Manual automatic invoice processing

Accountants

Version: 6.1

Powered by Smartbooqing.

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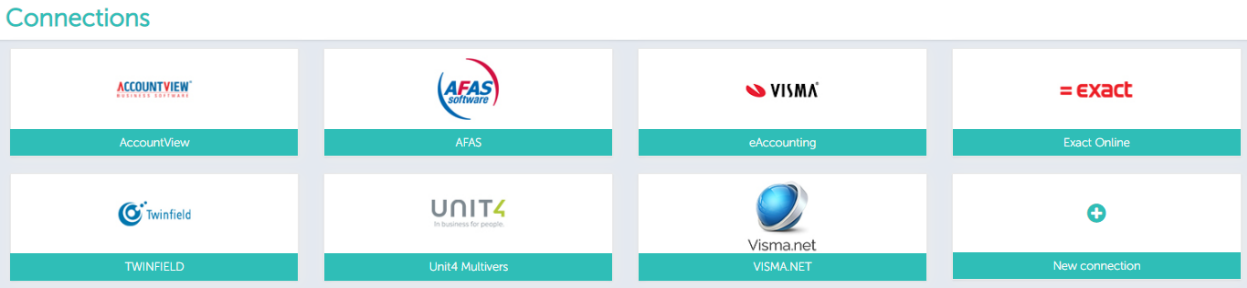
1. Add administration to Smartbooqing

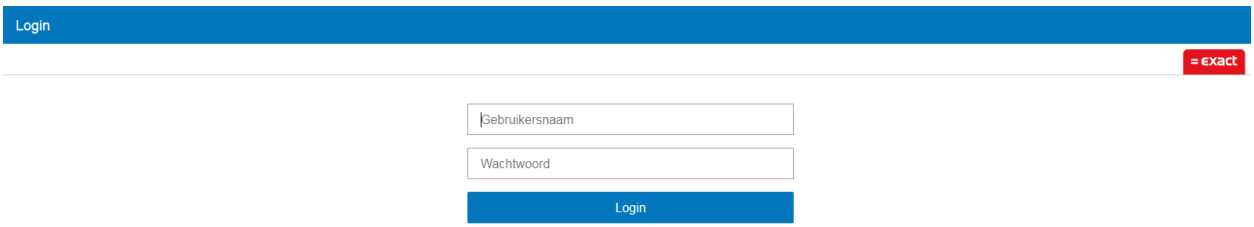
Once you've registered to Smartbooqing, in order to get the Administrations in the Smartbooqing you need to import them from your accounting system. Steps to import Administration:

1) Once you've logged in to Smartbooqing, you will be able to see 'Administrations' in the left hand side options panel.
2) Click on '+*Import administration*' for importing administration(s) as shown below.

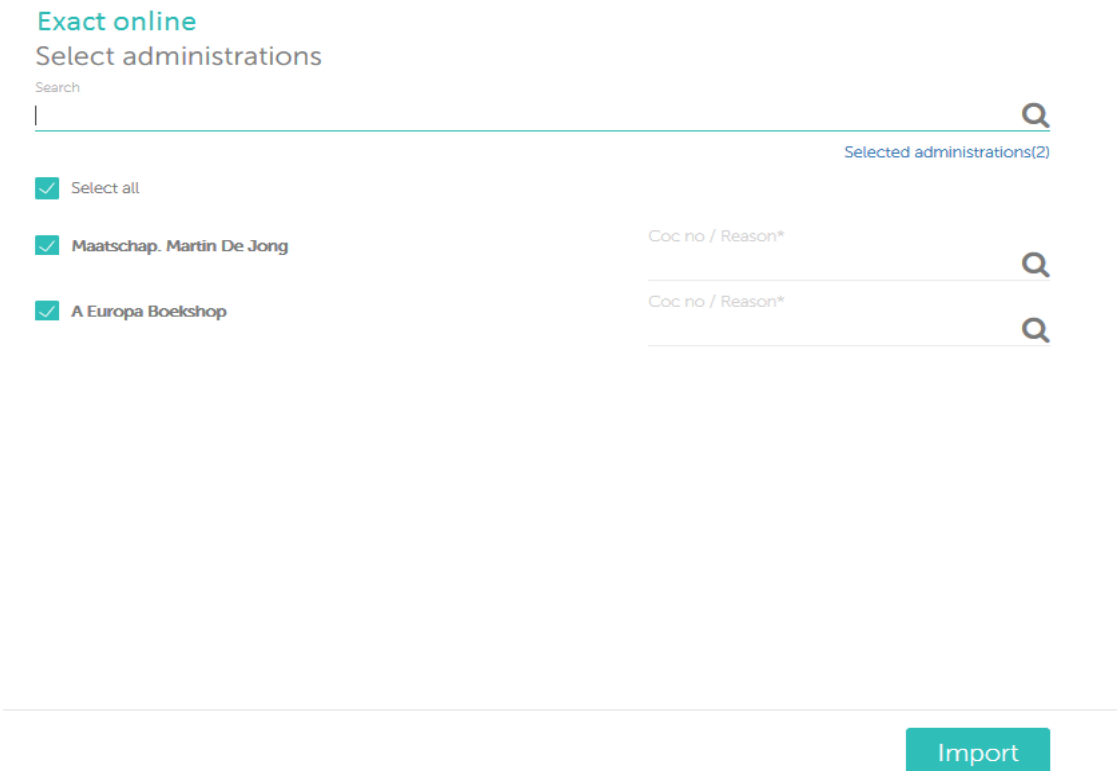
3) Currently we support eight accounting systems; select anyone for which administration(s) has to be imported.
   a) Twinfield
   b) Exact online
   c) AFAS online
   d) Account view
   e) Unit4 offline
   f) eAccounting
   g) Snelstart
   h) VISMA



4) Let us select '***Exact online***', and Click on it you are navigated to exact online site. Add credentials for the below screen:



