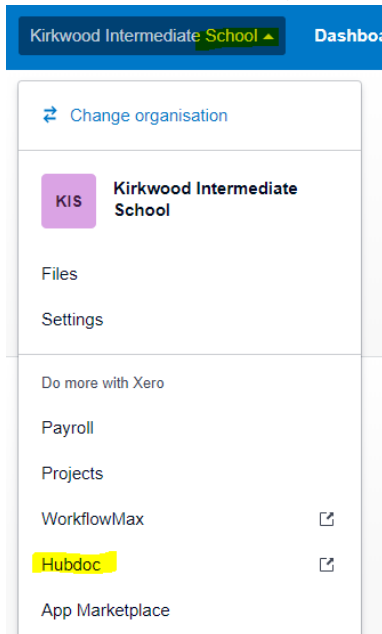
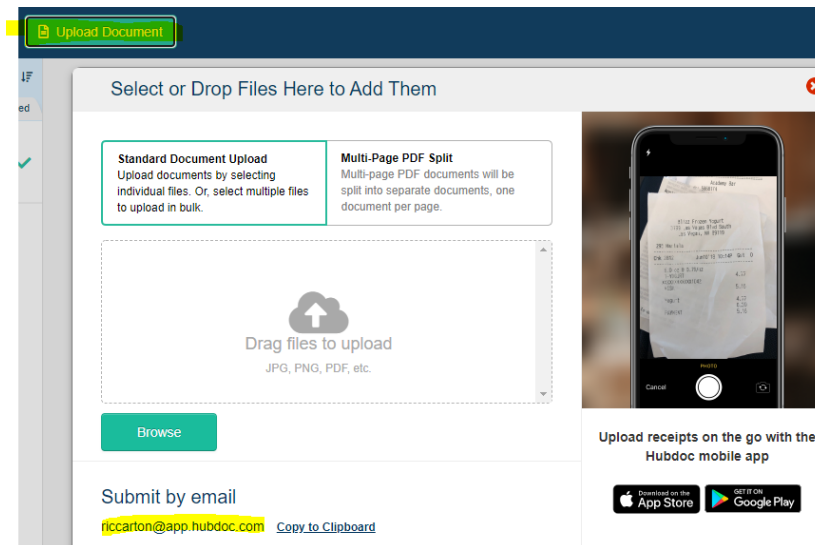


Hubdoc Instructions

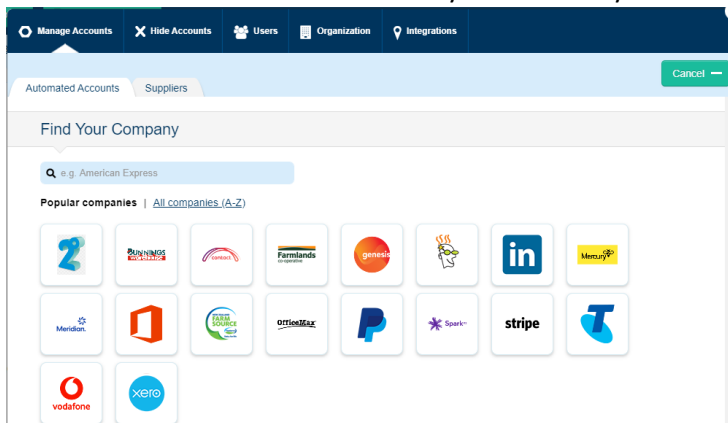
1. How to access Hubdoc (from Xero) – click on the School name



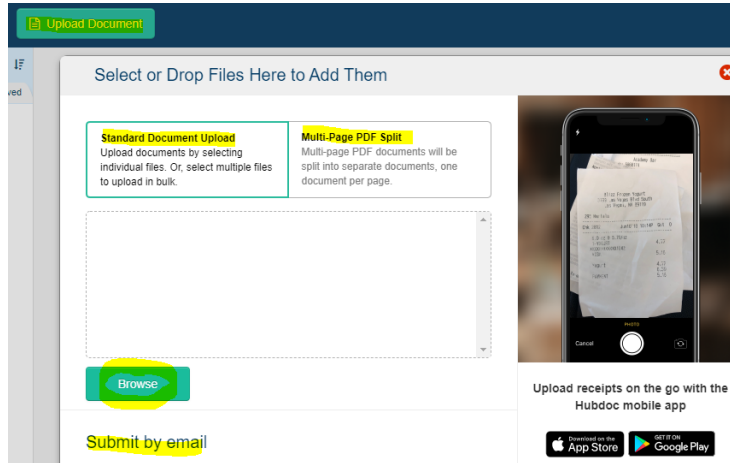
2. Where to find the email address:



