

# SimpleAI Manual

## 1. Log in

# SimpleAI

Email

Password

Login

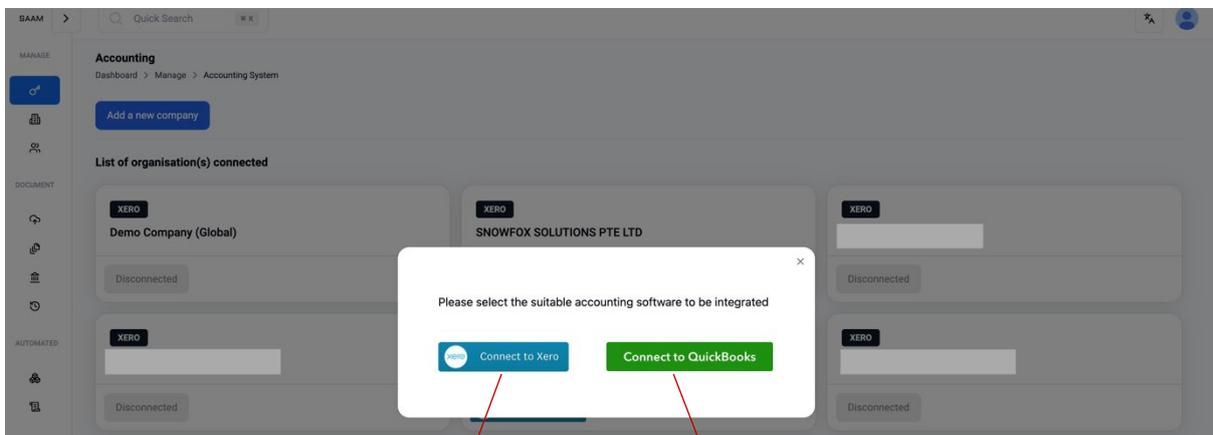
or

Don't have account? [Register Now](#)

[Forgot Password?](#)

- Key in the email address and password of your account (these details will be emailed to user)

## 2. Connect to a company



- Once logged in, click onto **Add a new company** and choose the suitable accounting software that the company is currently using
- After logging into the accounting software, grant access to SimpleAI such that our AI system can draw information and learn from the documents that were published before



**Log in to Xero**

to continue to Simple AI Accounting Module

Email address

Password

Log in

[Forgot password?](#) [Can't log in?](#)



quickbooks mailchimp turbotax

**Sign in**

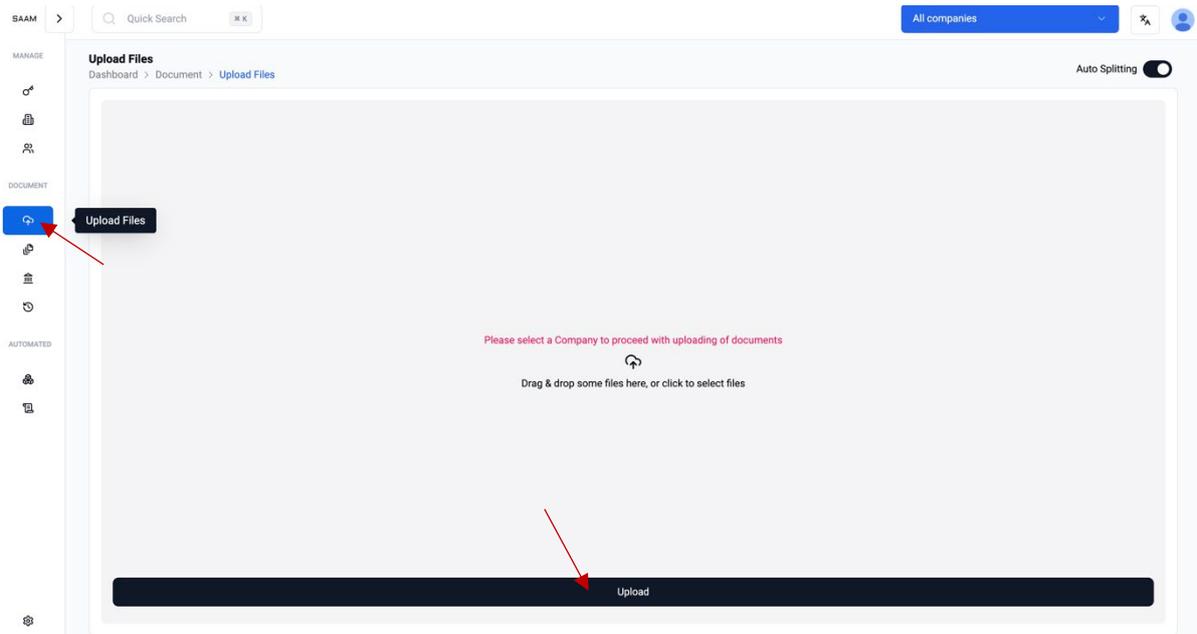
Use your Intuit Account to sign in to QuickBooks.