5) Once you are logged in, it is redirected to Smartbooqing with list of administration(s).
6) Select the administration and in the next screen; system needs CoC for better processing, so provide CoC and click on Import. Now the administration will get imported into Smartbooqing



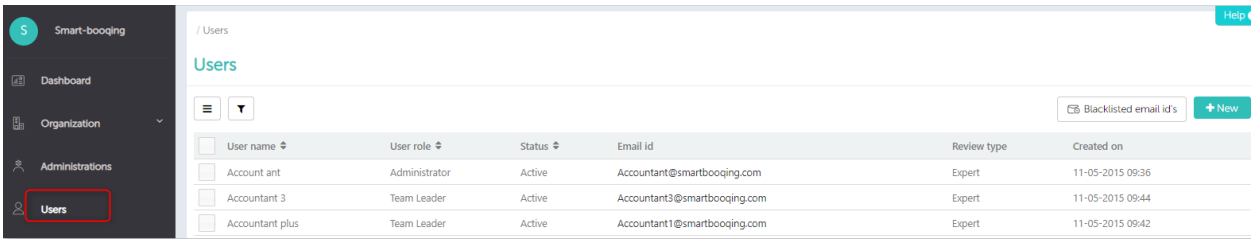
A. User and User Roles

<u>Type of User roles</u>

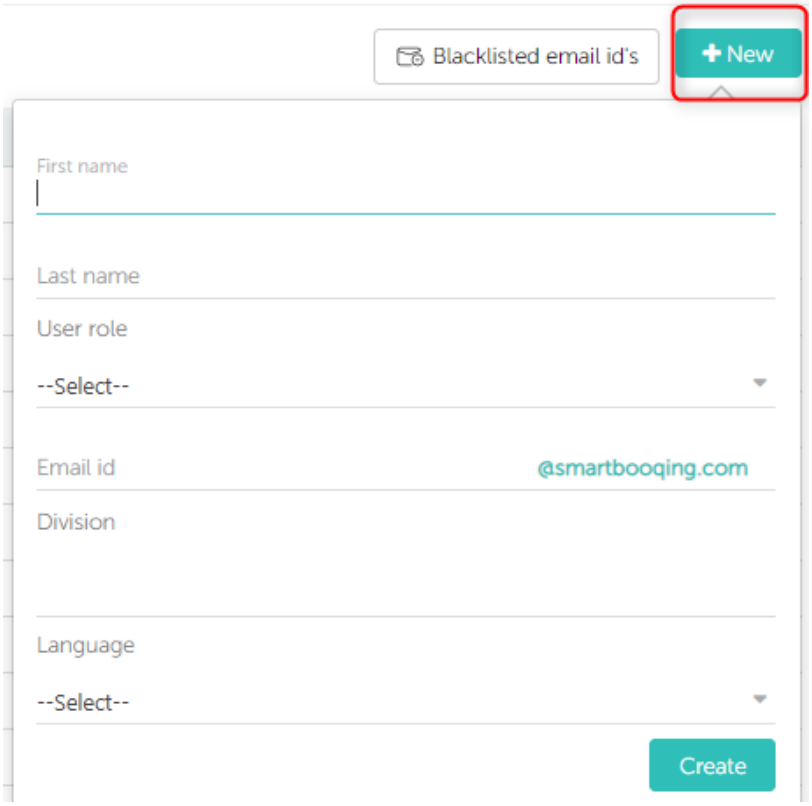
User Roles	Administrator	Team Leader	User	Document Reviewer	Reviewer	Submitter
Rights						
Manage organization settings	Yes					
Manage connected accounting systems	Yes	Yes				
Add administration	Yes	Yes	Yes			
Add users, divisions, templates	Yes	Yes				
Update processing settings	Yes	Yes	Yes			
Submit documents	Yes	Yes	Yes	Yes	Yes	Yes
Review documents	Yes	Yes	Yes	Yes	Yes	
Access archive	Yes	Yes	Yes	Yes	Yes	Yes

B. Add a User:

Once, you have logged into the SmartBooqing as an Organization, at extreme left-hand side panel you can see the option of 'Users'.



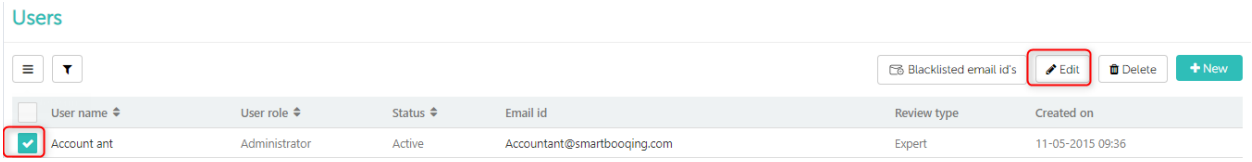
On the right-hand side, you can see a button **'+New'** to add a new user.



