

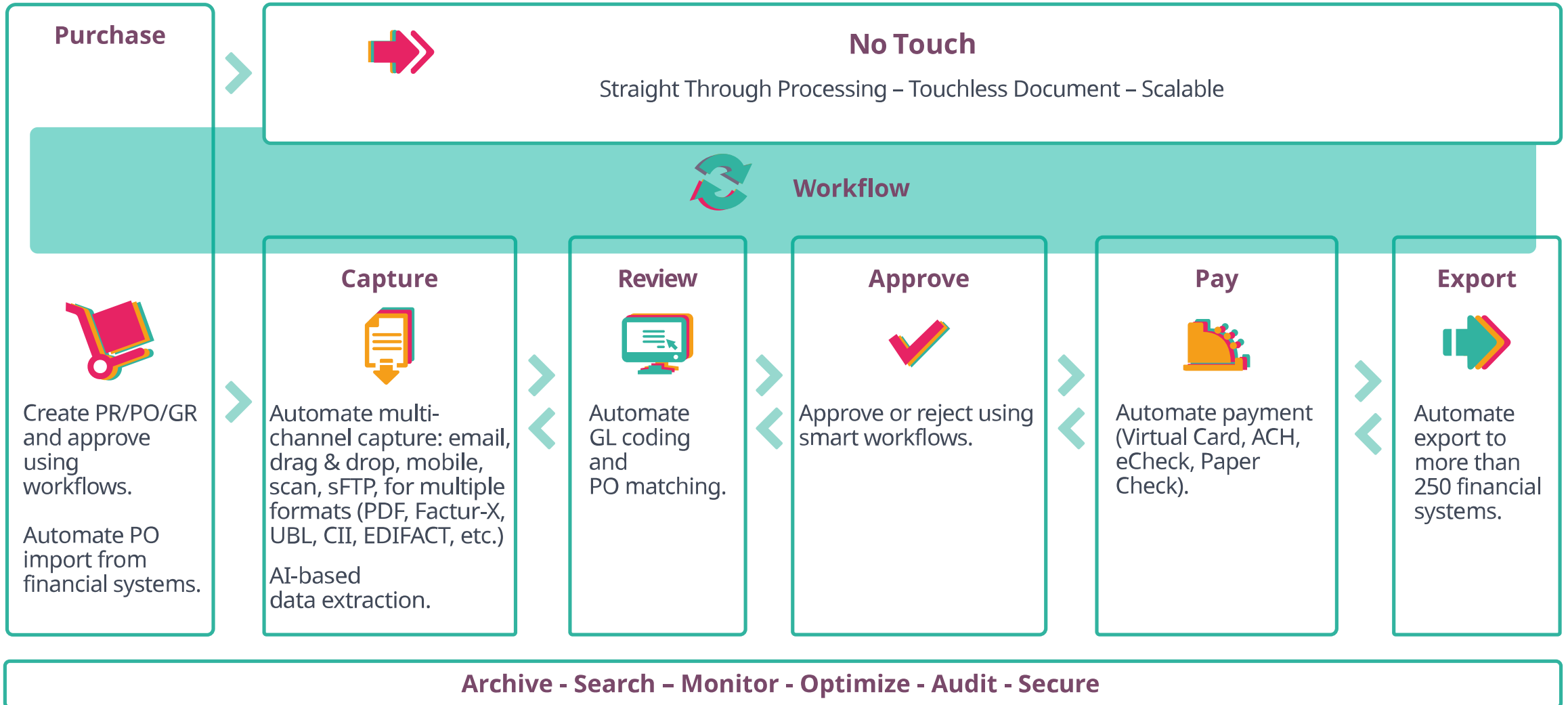


Cloud P2P Automation. Easy. Powerful. Smart.

End-User Training

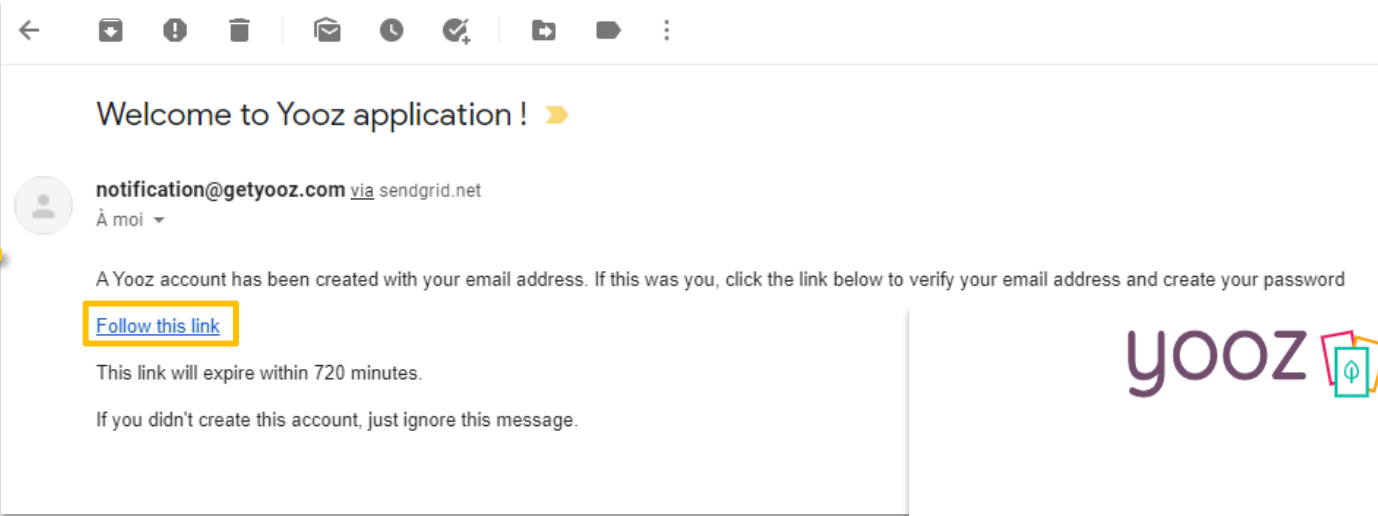
Introduction to Yooz Rising

Yooz Automates your AP process



Welcome to Yooz Rising application!

- Yooz is a cloud software
 - Any operating system
 - Any web browser
 - Any computer
- Access is granted by your administrator
- Welcome e-mail sent to all users
- Check your spam folder
- Forgotten password link - Reset it in case of problem: here is our Help Center article to help you:
<https://help.getyooz.com/en/articles/3543190-i-forgot-my-password-how-to-reset-it>
- Password needs to be changed after first login
- Use your web browser password manager



Welcome to Yooz application ! ➤

notification@getyooz.com via sendgrid.net
À moi ▾

A Yooz account has been created with your email address. If this was you, click the link below to verify your email address and create your password

[Follow this link](#)

This link will expire within 720 minutes.