Email or User ID  Phone

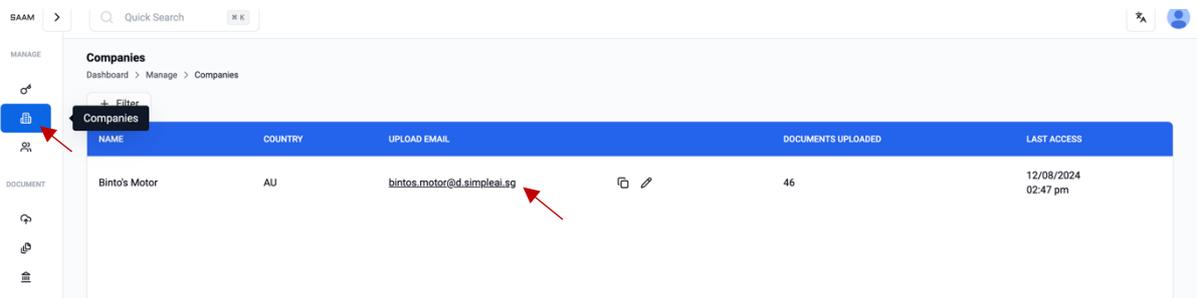
Remember me

Sign In

### 3. Uploading files/documents



- Once connected to a company, user can upload files either by dragging and dropping them or just click onto the space and select the relevant documents
- When all documents are selected, simply click on the **Upload** bar
- Our system supports most types of documents (pdf, images, bank statements etc)



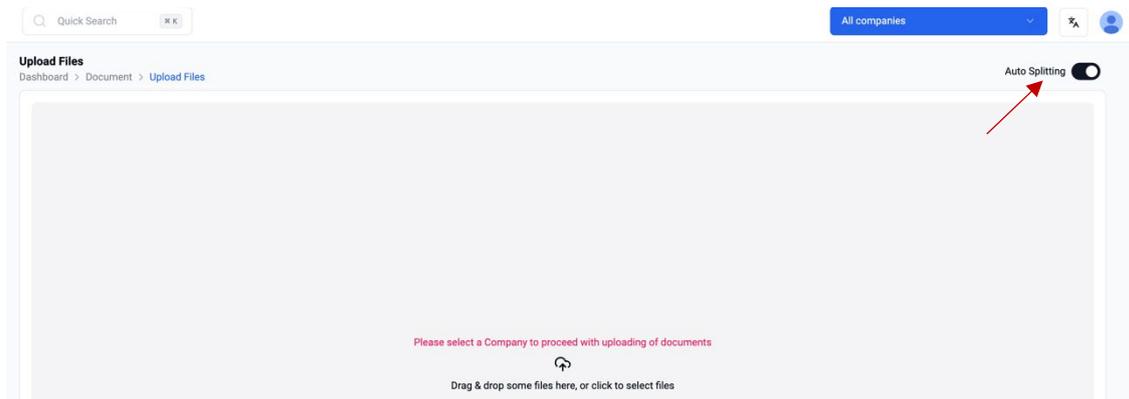
- Another way to upload files will be emailing the documents directly to the email address provided for each company
- Click into the **Companies** webpage to find the email address attached to each company
- Simply attach any relevant documents in the email and it will be uploaded onto our system

#### 4. Upload Bulk History

	UPLOAD DATE	ENTITY NAME	VENDOR NAME	FILE NAME	USERNAME	STATUS
<input type="checkbox"/>	12/08/2024 10:54 am	QBO Demo and Testing (SimpleAI)	[Redacted]	Screenshot 2024-08-07 at 21.26.17	Admin SimpleAI	Purple icon with '1' and right arrow
<input type="checkbox"/>	08/08/2024 03:21 pm	QBO Demo and Testing (SimpleAI)	[Redacted]	image0	[Redacted]	Orange icon with '1' and right arrow
<input type="checkbox"/>	08/08/2024 03:19 pm	QBO Demo and Testing (SimpleAI)	[Redacted]	image0 +1 more files	[Redacted]	Orange icon with '2' and right arrow
<input type="checkbox"/>	07/08/2024 09:27 pm	QBO Demo and Testing (SimpleAI)	[Redacted]	Screenshot 2024-08-07 at 21.26.17 +4 more files	Admin SimpleAI	Green icon with '5' and right arrow

