

KF & Associates Pty Ltd is a registered Tax Agent, CPA Public Practice and Xero Partner. We can help with training, database set up or troubleshooting.

Please use these notes for basic set up and guidance or get in contact with us for additional help or database customisation accounts@theassociates.com.au or 0402 025 107.

How to Use HubDoc

Summary

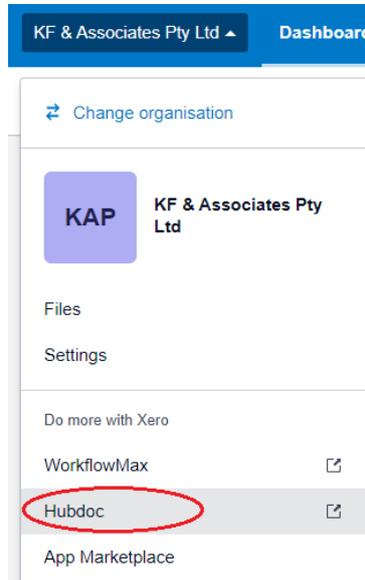
HubDoc is software program that part of your software subscription for Xero. It is super cool and will attach your invoices and receipts to transactions in Xero. Businesses no longer need to retain paper copies.

Depending on how your subscription is managed – you may need this to be set up for you.

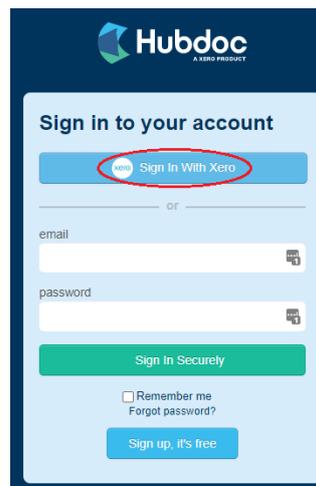
There are 3 ways to enter a receipt/tax invoice into HubDoc

- Upload
- Email
- Photo (app) on your phone

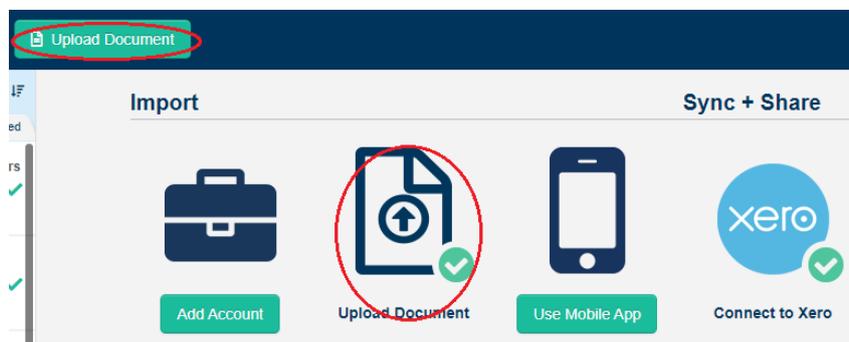
1. How to **UPLOAD** a receipt/Invoice to HubDoc



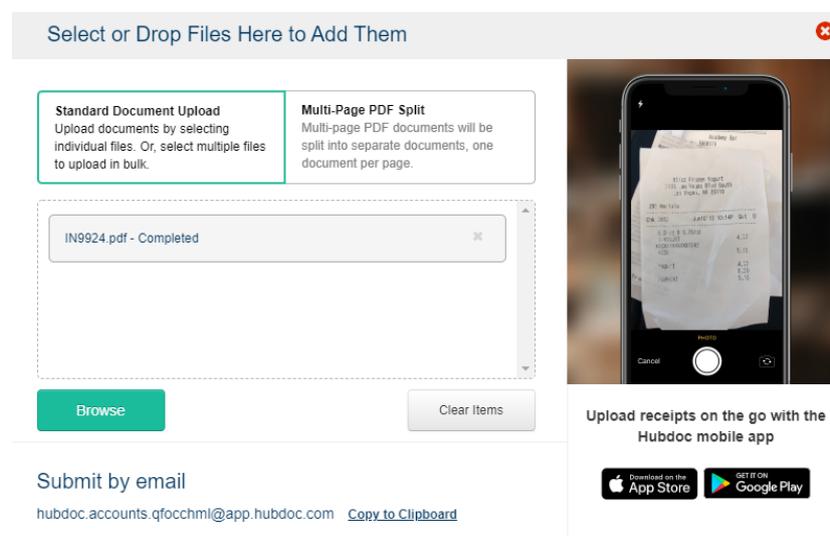
1. Log into Xero and from the dropdown menu – select HubDoc
2. Alternatively, you can open a web browser and enter <https://app.hubdoc.com/login>



