

## How to use Dext:

You can access Dext either through the mobile app on your phone or online.

### Desktop perspective:

If you are using Dext on a computer, you will need to have a file of your invoices in PDF format. If you have multiple invoices in one document, make sure you do not exceed the file size limit (40MB), if so Dext will reject it and you will need to split your document.

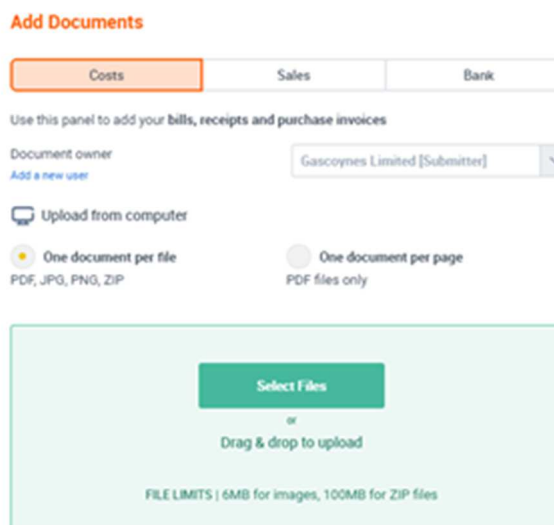
### **To add purchase invoices:**



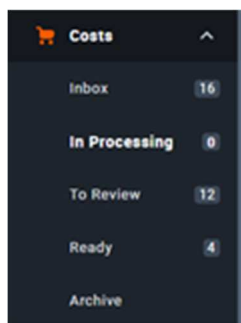
In order to add purchase invoices, you must select '+ Add Documents' in the top right-hand corner. Under here there will be three options at the top of the screen, 'Costs', 'Sales' & 'Bank'. If you need to input purchase invoices you will need to be in Costs.

You should also see the option to select 'One document per file' or 'One document per page'. If the file you are inputting includes multiple invoices, ensure you have selected 'One document per page'.

Once you have selected these options you can select your files or drag them into the green box.



Once you have entered your invoices they will be sent to 'In Processing' on the left-hand side of your screen. It will usually take around 5-10 minutes for Dext to process your files before they are sent to the inbox.



Once in the inbox you will need to allocate your transactions. Dext should automatically fill in the date, supplier name, invoice number, currency, total amount & tax amount. You will need to select the relevant category for the invoice, description (where appropriate) & tax code.

Once completed the invoices will be sat in 'Ready' for you to publish.

If your invoices involve multiple category's, you can split the transaction by clicking 'create line item' at the bottom. Here you will need to fill in the transaction split, i.e., description, category, tax rate & amount.

Description	Category	Customer	Class	Tax Rate	Quantity	Unit Price (Exc. Tax)	Net	Tax	Total
				Extracted amount	1.000	0.000	0.000	0.000	0.000
				Extracted amount	1.000	0.000	0.000	0.000	0.000
Line Items							0.00	0.00	0.00
Net Tot							134.77	0.00	134.77
Net Total							134.77	0.00	134.77

There is also an option on Dext to create supplier rules. You can use this if you want the category to always be the same for a supplier. You can do this by selecting 'create supplier rules' under the supplier option. This will bring up a box where you can fill in the supplier details.

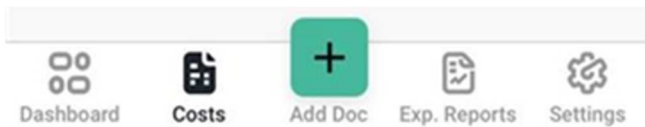
### To input sales invoice:

The same process will follow as inputting purchase invoices. However, instead of being in 'Costs' under '+ Add documents', you will need to be in 'Sales'.

## App perspective:

### To add purchase invoices:

Once you are in the Dext app, the home screen should display the below picture at the bottom of the screen.