- Once uploaded, click into the **Bulk Upload History** page to check the documents
- On the right hand side, the different colours indicate different status of the documents (purple: processing, orange: processed, green: published into accounting system)
- \*Refresh when you are at this page\*
- To check the documents for each upload, click on the arrow and it will bring user to the documents that have been uploaded

#### 5. Auto Splitting Function



- The auto splitting function helps to split documents up separate invoices, this is especially useful when user have a whole pdf document with multiple invoices
- However, if the pdf files are already organised by individual invoices, click the button to switch off auto splitting to avoid our system from separating any documents

## 6. Classification (Account & Doc Type)

- After the documents have been uploaded, our system will read and classify the document type (transaction details like supplier name, invoice date, invoice number, currency of payment, the total amount & transaction summary etc)
- If there are amendments to be made for any line items, click onto **Modify Line Item Descriptions**

Description	Account Code	Tax Rate (%)	Unit Price	Quantity	Total Amount
PORK MINCED	Food Cost	TX 9% (9%)	10.80	4.05	43.74
BEEF PASTRAMI, SLICED 2MM	Food Cost	TX 9% (9%)	32.50	0.72	23.40
HUBER'S CODICED HAM, FULL MUSCLE, SLICED 1.1MM, 25	Food Cost	TX 9% (9%)	21.00	2.64	55.44
ITALIAN PARMA HAM, SLICED 0.8MM, SSLICES/SHEET, 25C	Food Cost	TX 9% (9%)	53.50	1.23	65.80
ARA-BIKI SAUSAGE, 280	Food Cost	TX 9% (9%)	15.90	4.27	67.89
2% DISCOUNT	Food Cost	TX 9% (9%)	-5.14	1	-5.14

- In this page, user can edit the account code, tax rate, unit price and the quantity
- In the case of changing account code/ tax rate classification for all items, user can simple click onto the top bar and choose the relevant classification and the changes will apply to all line items
- Remember to click the **save** button to ensure that the system records down all modifications made

## 7. PDF Splitting & Merging

The screenshot shows the 'Document Details' page for an invoice. On the left, a list of documents is shown with their dates and amounts. The 'Resplit Selected' button is highlighted with a red arrow. The main area displays a 'TAX INVOICE' with a table of items and a 'Transaction Details' sidebar on the right.

Item	Description	Quantity	Unit Price	Amount
1	ITEM 1	1.00	100.00	100.00
2	ITEM 2	2.00	50.00	100.00
3	ITEM 3	3.00	33.33	100.00
4	ITEM 4	4.00	25.00	100.00
5	ITEM 5	5.00	20.00	100.00
6	ITEM 6	6.00	16.67	100.00
7	ITEM 7	7.00	14.29	100.00
8	ITEM 8	8.00	12.50	100.00
9	ITEM 9	9.00	11.11	100.00
10	ITEM 10	10.00	10.00	100.00

- In the case where the invoices are 2 pages but not already combined, select the 2 files and click **Resplit Selected**

The 'Resplit All' dialog box shows two preview images of invoices. On the right, the 'Page Range' is set to '1-2'. The 'Merge all ranges in one PDF file' checkbox is checked. The 'Total no. of page(s)' is displayed as '2'. The 'Split PDF' button is highlighted with a red arrow.

- Choose the pages that the user wants to merge and click **Split PDF** to combine them as one invoice
- After merging, a new invoice of multiple pages will be created and the original single page invoices will be removed

## 8. Compressing Line Items

The left screenshot shows the 'Transaction Details' interface with the 'Compress Line Items' button highlighted. The 'Transaction Summary' table is as follows:

DESCRIPTION	ACCOUNT NAME	TOTAL
PORK MINCED	Food Cost	43.74
BEEF PASTRAMI, SLICED 2MM	Food Cost	23.40
HUBER'S CODICED HAM, FULL MUSCLE, SLICED 1.1MM, 250G/PKT	Food Cost	55.44
ITALIAN PARMA HAM, SLICED 0.8MM, SSLICES/SHEET, 250C/PET	Food Cost	65.80
ARA-BIKI SAUSAGE, 280	Food Cost	67.89
2% DISCOUNT	Food Cost	-5.14
Subtotal		251.14
TAX (9%)		22.61
<b>TOTAL AMOUNT</b>		<b>277.35</b>

