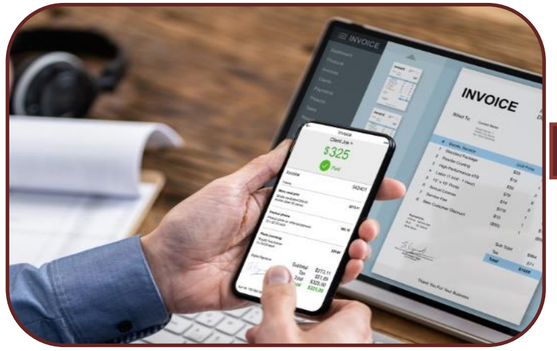
BK & OSS

HUBDOC PROCESSING

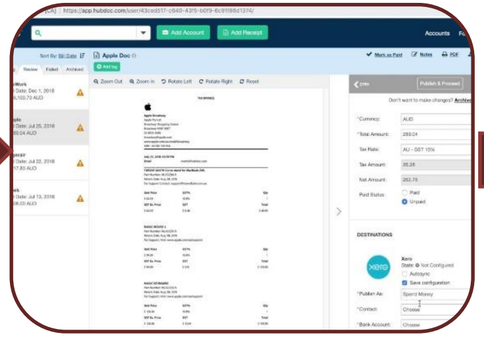


Meaning

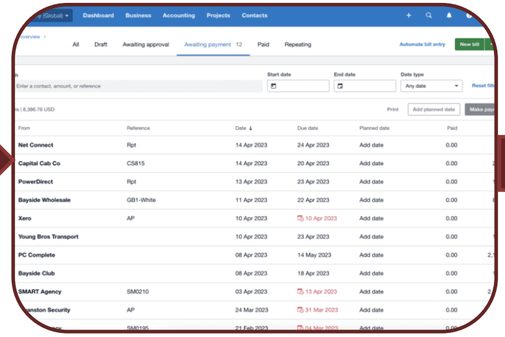
- **Online Cloud Based Service** for **Digitalizing Financial Documents** (i.e. bills, receipts, invoices)
- It basically **captures and processes information.**
- It reduces the **room for errors.**
- It reduces **manual data entry work**.



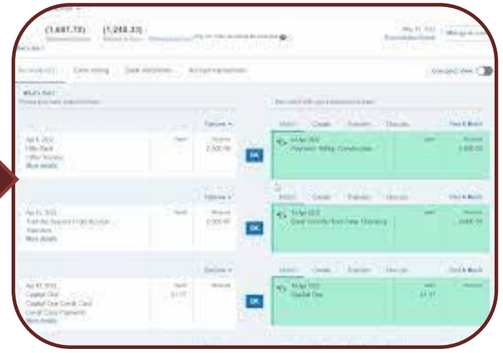
Bill/Receipts are uploaded



Data from the Bills/Receipts are Auto Extracted



Data is coded and Published to Xero



Transaction is created in Xero ready for Bank Reconciliation

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Purpose

- Document Collection
- Data Extraction
- Expense Tracking
- Security & Data Protection

Importance

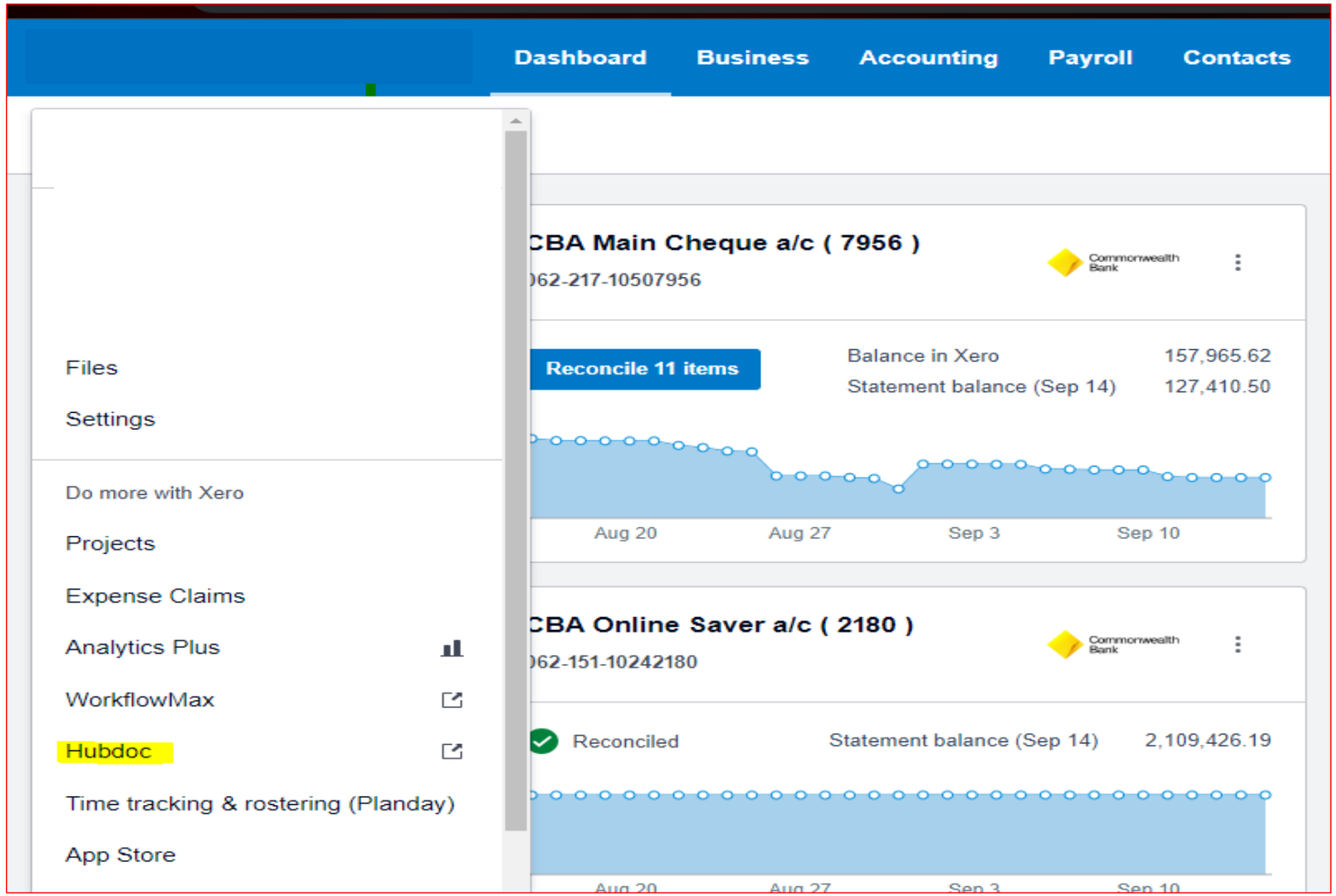
- Efficiency
- Accuracy
- Time Saving
- Reduction of Paper Work

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How to Process a bill (With an Example)

STEP 1: Select the Dropbox arrow near the name of the organization and select HUBDOC.

