AIPX Financial Policy Expenses and Receipts

Using HubDoc to digitise expenses, claims and supplier payments.

Contents
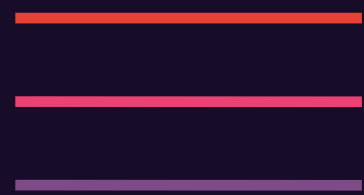
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Overview

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HubDoc is a data capture solution that streamlines document collection, data entry, payment processing, and bank reconciliation so you can spend less time managing financial documents and more time changing the world.

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Capture bills and receipts

HubDoc makes it easy to capture bills and receipts by email, mobile app, desktop or scanner so they're all stored online, in one place.

Let HubDoc do the data entry

Hubdoc automatically extracts the key information from each bill or receipt so it's ready to copy into Xero with the original document attached.

Match transactions with your bank feed

Hubdoc syncs the data from your bills and receipts to Xero as accurately categorised transactions that can be easily matched with your bank feed so you have up-to-date financials.

Access verified financial data

Every reconciled Xero transaction has a source document attached so you can verify the data and know the financials are accurate and up-to-date for easy compliance and valuable business insights.

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02.

HubDoc
Infrastructure

HubDoc Infrastructure - Ecosystem

HubDoc is integrated into the AIPX workflow through an API

- Xero AutoSync for compliance and efficiency
- Emails sent of expenses and supplier invoices to accounts@aipx.co.za
- Google Drive // Auto-Upload and Folders // Leadership -> Finances -> HubDoc
- Expense Claims // Not yet automated but can be through email push
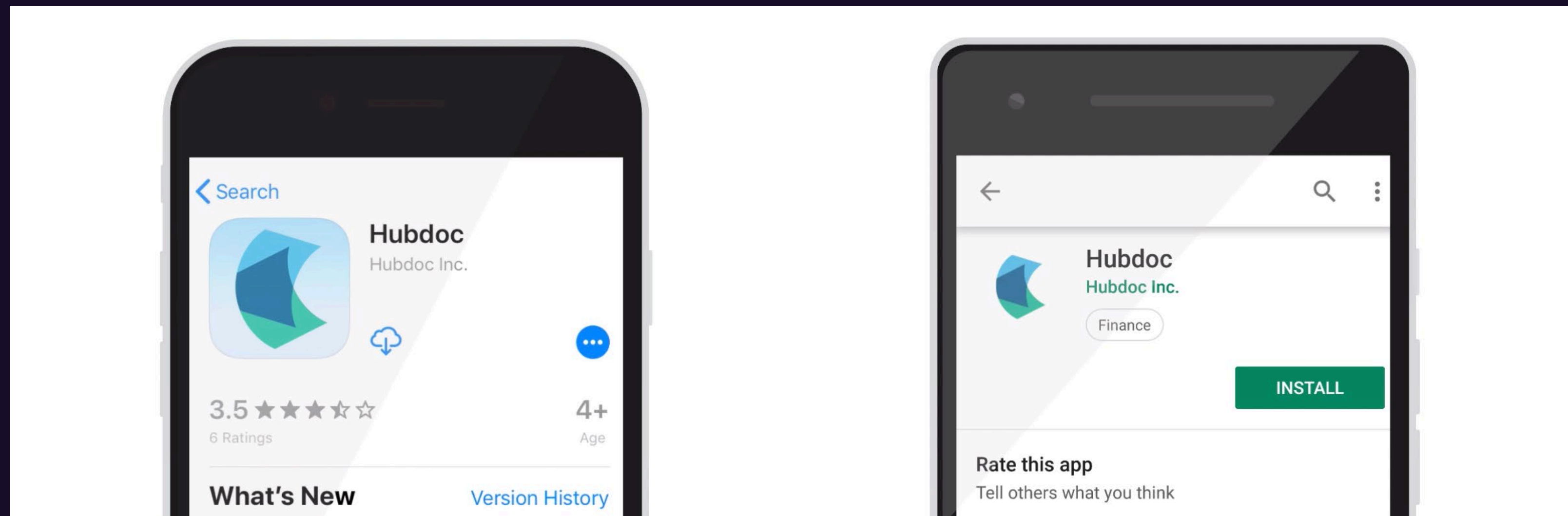- Standalone App for scanning

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03.

Standard Operating Procedures

Download the HubDoc app

Download the HubDoc app for free on the Apple App Store or the Google Play Store.

Getting documents into HubDoc - Methods

To get documents into HubDoc, you can:

- Manually upload, or drag and drop them, in the web app from your computer or device
- Email them directly into HubDoc using - aipx.61d9@app.hubdoc.com
- Use the mobile app to take a photo and upload them - Preferred
- Set up an account connection to automatically import documents from suppliers

There's no limit to the number of documents you can store in HubDoc. You can manually upload or email up to 300 documents to the AIPX HubDoc every 24 hours.

Getting documents into HubDoc – MIME Types

You can upload or email any type of document using the web app, ie invoice, receipt, cheque. The file type must be either PDF, JPEG, PNG, IMG, Plain text, or HTML.