C. Editing User

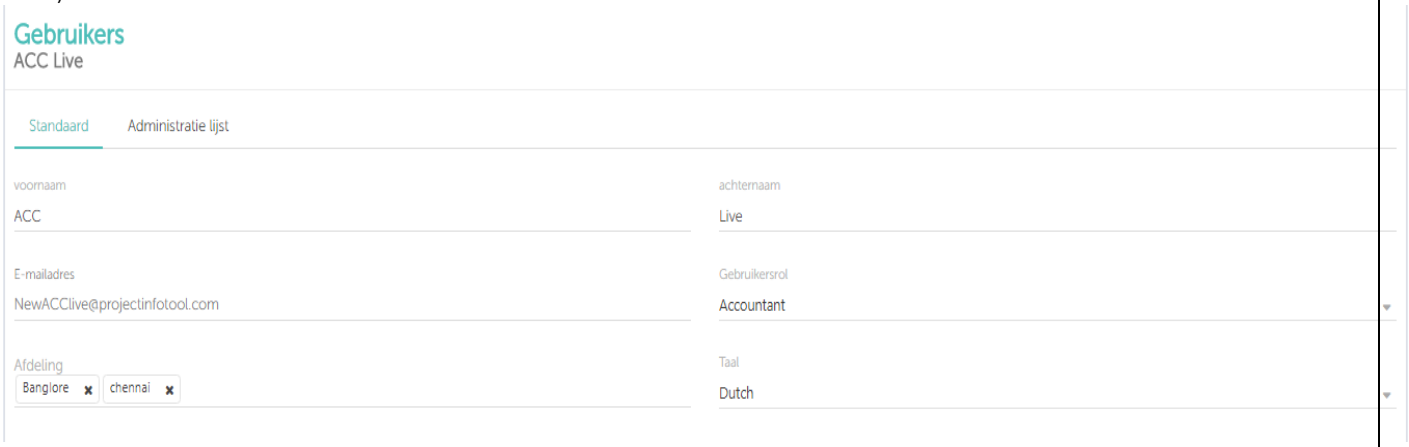
Once, you have added a new user in any of the divisions. Please follow the below steps-

1) Select any user by clicking the checkbox in front of it, you will find the '*Edit*' button on the upper right-hand side corner. Alternatively, you can also click on the ***User name*** directly.

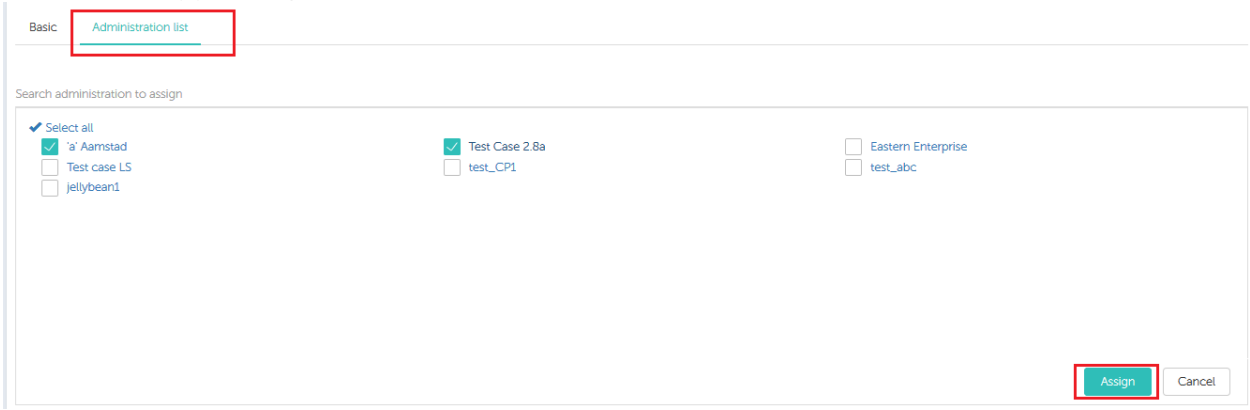


2) Once you are in edit mode, you have **two actions:**

a) Edit '*Basic*' details



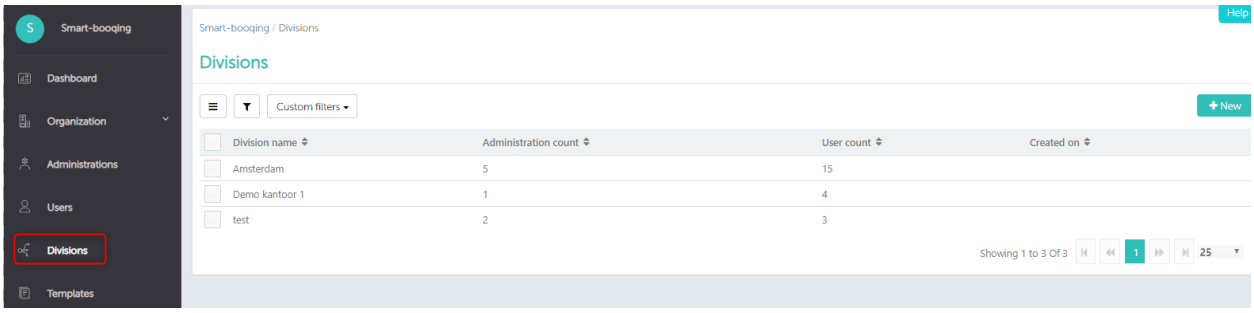
b) **Assign administration**(s): Here, you can assign the Administration(s). Click on search bar, you see list of administration(s) to assign.



D. Add division:

While, adding a new division, you have to click on the '**Division**' option from the left-hand side Options Panel.

a) **New Division:** on the Division page, you click on '**+New'** button to add a new division for that particular Organisation, as below.



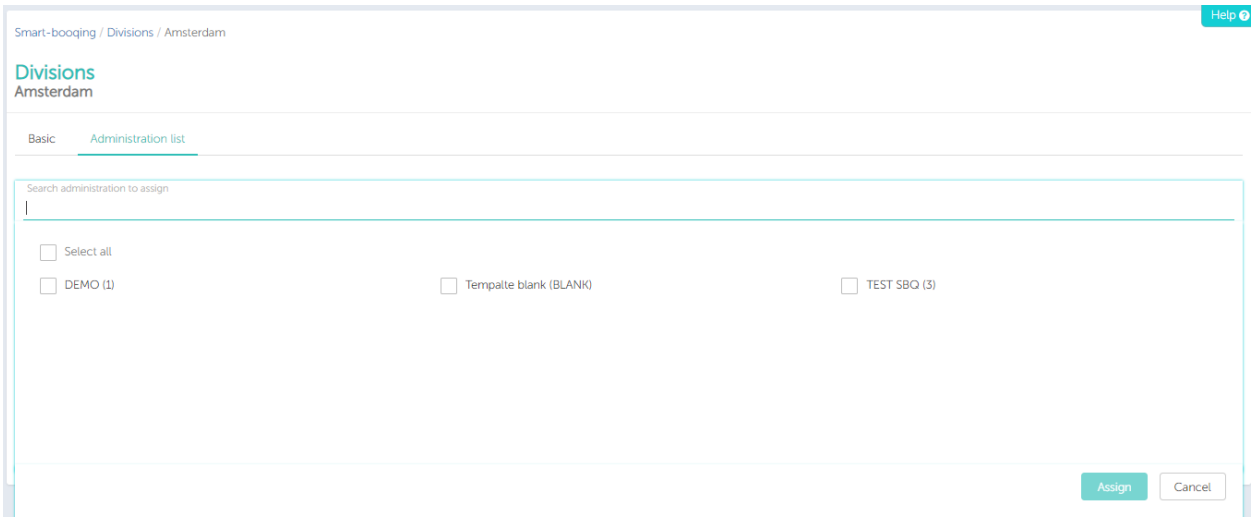
b) Clicking the option '**+New'**, you will get a pop-up to enter the Division Name, click 'Create'.