.



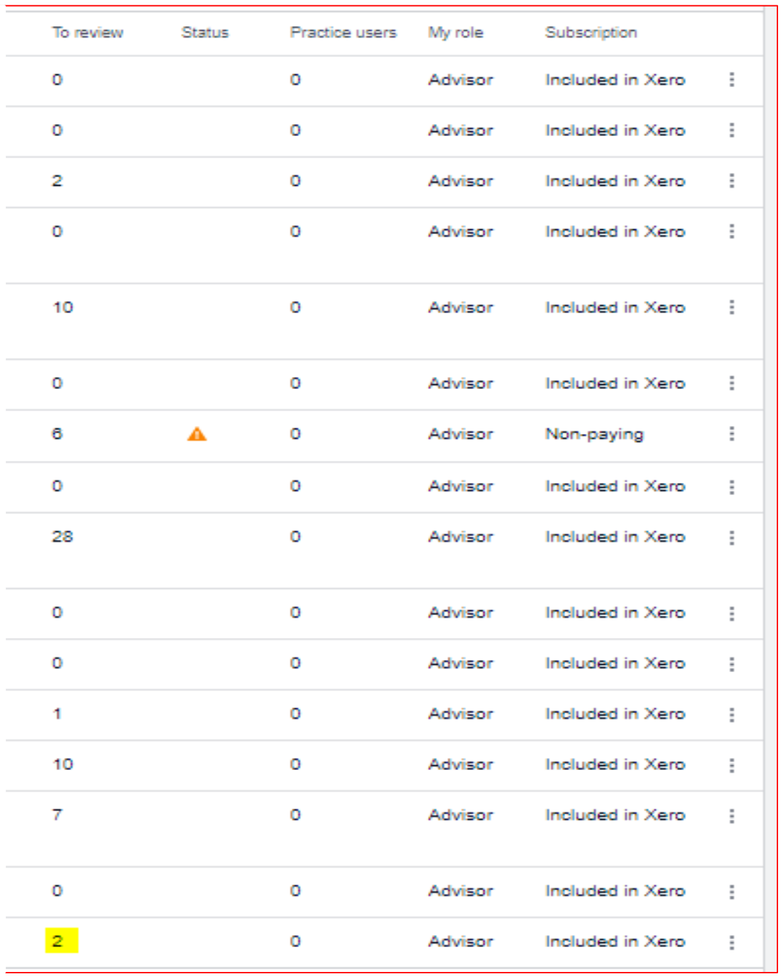
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How to Process a bill (With an Example)

STEP 2: Select the name of the organization accordingly and view how many bills are to be processed.

.



To review	Status	Practice users	My role	Subscription
0		0	Advisor	Included in Xero
0		0	Advisor	Included in Xero
2		0	Advisor	Included in Xero
0		0	Advisor	Included in Xero
10		0	Advisor	Included in Xero
0		0	Advisor	Included in Xero
6	⚠	0	Advisor	Non-paying
0		0	Advisor	Included in Xero
28		0	Advisor	Included in Xero
0		0	Advisor	Included in Xero
0		0	Advisor	Included in Xero
1		0	Advisor	Included in Xero
10		0	Advisor	Included in Xero
7		0	Advisor	Included in Xero
0		0	Advisor	Included in Xero
2		0	Advisor	Included in Xero

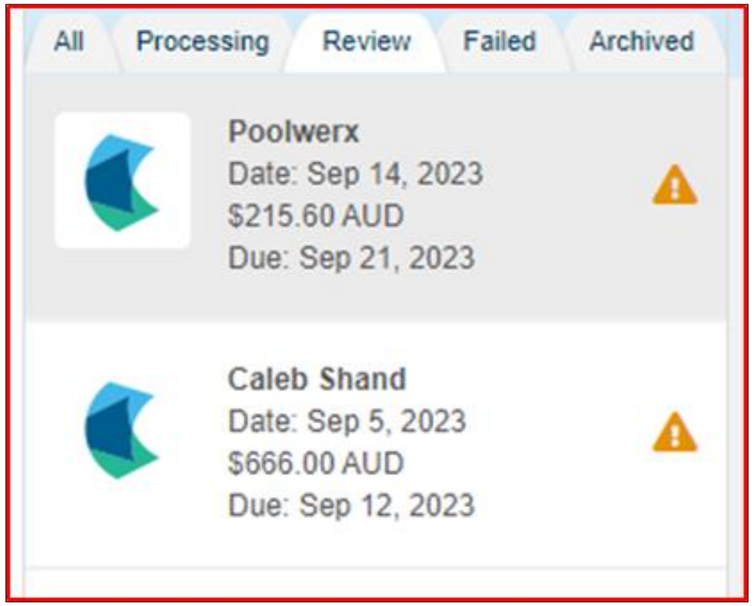
ABC Company cde@gmail.com

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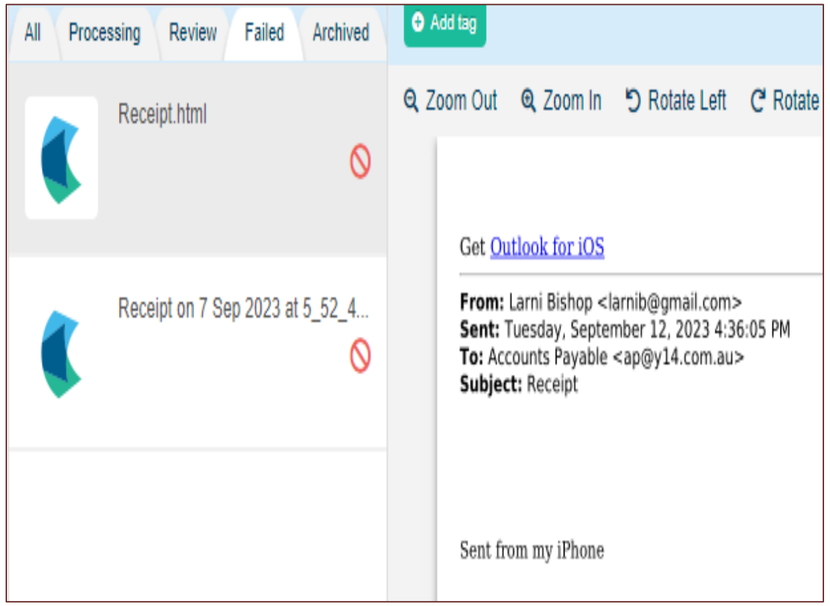
How to Process a bill (With an Example)

STEP 3: Once the Organization is selected the user can view the below details.