The maximum file size for a single document in Hubdoc is 35MB. If you publish documents to Xero, files must be under 3MB to show as attachments on the transaction. Documents over 3MB show as a link on the transaction, rather than an attachment.

HubDoc doesn't have the ability to unzip folders or extract data from spreadsheet files such as Excel or Google Numbers.
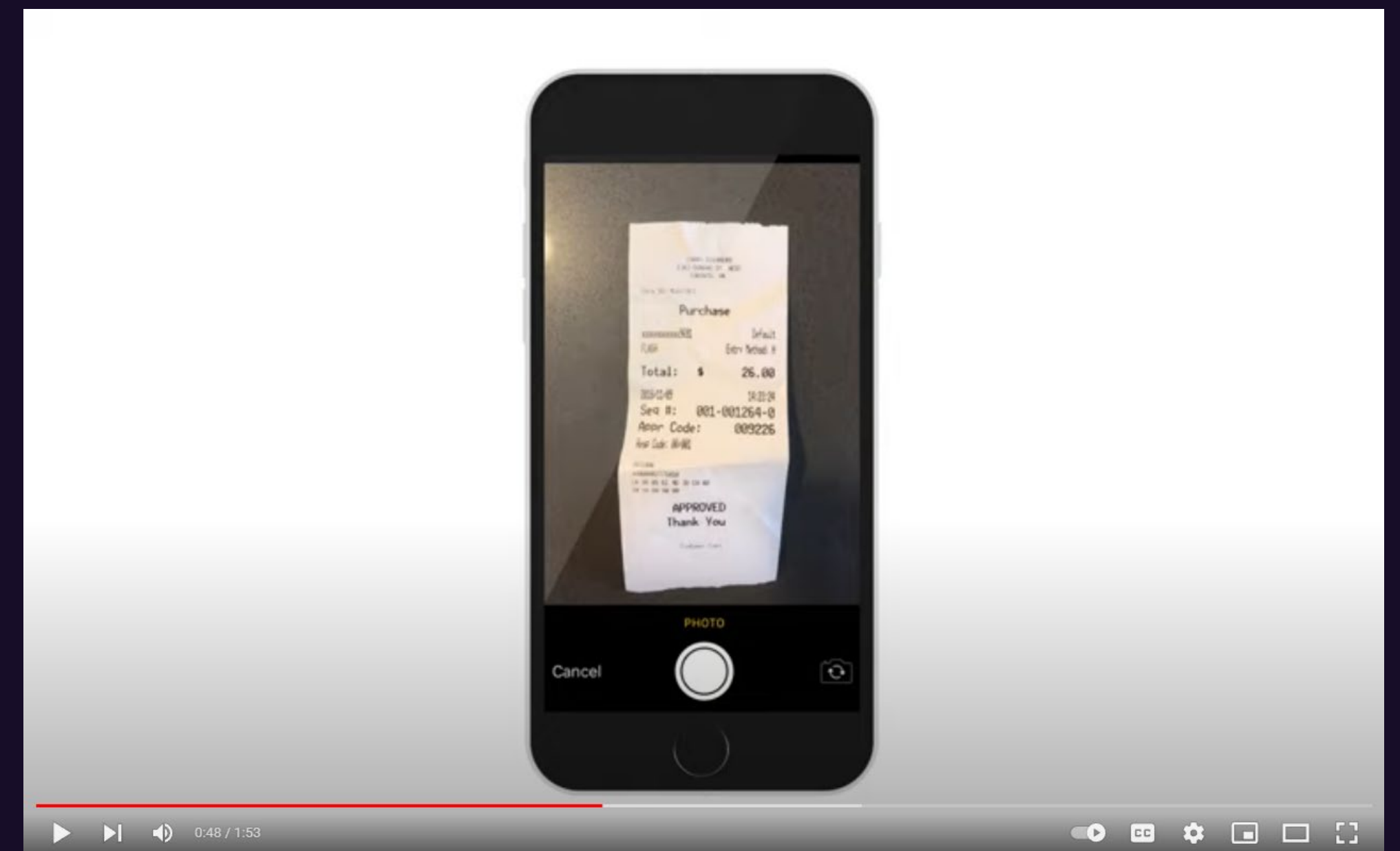
Getting documents into HubDoc – The App

The HubDoc mobile app is an easy way to upload receipts and expenses for processing and reconciliation for the AIPX Accounting team.

To learn how to use the app, click here or click on the image on the right-hand side of this page.

If you have any questions or issues, please reach out to accounts@aipx.co.za

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04.

Summary

HubDoc will improve expense management

Our HubDoc has integrations with Xero for payment processing and with Google Drive for cloud storage and archiving and GSuite for notifications.

HubDoc does not replace AIPX Expense Claim form, it enhances it to allow for automatic processing inside of our accounting ecosystem.

All receipts and expenses will be managed through HubDoc whether it be for suppliers or expenses like petrol, purchases at a restaurant, groceries or other card-based purchases.