Hubdoc is designed as an online document repository for invoices, bills and receipts. Uploading is as simple as drag and drop, email or taking a picture through the mobile app.
Data from these sources can be automatically extracted by Hubdoc and then synchronised through into Xero. This removes the need for manual data entry and having to keep a track of piles of papers.
Automatic forwarding of emails and auto-syncing to Xero removes 90% of time spent reconciling bank statements. Rules can be created for each supplier for correct coding and publishing to Xero.
The algorithm of Hubdoc learns over time, ensuring your accounts are coded correctly.
Creation of folders for auto sorting documentation from specific suppliers or places allows for easy searching, finding and accessing. Tags can also be added for easy categorisation of documents.
Backup of documents can be automated through several cloud-based storage sites.

Hubdoc User Manual

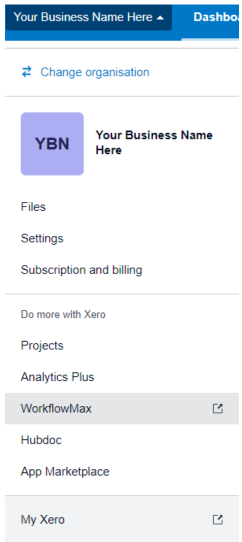
kiwitax™

friendly, efficient accounting

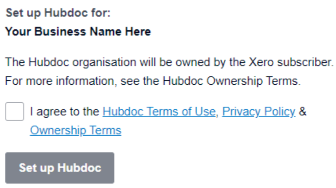
Linking your Xero to Hubdoc

If you manage your own Xero subscription,

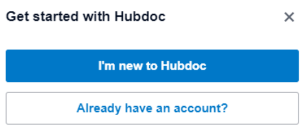
Setup Hubdoc



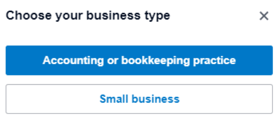
1. Log into Xero
2. Drop down menu
3. Click on "Hubdoc"



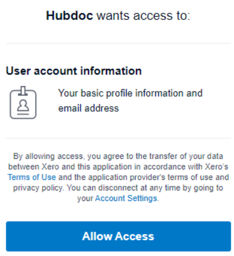
4. Click "I agree + Setup Hubdoc"



5. Click "I'm new to Hubdoc"

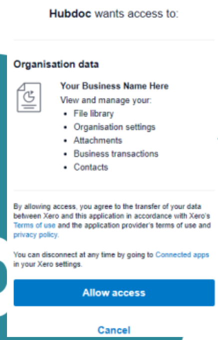


6. Click "Small Business"



7. "Hubdoc wants access to:"

   Click "Allow Access"



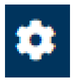
8. "Hubdoc wants access to:"

   Click "Allow Access"

This process will have setup your Hubdoc organisation. It will have also linked your Xero account with your Hubdoc account.

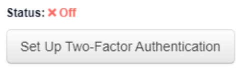
This allows for a Single Sign On (SSO). You can now use the same login credentials for both Xero and Hubdoc.

Initial Setup of your business

Click the "Settings COG" 

a. **Navigate to the "Profile and Security" tab**

- **Profile**
  - Here you can change your name and email address. Your email address will be your Hubdoc username. This does not change the SSO you created earlier between Xero and Hubdoc.
- **Change your password**
  - This is for changing and updating your password.
  - This does not change the SSO you created earlier between Xero and Hubdoc.
- **Two-Factor Authentication (2FA)**
  - To set up 2FA, click on "Set Up Two-Factor Authentication"

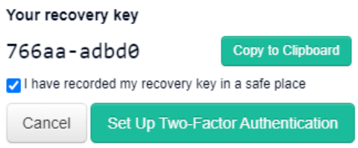


  - You will need to have an Authenticator app of your choice on your smartphone. The popup recommends some possible apps.

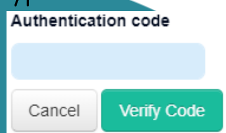
	Apple	Android
Google Authenticator	[Apple Store Link]()	[Play Store Link]()
Microsoft Authenticator	[Apple Store Link]()	[Play Store Link]()

Download one of the apps onto your phone and complete the setup process.

