SmartOffice
Automation Made Easy

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ACCOUNTS PAYABLE
AUTOMATION

About SmartOffice AP

SmartOffice AP is a smart, powerful, cloud-based Accounts Payable Automation solution that reduces the cost of processing invoices by up to 80%. This customer centric automated process saves time and effort, giving you greater flexibility and control over supplier invoices and statements. Supporting remote working, it offers total visibility throughout the process and enables full knowledge approval for every stage. No more lost invoices, data entry and account hold errors, lost VAT reclaims and unnecessary over-payments.

Handle, process, distribute and store all your suppliers' invoices automatically.

It's very simple – we route your supplier invoices from the inbound email and process them directly into your accounting package. No more sorting through post, printing invoices, sending them for approval or matching them to the purchase orders.

SmartOffice Accounts Payable provides you with a structured and streamlined process for handling incoming invoices.

✓ Invoices can be set for automatic approval, matching to a purchase order or manual approval with easy access to historical spend and full view of previous invoices per supplier

% SmartOffice AP can accommodate all UK Tax Rates and is compatible with EU and Non-EU Tax accounting (including limited Tax reclaims due to business mix)
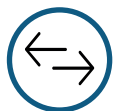
⟷ Return & Reject invoices between system users or back to your suppliers via email

How does SmartOffice AP work?

STEP 1
Suppliers email their invoices to your designated SmartOffice AP email account

STEP 2
Data is extracted, coded, processed, distributed and stored

STEP 3
SmartOffice AP updates your accounts package, reconciling invoices with statements. Unreceived invoices are flagged and all documents are held securely

SmartOffice AP gives you the flexibility to enable individual invoice approval settings prior to upload to your accounts package. Set up a simple approval or a complex multi-step approval process as required.
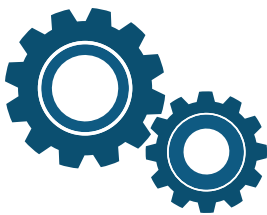
EFFORTLESS SETUP

Switching to SmartOffice AP couldn't be easier with our On-Boarding & Set Up Package. Simply send us a few standard reports from your existing accounting software package and we will do the rest.

DATA CAPTURED

- Invoice/Document Number
- Invoice/Document Date
- Purchase Order Number
- Project Code/Number
- Branch Code/Number
- Asset Code/Number
- Vehicle Registration Number
- Goods Total
- Tax

- Invoice Discount/Surcharge
- Invoice Carriage Charge
- Quantity
- Part of Kimball or Article Number
- Part Description
- Unit Price
- Discount and Discount %
- Line Total/Invoice Total
- Optional Fields Set by User

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Features of SmartOffice AP

Price Watch - Can be set to monitor price movements and fluctuations between invoices.

Purchase Order Matching - Can link your PO system with SmartOffice AP to display the PO, match to the right invoice and automatically process the document.

GRN Matching - Just as with the PO matching, SmartOffice AP can display and/or automatically process invoices that match GRNs.

Statement Reconciliation - Reconciles the statement against processed invoices with just one click. Any missing invoices will be immediately requested.

Delivery Confirmation - A delivery confirmation can be set on any invoice with discrepancies automatically sent to your supplier for resolution.

Dashboard Screen - Our user friendly dashboard shows you at what stage of the approvals process.

Document Tracking - Invoices within SmartOffice AP that require approval are tracked, illustrating whose approval is required and how long approval is outstanding.

Full Knowledge Approval - When manually approving an invoice, the user has access to all the information require to make the correct decision.

Nominal Ledger Coding - Automatic NL coding can be based on any/some of the following: supplier, line item, PO detail, manual overriding, and branch or project coding.

Issue Checking - SmartOffice AP facilitates ongoing checks for many possible issues and retains the invoice for your review/editing as required.

Search and Storage - SmartOffice AP stores all processed invoices for 7 years and provides an extensive search facility for users.

SmartOffice AP is multi-company, multi-currency structures with unlimited users.

> Using automated tools to process your invoices can **lower your costs by up to 80%**

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