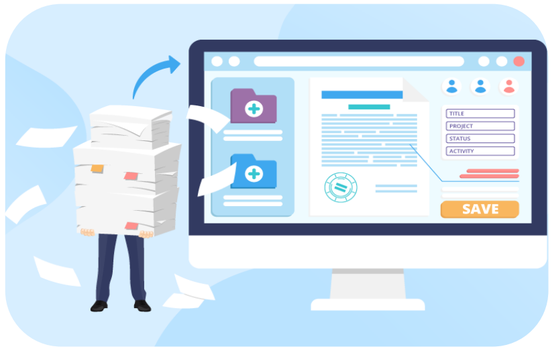
BK & OSS

DEXT PROCESSING

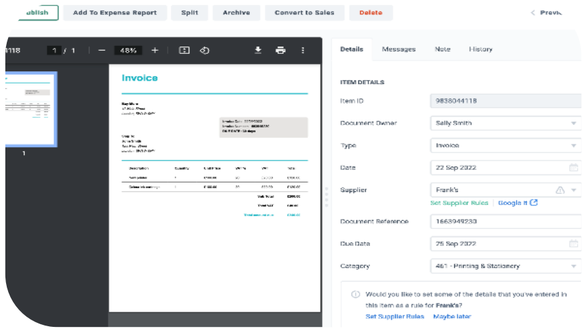


Meaning

- DEXT removes **manual work from the user's workflow.**
- It provides insights that helps to **stay ahead of deadlines**, **have better client conversations** and **enjoy data capacity.**
- It increases **data accuracy**.
- **Need not chase clients for information.**