If you didn't create this account, just ignore this message.



You need to change your password.

New Password

Confirm password

Submit

English ▾



Perform the following action(s): **Update Password**

» [Click here to proceed](#)

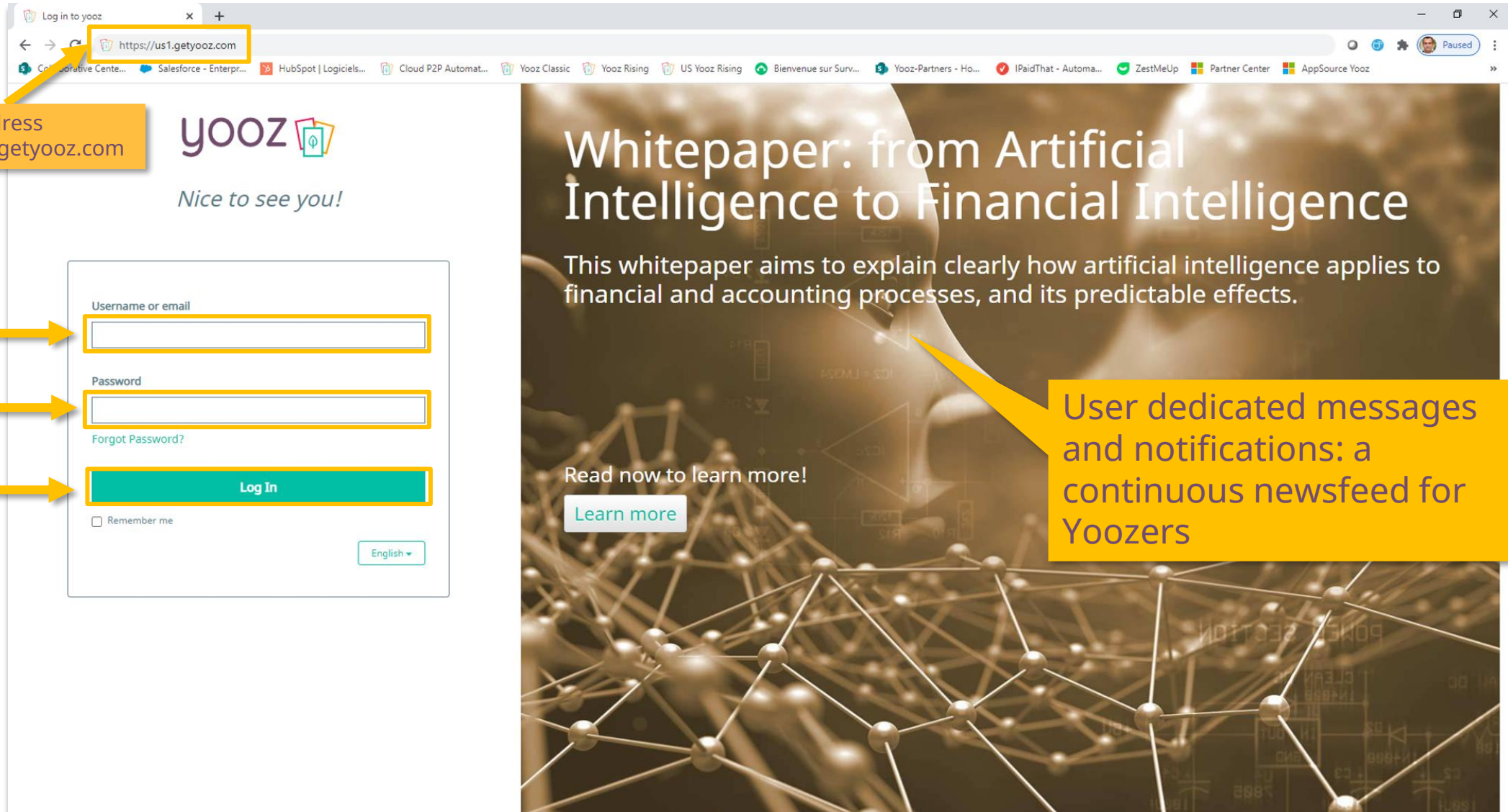
English ▾



Your account has been updated.

« [Back to Application](#)

English ▾



The screenshot shows a web browser window with the URL <https://us1.getyooz.com> highlighted in the address bar. The page content includes the Yooz logo, the text "Nice to see you!", and a login form. The login form has three main sections highlighted with yellow arrows and numbers: 1. "Username or email" input field, 2. "Password" input field, and 3. "Log In" button. Below the password field is a "Forgot Password?" link and a "Remember me" checkbox. At the bottom right of the form is an "English" language selector. The main content area features a whitepaper titled "Whitepaper: from Artificial Intelligence to Financial Intelligence" with a sub-headline "This whitepaper aims to explain clearly how artificial intelligence applies to financial and accounting processes, and its predictable effects." and a "Learn more" button. A yellow callout box on the right side of the page contains the text: "User dedicated messages and notifications: a continuous newsfeed for Yoozers".