  - Record the recovery key somewhere safe and check the box.
    Click "Set Up Two-Factor Authentication



  - Using the installed authenticator app, scan the square barcode on your screen
    This will link your chosen app to Hubdoc
    The app will produce an Authentiation Code that will periodically change. Type the active code into the "Authentication Code" box.
    If completed correctly, Hubdoc and your authenticator app are now Linked. Anytime Hubdoc requires 2FA, you will use this app for a code.



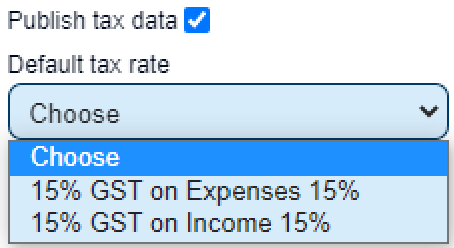
- **Sign in with Xero**
  - As you linked accounts when you created you Hubdoc Organisation, this should already be linked.

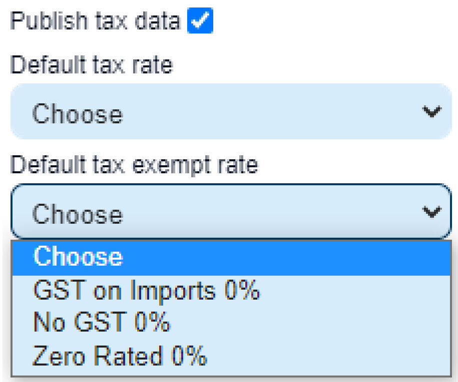
If you want to remove the SSO, you can click "Disconnect from Xero".

This is not recommended.

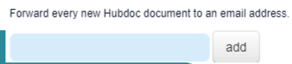
b. **Navigate to the "Integrations" tab**

- **Accounting Integrations**
  - Your account will already be linked to Xero.
    Connected to: *Your Business Name* will be stated here
  - Check the "Publish tax data" box and choose default tax rate and exemption rate if known and applicable.
    If you are unsure of tax rates, or do not understand the applicable options, leave this for your accountant to setup if they believe it necessary.





  - Check the "Push to Xero Files" if you want the files you upload to be in both Hubdoc and Xero.
- **Cloud Storage**
  - If you want your files stored in a secondary location outside of Xero and Hubdoc, click on the link to connect your Hubdoc account with one of the cloud storage locations. (Box, ShareFile, Dropbox, SmartVault, Google Drive)
- **Email Forwarding**
  - If you want each new document uploaded forwarded to a specific email address(es), enter this information here and click "add".



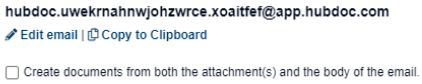
kiwitax™ friendly, efficient accounting

c. **Navigate to the "Organisation" Tab**

- **General**
  - Here you can change your:
    - Organisation Name
    - Base Currency (this is the normal currency you trade with)
    - Date Format
- **Uploading files via email**

This creates a unique email for you to email all your invoices and receipts to Hubdoc.

  - Click "Edit email"



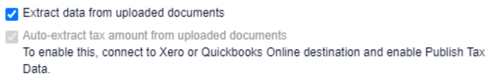
  - For simplicity, edit the name to be something simple such as your business name

    Click "Save"

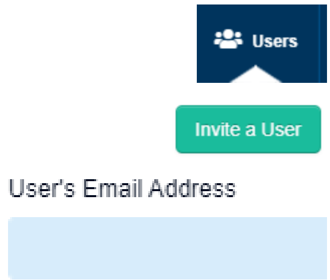
    Note: you cannot remove the string of 4 numbers after the name you entered. This is for security purposes for Hubdoc.

Copy the email address you just created by clicking the "Copy to Clipboard" link. Enter this information into your contacts in your email for ease of access later.

- **Data Extraction**
  - Ensure the box next to "Extract data from uploaded documents" is checked



Navigate to the "Users" tab



- **Manage Users – inviting**
    - Click "Invite a User"
    - Enter the email address for the person you want to invite.
    - Select the access you want them to have
        - You can edit some roles if necessary

    - Click "Send Invite"

<u>People to invite</u>

1) Your accountant
    - They will provide you with an email address to enter
    - Ensure they have the **Accountant / Bookkeeper** role

2) Owners / Administrative Staff / Managers

   These are the people who manage the day to day running of the business and may require access to see and interact with accounts.
    - Choose the most appropriate email address for this to be sent to. A work email is best if they have one.
    - The **Standard** role is best chosen for these groups.
      This role is customisable and you are able to change and limit access dependent on need.
    - Click "Send Invite"

   Note: Do not check the "Read Only" box.