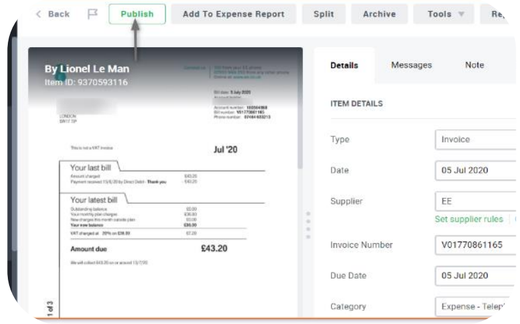
Document Capture



Data Extraction



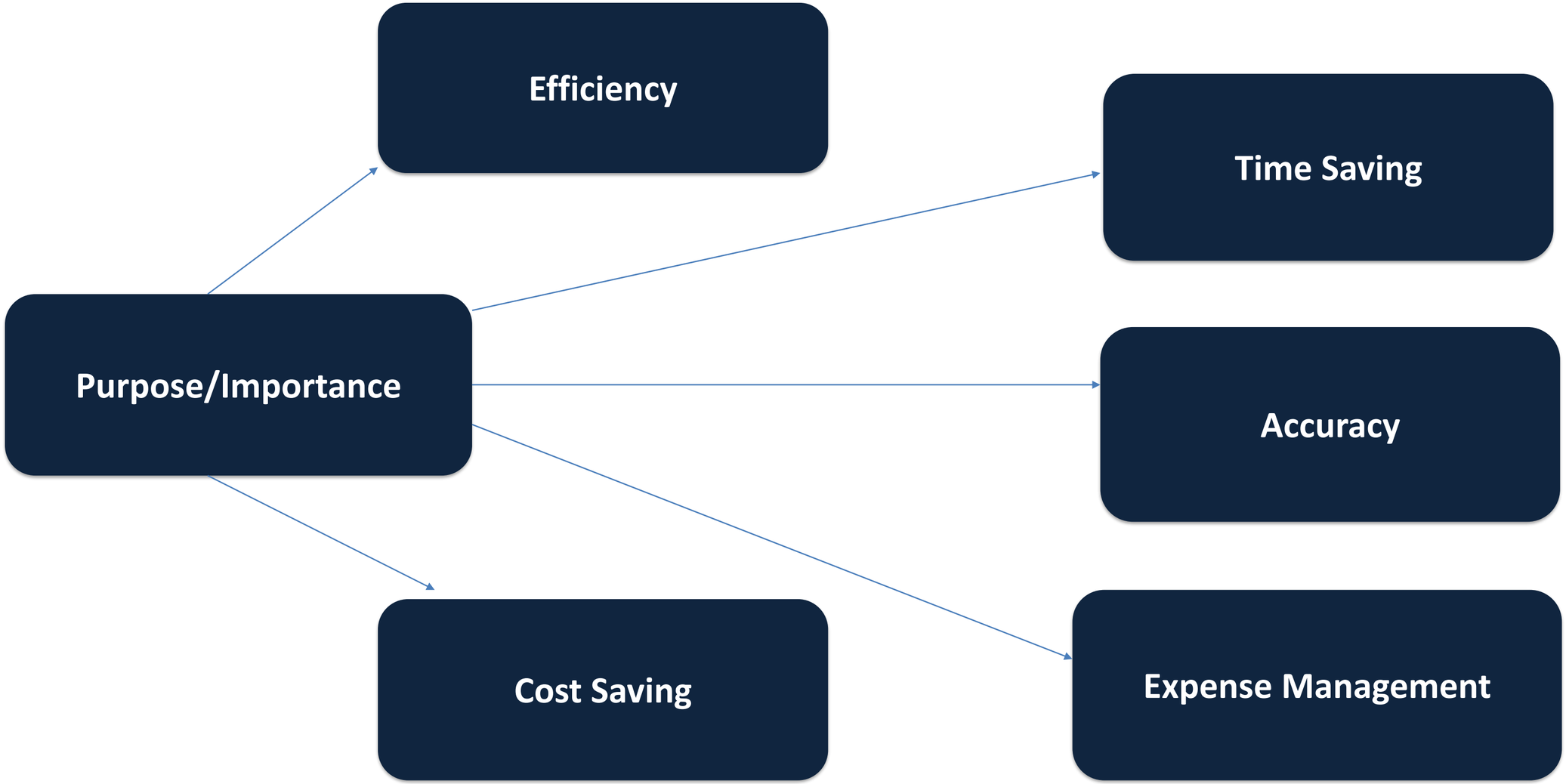
Data Verification



Publishing Document

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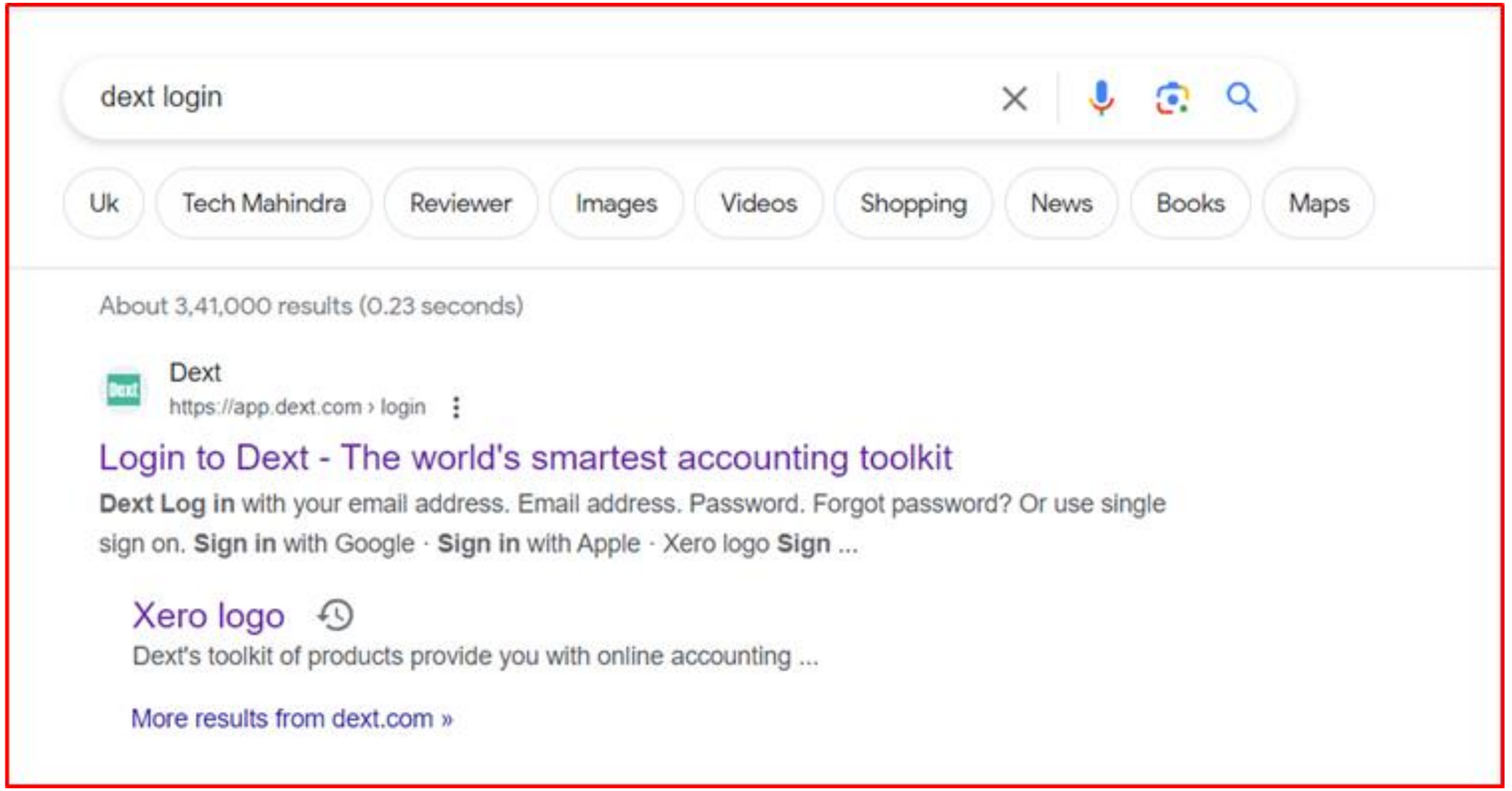


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How to Process a Bill (With an Example)

STEP 1: Select Google Chrome and login into DEXT

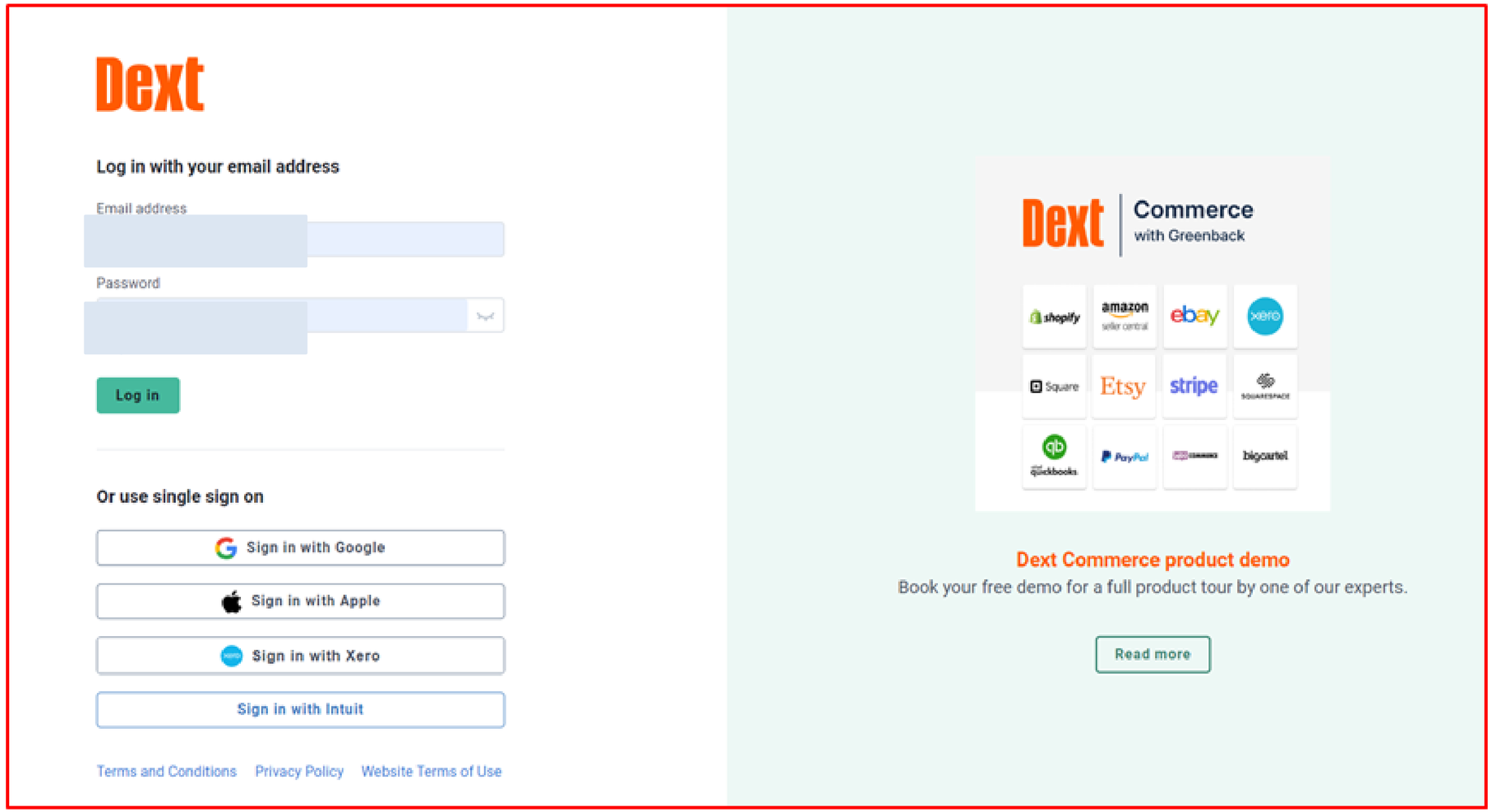


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How to Process a Bill (With an Example)

STEP 2: Once logged it accordingly enter the Credentials.