- **All –** It includes all the bills (Bills in the Review Tab, Failed Tab & Archived Tab) can be viewed under this tab.
- **Processing** – Once the bills in the review tab are processing those bills will come under the processing tab.
- **Review** – The bills which are to be processed and found under the Review Tab.
- **Failed –** Under failed tab emails, images would be found which can be achieved.
- **Archived –** Bills in archive will be duplicate bills or bills pushed from the failed tab.



Review Tab



Failed Tab

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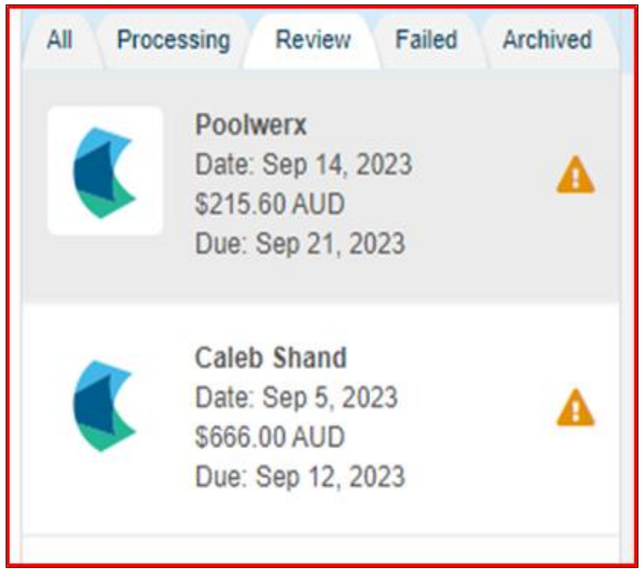
CARISMA SOLUTIONS

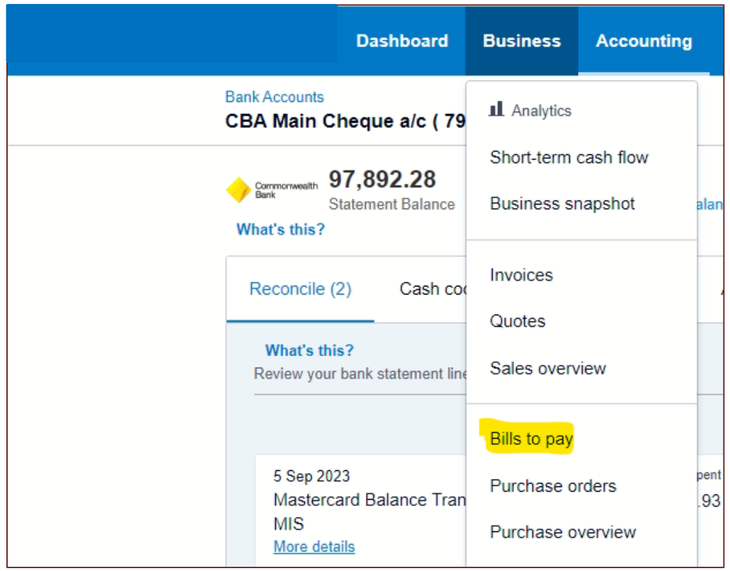
How to Process a bill (With an Example)

STEP 4: Check if the bills in the Review Tab has already been processed in Xero.