3) Other
    - Choose the most appropriate email address for this to be sent to. A work email is best if they have one.
    - The **Upload Only** role is best chosen for this group.
      The role is only able to upload / view documents they themselves have created
    - Click "Send Invite"

- **Manage Users – once invited**

Invited users will show in this tab.

Name = status of the invitation

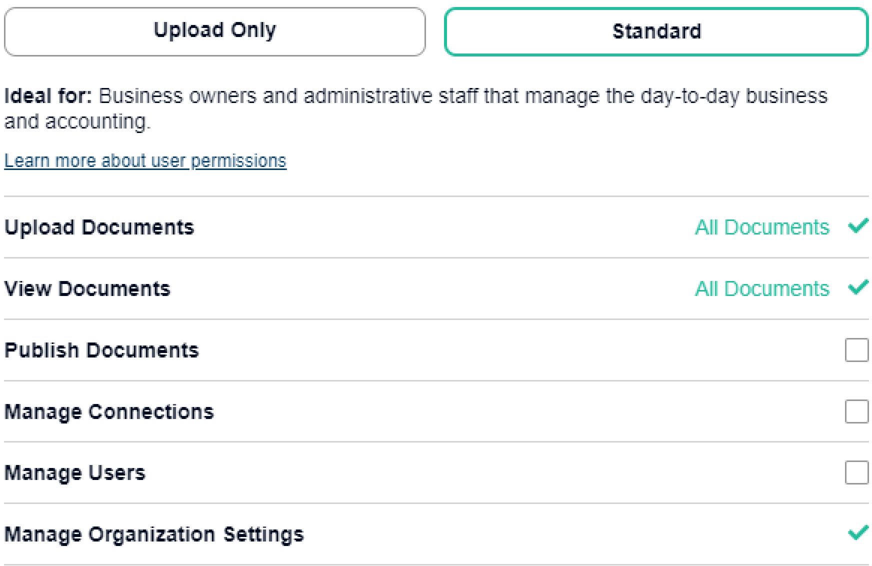
Email = the email you entered to send the invite

Role = the user role you set for them

- At the end of each user are 3 dots

  Clicking on these will open a menu with 2 options

  - Revoke Access – for removing the person having access to this organisation
  - Manage Permissions – for editing what access they have



Give them access to:	Change the users default access level
Upload Documents	Allows the user to upload documents
View Documents	Allows the user to view the documents they upload (Upload Only) Allows the user to view the documents they upload (Standard)
Publish Documents	Complete Hubdoc entries for publishing to Xero
Manage Connections	Allows access to connections you have created to automated accounts
Manage Users	Allows access to manage user accounts
Manage Organisation Settings	Allows access to manage organisation settings

kiwitax™

friendly, efficient accounting

Uploading Your Documents

Manually uploading a document

1. Click "Upload Document"

2. Drag and drop your single page invoice, etc into the box that states "Drag files to upload"

- Supported file types are

PDF	JPEG
PNG	IMG
HTML	Plain text

3. If the invoice is multiple pages, make sure to click on the Multi-Page PDF Split.

Note: Multi page documents can only be the PDF file type

The file will process and be ready for review shortly.

Emailing a document

1. Compose a new email. In the "To" address, enter your unique Hubdoc email.

   Remember to add this as a contact for easier access.

   Note: If you are unable to remember your unique email address or it was not saved as a contact, open either

- Upload document.

  It is down the bottom of the new window. Click on "Copy to Clipboard" and paste into the email "TO" address.

- Click on settings "COG".

  Click on Organisation. You will be able to see the unique email address halfway down the window. Click on "copy to Clipboard" and paste into the email "TO" address

2. Attach the appropriate invoice, etc and send.

If you are emailing a PDF document with multiple pages, add **#split** to the subject of your email before sending.