c) With this, a new division will be added to the particular organisation.

d) How can I add different **Administrations to any Division?**

   a. Once division is added, you can select the checkbox in front of the division name and click on '**Edit**'. Alternatively, you can click on the division name to open and edit it.

   b. After this, you can add the **desired Administration(s) to that particular division**, as shown below.



   c. Now click on Search administration and the list of administration for the particular organisation will come up.

   d. Select the desired administrations and click '**Assign**'.

   e. You can view all the assigned administrations in that particular division.

2. Workflow in Smartbooqing:

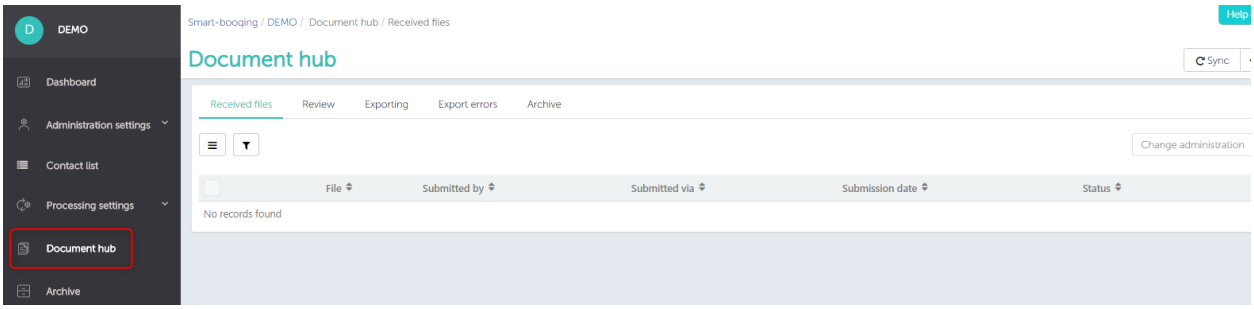
You have five steps as below:

1) Login: Go to URL- pilot.smartbooqing.com and you will land on login page.
2) Submit documents: Documents can be submitted Via Mail or Portal. Each administration is given an email address in SBQ. Documents can be mailed on this email address. This email address is known at the time of creation of new administration and later one can find it under the list of administrations.
3) Review: Once the documents ready for review, you'll be notified through mail. Go through review page, provide the essential data and export the documents.
4) Export: The documents, which you export from review page, will be exported to your accounting system. In case, system finds some mandatory data is missing then system will throw export error.
5) Archive: The documents, which are exported in your accounting system, a copy of those documents, will be saved in Archive for future reference.

A. Document hub:

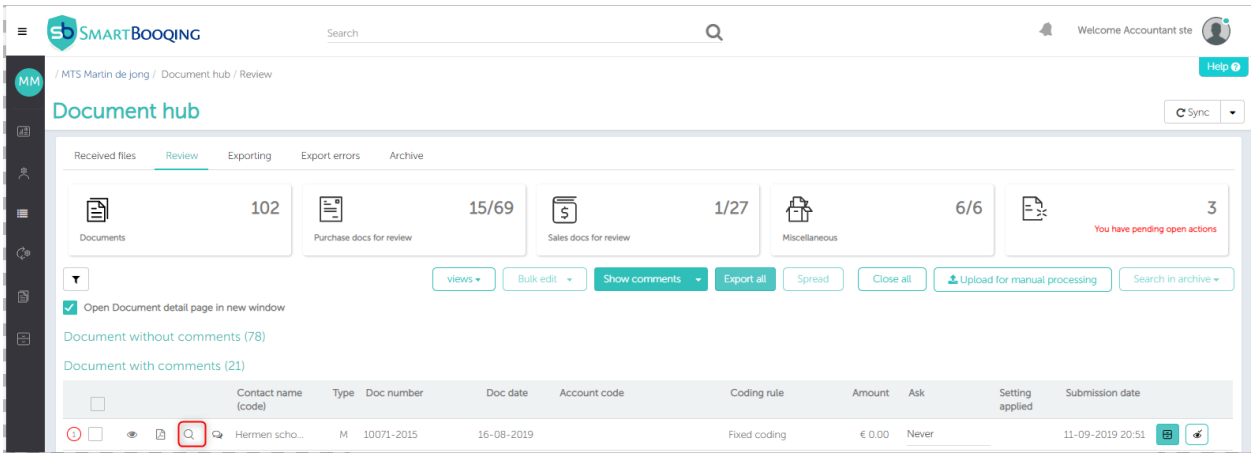
Most significant page where you can keep a track of documents for that **particular administration.** From the panel on the left-hand side, you can see the 'Document Hub' option, Here, we show we have five sections as below:

1. Received Files: This tab consists of all the documents that you have submitted via mail or portal.
2. Review section: Here, the documents processed by system are pending for review.



