SmartOffice Accounts Payable Solutions

Features that could help you save up to 80% on your supplier invoice processing costs

Not all AP automation solutions are created equal. SmartOffice AP includes all the supplier invoice processing and management functionality you would expect from a leading automation solution, plus a unique set of features that make it stand out from the crowd:

Price Watch

Set this feature to monitor price movements and fluctuations between invoices, allowing you to automatically catch any changes.

Purchase Order Matchings

Link your PO system with SmartOffice AP to display the PO, match to the right invoice and automatically process the document, saving you time and valuable resource.

GRN Matching

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

Statement Reconciliation

Reconcile statements against processed invoices with just one click. Any missing invoices will be immediately requested by SmartOffice AP.

Delivery Confirmation

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

User-Friendly Dashboard

Intuitive dashboard provides actionable intelligence with end-to-end process visibility of all invoices.

Document Tracking

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

Full Knowledge Approval

When manually approving an invoice, the user has access to all the information required to make the correct decision.

Nominal Ledger Coding

Automatic NL coding can be based on any of the following criteria: supplier, line item, PO detail, manual overriding, and branch or project coding.

Issue Checking

SmartOffice AP facilitates ongoing checks for various possible issues and retains the invoice for your review and editing as required.

Search and Storage

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

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

SmartOffice solutions are already enjoyed by over 5,000 users and have over 50 integrations with market leading financial and ERP solutions.