3. Select the option of Sign in with Xero

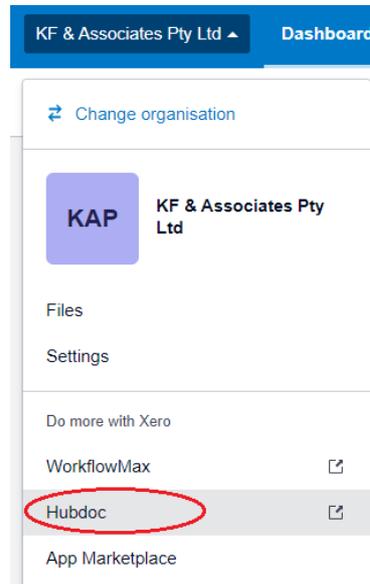


4. As you can see from the above screen print, there are 2 available options to uploading a document to HubDoc.
5. Select one option – they will both bring up the same screen.
6. Either browse and select the invoice or receipt. Alternatively, you can drag and drop it into the space provided.

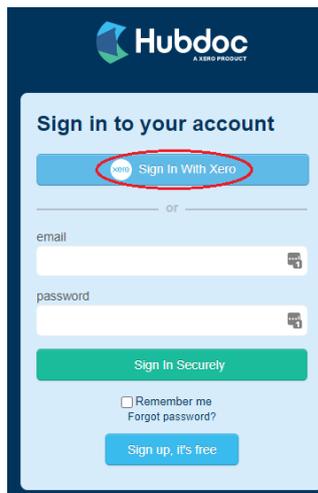


7. Once completed, the invoice will start to process by the program.

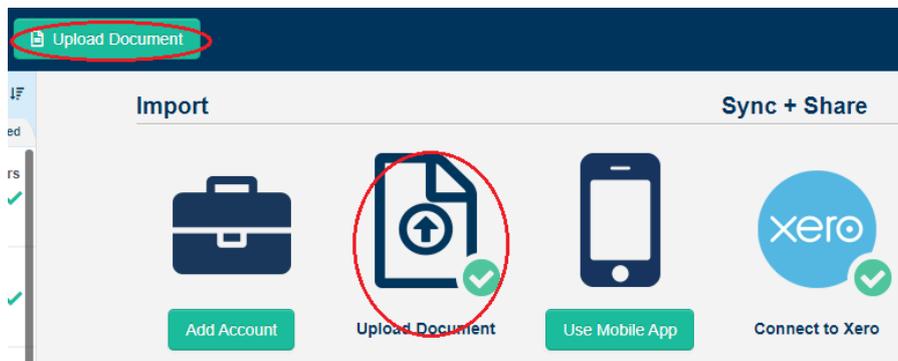
2. How to **EMAIL** a receipt/Invoice to HubDoc



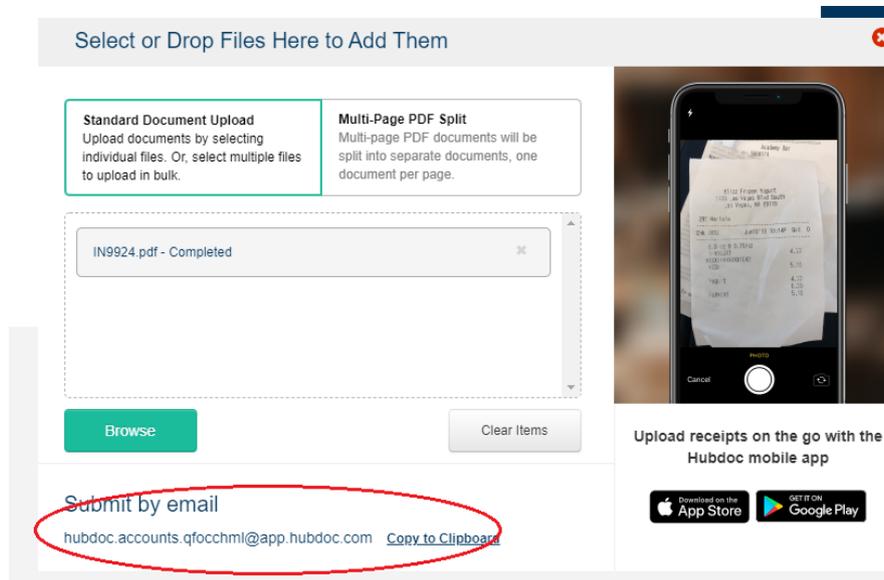
1. Log into Xero and from the dropdown menu – select Hubdoc
2. Alternatively, you can open a web browser and enter <https://app.hubdoc.com/login>