Note: Multi page documents can only be the PDF file type

If you want to include a note to the invoice you send, in the body of your email type
#note *add your note here* ***#note***

The file will process and be ready to review shortly.

kiwitax™
friendly, efficient accounting

Using the Mobile App

On the Apple Store [Hubdoc on the App Store (apple.com)](#)

On Google Play [Hubdoc – Apps on Google Play](#)

Note: You will need an active internet connection to use the mobile app

1. Install the app from the appropriate store
2. Launch app
3. Click "Sign in with Xero"
4. Enter your Xero credentials
    a. User email address
    b. Password
5. Click "Log in"
6. If 2FA has been activated for your Xero account, you will need to enter the code from your authenticator app.
7. Click the Camera Icon shown in the bottom right corner (This will open your camera)

    In app camera options
    - Timer – OFF, 3 seconds, 10 seconds
    - Flash – OFF, auto, ON
    - Camera front or back facing
8. Take a photo of your receipt

    Ensure the photo is clear, well-lit and contains all necessary details

- Once the photo has been taken you can either
    - Retake the photo with the redo symbol
    - Accept the image

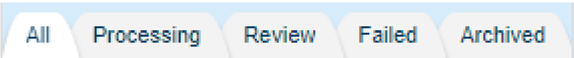
9. Once the image has been accepted, it will automatically upload to your Hubdoc Organisation

You can review any photo you have taken within the app, and several options are available for moving or renaming your image within Hubdoc.

After Manually Uploading

Uploaded Documents

All manually uploaded documents will appear in the DOCS tab.



All – This is where you will find all uploaded documents.

Processing – These documents are currently being processed and having their data extracted.

Review – These documents are ready for you to review.

Failed – These documents have failed to process correctly and will need to be uploaded again or manually entered into Hubdoc.

Archived – Documents here have been both reviewed and published to Xero.
– or manually archived by a user

Folders

All manually uploaded documents will sit in a folder.

The default 'Uploads' folder will automatically expand and create new folders based on recognised suppliers.

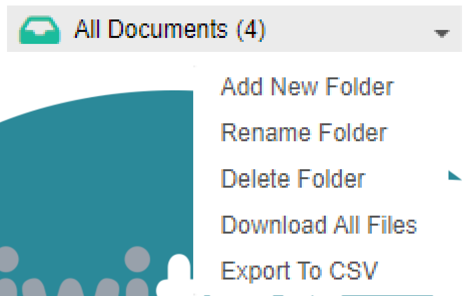
Creating a new folder

1. Select where you want to create a new folder.
    - Selecting 'All Documents' will create a new base folder.
    - Selecting any other folder will create a folder inside the one selected.

- Click "+ New Folder"
- Name your folder and push enter.

2. When selecting a folder, a small down triangle appears.

- Click the triangle.
- Select from the available options.
- Name your folder and push enter.



Moving Files or a Folder

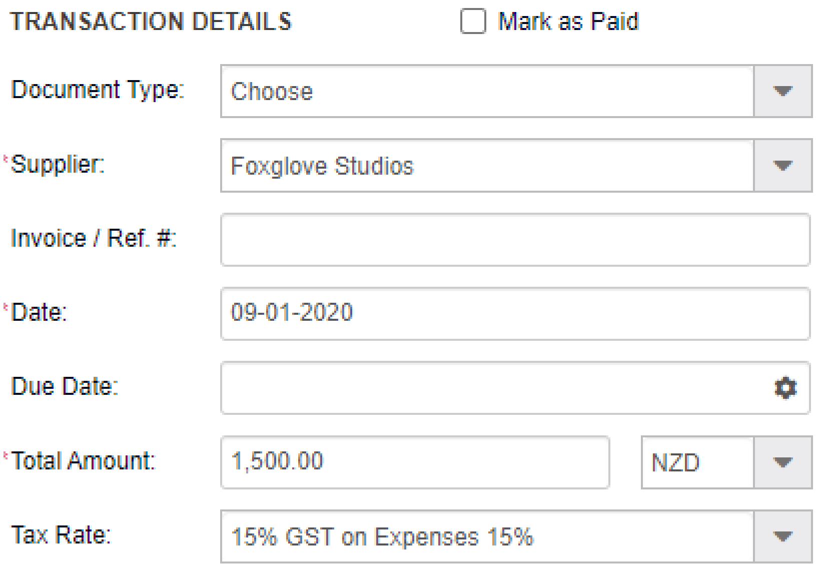
- To move files or a folder to another location
    - Click and hold while on the files or folder you want to move.
    - Drag and drop the files or folder into your desired location.