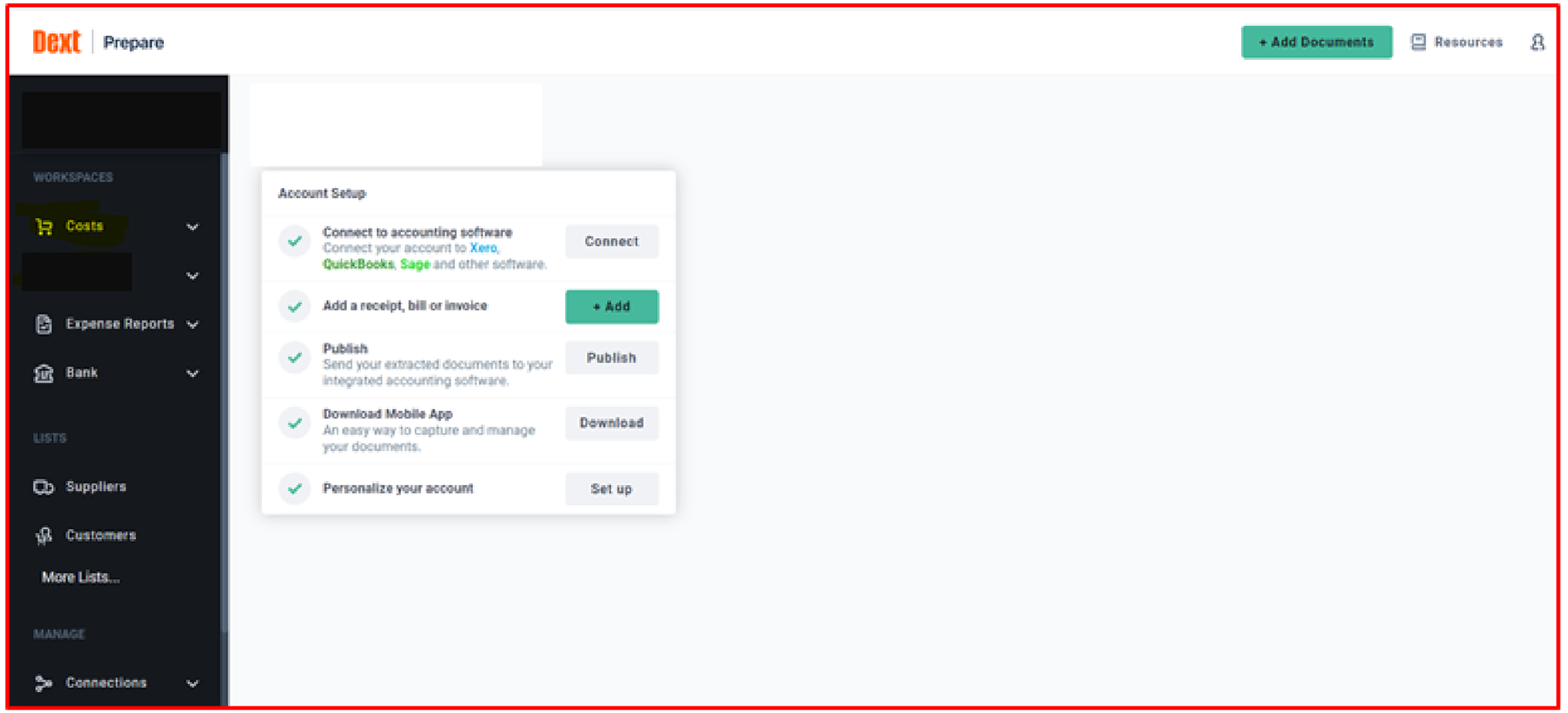
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How to Process a Bill (With an Example)

STEP 3: Once the user logs in the below tab opens up the below screen would pop-up

.



Cost – pertains to bills to pay

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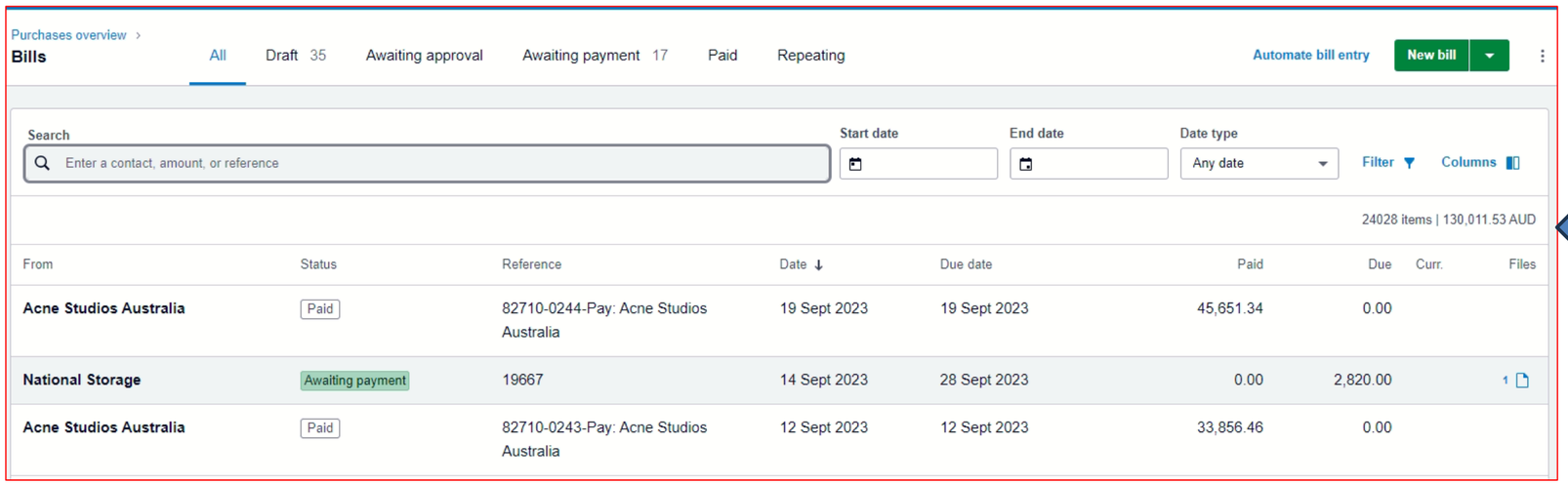
How to Process a Bill (With an Example)

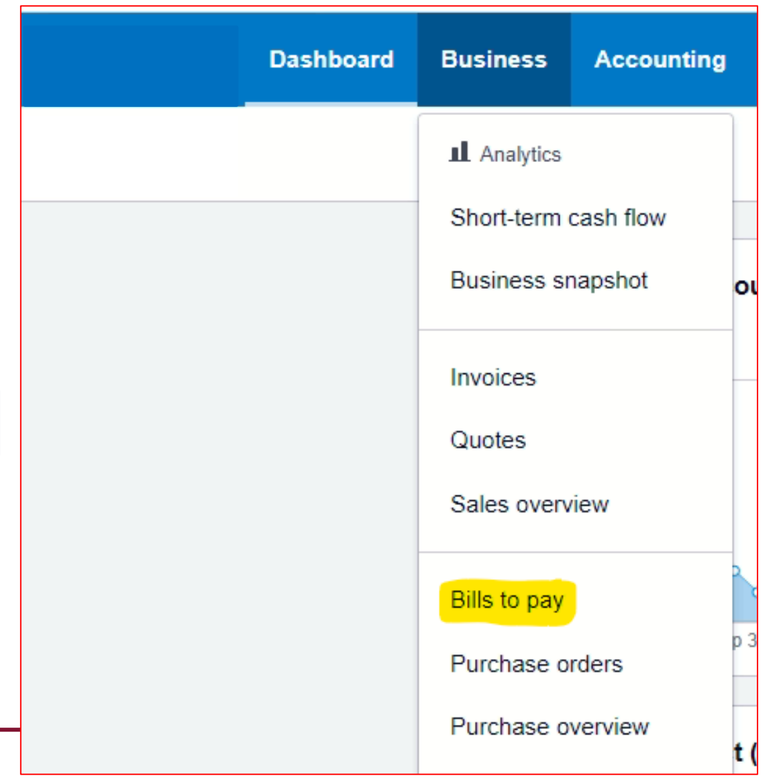
STEP 3: Check if the bills in the Review Tab has already been processed in Xero.