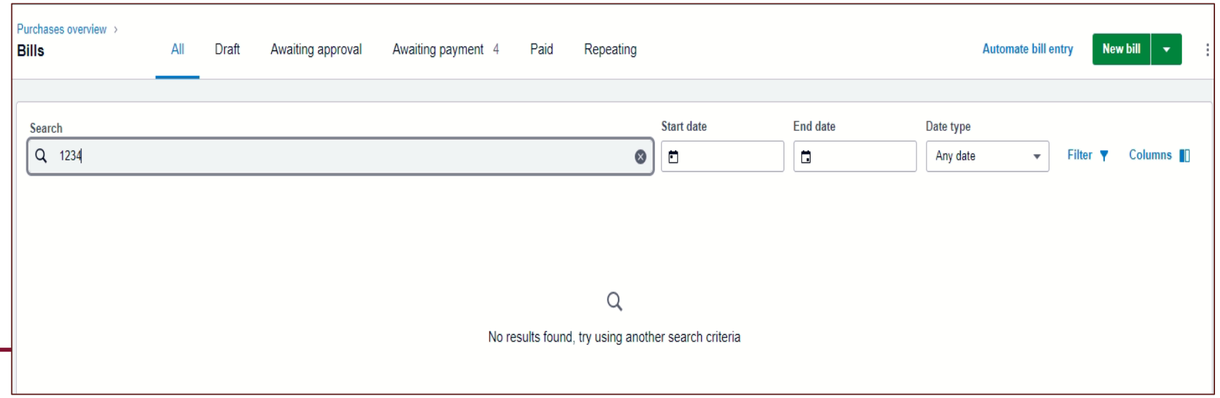
If processed in Xero – Can be Archived

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





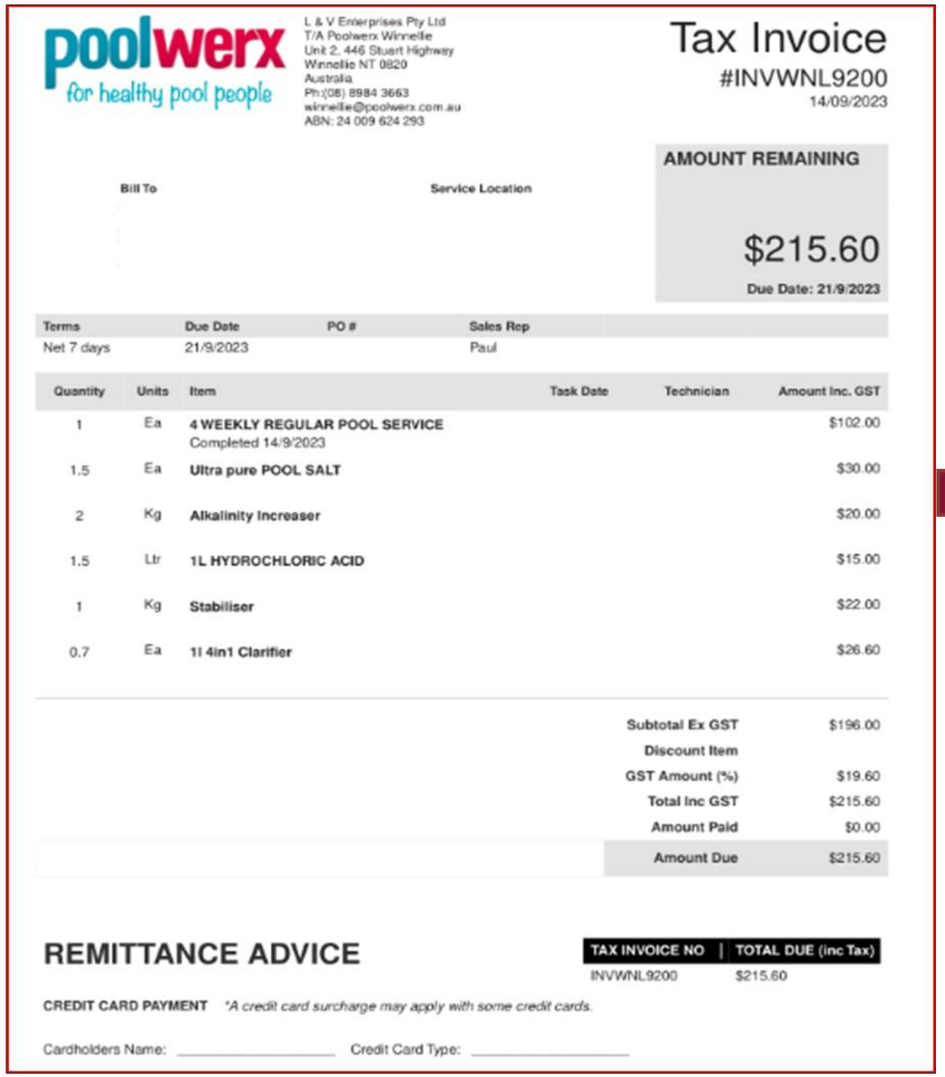
Review Tab



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STEP 5: 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.



poolwerx
for healthy pool people

L & V Enterprises Pty Ltd
T/A Poolwerx Winnellie
Unit 2, 446 Stuart Highway
Winnellie NT 0820
Australia
Ph:(08) 8984 3663
winnellie@poolwerx.com.au
ABN: 24 009 624 293

Tax Invoice
#INVWNL9200
14/09/2023

AMOUNT REMAINING
$215.60
Due Date: 21/9/2023

Bill To

Service Location

Terms	Due Date	PO #	Sales Rep
Net 7 days	21/9/2023		Paul

Quantity	Units	Item	Task Date	Technician	Amount Inc. GST
1	Ea	4 WEEKLY REGULAR POOL SERVICE Completed 14/9/2023			$102.00
1.5	Ea	Ultra pure POOL SALT			$30.00
2	Kg	Alkalinity Increaser			$20.00
1.5	Ltr	1L HYDROCHLORIC ACID			$15.00
1	Kg	Stabiliser			$22.00
0.7	Ea	1l 4in1 Clarifier			$26.60

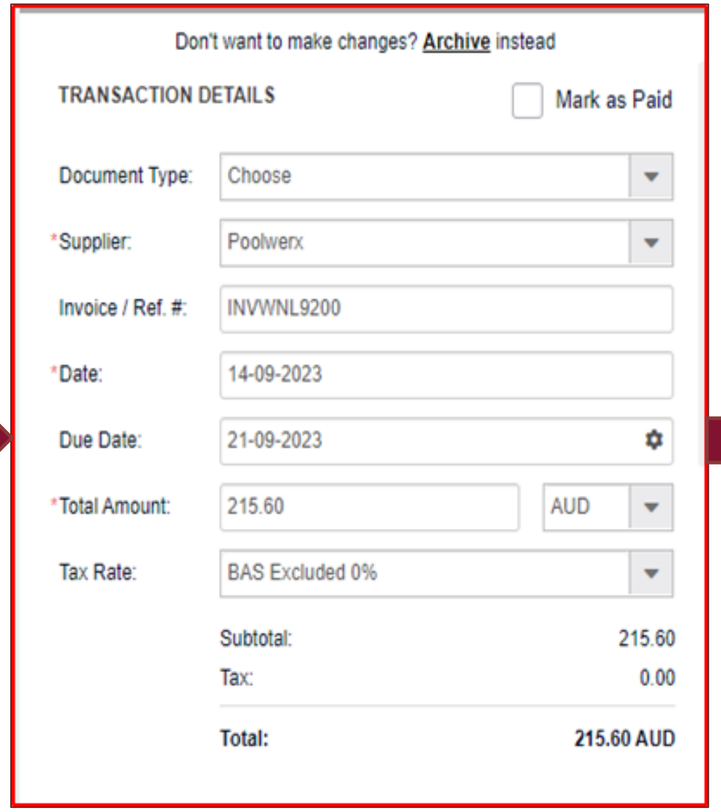
Subtotal Ex GST	$196.00
Discount Item	
GST Amount (%)	$19.60
Total Inc GST	$215.60
Amount Paid	$0.00
Amount Due	$215.60