The page is categorized into three sections as: -

a. Document with comments: The documents with comments indicate that you have to take some action for those documents according to the comments mentioned. You can export the document to the Accounting System by clicking the 'Export & next' button.
b. Document without comments: Click on 'Export All' button to export the document (s) to the Accounting System.
c. Document with closed comments: In this section, Senior can verify the document, which were reviewed by the subordinates. Click on 'Export & next' button to export the document (s) to the Accounting System.

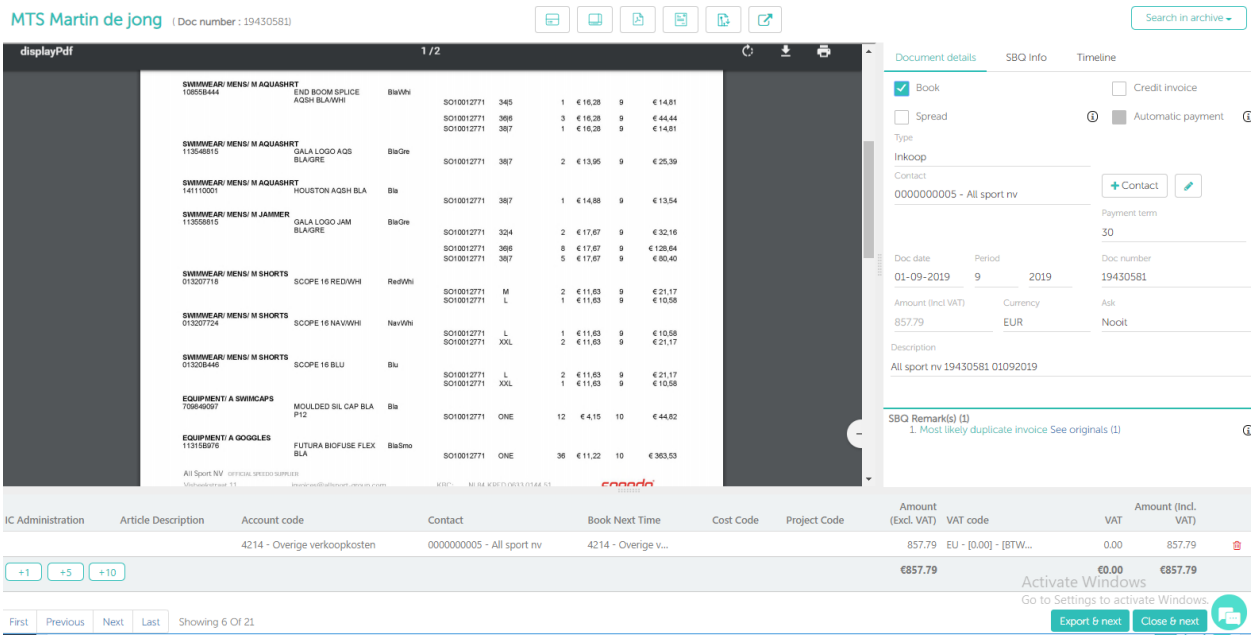


Magnifier: This icon will take you to the DDP (Document Details Page).

B. DDP (Document detail page)

DDP is an epic tool to view your invoices with remarks and take the mandatory actions (at required places), Export invoice to the accounting system or inform us for the same scenarios what should we do next time and we will remember that moving ahead.

Click on the magnifier in front of any invoice, it will take you to the IDP



C. Export:

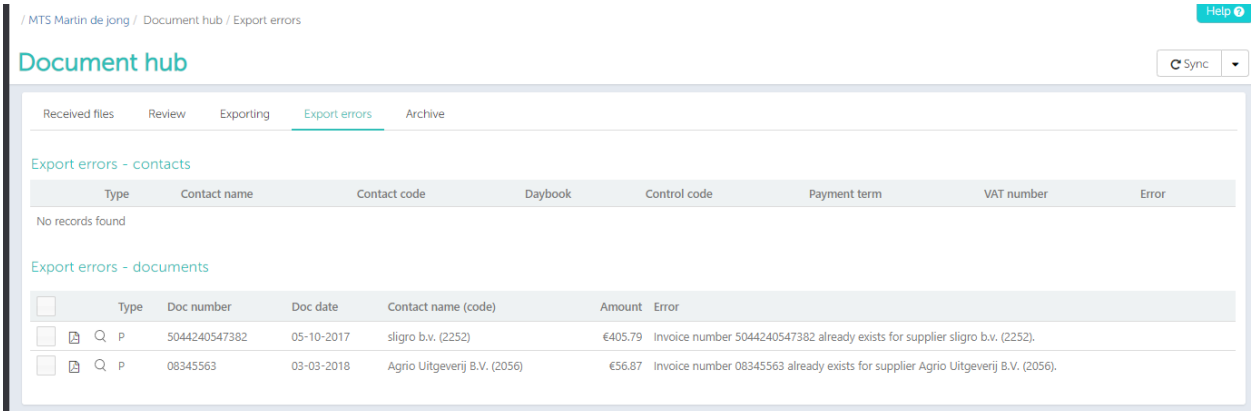
You can export / send documents to the accounting system from different places.

- Exporting document from DDP-Document Details Page
- Exporting document from Review Page (Login >> Select Administration >> Document Hub >> Review)
- 'Exporting Error' section from the Document Hub page. You can use the button Re-export. (Document Hub >> Export Error)

Where can I check the status of documents, I have sent / exported to the Accounting System?

On the Document Hub page, you can find the 'Exporting' tab. In this section, you will be able to find the status of the different documents that are listed in the 'Status' column.

D. Export Error:



If your documents were not exported to the accounting system due some reason, then you can re-export them from the 'Exporting Error' page by making required changes and click 'Re-export' button.

In this section, you can find two sections for your easy reference.

a. Export error- Contacts
b. Export error- Documents

Expanding the preferred section from above two sections, you can Re-export the documents, as shown below.