If processed in Xero – Can be Archived

If not processed in Xero – Then can be processed through Hubdoc.

Status	User	Date	Supplier	Category	Total	Tax	Match	
Ready	Theresa Febro...	03 Sep 2023	Acne Studios AB - A...	40125 - Purchases - ...	AUD 3,126.88	AUD 0.00		Publish
Ready	Theresa Febro...	01 Sep 2023	Acne Studios AB - A...	40125 - Purchases - ...	-AUD 161.84	AUD 0.00		Publish
Ready	Theresa Febro...	01 Sep 2023	Acne Studios AB - A...	40125 - Purchases - ...	-AUD 153.97	AUD 0.00		Publish
Ready	Theresa Febro...	01 Sep 2023	Acne Studios AB - A...	40125 - Purchases - ...	AUD 7,592.90	AUD 0.00		Publish



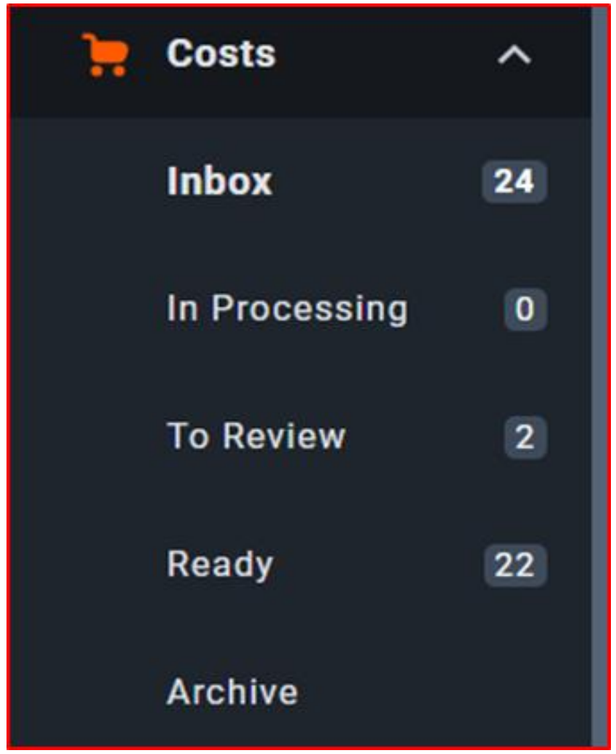


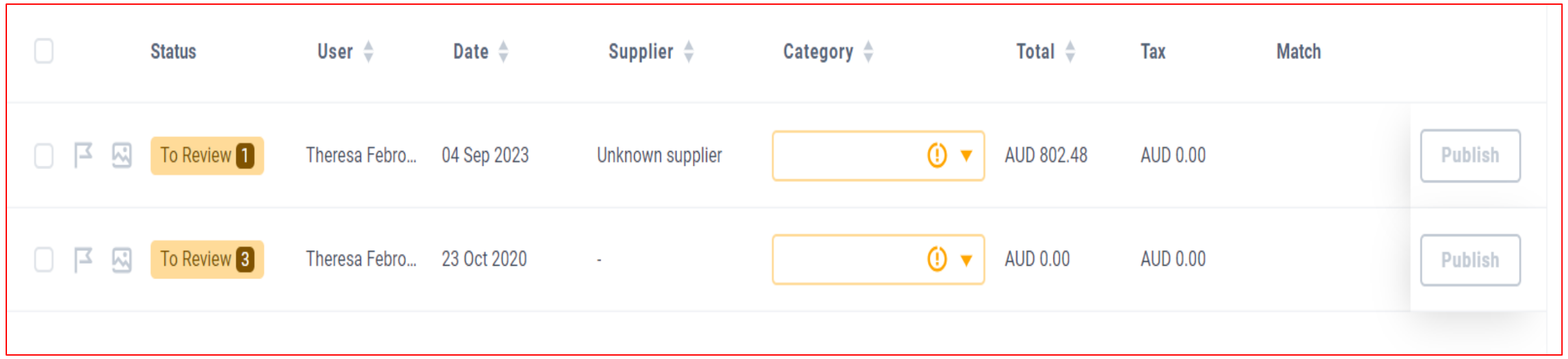
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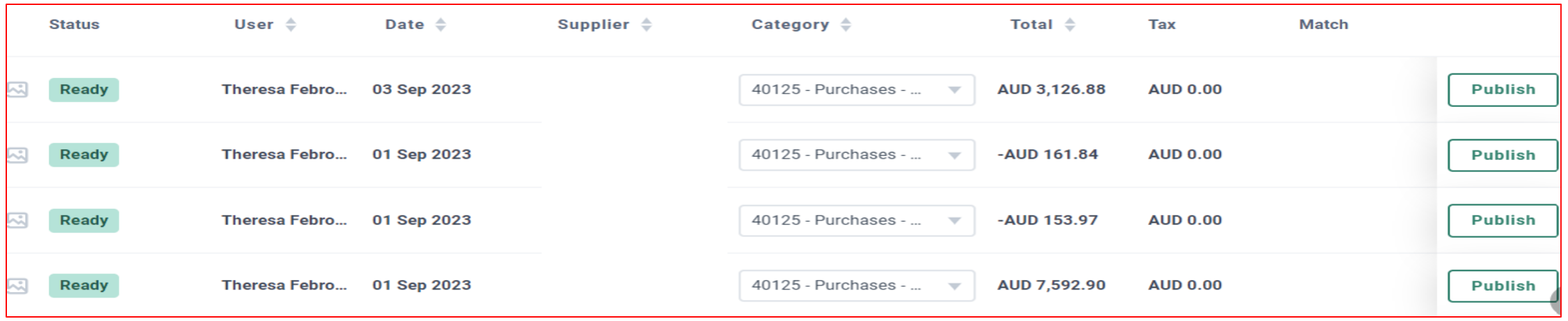
STEP 5: The below tab should be noted before processing the bill:

- Inbox – It includes all the bills (Bills from the To Review Tab, Bills from the Ready Tab & Archived Tab) can be viewed under this tab.
- In Processing – Once the bills in the review tab are processing those bills will come under the processing tab.
- To Review – Under the To Review tab emails, images would be found which can be achieved. New Bills with New Supplier will come under this tab and the category will be unknown (GL)
- Ready – The bills which are to be processed and found under the Ready Tab.
- Achieve - Bills in archive will be duplicate bills or bills pushed from the failed tab.