The right screenshot shows the 'Transaction Details' interface after compression. The 'Transaction Summary' table is as follows:

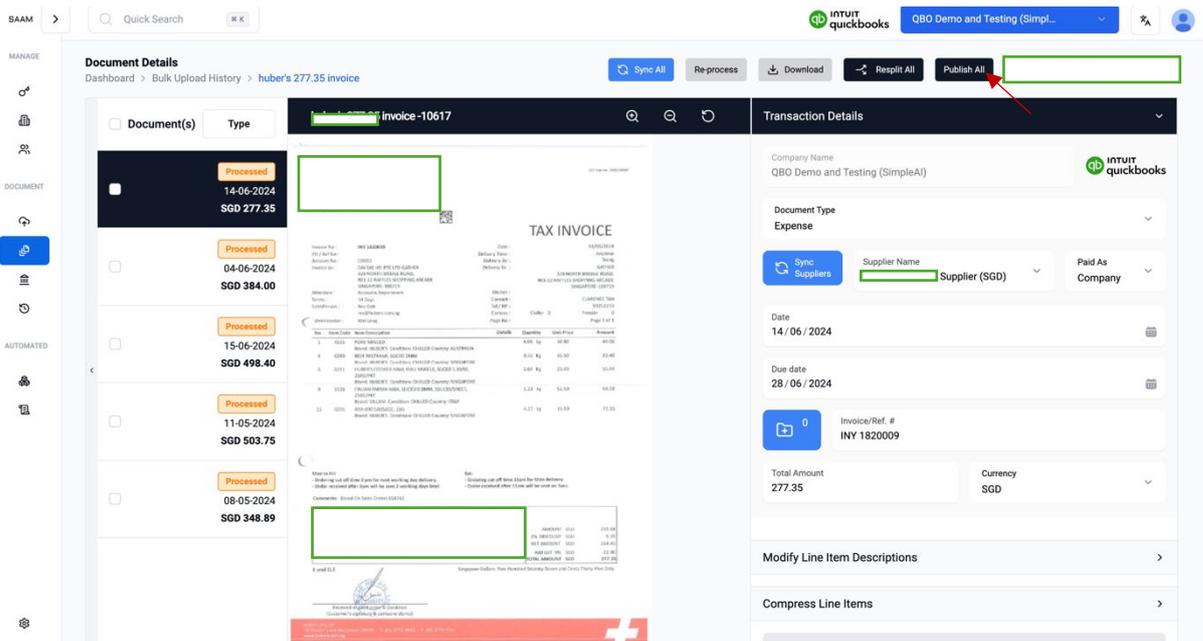
DESCRIPTION	ACCOUNT NAME	TOTAL
Various chilled meat products	Food Cost	259.64
Subtotal		251.14
TAX (9%)		22.61
<b>TOTAL AMOUNT</b>		<b>277.35</b>

- In the case where line items are not needed to be shown in the accounting software, user can compress all line items into a single line
- \*Remember to save all modifications