Checking the Details and Publishing

Once the files have been uploaded and processed into your Hubdoc Organisation, they will be ready to be reviewed.

If you do not see the editing panel open on the right side of you screen, click on the bar that says, "Edit Document".

1. TRANSACTION DETAILS

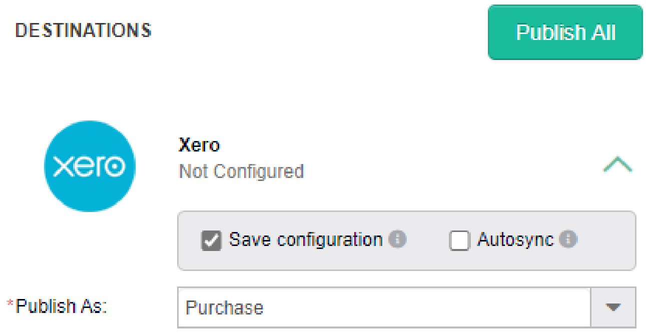


Hubdoc should have already populated several fields from your uploaded document. The fields with a red star are required to be filled in.

- Mark as Paid – Check the box if the account is already paid
- Supplier – If not pre-populated, enter in the supplier name
- Invoice / ref# – This may already be prepopulated if it is readable on the invoice
  – Enter if information is necessary
- Date – If not pre-populated, Enter in the issue date on the invoice
- Due Date – This field is not necessary unless you want to set a default due date for this specific supplier
- Total Amount – If not pre-populated, enter the total amount of the invoice
- Currency – Currency the invoice is in
- Tax Rate – Set the tax rate as appropriate
  – Your totals should equal the amounts shown in your document

2. DESTINATIONS

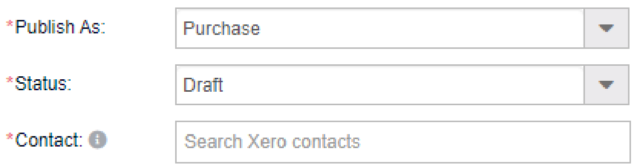
This section will publish your documents to Xero and complete several fields ready for reconciliation.

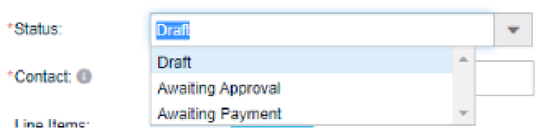


- Leave "Save configuration" box checked.
  This will allow for Hubdoc to auto populate this information when receiving documents related to this supplier.
- Only check "Autosync" box if you know the invoicing from the supplier will always be for the same service.
- Publish as – Choose the most appropriate type of transaction for your document
  - Purchase
  - Spend Money
  - Invoice (AR)
  - Credit Note

  Each of these options will change the information that is necessary to complete.

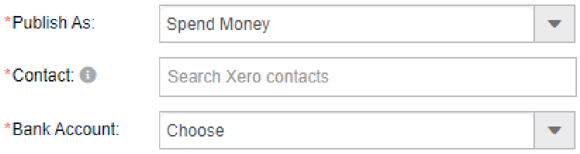
a. **Purchase**





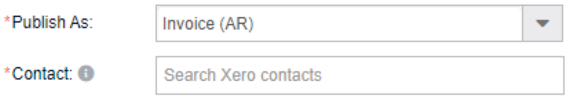
- Status – Pick one of the 3 options
- Contact – Type the name of the contact (if this exists in Xero, choose it from the list)
  – If the contact does not exist in Xero,
  – click +Add '*insert contact name typed*' as a new contact (this will have the added effect of creating this contact in your Xero contacts

b. **Spend Money**



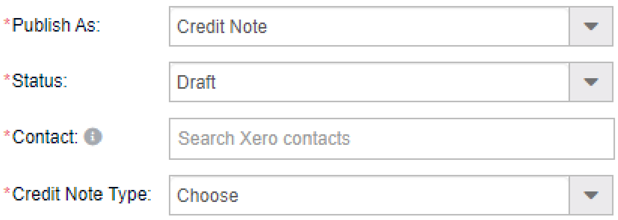
- Contact – Type the name of the contact (if this exists in Xero, choose it from the list)
  – If the contact does not exist in Xero,
  – click +Add '*insert contact name typed*' as a new contact (this will have the added effect of creating this contact in your Xero contacts)
  – Click the "Create" button
- Bank Account – the bank account you have feeds for in Xero will populate this list. Choose the appropriate account