Review Tab

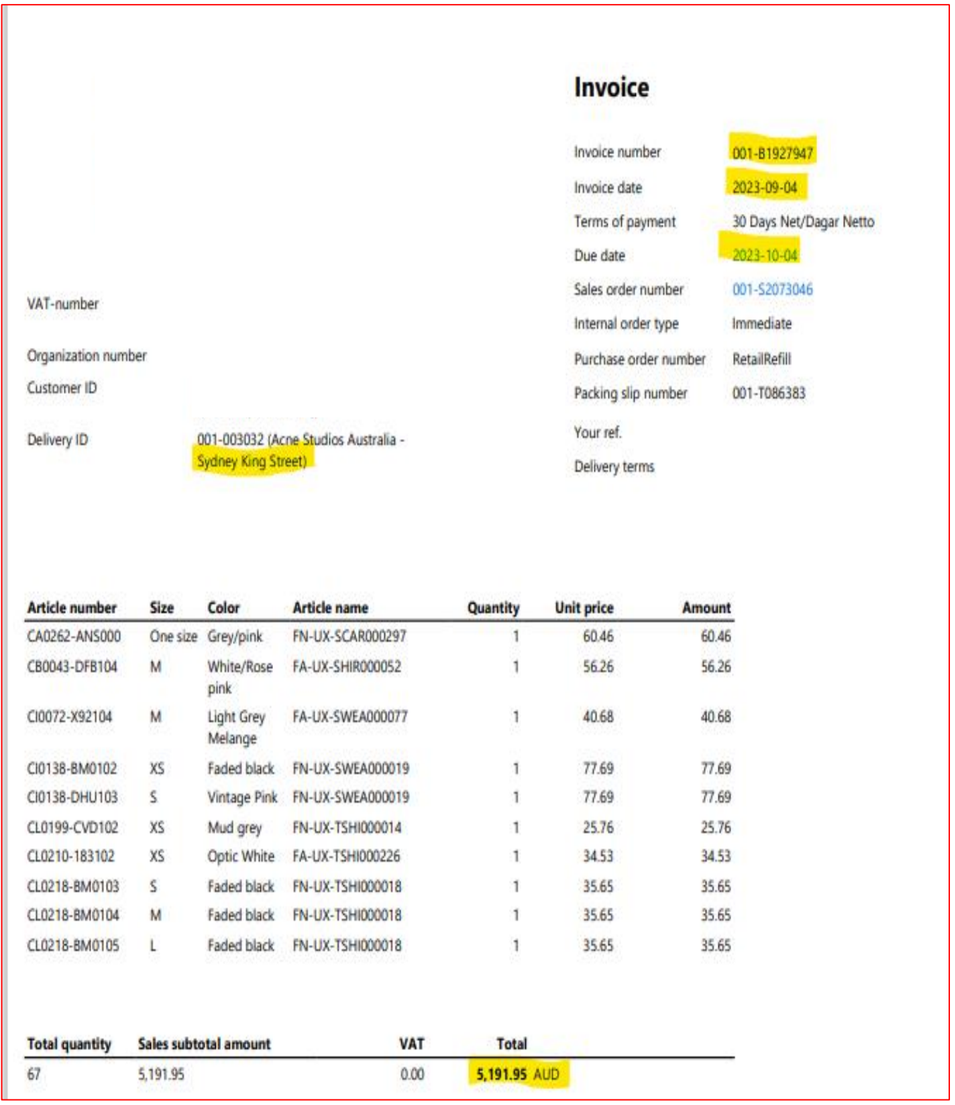


Ready Tab

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STEP 6: The bills under the review tab can be processed accordingly.
The details from the below bill will be extracted automatically and come under the below tab.



Invoice

Invoice number	001-B1927947
Invoice date	2023-09-04
Terms of payment	30 Days Net/Dagar Netto
Due date	2023-10-04
Sales order number	001-S2073046
Internal order type	Immediate
Purchase order number	RetailRefill
Packing slip number	001-T086383
Your ref.	
Delivery terms	

VAT-number

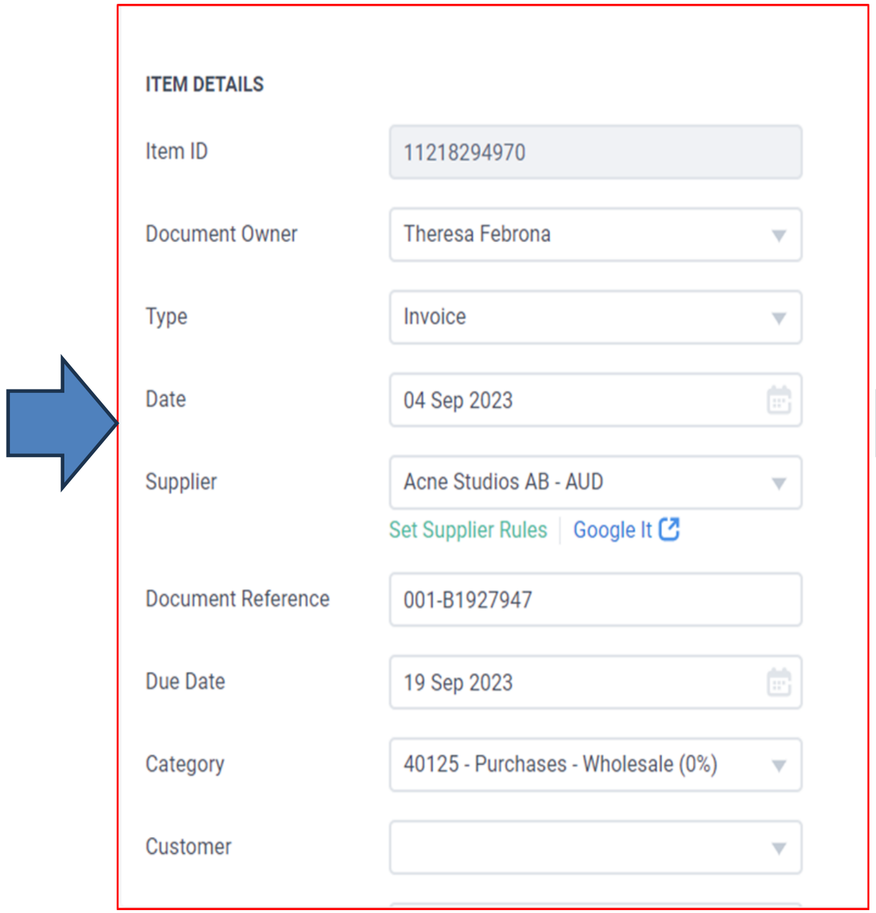
Organization number

Customer ID

Delivery ID 001-003032 (Acne Studios Australia - Sydney King Street)

Article number	Size	Color	Article name	Quantity	Unit price	Amount
CA0262-ANS000	One size	Grey/pink	FN-UX-SCAR000297	1	60.46	60.46
CB0043-DFB104	M	White/Rose pink	FA-UX-SHIR000052	1	56.26	56.26
CI0072-X92104	M	Light Grey Melange	FA-UX-SWEA000077	1	40.68	40.68
CI0138-BM0102	XS	Faded black	FN-UX-SWEA000019	1	77.69	77.69
CI0138-DHU103	S	Vintage Pink	FN-UX-SWEA000019	1	77.69	77.69
CL0199-CVD102	XS	Mud grey	FN-UX-TSHI000014	1	25.76	25.76
CL0210-183102	XS	Optic White	FA-UX-TSHI000226	1	34.53	34.53
CL0218-BM0103	S	Faded black	FN-UX-TSHI000018	1	35.65	35.65
CL0218-BM0104	M	Faded black	FN-UX-TSHI000018	1	35.65	35.65
CL0218-BM0105	L	Faded black	FN-UX-TSHI000018	1	35.65	35.65