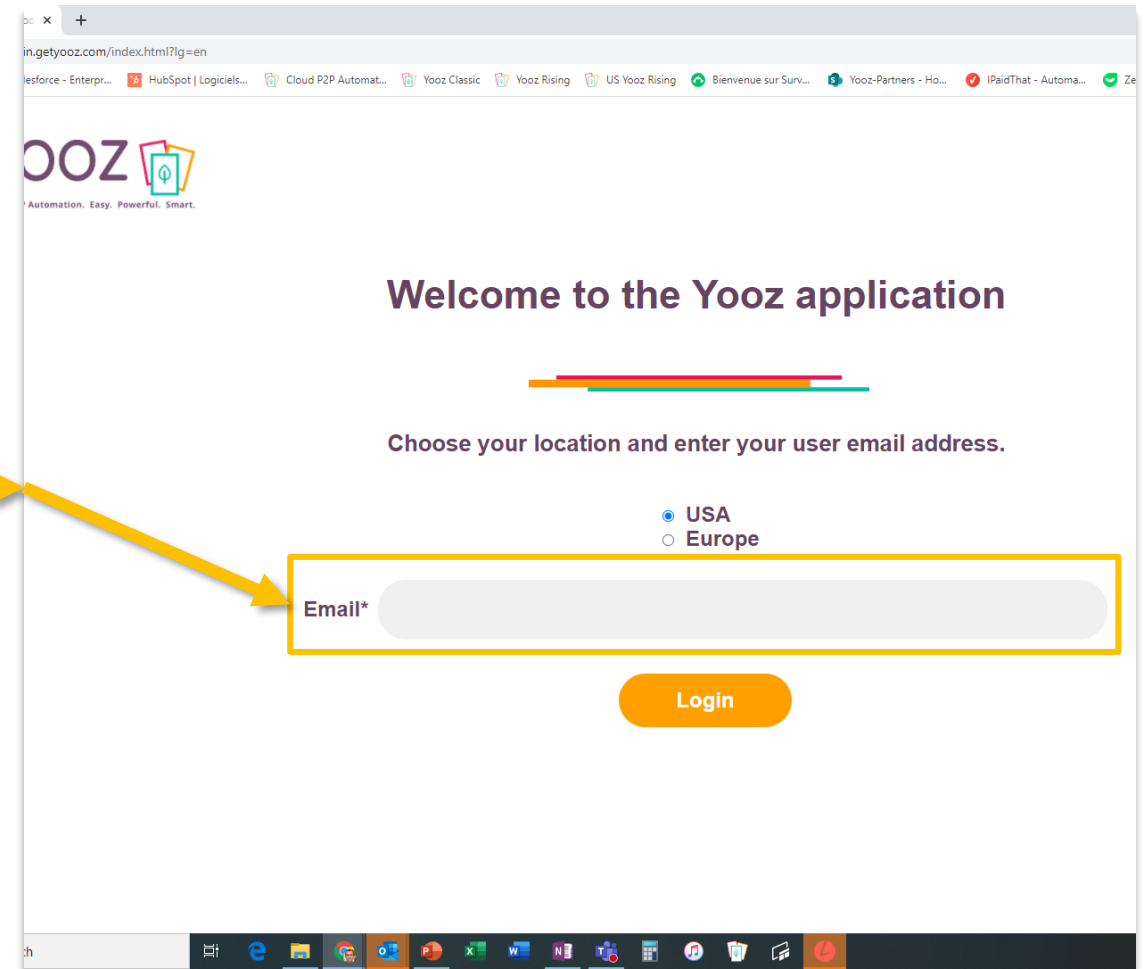
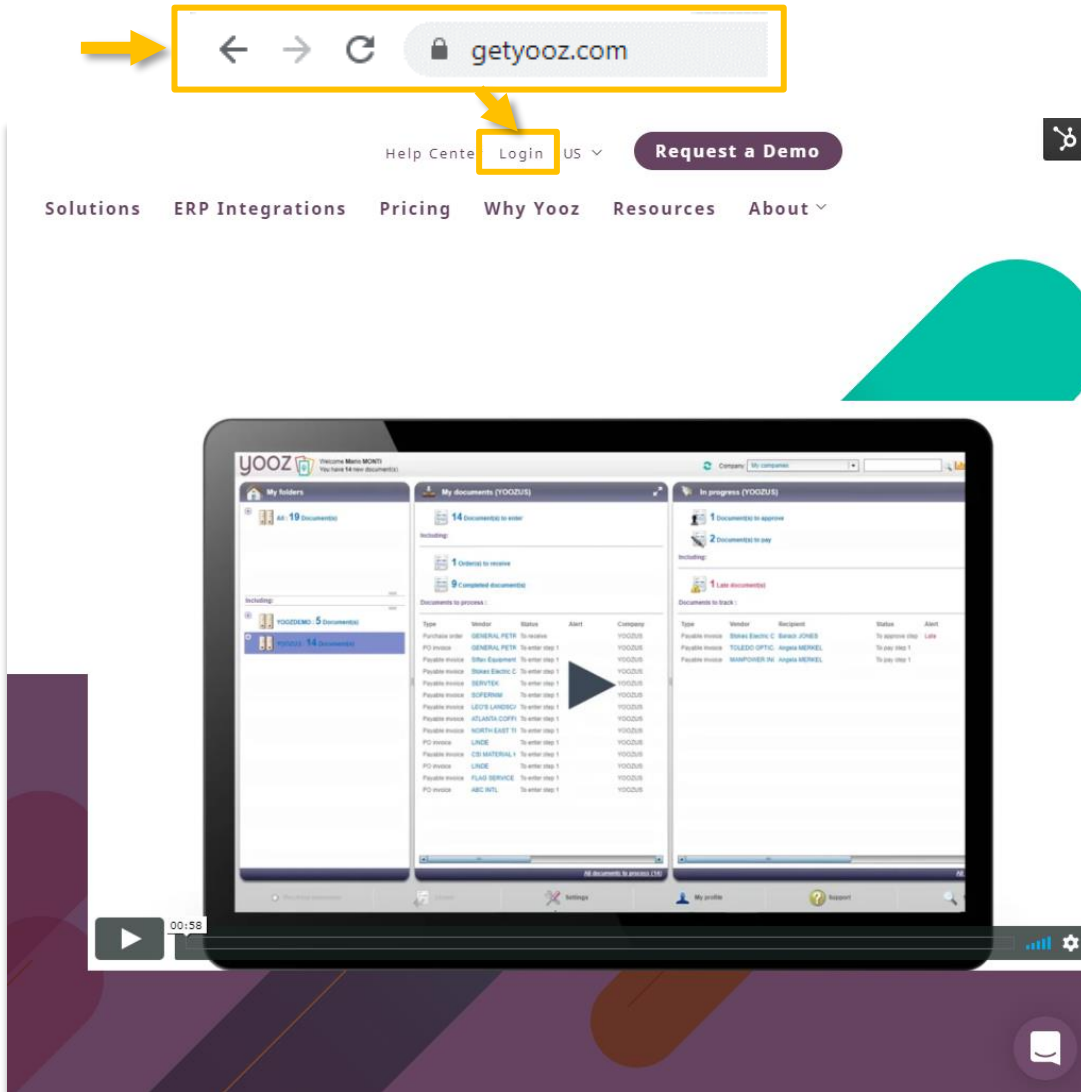
A single address
<https://us1.getyooz.com>