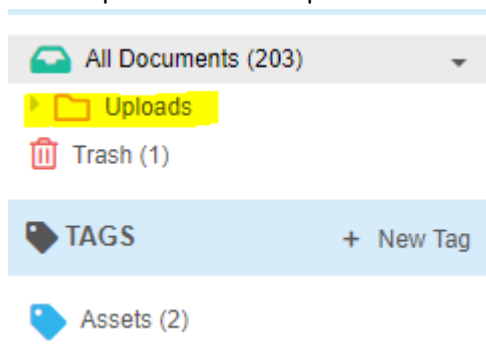
3. Connected to automated accounts – you will need your online login for those companies.



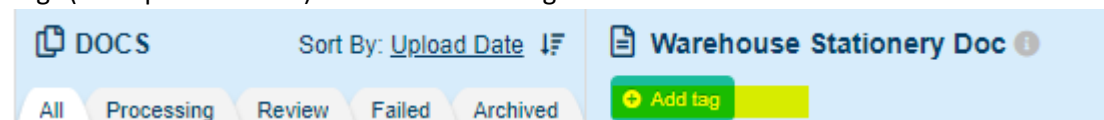
4. Uploading Documents:



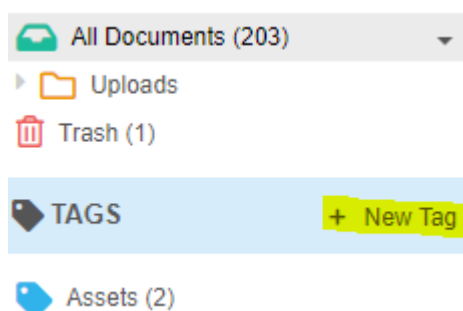
5. Look at prior invoices – open the wee triangle and all the suppliers will show up.



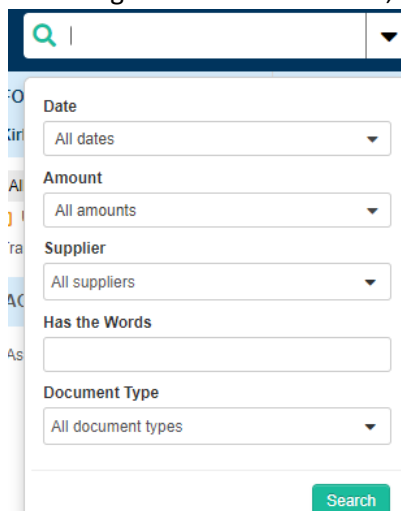
6. Tags (must press “enter”) – in the invoice. Tags must be set beforehand.



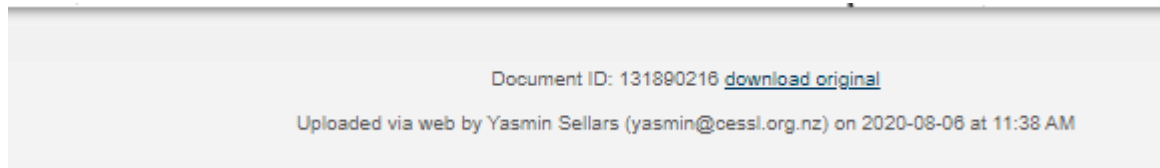
Tags must be set beforehand.