REMITTANCE ADVICE

TAX INVOICE NO	TOTAL DUE (inc Tax)
INVWNL9200	$215.60

CREDIT CARD PAYMENT *A credit card surcharge may apply with some credit cards.*

Cardholders Name: _____ Credit Card Type: _____



Don't want to make changes? Archive instead

TRANSACTION DETAILS — Mark as Paid

Document Type: Choose

*Supplier: Poolwerx

Invoice / Ref. #: INVWNL9200

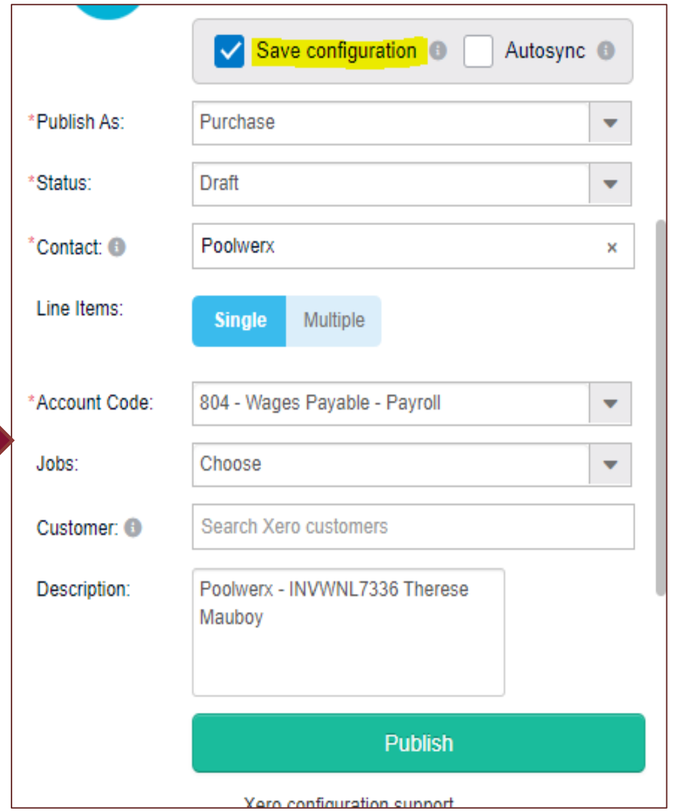
*Date: 14-09-2023

Due Date: 21-09-2023

*Total Amount: 215.60 AUD

Tax Rate: BAS Excluded 0%

Subtotal: 215.60
Tax: 0.00
Total: 215.60 AUD



Save configuration — Autosync

*Publish As: Purchase

*Status: Draft

*Contact: Poolwerx

Line Items: Single | Multiple

*Account Code: 804 - Wages Payable - Payroll

Jobs: Choose

Customer: Search Xero customers

Description: Poolwerx - INVWNL7336 Therese Mauboy

Publish

Xero configuration support

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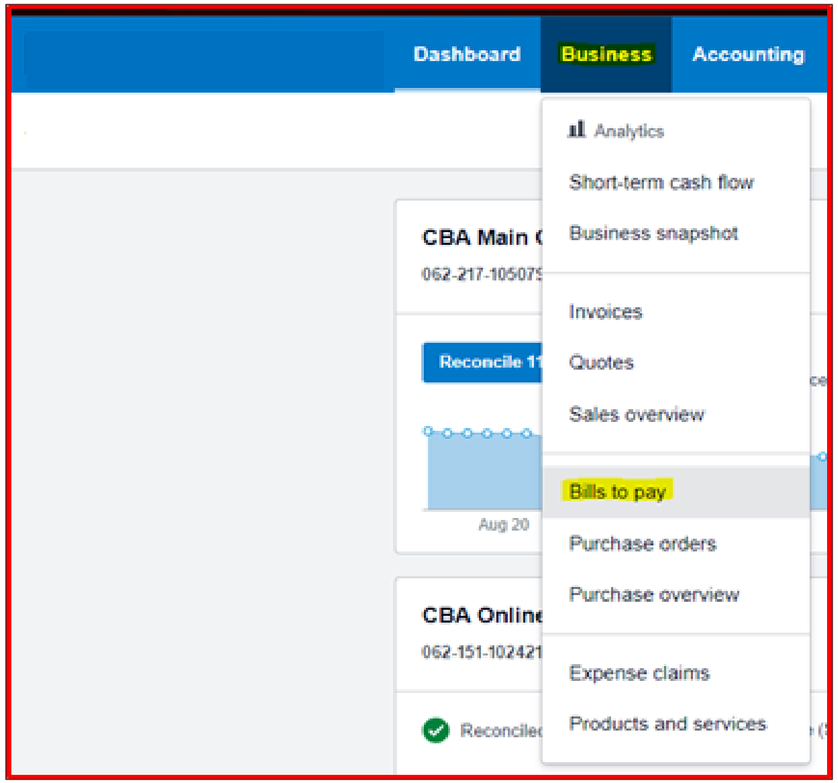
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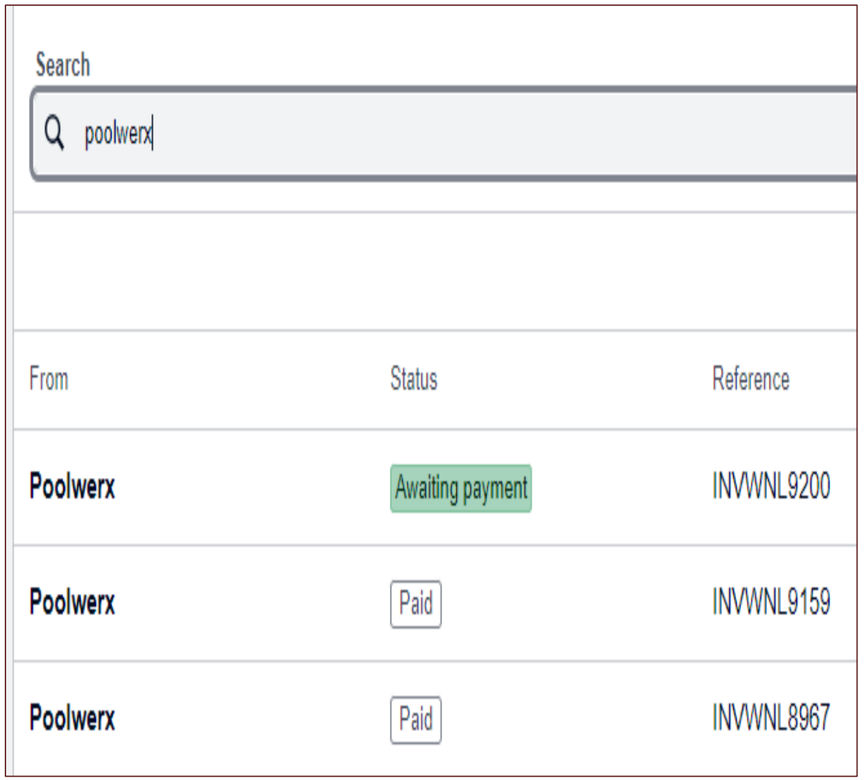
Important points to be noted while processing a bill:

- 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 put the date as the 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.
- Check the 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.
- Make sure the **Contact name** is the same as on the bill.

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- 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**.





- If **Job code** pertains select it accordingly.
- Then accordingly put a **description** which is relevant to the bill.
- Then Click **Publish**.