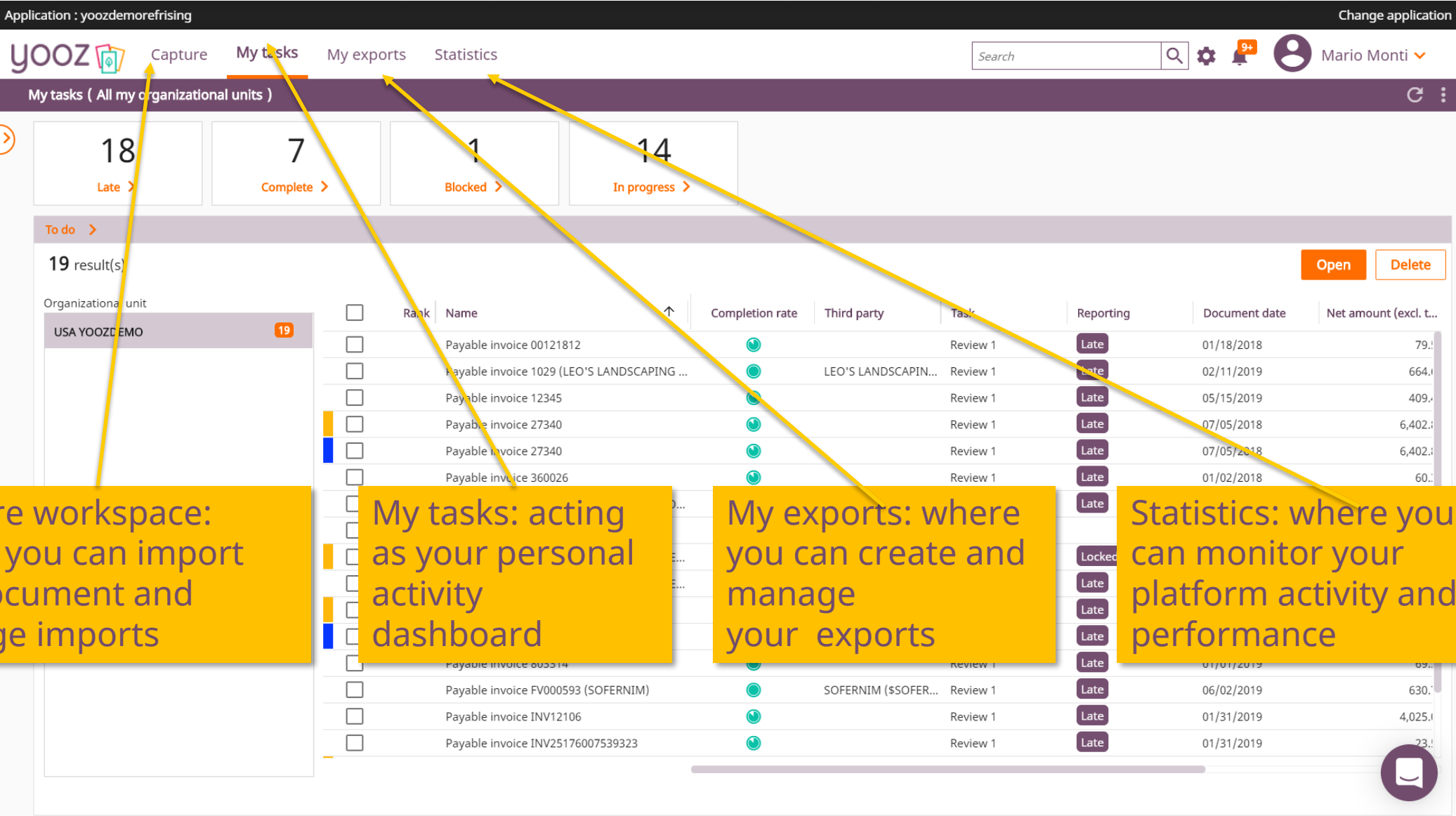
1

2

3

User dedicated messages and notifications: a continuous newsfeed for Yoozers





The screenshot shows the top navigation bar of the yooz application. The main navigation menu includes 'Capture', 'My tasks', 'My exports', and 'Statistics'. A search bar and user profile 'Mario Monti' are also visible. Below the navigation bar, there is a dashboard with four summary cards: '18 Late', '7 Complete', '1 Blocked', and '14 In progress'. A table titled 'To do' shows 19 results for the organizational unit 'USA YOOZDEMO'. The table columns are: Organizational unit, Rank, Name, Completion rate, Third party, Task, Reporting, Document date, and Net amount (excl. t...).

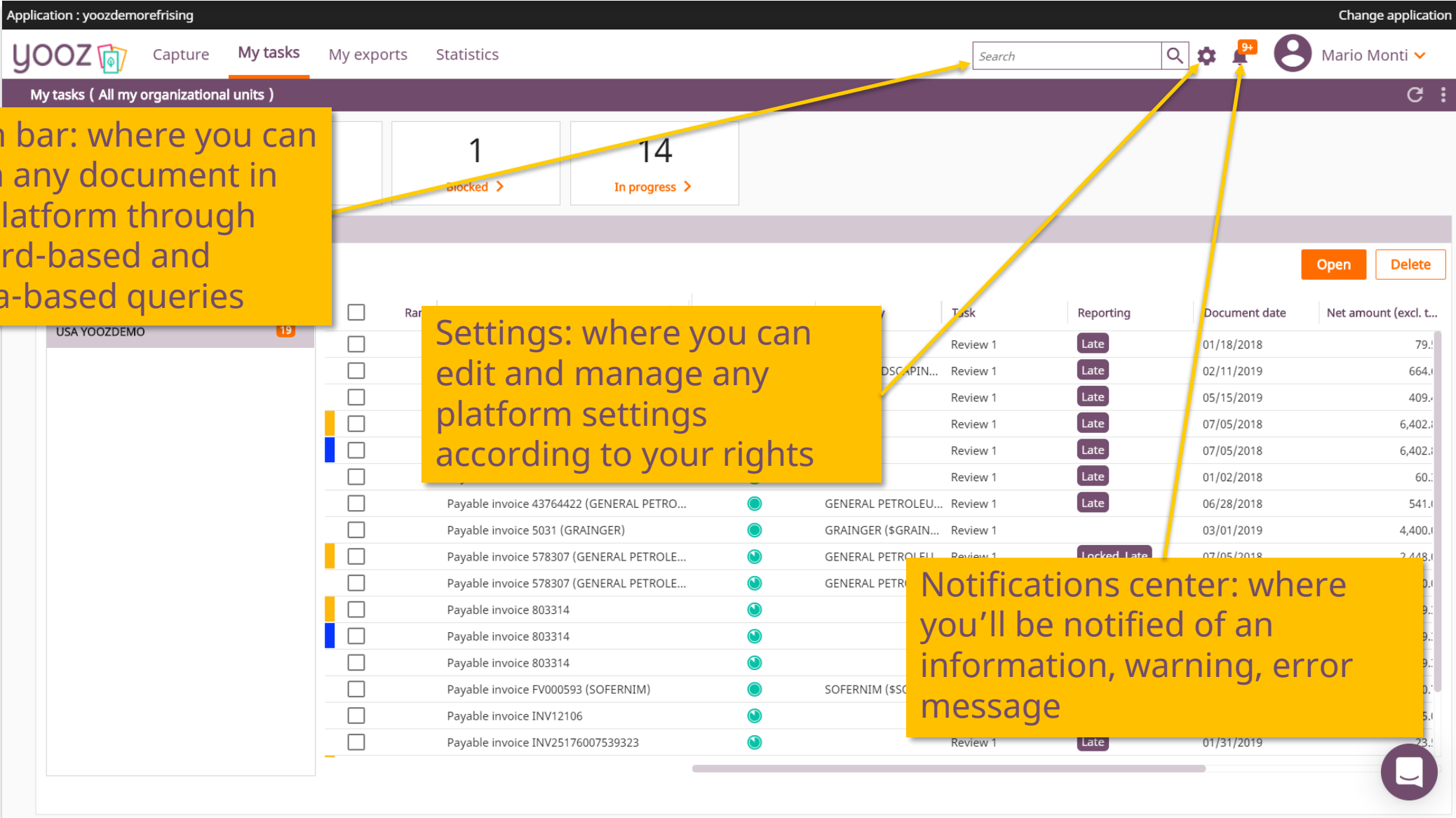
Organizational unit	Rank	Name	Completion rate	Third party	Task	Reporting	Document date	Net amount (excl. t...
USA YOOZDEMO		Payable invoice 00121812	🟢		Review 1	Late	01/18/2018	79.0
		Payable invoice 1029 (LEO'S LANDSCAPING ...	🟢	LEO'S LANDSCAPIN...	Review 1	Late	02/11/2019	664.0
		Payable invoice 12345	🟢		Review 1	Late	05/15/2019	409.0
		Payable invoice 27340	🟢		Review 1	Late	07/05/2018	6,402.0
		Payable invoice 27340	🟢		Review 1	Late	07/05/2018	6,402.0
		Payable invoice 360026	🟢		Review 1	Late	01/02/2018	60.0
		Payable invoice 605514	🟢		Review 1	Late	01/01/2019	69.0
		Payable invoice FV000593 (SOFERNIM)	🟢	SOFERNIM (\$SOFER...	Review 1	Late	06/02/2019	630.0
		Payable invoice INV12106	🟢		Review 1	Late	01/31/2019	4,025.0
		Payable invoice INV25176007539323	🟢		Review 1	Late	01/31/2019	23.0

