SimpleAI Manual

1. Log in

SimpleAl mail Password Cogin Or Don't have account? <u>Register Nov</u>

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

SAAM >	Q Quick Search K		* 😩
MANAGE	Accounting Dashboard > Manage > Accounting System		
4	Add a new company		
90	List of organisation(s) connected		
DOCUMENT	XERO	XERO	
۹ ب	Demo Company (Global)	SNOWFOX SOLUTIONS PTE LTD	
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Ø		Please select the suitable accounting software to be integrated	
AUTOMATED	XERO	Connect to Xero Connect to Xero Connect to QuickBooks	
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U.	Disconnected	Disconnected	

- 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

xero	🕲 quickboots 😮 mailchimp 🛛 Sturbotax
Log in to Xero to continue to Simple AI Accounting Module	Sign in Use your Intuit Account to sign in to QuickBooks. Email or User ID Phone
Email address Password	ask@simpleai.sg
Log in	Remember me
Forgot password? Can't log in?	🔒 Sign In

3. Uploading files/documents

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AUTOMATED		Please select a Company to proceed with uploading of documents		
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- 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)

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- 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
- Simple attached any relevant documents in the email and it will be uploaded onto our system

4. Upload Bulk History

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- 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

Q Quick Search	All companies	× 🔹 😩
Upload Files Dashboard > Document > Upload Files		Auto Splitting
Please select a Company to proceed with uploading of documents		
Urag & drop some files here, or click to select files		

- 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)

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о Ф	Document(s)	Туре	invoice -10617	Q	Q D	Transaction Details		~	
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- 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**

Modify line item descriptions								×
Manually select credit account							Amounts are:	~
							Excluded	
Description	Account Code	ପ Sync Account	Tax Rate (%) 🕠	ର Sync Tax	Unit Price	Quantity	Total Amount	
	Account code		%	~				()
PORK MINCED	Food Cost	~	TX 9% (9%)	~	10.80	4.05	43.74	D
BEEF PASTRAMI, SLICED 2MM	Food Cost	~	TX 9% (9%)	~	32.50	0.72	23.40	Û
HUBER'S CODICED HAM, FULL MUSCLE, SLICED 1.1MM, 25	Food Cost	~	TX 9% (9%)	~	21.00	2.64	55.44	Û
ITALIAN PARMA HAM, SLICED 0.8MM, SSLICES/SHEET, 250	Food Cost	~	TX 9% (9%)	~	53.50	1.23	65.80	Û
ARA-BIKI SAUSAGE, 280	Food Cost	~	TX 9% (9%)	~	15.90	4.27	67.89	Û
2% DISCOUNT	Food Cost	~	TX 9% (9%)	~	-5.14	1	-5.14	Û
					As	ign expenses to	a customer 🕀 Add a n	new line
Custom prompt Enter a new prompt								

- Close
- 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

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

Resplit All			×
		Page Range ① 1-2	
	/	Merge all ranges in one PDF file	
		Total no. of page(s)	2
		ς.	
		Close Split	PDF
		Choose Copie	

- 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

Transaction Details		~
Modify Line Item Descriptions		>
Compress Line Items		×
Sa	we	
Transaction Summary		
DESCRIPTION	ACCOUNT NAME	TOTAL
PORK MINCED BEEF PASTRAMI, SLICED 2MM	Food Cost	43.74
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
	TOTAL AMOUNT	277.35

- 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

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9. Publishing Documents onto Accounting Software

• 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

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				Compress Line Items	

- 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

Dashboard > Bulk Upload	History > Screens	shot 2024-08-07 at 21.26.17			
Document(s)	Туре	Screenshot 2024-08-07 at 21.26.17-10622	Q Q D	Transaction Details	Journal ID: 221 View in QuickBooks V
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		Comments: Based On Sales Orders 856363.		Modify Line Item Descriptions	Total Amount Currency 170.04 SGD

10. Journal ID & Link To Published Documents

• After publishing onto the accounting software, simple 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

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11. User Invite

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3							

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

Invite User(s) to Collab	orate in your SAAM Work	space						×
EMAIL	USER ROLE ()	COMPANIES		FIRSTNAME	LASTNAME	COUNTRY	PHONE NUMBER	
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USER ROLE		NIES						
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Admin	All o	ompanies	Confirm					
User	Com	anies						
Client	Binto	's Motor						

- 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

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¢ P		14/06/2024 03:31 pm	Binto's Motor	2 more files	VM-C-202406-13131 (blank case) +2 more files	Admin SimpleAl	• 3	\rightarrow
≘ ூ		06/06/2024 10:21 am	Binto's Motor	+1 more files	!AR202404-15819 +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

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13. Different Currencies

• 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

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			Frend & good agent	Drag & drop s	ome files here, or click to select files		Compress Line Items		

• 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