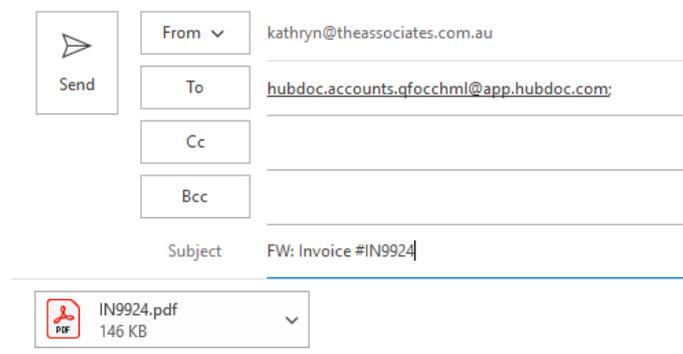
3. Select the option of Sign in with Xero



4. As you can see from the above screen print, there are 2 available options to uploading a document to HubDoc.
5. Select one option – they will both bring up the same screen.



6. On the above screen print, this displays the email address that is needed. Copy the email address.
7. Open your email account



8. Find the email that needs to be sent to HubDoc (this will contain the PDF or tax invoice information)
9. Paste the email address that was copied from HubDoc
10. Select Send.

3. How to take a **PHOTO** of a receipt/Invoice to HubDoc



1. Download the HubDoc app on your phone and use the login details that have been provided to you to log into your file.
 - a. The app might also require the user to log in with the Authenticator code



2. Once the HubDoc app is open, you are ready to start taking photos of invoices/receipts
3. Use the Camera icon



4. Take a photo of the receipt/invoice
5. If the photo is perfect, then select Use Photo

How to log into HubDoc and code Invoices

Once the invoices have been loaded into HubDoc, then you will need to code the invoices so they can be transferred into Xero.

However, this might be where you stop. If you have KF & Associates doing your bookkeeping for you, then we will do the coding and transfer them into Xero and reconcile to the bank account.

1. Open a web browser and enter <https://app.hubdoc.com/login>
2. Log into HubDoc using your Xero login details or selecting the Sign In with Xero button



3. On the left-hand side you will see the receipts/invoices that have been loaded into HubDoc
4. Left mouse click on the first invoice
5. This will show a copy of the invoice in the middle of the screen

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TRANSACTION DETAILS Mark as Paid

Document Type:

New Supplier:

Invoice / Ref. #:

*Date:

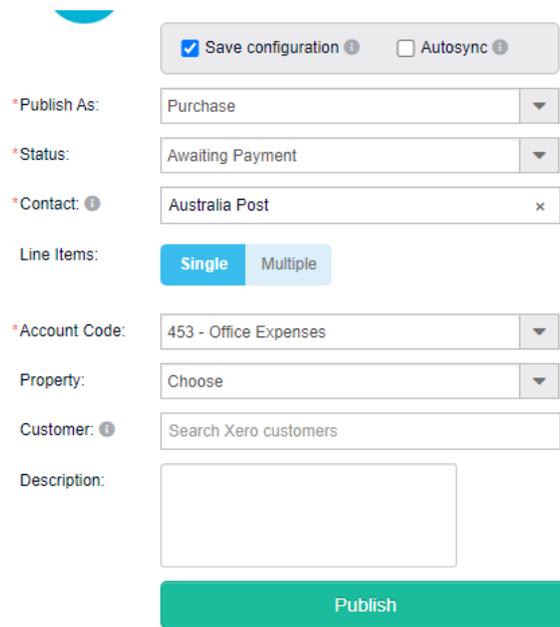
Due Date:

*Total Amount:

Tax Rate:

Subtotal:	462.50
Tax:	46.25
Total:	508.75 AUD

6. On the right-hand side of the screen, this will pre-fill with the information from the receipt/invoice – check this information is correct.
 - a. If this information hasn't pre-filled, then you will need to enter it manually.



The screenshot shows a configuration form for a purchase invoice. At the top, there are two checkboxes: "Save configuration" (checked) and "Autosync" (unchecked). Below these are several dropdown menus: "Publish As" set to "Purchase", "Status" set to "Awaiting Payment", and "Contact" set to "Australia Post". There are also "Line Items" buttons for "Single" (selected) and "Multiple". Further down, "Account Code" is set to "453 - Office Expenses", "Property" is set to "Choose", and "Customer" is set to "Search Xero customers". A "Description" text area is empty. At the bottom, there is a green "Publish" button.

7. In the bottom half of the screen, you will need to enter the coding for the invoice/receipt.
 - a. Select the Save Configuration – this will save the details of this supplier, so that next time it is uploaded, it will remember the coding and suggest the same coding.
 - b. In the Status – select Awaiting Payment – this will bring it into the Awaiting Payment section of Purchases in Xero
 - c. Ensure a Contact has been selected – you may need to create a new one
 - d. Select the required Account code
 - e. Select Publish
8. You can now log into Xero – Purchase – Awaiting Payment and view the invoice