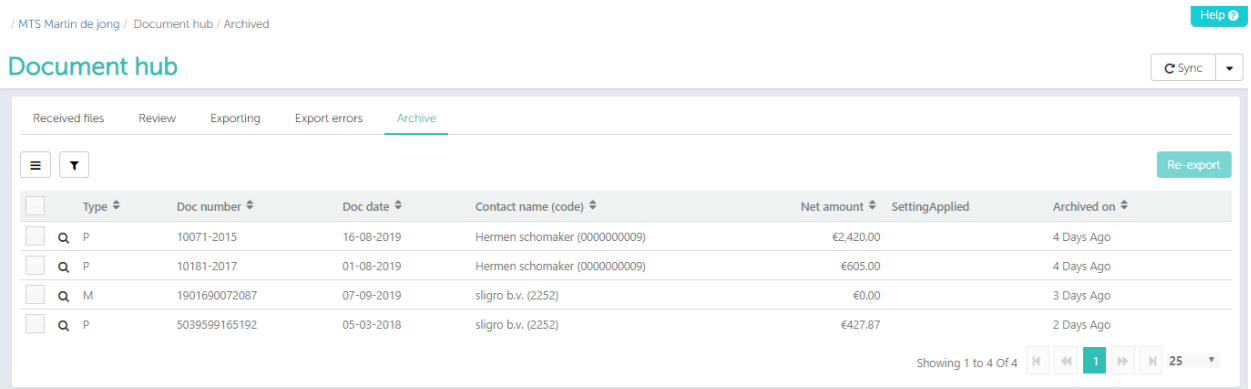
E. Archive:

The archived documents (i.e. documents which are exported to the Accounting System) in the 'Archived' section from two different places.

i. Archive (Documents Hub):
ii. Archive (Main menu):

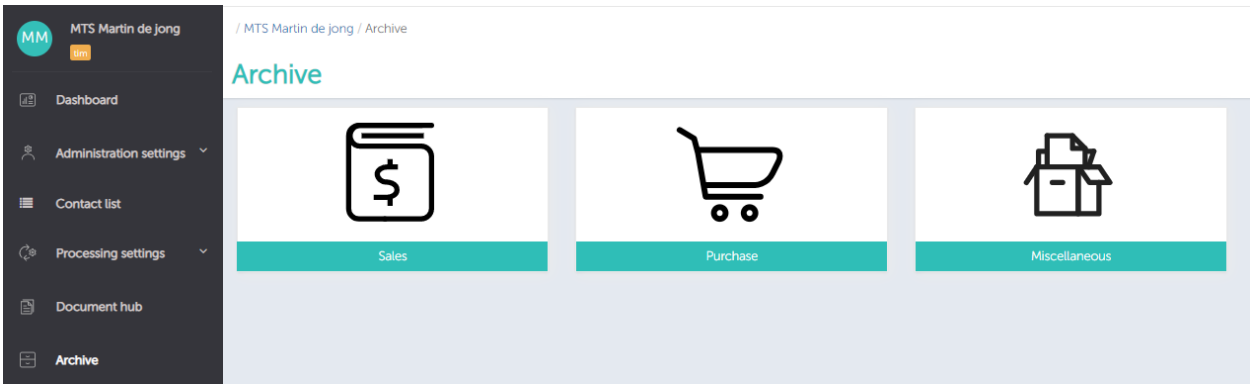
Archive (Documents Hub):

In this section, you will be able to see the Accounting System. After 7 days, archived documents will be moved to the main menu 'Archived' section.



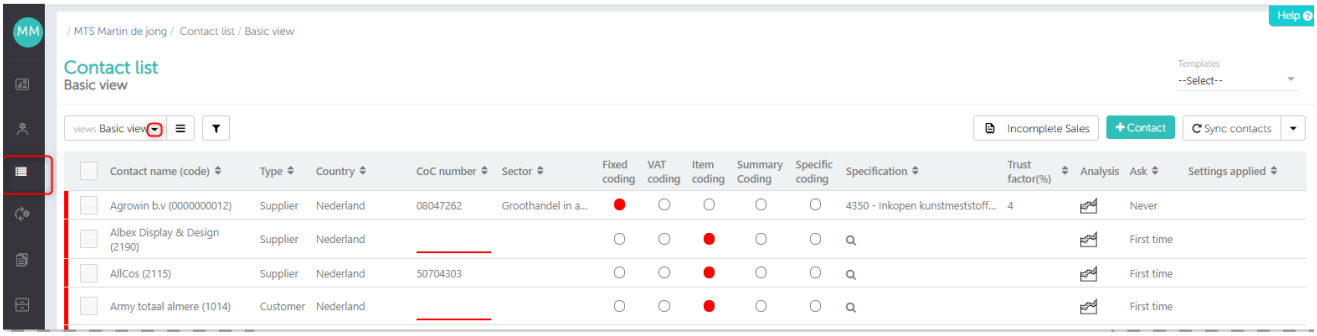
Archive **(Menu)**:

All the documents that have been exported to the Accounting System, passed more than 7 days will be moved to Archive (main menu), as shown in the below screen. (Login >> Select Administration >> Archive).

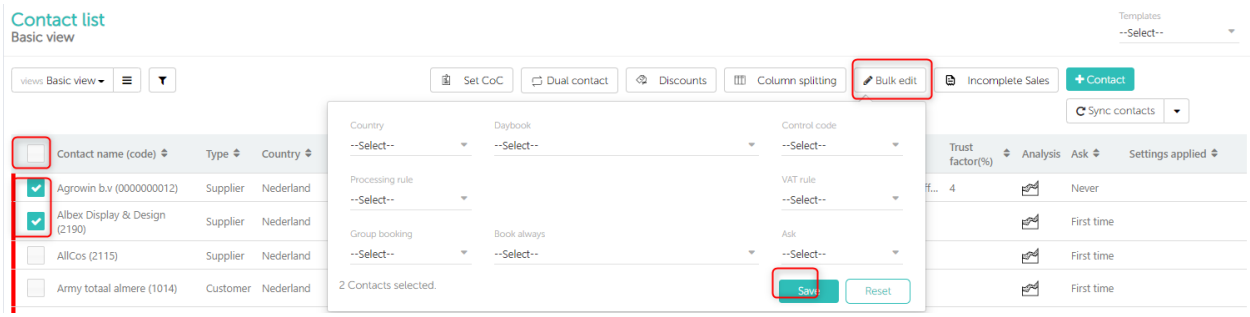


F. Contact overview:

- Once, you are logged in and select the Administration, on the left-hand side you will find an option 'Contact list'.
- In contact list, you will find all the contacts for that particular Administration. If you want to adjust the settings, you can do it on the same page.



