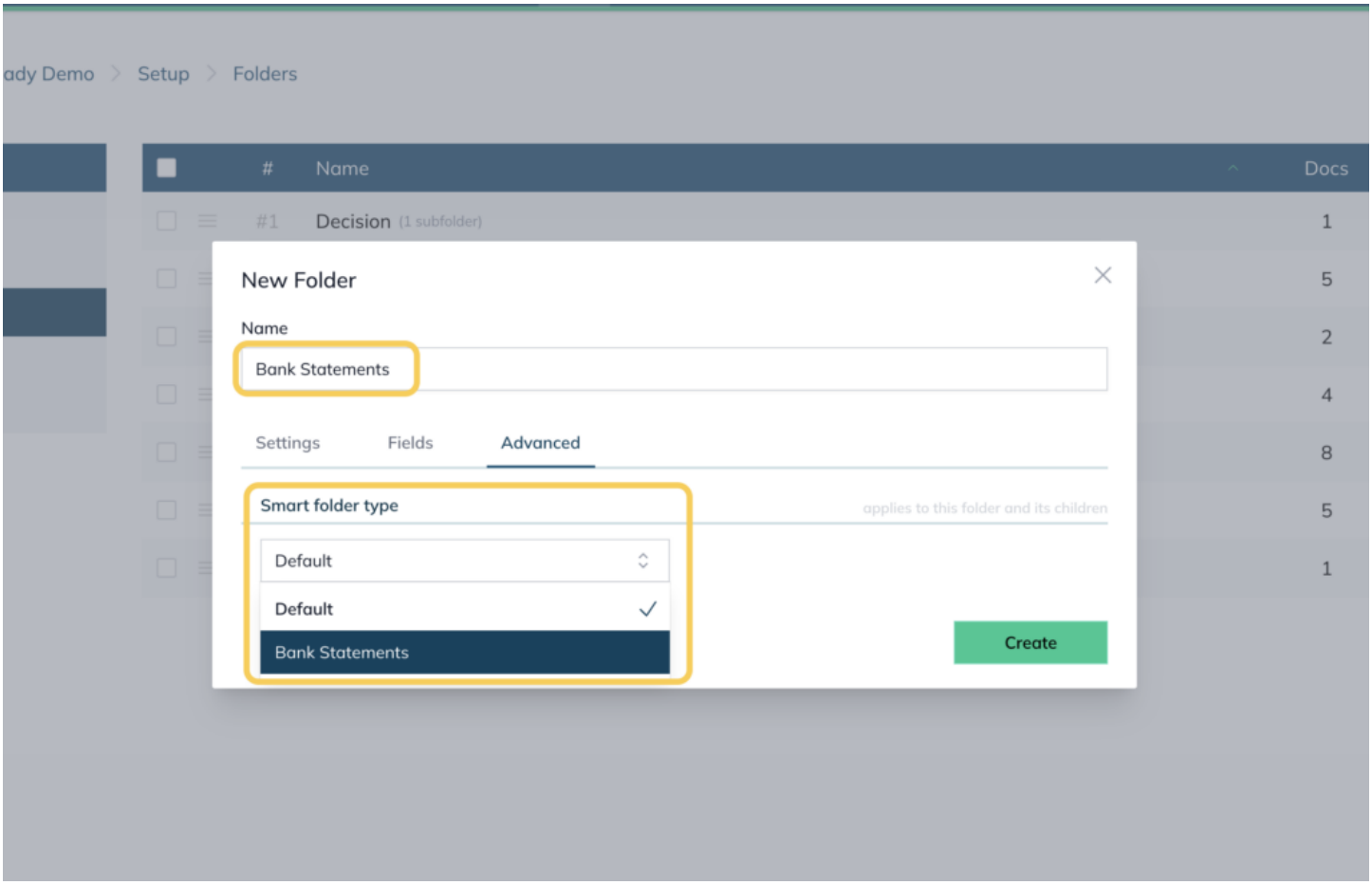
eBrief Ready can automatically classify credit card and bank statements on upload. The system extracts the credit card number, bank account number, bank account name and statement period, then places the statement in the correct bank account folder — which is automatically created for you.

Embedded media: https://player.vimeo.com/video/1099331984?h=a5e4799625&dnt=1&app_id=122963

Step 1: Create a bank statements folder

Before uploading, you need to set up a folder with the bank statements folder type enabled.

1. Click the **edit icon** on the right hand side of the matter name to open matter settings
2. Select **Folders** from the left hand menu
3. Click **New Folder** in the top right corner
4. Name the folder (eg Bank Accounts or Bank Statements
5. Go to the folder's **Advanced** settings
6. Under **Smart folder type**, select **Bank Statements**
7. Click **Create**



You can sort this new folder to any position in your folder list.

Step 2: Upload bank statements

1. Go to the **Documents** tab
2. Click **Actions** in the top right corner and select **Add Documents**
3. Upload your bank statements into the bank statements folder

The AI will automatically:

- Update the document name with the bank name in the index
- Update the date to match the date range of the bank statement
- Highlight any missing bank statements and their date range

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