c. **Invoice (AR)**

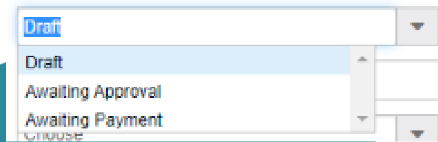


- Contact – Type the name of the contact (if this exists in Xero, choose it from the list)
  – If the contact does not exist in Xero,
  – click +Add '*insert contact name typed*' as a new contact (this will have the added effect of creating this contact in your Xero contacts
  – Click the "Create" button

d. **Credit Note**

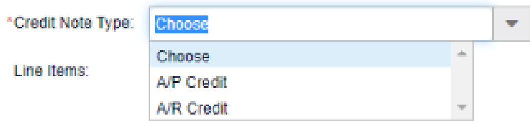


- Status – Pick one of the 3 options



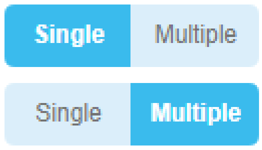
- Contact – Type the name of the contact (if this exists in Xero, choose it from the list)
  – If the contact does not exist in Xero,
  – click +Add '*insert contact name typed*' as a new contact (this will have the added effect of creating this contact in your Xero contacts
  – Click the "Create" button

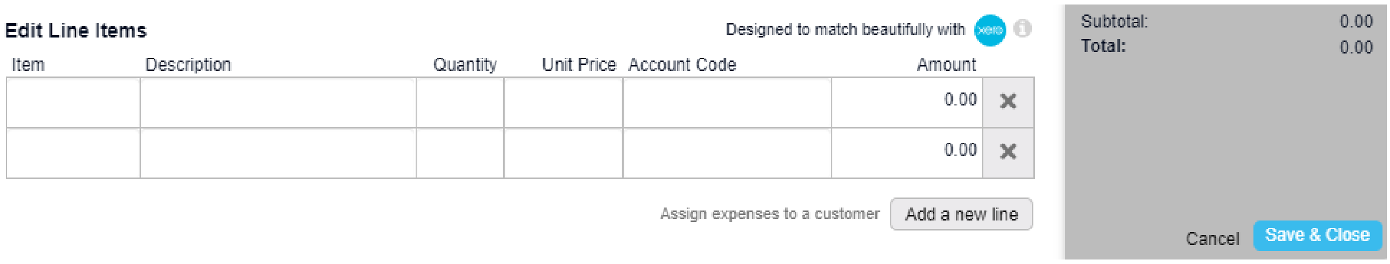
- Credit Note Type – Pick one of the two options



Line Items

- Keep this as single if you only require one code for the transaction
- For an entry that requires multiple lines, click "Multiple"





  - You will see a window pop up that looks very similar to Xero
  - Complete each line, filling in the necessary detail.
  - If additional lines are needed, click "Add a new line" button
  - Once completed, click "Save & Close"

Note: Subtotal and Total will only populate if multiple lines have been inserted.

Editing of line items is also available at the end after the total. Click the button "Edit Line Items" if corrections or changes are necessary.

- Account Code – Choose the appropriate code from the drop-down menu

- Customer – Fill out this field to publish the document as a billable expense. Otherwise leave blank.
- Description – Fill this out if out if you want to add a description of the documentation

Completion and Publishing

- Click the "Publish All" button

This will publish the information you have input to both Hubdoc, and the document you were editing information for will now move from Review to Archived.

Settings for Suppliers

Click the "Settings COG"

Navigate to "Manage Accounts"

Click on "Automated Accounts"

Automated Accounts

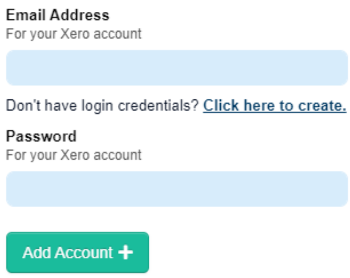
Automated accounts are from a small selection of suppliers that have recurring invoicing. The invoices / bills / statements are usually available through a secure login on the company's website.

