

Dext

Dext What is it?

Dext, formerly Receipt Bank, is a reliable software that relieves some of the pressure on business owners, and connects clients directly to their bookkeeper/accountant. Dext is a platform used to manage receipts, invoices, bills, and other important documents relating to your business's finances.

Dext have made the process unbelievably quick and simple so that you waste less time on paperwork and have more time to spend on the things that really matter.

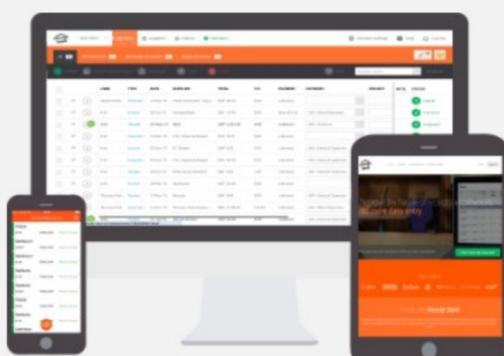
You can capture and upload your receipts and bills from anywhere at any time, using a variety of methods:

- Mobile phone camera
- Documents on your PC
- Email
- Retrieving them directly from selected supplier websites

Dext How to Guide

We have put together a step by step guide for how to use Dext, if you have any questions please [call or email to discuss](#).

- [More information on Dext Receipt Bank](#)
- [Download the pdf for Dext How to Guide](#)



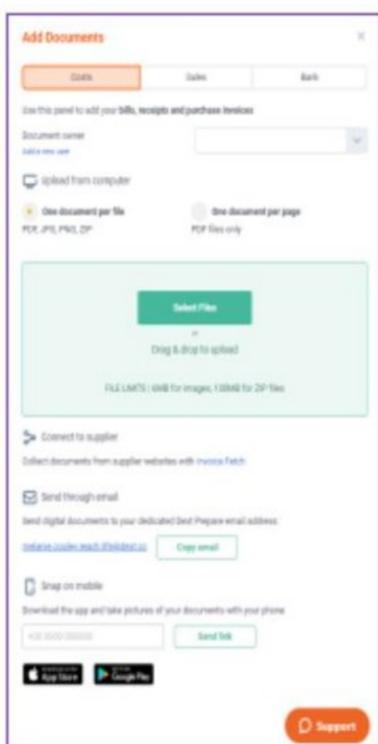
Dext Mobile Phone Users

1. Open the Dext application
2. Swipe left and right to view the different upload options
3. Select 'single' to take a photo and submit it as a single document **OR** Select 'multi mode' to upload multiple photos as separate documents **OR** Select 'combine mode' to take multiple photos of larger documents between 2 and 30 pages
4. Scroll through and assign the document to the relevant category (e.g. Repairs and maintenance)
5. Submit



Dext Computer Users

1. Go to www.dext.com and log in
2. Click 'Add Documents' at the top of the screen



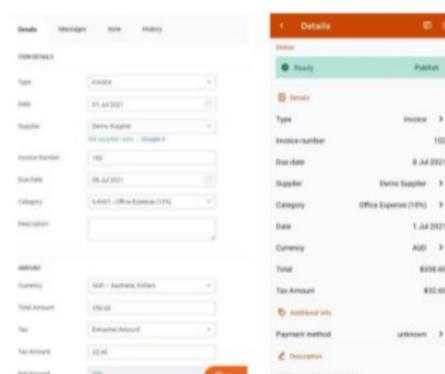
3. Select 'Costs', 'Sales', or 'Bank' depending on the type of documents you're uploading
4. Assign a 'Document Owner' from the drop-down menu

5. Select 'One document per file' if you have multiple files, and each file has only one transaction (PDF, JPG, PNG, ZIP) **OR**

Select 'One document per page' if you have a single file with multiple transactions spread across the pages. The file will be divided per page break, and each page will be considered as its own individual element (PDF only)

Dext Email Users

1. When you become a Dext customer, you will receive a personalised email address.
2. You can email/forward documents to your Dext email address either in the body of the email, or as an attachment. Dext will identify the document, obtain it and submit it to the Dext inbox.
3. You can submit invoices or receipts in any of the following formats: JPG, PNG, GIF, BMP, TIFF, PDF, .zip files with images, DOC, DOCX, ODT, and RTF.



Once the document has been uploaded/received, Dext's automated extraction engine will read and interpret key information, prefilling a large portion of the required data (e.g. document type and date, supplier, invoice number, total, currency, etc).

An image of the document will also be attached, and subsequently stored for 10 years. This not only eliminates the need to file documents (or put them in the shoe box) but also ensures you are fully compliant in the event of an audit. Storage of these documents is fully secure and all online so you can access them at any time.