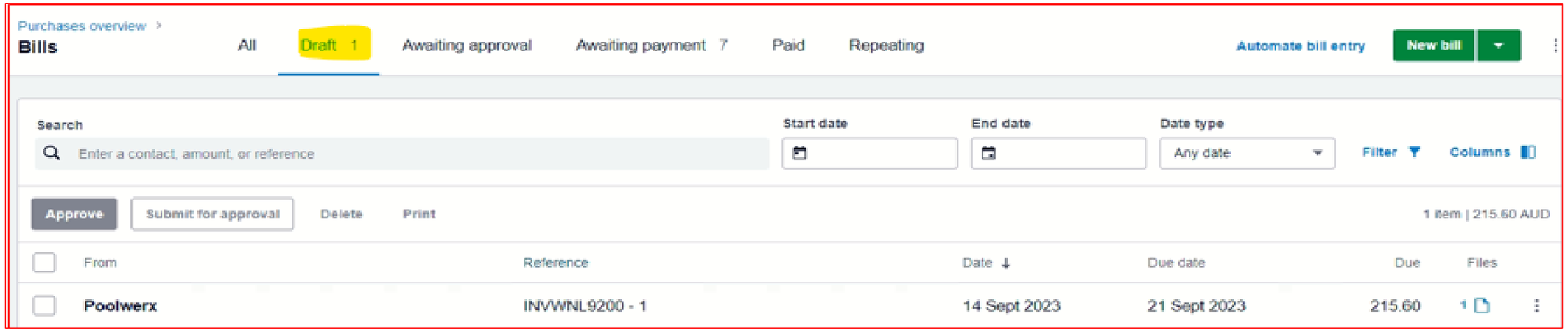
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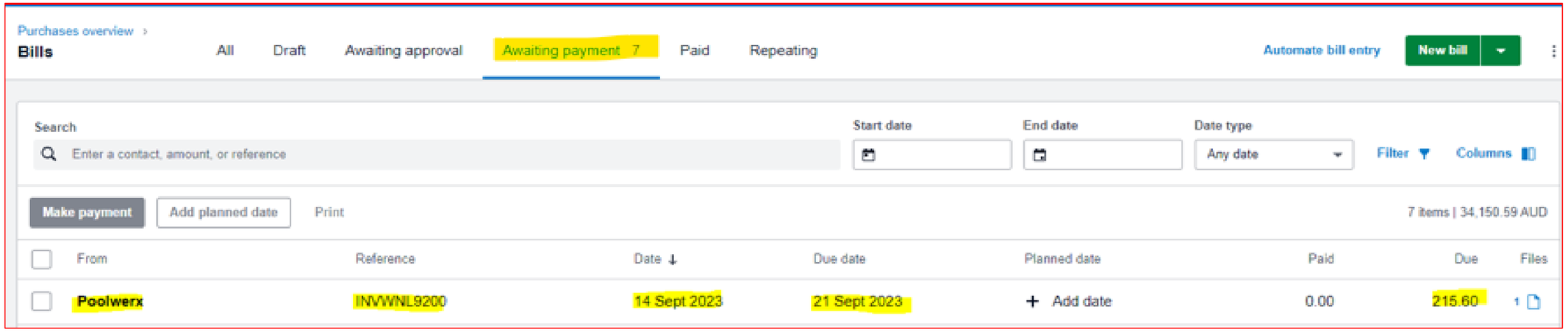
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How to Process a bill (With an Example)

STEP 6: The Final Check

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





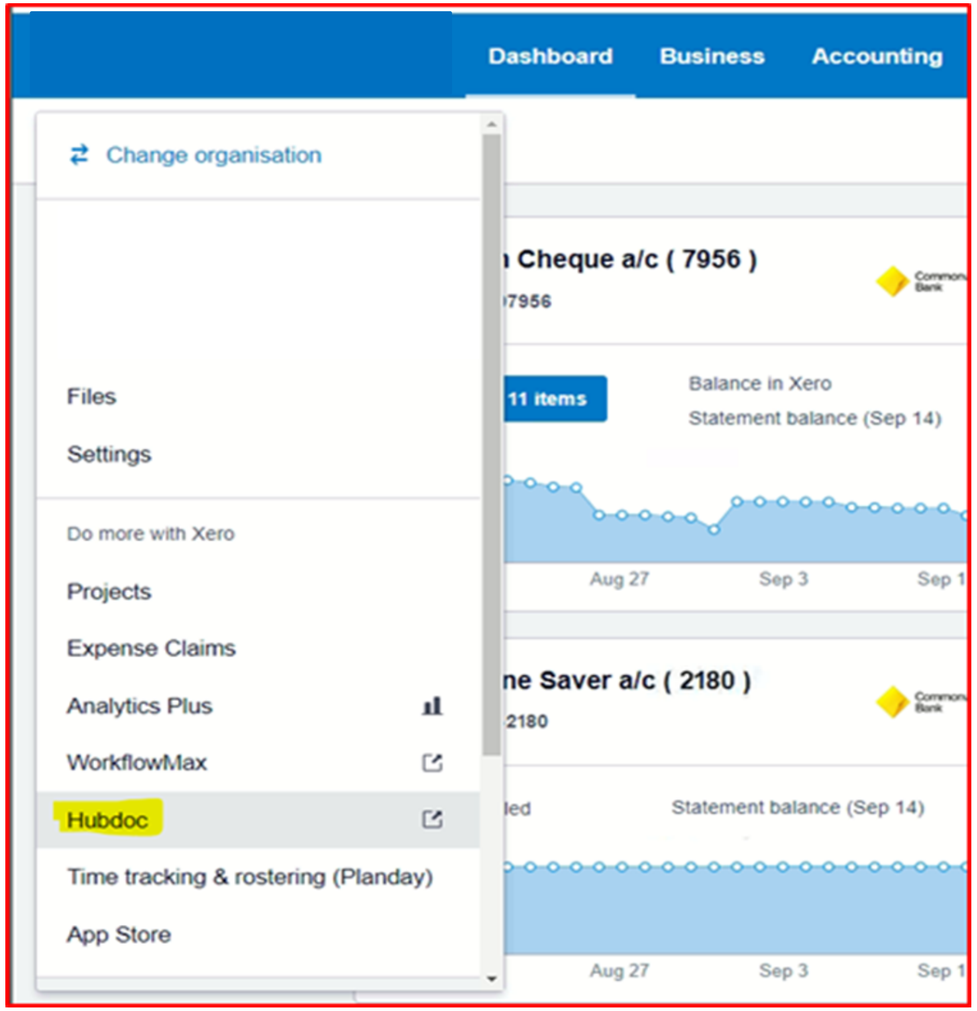
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CARISMA SOLUTIONS

Integrating Hubdoc with Xero

It is possible to connect only ONE HUBDOC to ONE XERO ORGANIZATION

STEP 1: Log in to the Xero organization you want to connect to Hubdoc. Click the organization name, then select **Hubdoc**.



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Integrating Hubdoc with Xero

STEP 2: Click on the Xero Organization which you want to Integrate.