Setting up Hubdoc to login to these sites and automatically pull the invoice, extract the data and publish straight to Xero.

1. Either search for the company you want in the search bar

Or

2. Click on the symbol for your preferred company



- Enter your username
- Enter your password
- Click "Add Account +"

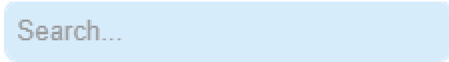
- Hubdoc will attempt to log in to your account.
- Once logged in, if you have 2FA or security questions:
    - Security questions: You will need to manually input the answers until Hubdoc learns both questions and answers. Hubdoc will answer automatically once it has learned.
    - 2FA: You will need to input the code every time Hubdoc attempts to log in.

Suppliers

Click on "Suppliers"

You should see a list of all suppliers in your Contacts.

To search for a supplier, use the search bar.



3 options are available for managing suppliers

- **+ Add** – To add a supplier to your Contacts.
- **Merge** – To combine 2 contacts together
  - Tick the box next to the two or more suppliers you want to merge
  - Click the "Merge" button.
- **Delete** – Remove a supplier from Hubdoc and your contacts.

Each supplier has identifiers attached to it:

✔ means completed.

✖ means not yet completed.

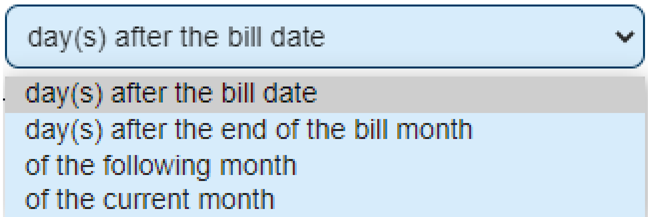
- Supplier – Name of the supplier
- Documents – How many documents are attributed to that supplier
- Auto Pay – If the supplier is on auto pay
- Xero – If the supplier has been configured to integrate with Xero
- Xero Files – If the supplier's documents are sent to Xero when publishing
- Email Forwarding – If email forwarding has been setup for any documents uploaded for the supplier

Clicking on a supplier's name will open a new set of options.

- Edit name – Will allow you to edit the name
- **Document Location** – Clicking "edit location" will allow for changing the location of all uploaded documents for this supplier
  - When the new window opens, select the new location for documents to automatically file to.
  - If needed, create a new folder using the "New Folder" button.

- **Duplicate Detection** – Leave this box checked. This will warn you if a document contains the same Supplier, Date and Amount.
- **Supplier Due Date** – if you want to set a due date for recurring bills or accounts you pay at the same time every month

- Fill in the number of days or date
- Choose the most applicable option that couples with your DUE number

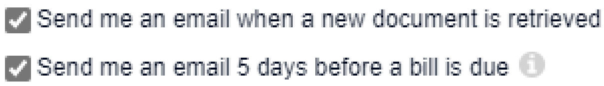


- Check this box if you want to use a pre-existing due date listed on the document.

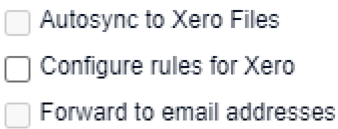
- **Autopay** – If an account is automatically paid, either via direct debit or automatic payment, check this box.

- **Email Alerts** – Alerts can be disabled/enabled for the following
  - Every time a new document is auto imported from an automated account
  - When is a bill is due.

    Note: this can only be done if the document has a due date on it.



- **Integrations** – These are rules for integrating Hubdoc into other programmes.



  - Autosync – Check if you want your documents to automatically sync with Xero. This can only be checked if you have selected Push to Xero files in **Integrations / Email Forwarding.**
  - Configure – This will auto check when you complete the DESTINATIONS configuration. The rule set created will be the same in both locations.
  - Forward – This can only be checked if under **Integrations / Email Forwarding**, email addresses have been added. Once set up, select if you want to auto-send and the email addresses you want to send to.

Helpful Links

Xero	Xero NZ
Xero Central: Support	Support | Xero Central
Xero Support Contact Form	Contact Xero Support
Hubdoc	Hubdoc
Hubdoc Support on Xero Central	Manage documents with Hubdoc