## 9. Publishing Documents onto Accounting Software

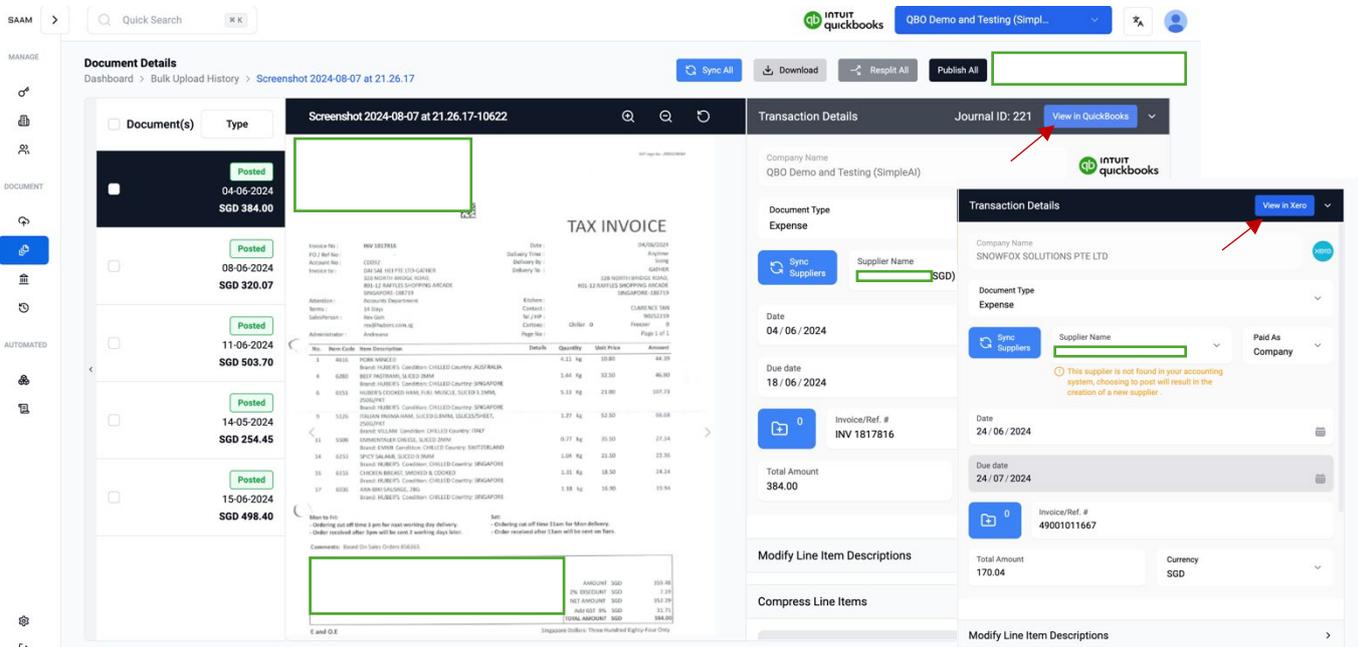
The screenshot shows the 'Document Details' page for 'huber's 277.35 invoice'. The 'Document(s)' list on the left shows several processed documents with checkboxes. The 'Transaction Details' panel on the right shows the invoice information, including the company name 'QBO Demo and Testing (SimpleAI)', document type 'Expense', and a total amount of 277.35 SGD. A red arrow points to the 'Publish Selected' button in the top right corner.

- Once the information extracted by the AI have been checked through, if user would like to publish a certain document, user can select and publish the selected ones



- Otherwise, after checking through all the invoices, user can click **Publish All** to publish every document in this upload onto the selected accounting software
- Once published, the details on our system will not be allowed to edit, any modifications will have to take place in the linked accounting software

## 10. Journal ID & Link To Published Documents



- After publishing onto the accounting software, simply click onto **View in QuickBooks/ View in Xero** and it will bring user to the published document in the respective accounting system

- For Xero, when published in our system, an extra step is needed by user to approve from the Xero account after clicking **View in Xero**
- After this step is done, the journal ID will then be shown on our system

The screenshot shows a bill entry form for Bill 8937910. The form includes fields for From, Date (16 Jul 2024), Due Date (16 Jul 2024), Reference (8937910), and Permit Number. Below these is a table of items with columns for Item, Description, Qty, Unit Price, Account, Tax Rate, Tax Amount, and Amount MYR. The items listed are COKE, MAYO BLAZE SHRMP, BAKED SNAPPER, BAKED POLLO, BROOKLYN SUNSET, Service Charge, and Round. At the bottom right, there is a summary section with Subtotal (121.09), Tax (0.00), and a **TOTAL 121.09 MYR**. A red arrow points to the **Approve** button at the bottom right of the form.

## 11. User Invite

The screenshot shows the SAAM Users management page. The page has a sidebar with 'MANAGE' and 'DOCUMENT' sections. The main content area is titled 'Users' and contains a table with columns: NAME, LAST NAME, EMAIL, ACCESS RIGHTS, LAST ACCESS, and ACCOUNT STATUS. There are two rows of user data. A red arrow points to the '+ Invite User' button in the top right corner of the page.

- To invite user onto our system, simple click into the **Users** page and click onto **Invite User button**

The screenshot shows a dialog box titled 'Invite User(s) to Collaborate in your SAAM Workspace'. It has a table with columns: EMAIL, USER ROLE, COMPANIES, FIRSTNAME, LASTNAME, COUNTRY, and PHONE NUMBER. Below the table, there are dropdown menus for 'USER ROLE' and 'COMPANIES'. A red arrow points to the 'User Role' dropdown, another to the 'Companies' dropdown, a third to a '+' button, and a fourth to a 'Confirm' button.