Capture workspace: where you can import any document and manage imports

My tasks: acting as your personal activity dashboard

My exports: where you can create and manage your exports

Statistics: where you can monitor your platform activity and performance



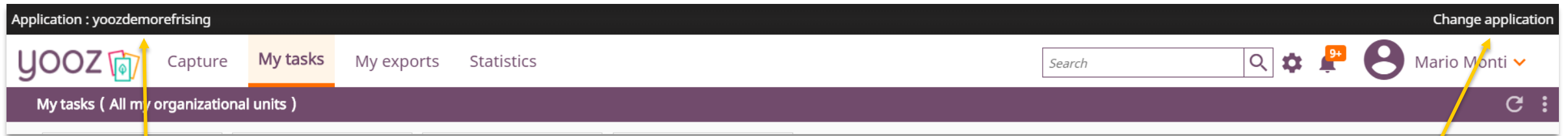
The screenshot shows the top navigation bar of the yooz application. It includes the application name 'yooz', navigation tabs for 'Capture', 'My tasks', 'My exports', and 'Statistics', a search bar, a settings gear icon, a notifications bell icon with a '9+' badge, and a user profile for 'Mario Monti'. Below the navigation bar, there are summary cards for '1 blocked' and '14 In progress'. A table of tasks is visible, with columns for 'Task', 'Reporting', 'Document date', and 'Net amount (excl. t...'. The table contains several rows of task data, including 'Review 1' tasks with various reporting statuses like 'Late' and 'Locked Late'. A sidebar on the left shows a list of organizational units, with 'USA YOOZDEMO' selected.

Search bar: where you can search any document in your platform through keyword-based and criteria-based queries

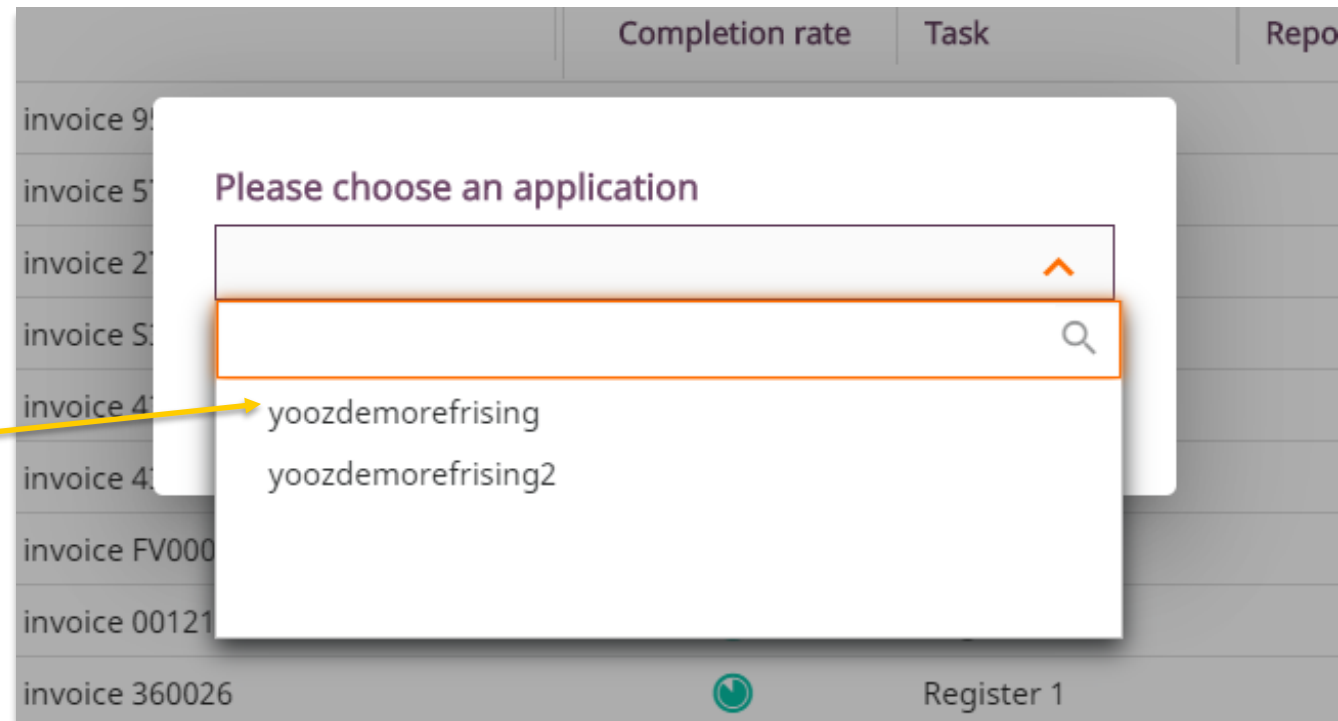
Settings: where you can edit and manage any platform settings according to your rights

Notifications center: where you'll be notified of an information, warning, error message