- To make the changes by editing only one contact, you can double click on that row, that relation will be converted to the Edit mode, and you can make the desired changes in the settings.
- In addition, there is an option of 'Bulk Edit' for your easy reference. This option will be enabled when you select more than one checkboxes in front of different rows.
- As shown in the below screen, you can make the changes for these selected contacts and click 'Save' to make the necessary changes.



With above option 'Bulk Edit', all the settings will be applied for all the selected contacts.

Settings options explained briefly:

A. Basic Settings:

- Fixed Coding: All of the contacts can be processed on a fixed account code.
- VAT Coding : The account code is based on the VAT percentage namely, 0%, 6%, 9% and 21%.
- Item Coding: The products define Account codes or articles, for each item there will be a different account code and invoice will be processed line- by- line.
- Specific Coding: Articles, which cannot be considered in generic product groups, are specific. For these kind of articles, we can have setting specific coding.
- Summary Coding: The invoices of these contacts are always having a summary either on the start or at the end of invoice page.

B. Advanced Settings:

- Set CoC: Use this option to set the CoC number for this contact. You can also set CoC for multiple contacts at a time.
- Dual Contact: This setting option enables you to change the type of the contact/invoice from sales to purchase or vice versa. While doing this you need to select an option and give the keyword(s).
- Discounts: This setting gives you options to set the rule for discounts, you can set a rule accordingly. There are three options-
  a. Percentage
  b. Fixed amount
  c. Discrepancy amount

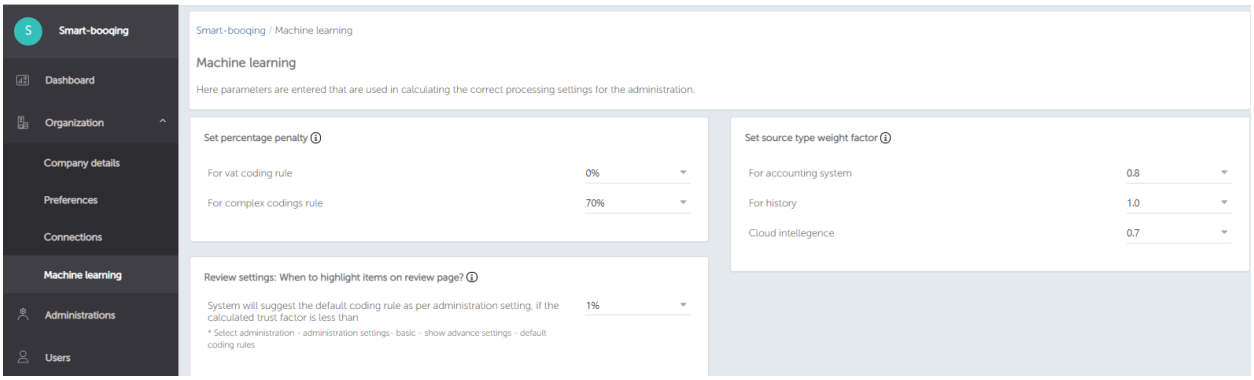
- Column Splitting: For this setting, you need to contact or inform Smartbooqing support/helpdesk team, well in advance. In order to give you access to make column-splitting settings, our team will make the necessary settings at the backend and then you will be able to do the settings for column splitting.
- Settings applied: This column will show you the extra settings made for this contact, like cost code, partner code, etc…, these extra processing settings will be displayed in the form of Icons.
- Partner Coding: We can set partner code based on relation or account code or you can set it manually from IDP.
- Project Coding: We can set project code based on relation or account code or you can set it manually from IDP.
- Inter Company: With this setting, you can book invoices on other contact's particular account codes.

Machine learning

Intelligent processing suggestions for contact. For suggesting coding rule, system will need few values, which can be set by you on Organizational level –> Machine learning:

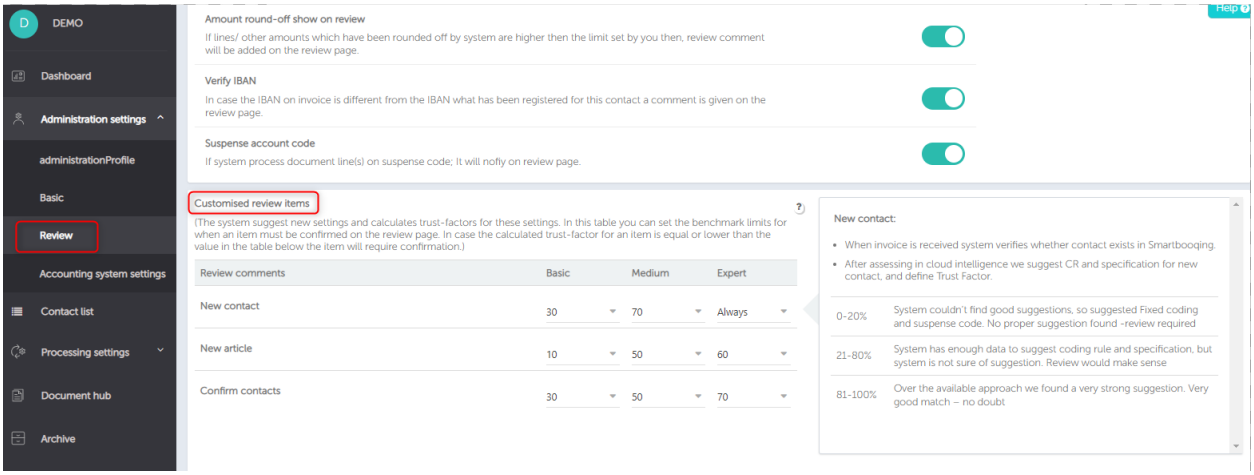
- *Set source type Weight factor (WF)*:
- *Set Percentage penalty*

