



Effective Automation
Made Easy

Why Choose SmartOffice Accounts Payable with SOS Systems

In these challenging times, when more employees are working remotely, maximizing the efficiency of the accounts process (receivable and payable) has become more essential.

SmartOffice AP is a smart, powerful cloud-based Accounts Payable Automation solution that supports remote working. It offers a completely touch-less processing experience, with full visibility from input through approvals.

No more lost invoices, data entry errors, lost Tax reclaims and unnecessary over-payments.



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.

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 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
- Invoice Total

FEATURES of SmartOffice AP

- Price Watch
- Purchase Order
- Matching GRN
- Matching Statement Reconciliation
- Delivery Confirmation
- Dashboard Screen
- Document Tracking
- Full Knowledge Approval
- Nominal Ledger Coding
- Issue Checking
- Search and Storage

Switching to **SmartOffice AP** could not be easier with our On-Boarding & Set-up Package.

Just send us a couple of standard reports from your current accounting software and let us do the rest.



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

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