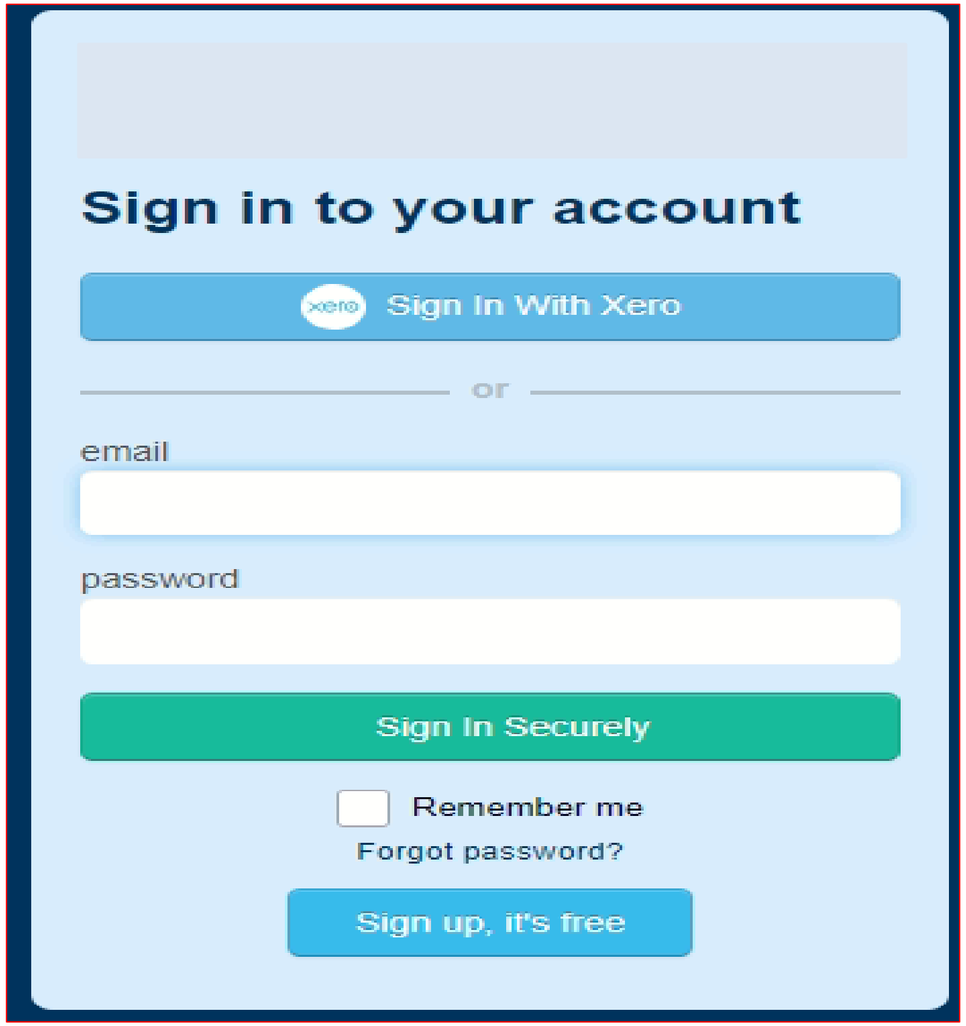


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Integrating Hubdoc with Xero

Step 3: If you use the same email address for Hubdoc and Xero, click **Sign in with Xero**

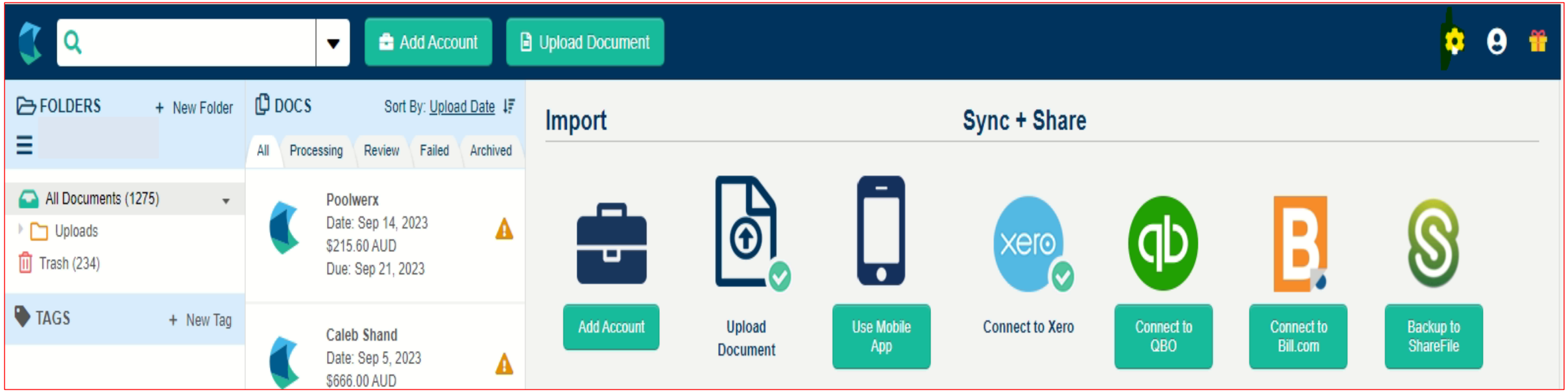


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Integrating Hubdoc with Xero

STEP 4: On the Hubdoc dashboard, click the settings icon.