Main screen – top bar: multi-application access

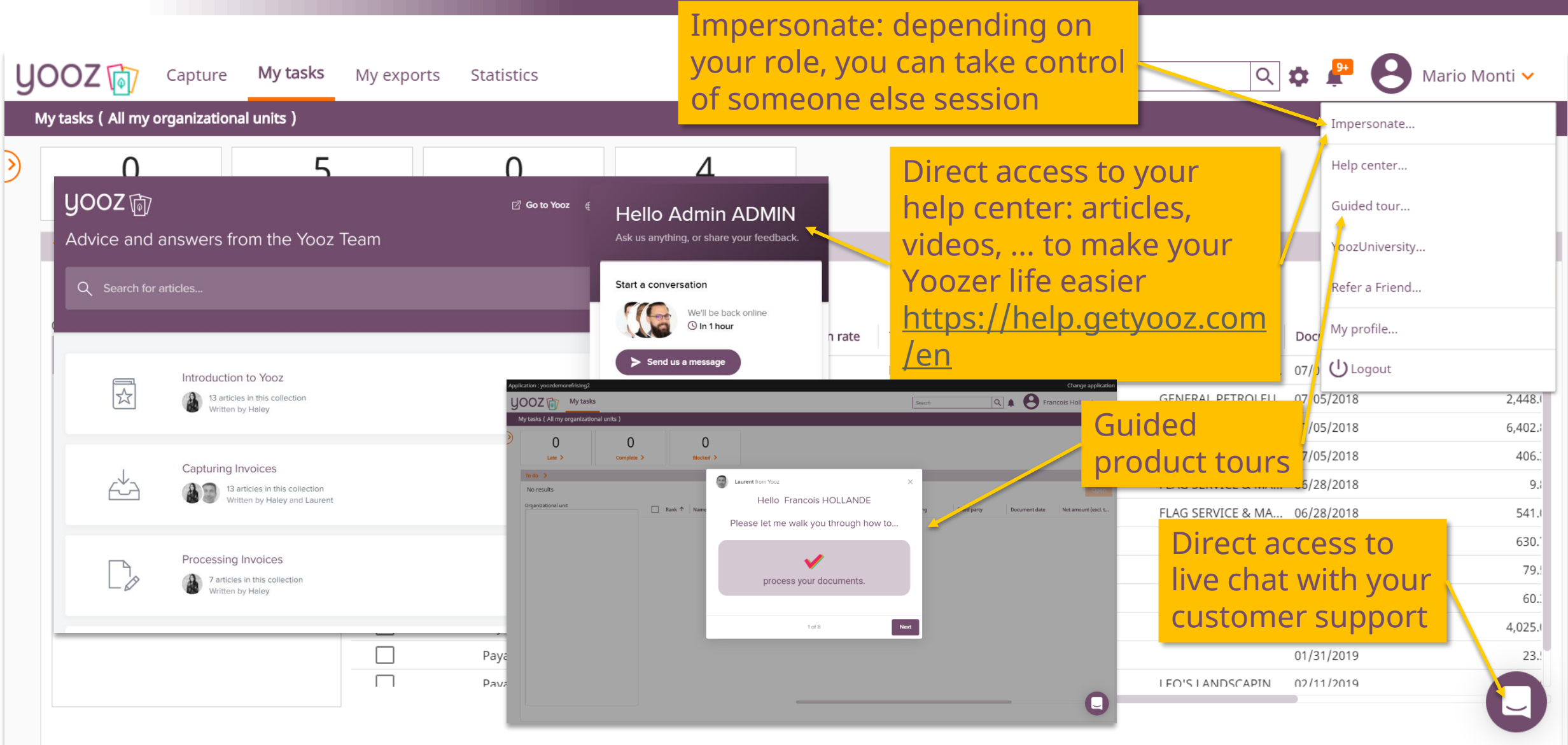


Easy access to the applications to your account



Easy switch to another application

Main screen – Top bar: my profile Embedded user assistance tools



The screenshot shows the Yooz main interface. At the top, there's a navigation bar with 'Capture', 'My tasks', 'My exports', and 'Statistics'. The 'My tasks' section is active, showing a list of tasks for 'All my organizational units'. A user profile for 'Mario Monti' is visible in the top right. A search bar and settings icon are also present. A yellow callout box points to the user profile area, stating: 'Impersonate: depending on your role, you can take control of someone else session'. Another yellow callout box points to the 'Help center...' option in the user profile dropdown menu, stating: 'Direct access to your help center: articles, videos, ... to make your Yoozer life easier <https://help.getyooz.com/en>'. A third yellow callout box points to the 'Guided tour...' option, stating: 'Guided product tours'. A fourth yellow callout box points to the live chat icon in the bottom right corner, stating: 'Direct access to live chat with your customer support'. An inset window shows a chat interface with a message from 'Laurent from Yooz' saying 'Hello Francois HOLLANDE' and 'Please let me walk you through how to... process your documents.' with a 'Next' button.

Impersonate: depending on your role, you can take control of someone else session

Direct access to your help center: articles, videos, ... to make your Yoozer life easier <https://help.getyooz.com/en>

Guided product tours

Direct access to live chat with your customer support

Main screen – Top bar: my profile Embedded user assistance tools

YoozUniversity provides you with free unlimited live and replay training and enablement resources, with direct from your application.

Refer a friend or a business and win up to 1 month of subscription

Logo

The screenshot shows the Yooz main interface. At the top left is the Yooz logo and navigation tabs for 'Capture', 'My tasks', and 'My exports'. Below these are task summary cards showing '0 Late' and '5 Complete'. A search bar and user profile 'Mario Monti' are on the top right. A dropdown menu for the user profile is open, listing options like 'Impersonate...', 'Help center...', 'Guided tour...', 'YoozUniversity...', 'Refer a Friend...', 'My profile...', and 'Logout'. A yellow callout box points to the 'Refer a Friend...' option. Another yellow callout box points to the 'YoozUniversity...' option. A third yellow callout box points to the 'Logout' option. The main content area features a 'YoozUniversity' section with a 'Request a Demo' button and a list of navigation links. Below this is a webinar announcement for 'Exclusive Yooz Insider Webinar - Q&A with Yooz COO' on Wednesday, October 21, from 1pm to 2pm CST. A 'JOIN' button is visible on the webinar image. On the right side, there is a table with columns for dates and values, and a 'Logout' button at the bottom right.

