

APP FOR IPHONE OR IPAD

DEXT//RECEIPT BANK=====INSTRUCTIONS

INVOICES FOR EXPENSES

- 1--- *Try to capture whole invoice. Date Very Important*
- 2---*If multiple pages only capture final page with the total expenditure showing.*
- 3---- *Check that your entries are correct.*
- 4---- *Mark invoice as being entered to avoid duplication. TICK WITH MARKER*
- 5---- *If odd purchase write on purpose so that we can see in the photo.*

IMPORTANT

Please continuously send these to us throughout the week as we have quite a lot to cover to transfer this data through to XERO.

Submit in batches of no more than 20 at a time. Therefore do the capture each day

MAKE SURE YOU HAVE THE CAMERA IN FOCUS