



ACCOUNTS PAYABLE AUTOMATION

Effective automation software is critical

About SOS Systems

SOS Systems delivers an efficient print management solution to meet your needs both now and as they develop. Our friendly, one-to-one support will ensure smooth day-to-day operation and keep your system up to date with any new developments. In response to the digital revolution and other world events, we are diversifying our product portfolio to help our loyal customers change the way they work. **SmartOffice AP** is just the first of a number of software automation solutions which we are rolling out to free up the bottlenecks in everyday business processes.

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%. Processing is a completely touchless experience, supporting remote working, approvals, and full visibility. No more lost invoices, accounting errors, accounts put on hold, lost VAT reclaims and unnecessary over-payments.

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

We simply take your supplier's invoice from the email they send to you and process the invoice directly into your accounts package. No more sorting through post, printing invoices, forwarding them for approval or matching them to the correct purchase orders.



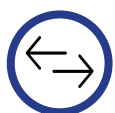
SmartOffice Accounts Payable provides you with a structured and streamlined process for handling all incoming invoices.



Invoices can be set for automatic approval matching with a purchase order, or manual approval with easy access to historical spend, including previous invoices for that supplier.



SmartOffice AP handles all your Tax issues, including all UK Tax rates, EU, and NON EU Tax accounting (including limited Tax reclaims due to business mix.)



Returning & rejecting invoices either between system users or back to your suppliers via email.

How does SmartOffice AP work?



STEP 1

Suppliers email their invoices to your **SmartOffice** email account



STEP 2

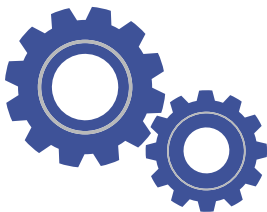
Data is extracted, then coded, processed, distributed and stored



STEP 3

SmartOffice AP updates your accounts, reconciles them with your statements and automatically searches for any missing invoices, while never losing any of your documents

With **SmartOffice AP** you have the ability to set how every invoice is approved before it is uploaded to your accounts package, from a simple approval to a complex multi approval process.



EFFORTLESS SETUP

Switching to **SmartOffice AP** could not be easier with our **SmartOffice** On-Boarding/ Set-up Package. Just send us a couple of standard reports from your current accounting software and let us do the rest.

DATA WE CAPTURE

- Invoice Number (Document Number)
- Invoice Date (Document Date)
- Purchase Order Number
- Project Code/ Number
- Branch Name/ Code
- Asset Number/ Code
- Car/Truck Registration Number
- Optional Fields Set by User
- Goods Total
- Tax
- Invoice Total
- Invoice Discount
- Invoice Surcharge
- Invoice Carriage
- Quantity
- Part of Kimball or Article Number
- Part Description
- Unit Price
- Discount and Discount %
- Line Total
- Any additional optional field

Features of SmartOffice AP

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

Purchase Order Matching - Can link your PO system with **SmartOffice** to display the PO with its matching invoice. The invoice can then be automatically processed.

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

Statement Reconciliation - Reconciles your supplier against processed invoices with one click. A copy of any missing invoices will be immediately requested.

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

Dashboard Screen - Our user friendly dashboard shows you what stage in the approval process your invoices reside.

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, a user has access to vital information to make the correct decision on that invoice.

Nominal Ledger Coding - Automatic NL coding can be based on any or some of the following – suppliers, line items, 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 if 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 and provides for unlimited users



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

SOS Systems Ltd

5-6 Merlin Centre, County Oak Way,
Crawley, West Sussex, RH11 7XA

E: info@sosystems.co.uk T: +44 1293 562525 W: www.sosystems.co.uk

sos
systems