Navigation: Capture | **My tasks** | My exports | Statistics

Search: [Settings] [Notifications: 3] [User: Mario Monti]

My tasks (All my organizational units)

26
Late >

9
Complete >

2
Blocked >

12
In progress >






To do > 17 / 34 result(s)

Organizational unit	<input type="checkbox"/>	Rank ↑	Name	Completion rate	Task	Reporting	Third parties(Suppl...	Document date	Net amount (excl. t...	Total amount (incl. t...	Currency	Document crea
(?)	<input type="checkbox"/>		1 Payable invoice 2164936	🟢	Review 1	Late		12/21/2018	2,059.63		US Dollar	10/15/2020 9
USA YOOZDEMO	<input type="checkbox"/>		2 (?) 578307	🟢	Registration			05/07/2018	2,448.00		Euro	10/16/2020 11
YOOZDEMO	<input type="checkbox"/>		3 Payable invoice 27340	🟢	Registration			05/07/2018	6,402.81		Dollar	10/16/2020 11
	<input type="checkbox"/>		4 Payable invoice 27340	🟢	Review 1	Late		05/07/2018	6,402.81		Dollar	10/16/2020 11
	<input type="checkbox"/>		5 Payable invoice 925037	🟢	Review 1	Late						/2020 11
	<input type="checkbox"/>		6 Payable invoice FV000593	🟢	Registration			02/06/2019				/2020 11
	<input type="checkbox"/>		7 Payable invoice 360026	🟢	Review 1	Late		02/01/2018				/2020 11
	<input type="checkbox"/>		8 Payable invoice 123575	🟢	Review 1	Late		01/02/2019				/2020 11
	<input type="checkbox"/>		9 Payable invoice INV12106	🟢	Registration			01/04/2013	4,025.00	4,025.00	US Dollar	10/16/2020 11
	<input type="checkbox"/>		10 Payable invoice INV12106	🟢	Review 1	Late		01/04/2013	4,025.00	4,025.00	US Dollar	10/16/2020 11
	<input type="checkbox"/>		11 Payable invoice INV25176007539323	🟢	Registration			01/31/2019	23.58	23.58	US Dollar	10/16/2020 11
	<input type="checkbox"/>		12 Payable invoice INV25176007539323	🟢	Review 1	Late		01/31/2019	23.58	23.58	US Dollar	10/16/2020 11
	<input type="checkbox"/>		13 Payable invoice 1029	🟢	Review 1	Late		11/02/2019	132.94	132.94	US Dollar	10/16/2020 11
	<input type="checkbox"/>		14 Payable invoice 803314	🟢	Registration			01/01/2019	69.36	69.36	US Dollar	10/16/2020 11
	<input type="checkbox"/>		15 Payable invoice 803314	🟢	Review 1	Late		01/01/2019	69.36	69.36	US Dollar	10/16/2020 11
	<input type="checkbox"/>		16 Payable invoice 803314	🟢	Registration			01/01/2013	69.36	69.36	US Dollar	10/16/2020 11
	<input type="checkbox"/>		17 Payable invoice 803314	🟢	Review 1	Late		01/01/2013	69.36	69.36	US Dollar	10/16/2020 11

- Help center...
- Guided tour...
- YoozUniversity...
- Refer a Friend...
- My profile...**
- Logout

Access the features of My profile

Application : yoozdemorefrising Change application

yooz  Capture My exports Statistics My tasks     Mario Monti ▼

My profile

- My account
- My delegations
- Change my password
- Themes setup
- Workspaces setup
- Parameters

Cancel Create



Properties *


Delegation properties ▼

Name * Periodic Restricted

List of delegates *

Delegation periodicity ▼

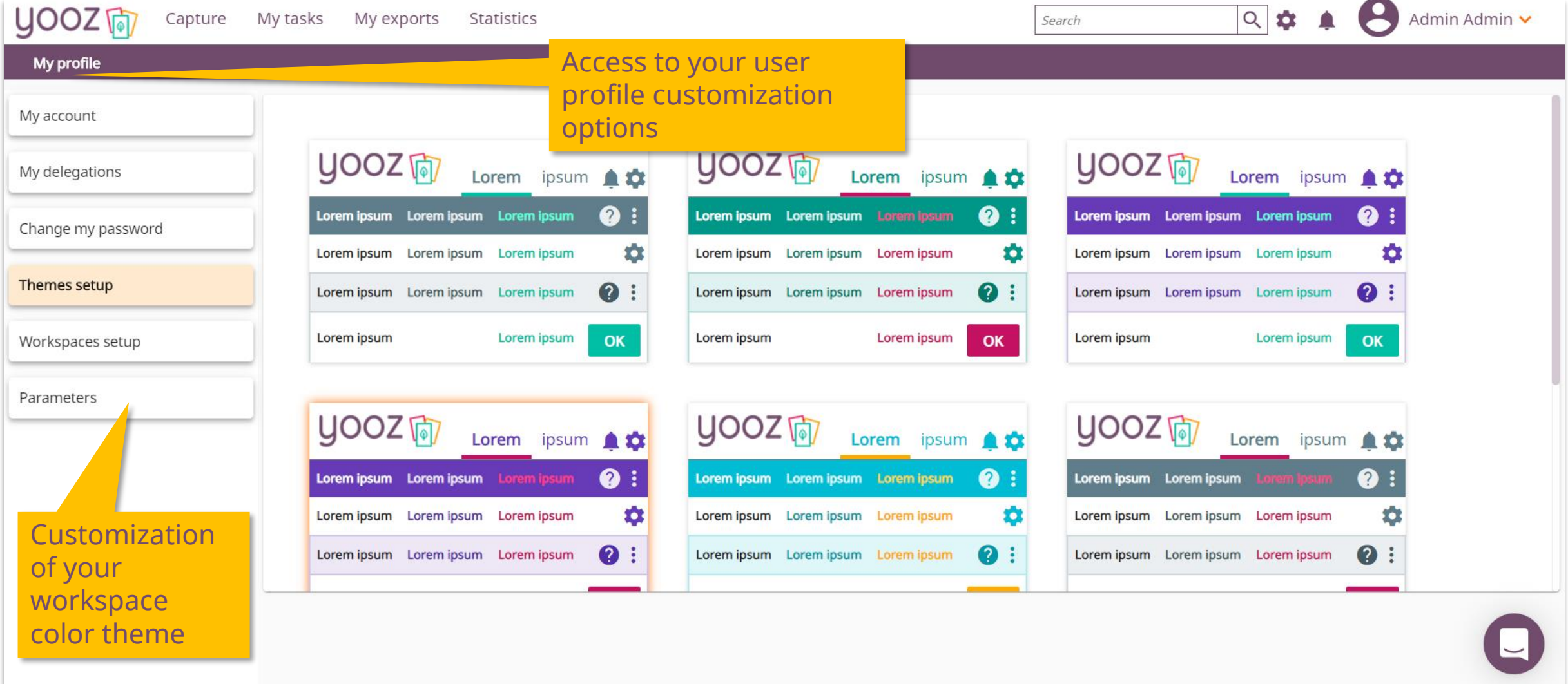
Start date *  End date *  Start hour * ▼ End hour * ▼

Periodicity  *

Delegate to one or more people, on a defined period of time or on a recurring periodicity.

Learn more on delegations and read our Help Center Article: <https://help.getyooz.com/en/articles/3543417-how-to-create-a-delegation>

- With restricted turned off, the user inherits permission and orgs so they can fully process all the delegated documents.
- With restricted turned on, the user needs to already have the permission to process that delegated document.
- For example: With the restriction on, you could delegate to multiple users who each have one org. Thus having multiple users able to cover for one user.