7. Searching – can be done overall, or with setting parameters.

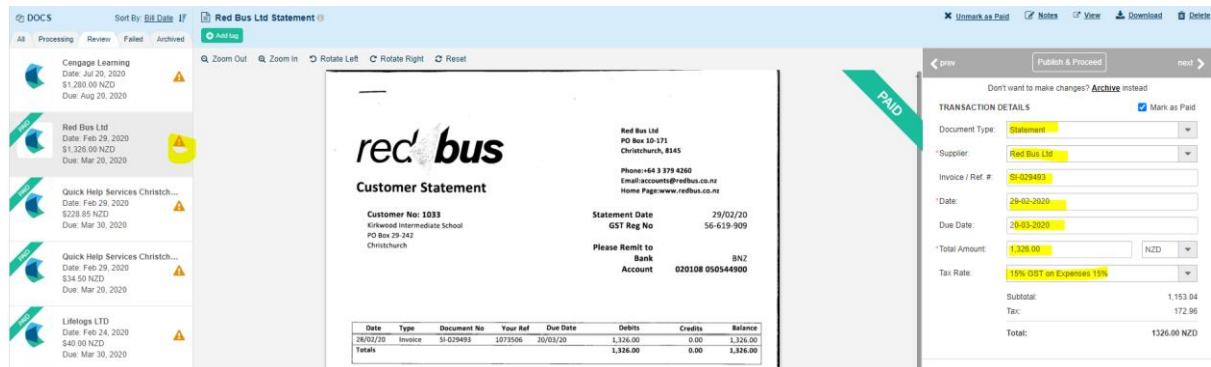


8. History is at the bottom of the document (who did what):



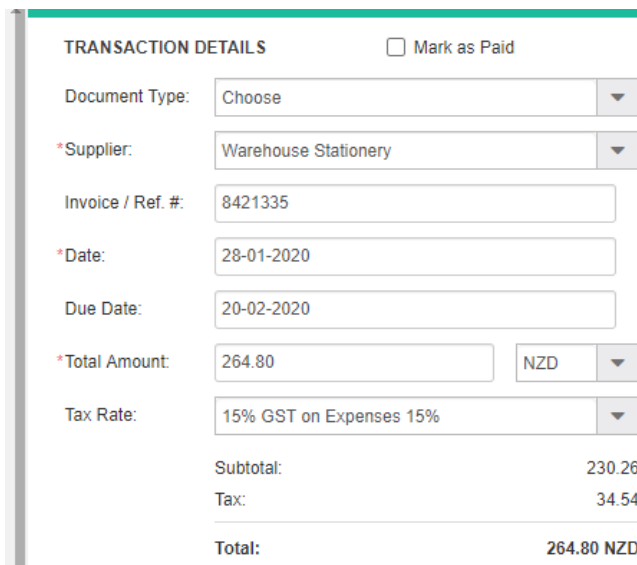
9. Processing:

a. In Review tab



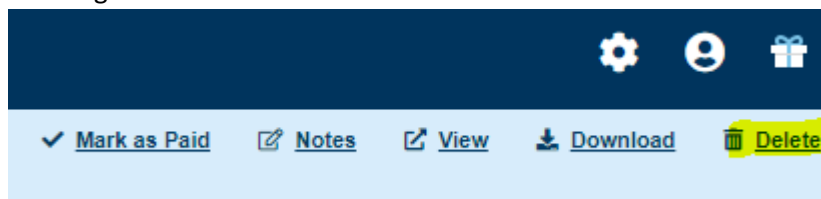
b. Need to configure 2 areas – one for Hubdoc, one for Xero. Xero will require both configurations:

i. Hubdoc configuring – fill in the missing bits that were not extracted automatically, ad double check extraction is correct. Usually only need to choose document Type. Should be Invoice



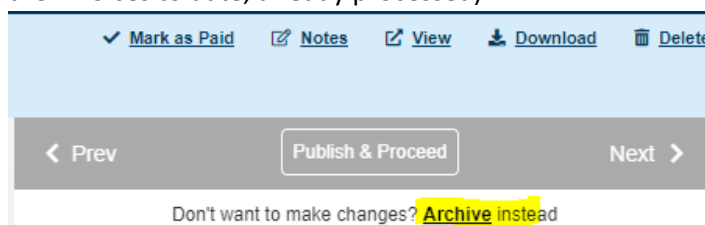
ii. Xero – fill out info. Suggest publishing as purchase or spend money. Note that spend money will be published as date of invoice, not date of payment, and will come through to the bank account as a “spend money” transaction. Also suggest the status to be Draft, so changes can be made in Xero. will need to chose contract, they will come through from Xero, if it is new you will need to create a new one.
 always use single line
 Account code – just start typing your chart code or name
 Do not use Customer. This is not applicable to Schools.
 Description – a little spill about what you are paying for.
 once complete - Publish

c. Deleting – in the document.