Total quantity	Sales subtotal amount	VAT	Total
67	5,191.95	0.00	5,191.95 AUD



ITEM DETAILS

Item ID: 11218294970

Document Owner: Theresa Febrona

Type: Invoice

Date: 04 Sep 2023

Supplier: Acne Studios AB - AUD

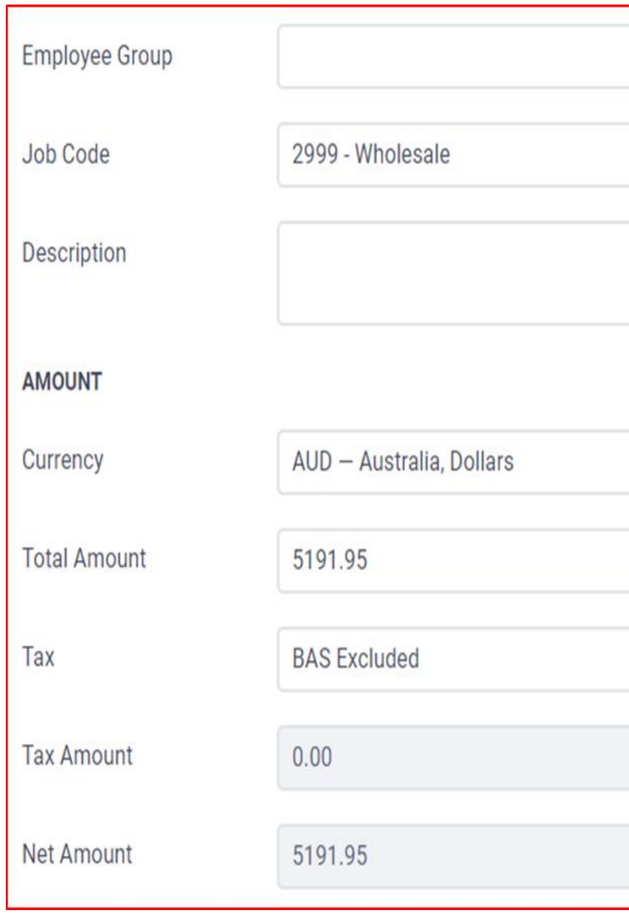
Set Supplier Rules | Google It

Document Reference: 001-B1927947

Due Date: 19 Sep 2023

Category: 40125 - Purchases - Wholesale (0%)

Customer:



Employee Group:

Job Code: 2999 - Wholesale

Description:

AMOUNT

Currency: AUD – Australia, Dollars

Total Amount: 5191.95

Tax: BAS Excluded

Tax Amount: 0.00

Net Amount: 5191.95

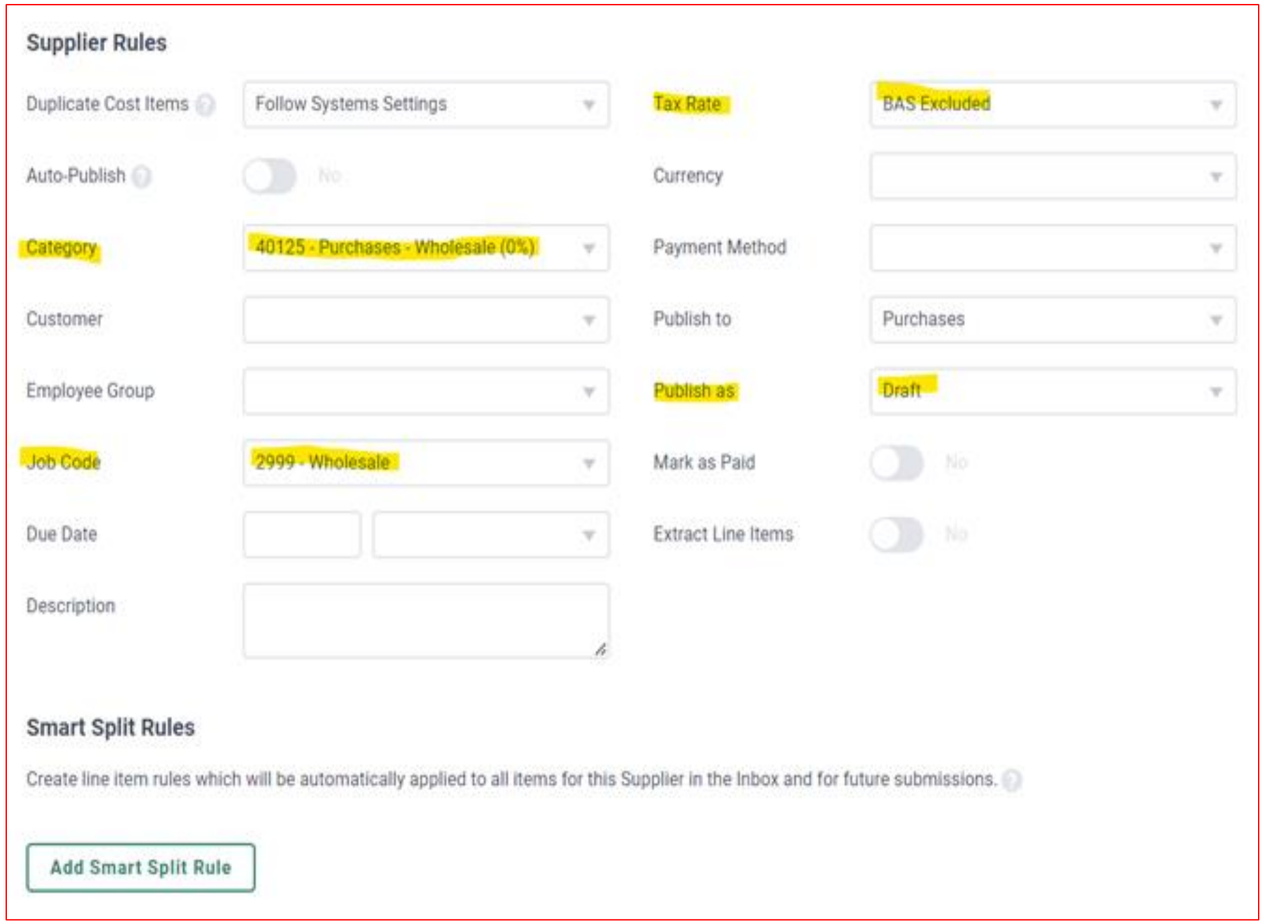
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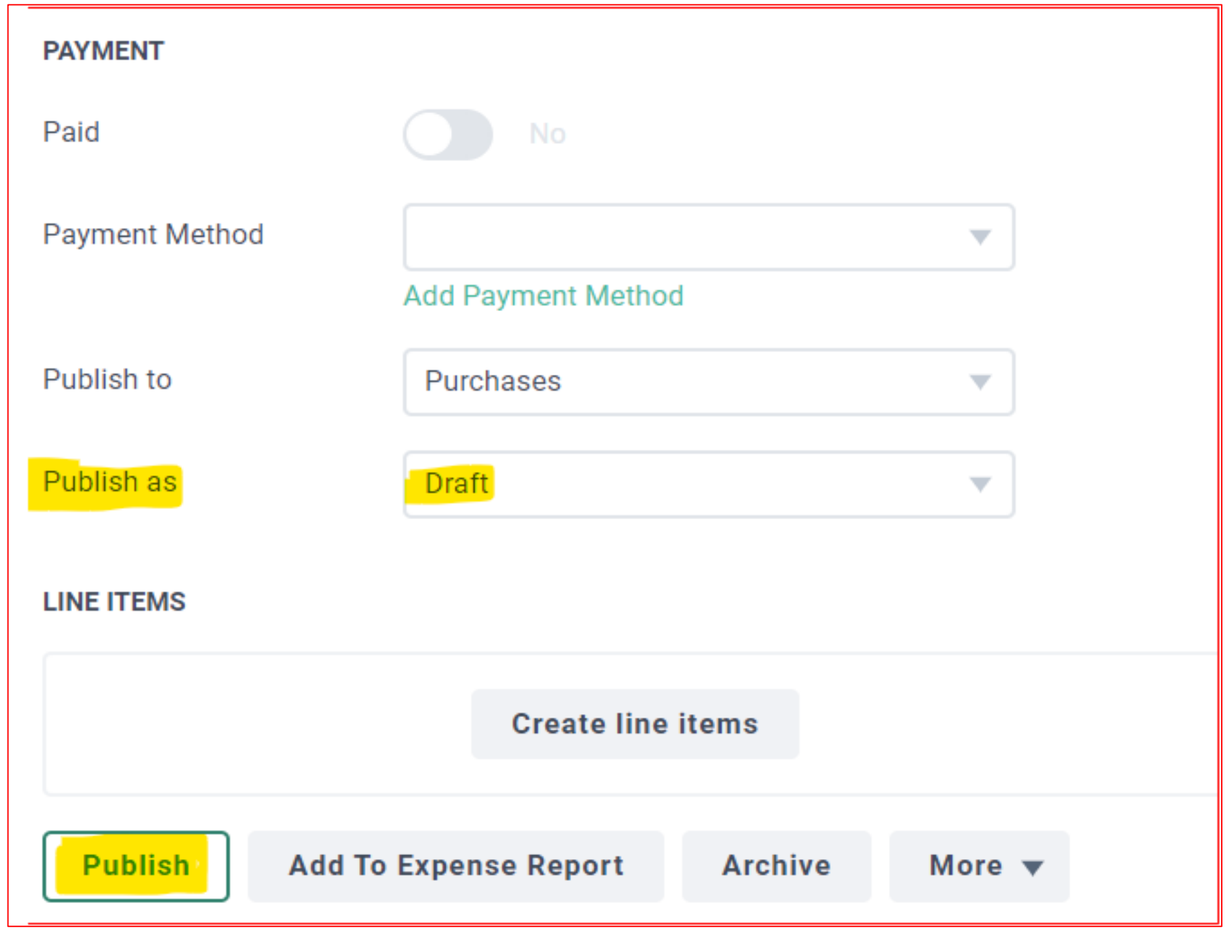
Important points to be noted while processing a bill:

- The **Document Type** to be correctly selected as Invoice while processing a bill.
- **Supplier Name** as per the name mentioned in the bill.
- **Invoice Number** – as mentioned on the bill. If Invoice number or reference numbers are not mentioned the user can put the date as invoice number (02032023)
- Check the **Date** and **Due Date** accordingly. If no due date is mentioned, we can mention 7 days as due date
- Check the **Total Amount** accordingly. Make sure it matches with the bill.
- Check the **Tax Rate** accordingly based on the bill.
- Make sure the **Description** is copied correctly as per the details given in the bill.
- If **Job code** applicable, select it accordingly.
- Then accordingly put a **Description** which is relevant to the bill.
- Accordingly select the correct **GL or Account Code**. If not sure of the GL go to Bills to Pays in Xero and accordingly type the supplier's name and see which GL it has been posted to.
- New suppliers can be added along with rules.
- Split Line items accordingly as per bill, also check Xero if it is reflected correctly.

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Check the **Publish As** status accordingly. Bills can be published either to Draft or Awaiting Approval or Awaiting payment.
Draft/Awaiting Approval – the bills pushed to Draft or Awaiting Approval will be reviewed by the reviewer accordingly and pushed to Awaiting Approval.
Awaiting Payment – Where the bills are approved for payment.
Then Click **Publish**.





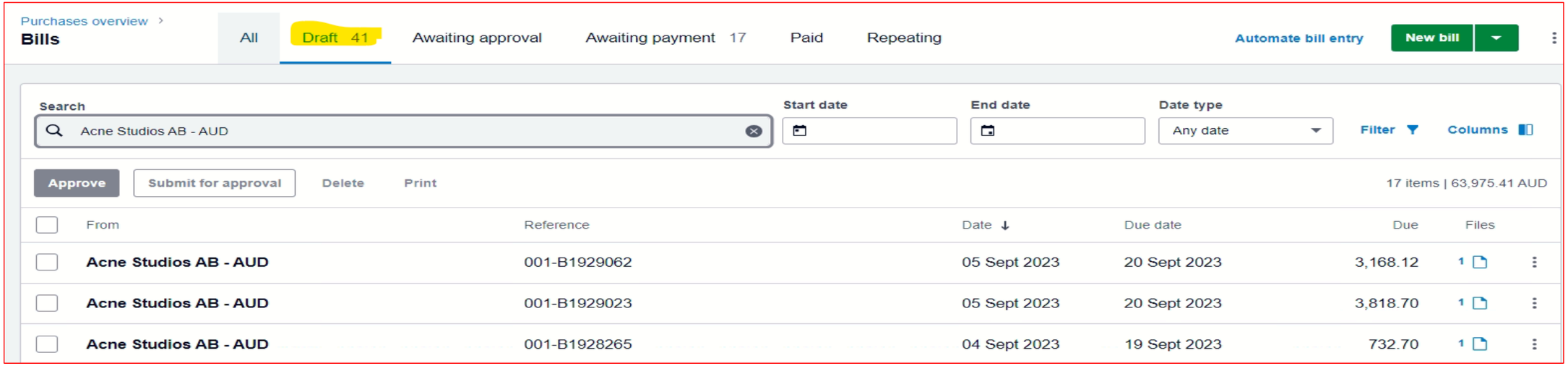
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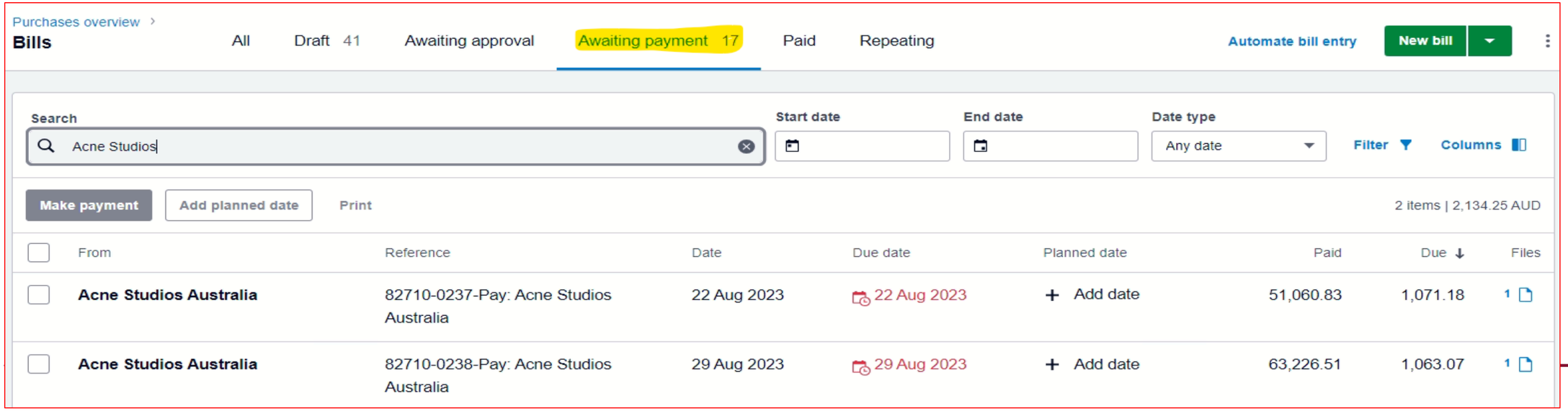
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How to Process a Bill (With an Example)

STEP 7: The Final Check

After clicking Publish based on the selected Status the bill will go to Xero.