- *Review settings sure or not sure*



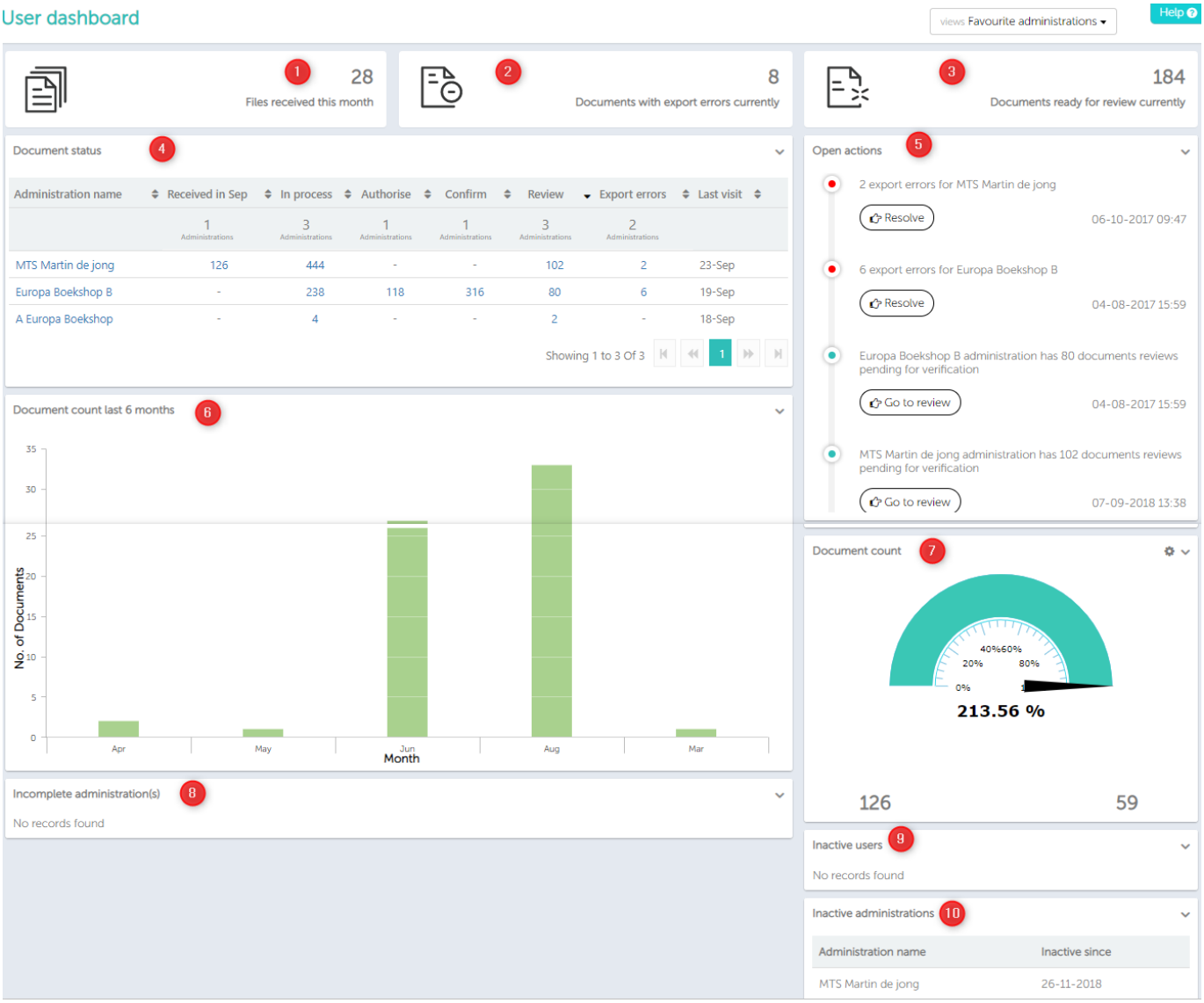
Smart review logic:

- Smartbooqing allows you to control your review.
- It's very simple; Go to Administration settings–> Review–> Customized review items
- Set the trust factor for your review modes.
- Review modes: While creating new users, you can give review modes. Based on review modes user can control minimal items to be reviewed.



G. Dashboard:

Once you are logged in, the landing page is the user dashboard. User dashboard has overview of administrations, users, files and actions to be taken.



The dashboard consists of different informative tiles, as below (Tiles are marked with numbers as above):

1) Files received this month: Count of files received for the current month
2) Documents with export errors: Count of files which system could not export to your accounting system due to some mandatory data missing.

3) Documents pending for review: Count of files which are processed by system and waiting for your review.
4) Administration overview: Gives a snapshot of the recently visited administration(s) and number of documents processed by that administration.
5) Open actions: Here, you see actions to be taken by you.
6) Document count last 6 months: The graph is more self-explanatory, which indicates Number of documents processed in last 6 months.
7) Document count: You can set a target for the month that 'How many documents you will be processing?' to do so click on settings icon.
8) Failed to configure administration: Import of administration can be failed in case system do not find mandatory fields (Account codes, Control codes, Daybook) from your accounting system.
9) Inactive users: The users, which are not logged in from past 6 months.
10) Inactive administrations: The administrations, which are not logged in from past 6 months.