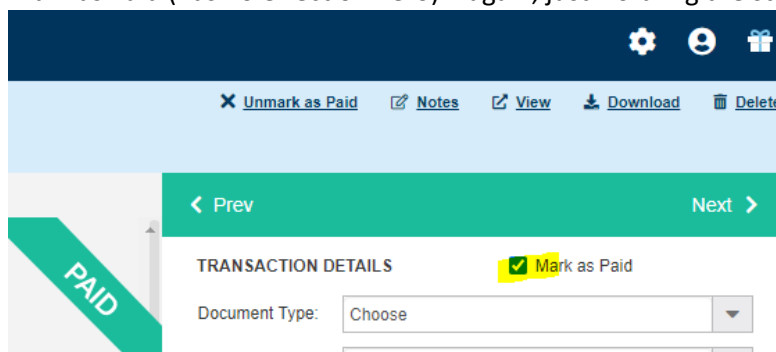


this will put it into the Trash, which will need to be emptied every once in a while too.

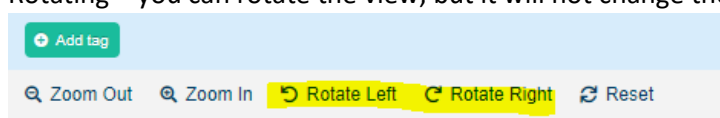
d. Archiving – if you don't want it pushed to Xero, just for archiving purposes (such as bringing the invoices to date, already processed)



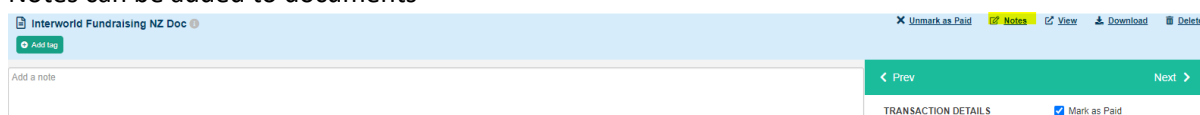
e. Mark as Paid (has no effect on Xero) – again, just fro bring the storage up to date



f. Rotating – you can rotate the view, but it will not change the document rotation in Xero

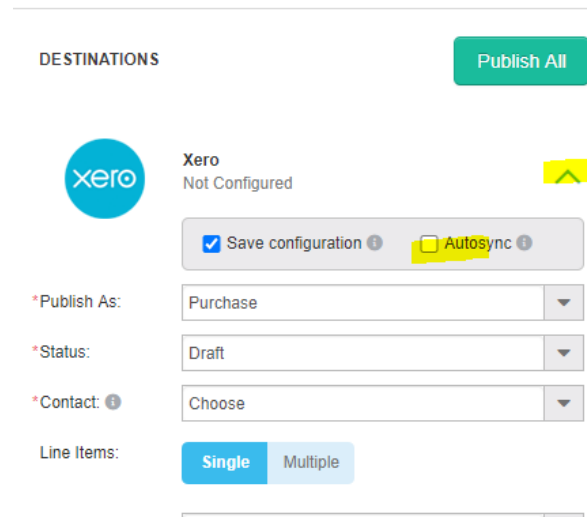


g. Notes can be added to documents




h. Sending to Xero:

- i. Splitting lines – do **not** use!!! It will not send to Xero. Send with one line and edit in Xero.
- ii. Autosync – this means every time you upload an invoice from the particular supplier, it will automatically send it to Xero with the parameters set up. It is a time saver, but you will then need to edit (possibly) in Xero.



DESTINATIONS Publish All

 Xero
Not Configured ^

Save configuration ? Autosync ?

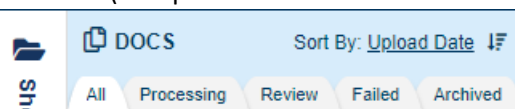
*Publish As: ▼


*Status: ▼

*Contact: ? ▼

Line Items: Single Multiple

- iii. Status – All (showing all documents) / Processing (the system is working on extracting the data) / Review (for you to process) / Failed (self-explanatory) / Archived (bills processed).



 DOCS Sort By: [Upload Date](#) ⌵

All Processing Review Failed Archived

10. Bugs / not so perfect:

- a. Multiple pages split – if you are using PDF split multiple for uploads, it will split multiple page invoices as well.
- b. Splitting lines & GST – once again – do not split line.
- c. No warning for double-up on invoices. But Xero will warn you.