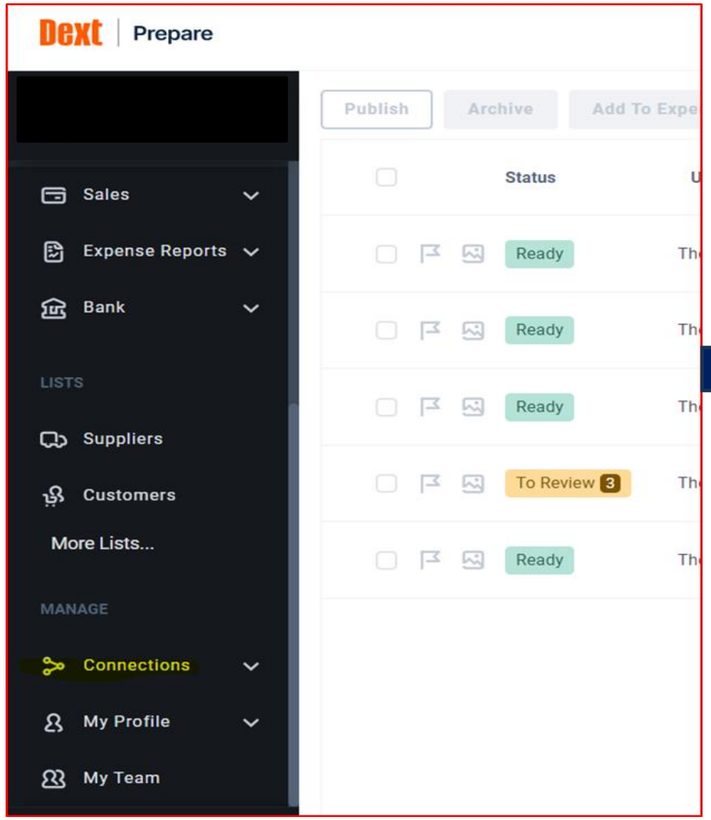


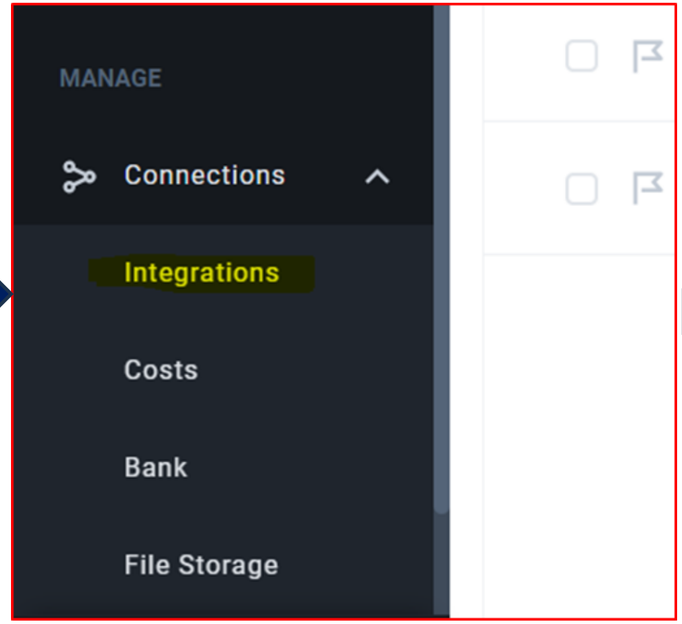
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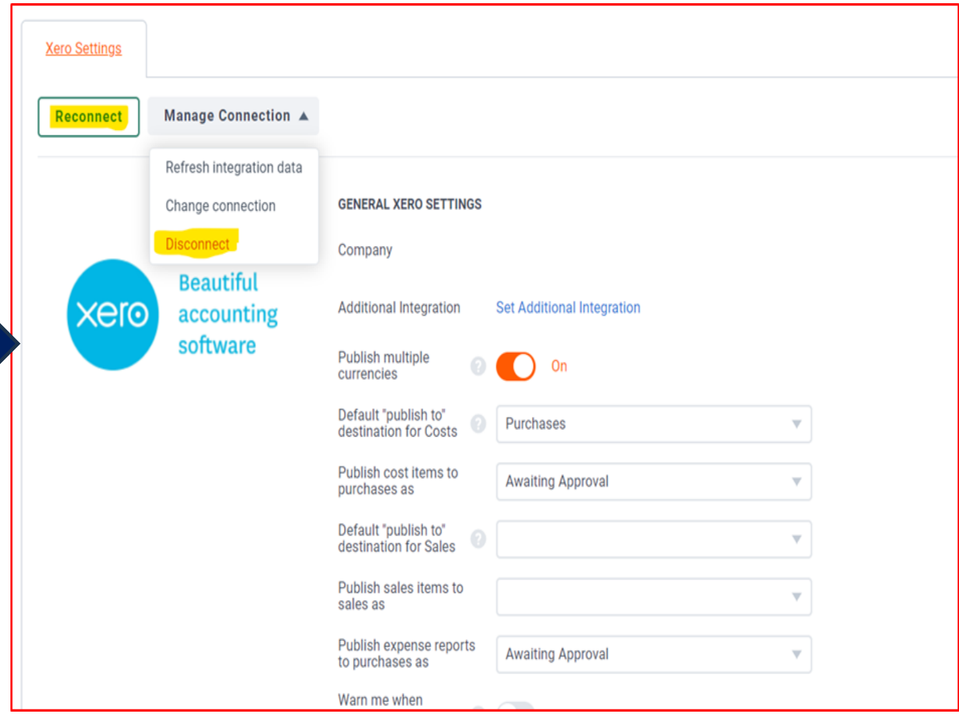
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Integrating DEXT with Xero

- Navigate to the **Connections section** of the menu.
- Click on **Integrations**.
- Click **Choose Software** and **select Xero.**
- Click on **Manage Connection** and accordingly connect with the software







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Conclusion

It empowers businesses to manage their financial documents more effectively.

It is a valuable tool for businesses and looks out to modernize and optimize the accounting processes.

It minimizes human errors leading to reliable financial records.

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Difference Between DEXT and HUBDOC

S.NO	BASIS	HUBDOC	DEXT
1	Features	Able to code bills to recurring suppliers successfully, allowing users to process multiple transactions through your accounting software	Supplier rule creation accounts for repetitive expense tracking.
2	Accounting Software Integration	Works with QuickBooks Online, Xero etc. directly linking up data with these accounting platforms. If you do not use any of the accounting software, then you'll need to export data to a CSV file to import into your system manually.	Works with QuickBooks Online, Xero, MYOB Essentials etc. Like Hubdoc, if your business uses other accounting software not mentioned, it will need to follow the export-import manual process.
3	Customer Support Functions	Provided through Xero Central, so great for existing users of Xero, but requires account creation for new users.	Accessible in the online application and also mobile-friendly.
4	Ease Of Use	The dashboard is structured in a folder format and less data-heavy than its counterpart, clearly outlining actions to take from uploading documents to exporting.	The dashboard is structured like Hubdoc, summarises documents and receipts entered in the system, and notifies you of any documents that need attention to review others and save on time quickly.
5	Lagging Issues	Reported lag issues when posting to accounting software.	No lag issues when posting to accounting software.

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