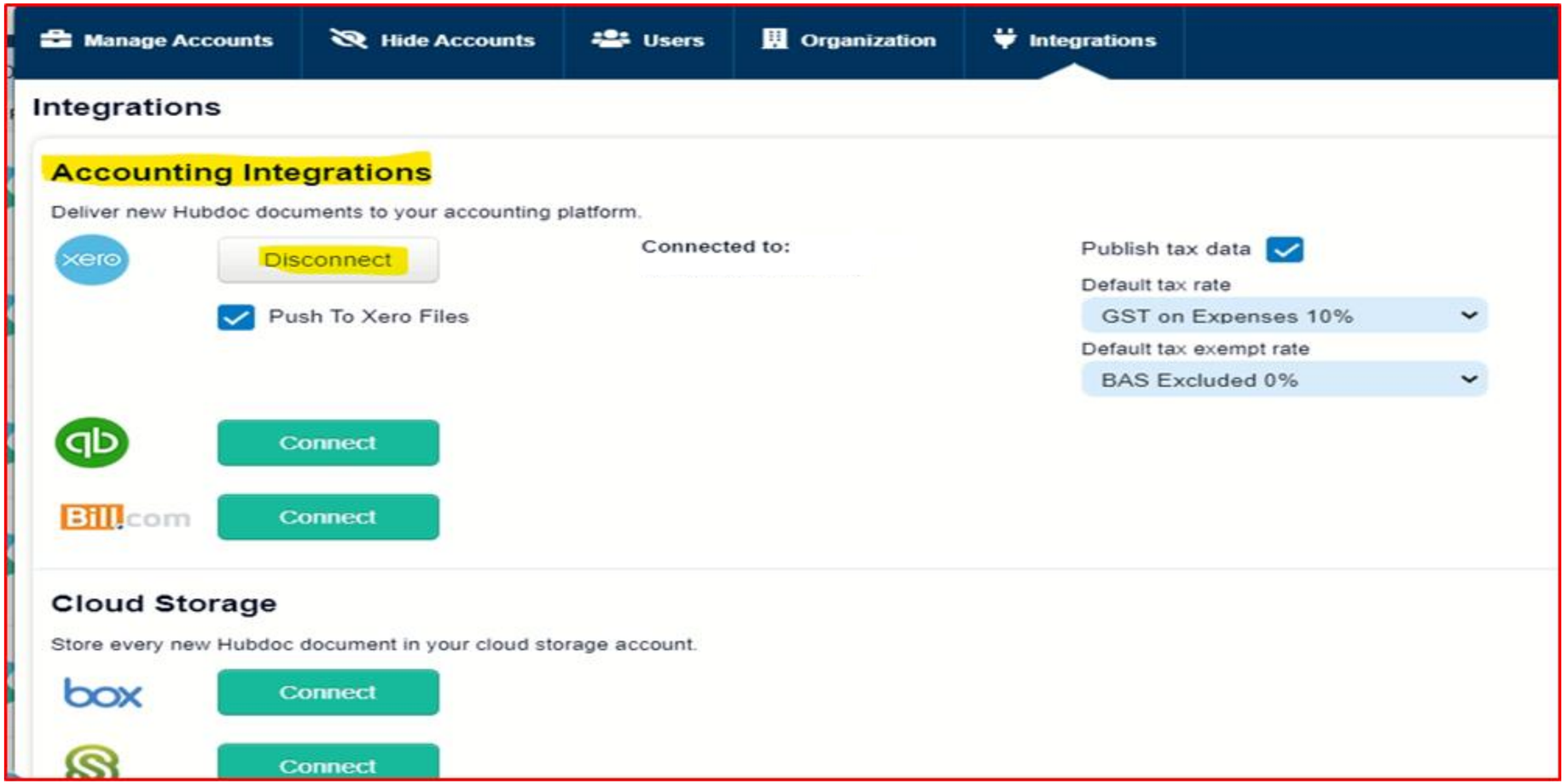
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Integrating Hubdoc with Xero

STEP 5: Select the **Integrations** tab, then next to Xero, click **Connect**. It might take a minute or two to connect.
Note : If the Xero organization is greyed out, it's already connected to Hubdoc. You'll need to disconnect the existing connection before you can select the organization.

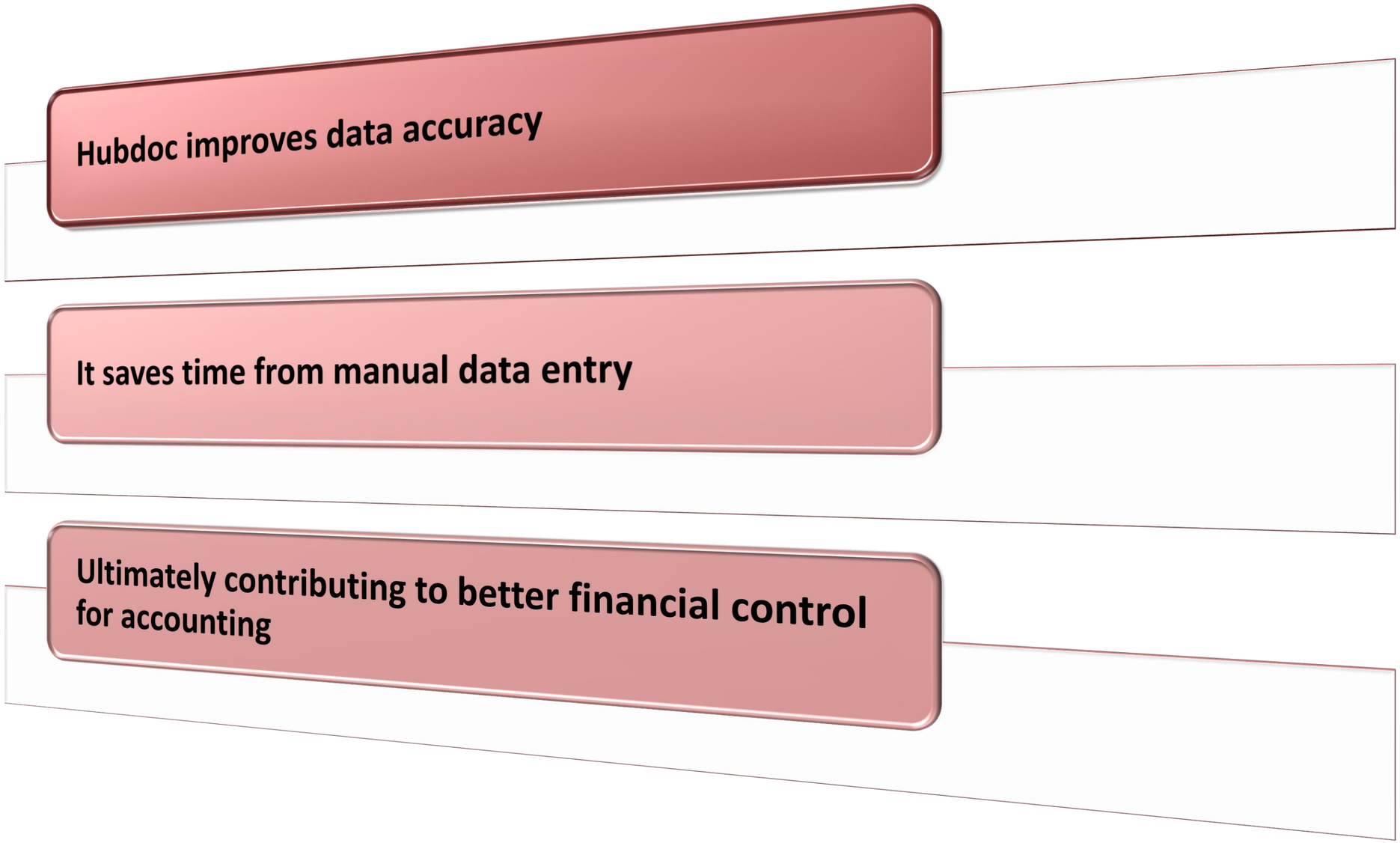
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Conclusion



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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, summarizes 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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