- Key in the new user's email, role as well as the company that this user is in charge of
- Click the **+** button to add multiple users and **Confirm** button to save all changes

## 12. Switching Languages

The screenshot shows the SAAM interface with a 'Bulk Upload History' table. A language selection dropdown menu is open, showing options for English - en, Bahasa - my, and Japanese - jp. A red arrow points to the language selection icon in the top right corner.

UPLOAD DATE	ENTITY NAME	VENDOR NAME	FILE NAME	USERNAME	STATUS
27/06/2024 03:41 pm	Binto's Motor	+1 more files	1811490 +1 more files	Admin SimpleAI	2
14/06/2024 03:31 pm	Binto's Motor	2 more files	VM-C-202406-13131 (blank case) +2 more files	Admin SimpleAI	3
06/06/2024 10:21 am	Binto's Motor	+1 more files	IAR202404-15819 +1 more files	Bincent Toh	1 1

- User can click onto the translation logo to choose the language that they would like the webpage to be in

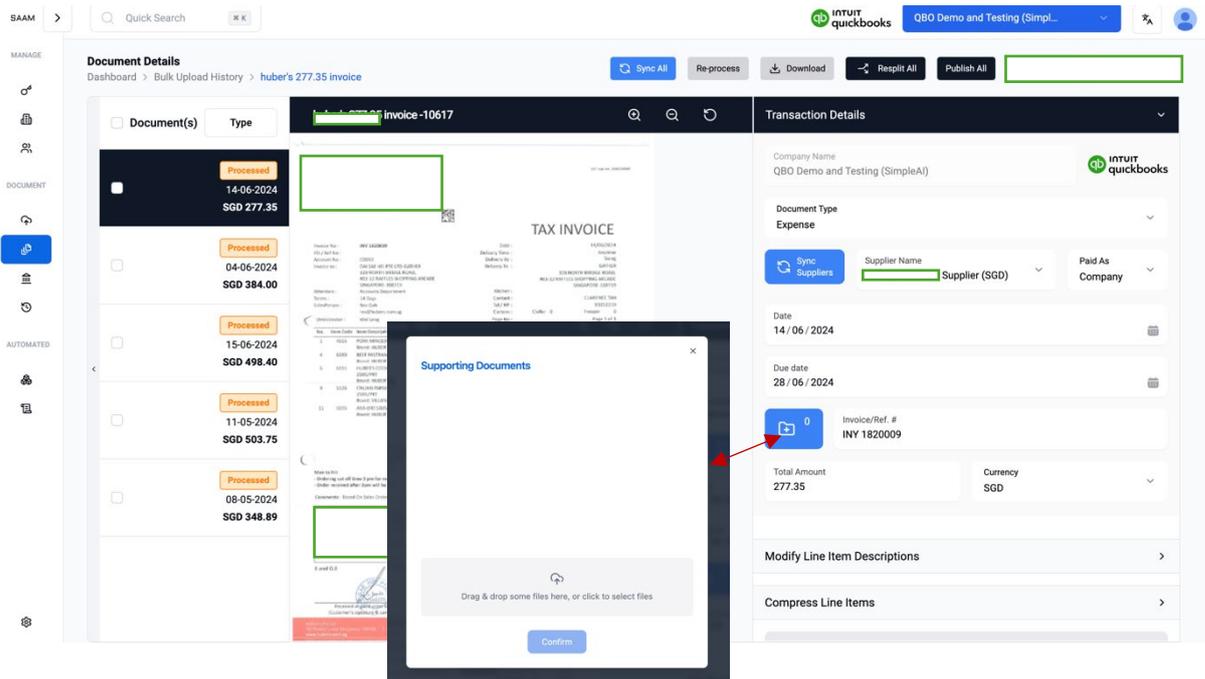
## 13. Different Currencies

The screenshot shows the SAAM interface displaying a document details view for a Korean invoice. The invoice is in Korean and includes a table of items and a total amount. A red arrow points to the 'Currency' dropdown menu in the transaction details section, which is set to 'KRW'.

메뉴명	단가	수량	금액
ICE아메리카노	2,000	1	2,000
ICE카푸치노	2,500	1	2,500
<b>판매금액</b>			<b>4,500</b>
과세상품금액			4,091
부가세(VAT)금액			409

- Our system is able to recognise from the invoice itself the different currencies and choose the accurate currency based on the invoice itself

## 14. Attach Supporting Documents



- To upload any supporting documents, click onto the folder icon in blue and select the relevant documents to be uploaded onto the respective accounting software together with the invoices

## Data Flow b/w SimpleAI and Integrating Partners