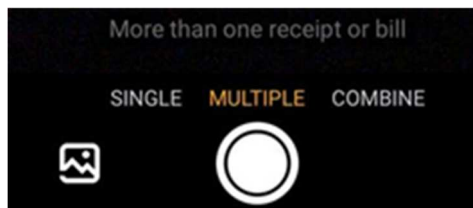
In order to add purchase invoices, you will need to select 'Add Doc'.

This will bring up the camera on your phone. Here you can take pictures of your purchase invoices directly. However, if you have already got pictures of your invoices on your phone, you can import these by selecting the photo icon in the bottom left-hand corner.

If you are only needing to photograph one single page invoice you will need to select 'Single'.

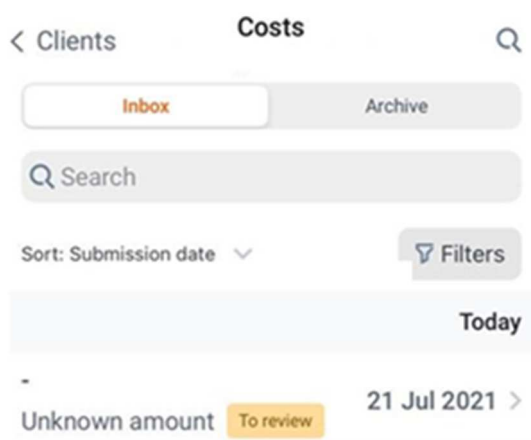
If you are needing to photograph one multi page invoice you will need to select 'Combine'.

If you are wanting to photograph multiple invoices you will need to select 'Multiple'.

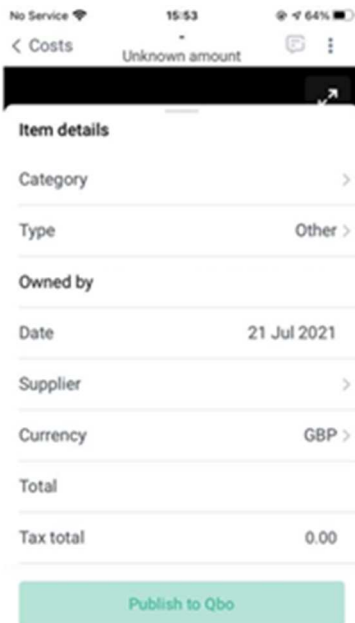


Once the photos are taken/selected it will display a box called 'item details. Here you can choose to fill in the 'category' option. However, it is not necessary as there will be an option to do this on the next screen. You can then select 'Submit'.

The invoice will then be sent to your inbox which should be on the home screen of your app under 'Costs'.



You will need to select the invoices in the inbox in order to allocate the documents. Once in the invoice the below will be displayed.



Dext should automatically fill in the type, date, supplier name, currency, total amount & tax amount. You will need to select the relevant category for the invoice & description (where appropriate). Once completed, the invoices will be sat in 'Ready' for your manager to review. If you have authority then you can hit publish which will send the transaction to your software i.e. Quickbooks, Xero.

#### To add bank statements into Dext:

Select on your client's accounts and go to 'Bank Accounts' on the left-hand side under 'Lists'. From here a screen should appear called 'Manually Added Accounts'. To add a bank, you need to fill in the relevant information on the screen (Bank, Account Name, last 4 digits of account number & currency).

Once the bank is set up you need to go to '+ Add Documents' in the top right-hand corner.

Once you have selected 'Add Documents', 3 options should appear at the top, 'Costs', 'Sales' & 'Bank'. Here you need to select bank and your added bank from the drop-down bar. (Sometimes if you have added the bank straightaway the bank will not show in the drop down but if you click out of the box and go back in it should appear).

Once the bank is selected you can select your PDF document and it should take around an hour to process depending on the file size.

Once processed the bank will be in 'Processed Statements' in the left-hand side under 'Bank'. Here you can download an excel format of your bank which when enable you to manually input your bank transactions into your chosen software i.e., QuickBooks, Xero, ect.