The screenshot displays the 'My profile' section of the yooz application. On the left, a sidebar contains menu items: 'My account', 'My delegations', 'Change my password', 'Themes setup' (highlighted in orange), 'Workspaces setup', and 'Parameters'. The main content area shows six preview cards of the application interface, each demonstrating a different color theme for the workspace. A yellow callout box points to the 'Themes setup' option, stating 'Access to your user profile customization options'. Another yellow callout box points to the 'Parameters' option, stating 'Customization of your workspace color theme'. The top navigation bar includes the yooz logo, 'Capture', 'My tasks', 'My exports', 'Statistics', a search bar, and a user profile dropdown for 'Admin Admin'.

Access to your user profile customization options

Customization of your workspace color theme

My profile

My account

My delegations

Change my password

Themes setup

Workspaces setup

Parameters

You can customize the application's settings for your user here.

< Parameters

 Notifications

Receiving mode, receiving frequency, right to disconnect...

Notifications by level

 Platform messages

General information message, marketing...



 Informations

successful import...



 Messages

Discussion thread (ex : comments in form)



< Parameters < Notifications

 Messages

Discussion thread (ex : comments in form)

Receive in the notification center

Receive by email

< Parameters < Notifications

 Informations

successful import...

Receive in the notification center








Receive by email

Deactivated >

 Right to disconnect

Do not receive notifications

Application : yoozdemorefrising Change application

yooz  Capture My exports Statistics My tasks     Mario Monti ▼

My profile

- My account
- My delegations**
- Change my password
- Themes setup
- Workspaces setup
- Parameters



Properties * Cancel Create


Delegation properties ▼

Name * Periodic Restricted

List of delegates *

Delegation periodicity ▼

Start date *  End date *  Start hour * ▼ End hour * ▼

Periodicity  *

Delegate to one or more people, on a defined period of time or on a recurring periodicity.



Application : yoozdemorefrising Change application

yooz Capture **My tasks** My exports Statistics Search [Settings] [Notifications 9+] [Profile] Mario Monti

My tasks (All my organizational units) Refresh [Menu]

Filter by

Organizational unit

Document type

Third parties(Supplier, Customer, ...)

Date interval

From

To :

[Reset](#)

18
Late >

7
Complete >

1
Blocked >

14
In progress >

To do >

19 result(s) Open Delete

Organizational unit	Rank	Name	Completion rate	Third party	Task	Reporting	Document
USA YOOZDEMO 19	<input type="checkbox"/>	Payable invoice 00121812	●		Review 1	Late	01/18/201
	<input type="checkbox"/>	Payable invoice 1029 (LEO'S LANDSCAPING ...)	●	LEO'S LANDSCAPIN...	Review 1	Late	02/11/201
	<input type="checkbox"/>	Payable invoice 12345	●		Review 1	Late	05/15/201
	<input type="checkbox"/>	Payable invoice 27340	●		Review 1	Late	07/05/201
	<input type="checkbox"/>	Payable invoice 27340	●		Review 1	Late	07/05/201
	<input type="checkbox"/>	Payable invoice 360026	●		Review 1	Late	01/02/201
	<input type="checkbox"/>	Payable invoice 43764422 (GENERAL PETRO...)	●	GENERAL PETROLEU...	Review 1	Late	06/28/201
	<input type="checkbox"/>	Payable invoice 5031 (GRAINGER)	●	GRAINGER (\$GRAIN...	Review 1	Late	03/01/201
	<input type="checkbox"/>	Payable invoice 578307 (GENERAL PETROLE...)	●	GENERAL PETROLEU...	Review 1	Late	07/05/201
	<input type="checkbox"/>	Payable invoice 578307 (GENERAL PETROLE...)	●	GENERAL PETROLEU...	Review 1	Late	07/05/201
	<input type="checkbox"/>	Payable invoice 803314	●		Review 1	Late	05/05/201
	<input type="checkbox"/>	Payable invoice 803314	●		Review 1	Late	05/05/201
	<input type="checkbox"/>	Payable invoice 803314	●		Review 1	Late	01/01/201
	<input type="checkbox"/>	Payable invoice FV000593 (SOFERNIM)	●	SOFERNIM (\$SOFER...	Review 1	Late	06/02/201
	<input type="checkbox"/>	Payable invoice INV12106	●		Review 1	Late	01/31/201
	<input type="checkbox"/>	Payable invoice INV25176007539323	●		Review 1	Late	01/31/201

Filtering center: filter using any criteria you need and display your filtered data on main screen

© Yooz 2022 - Confidential

17

Application : yoozdemorefrising

yooz Capture **My tasks** My exports Statistics

My tasks (All my organizational units)

18
Late >

7
Complete >

1
Blocked >

14
In progress >

To do >

19 result(s)

Organizational unit

USA YOOZDEMO 19

<input type="checkbox"/>	Rank	Name	↑	Completion rate	Third party	Task	Reporting	Document date	Net amount (excl. t...
<input type="checkbox"/>		Payable invoice 00121812		🟢		Review 1	Late	01/18/2018	79.0
<input type="checkbox"/>		Payable invoice 1029 (LEO'S LANDSCAPING ...		🟢	LEO'S LANDSCAPIN...	Review 1	Late	02/11/2019	664.0
<input type="checkbox"/>		Payable invoice 12345		🟢		Review 1	Late	05/15/2019	409.0
<input type="checkbox"/>		Payable invoice 27340		🟢		Review 1	Late	07/05/2018	6,402.0
<input type="checkbox"/>		Payable invoice 27340		🟢		Review 1	Late	07/05/2018	6,402.0
<input type="checkbox"/>		Payable invoice 360026		🟢		Review 1			
<input type="checkbox"/>		Payable invoice 43764422 (GENERAL PETRO...		🟢	GENERAL PETROLEU...	Review 1			
<input type="checkbox"/>		Payable invoice 5031 (GRAINGER)		🟢	GRAINGER (\$GRAIN...	Review 1			
<input type="checkbox"/>		Payable invoice 578307 (GENERAL PETROLE...		🟢	GENERAL PETROLEU...	Review 1			
<input type="checkbox"/>		Payable invoice 578307 (GENERAL PETROLE...		🟢	GENERAL PETROLEU...	Review 1			
<input type="checkbox"/>		Payable invoice 803314		🟢		Review 1			
<input type="checkbox"/>		Payable invoice 803314		🟢		Review 1			
<input type="checkbox"/>		Payable invoice 803314		🟢		Review 1			
<input type="checkbox"/>		Payable invoice FV000593 (SOFERNIM)		🟢	SOFERNIM (\$SOFER...	Review 1			
<input type="checkbox"/>		Payable invoice INV12106		🟢		Review 1			
<input type="checkbox"/>		Payable invoice INV25176007539323		🟢		Review 1	Late	01/31/2019	23.0

My KPIs:

- Complete: documents where all fields are complete
- Blocked: documents blocked by a user for a specific reason
- In progress: documents being processed
- Late: documents late to be processed

Click to drill down

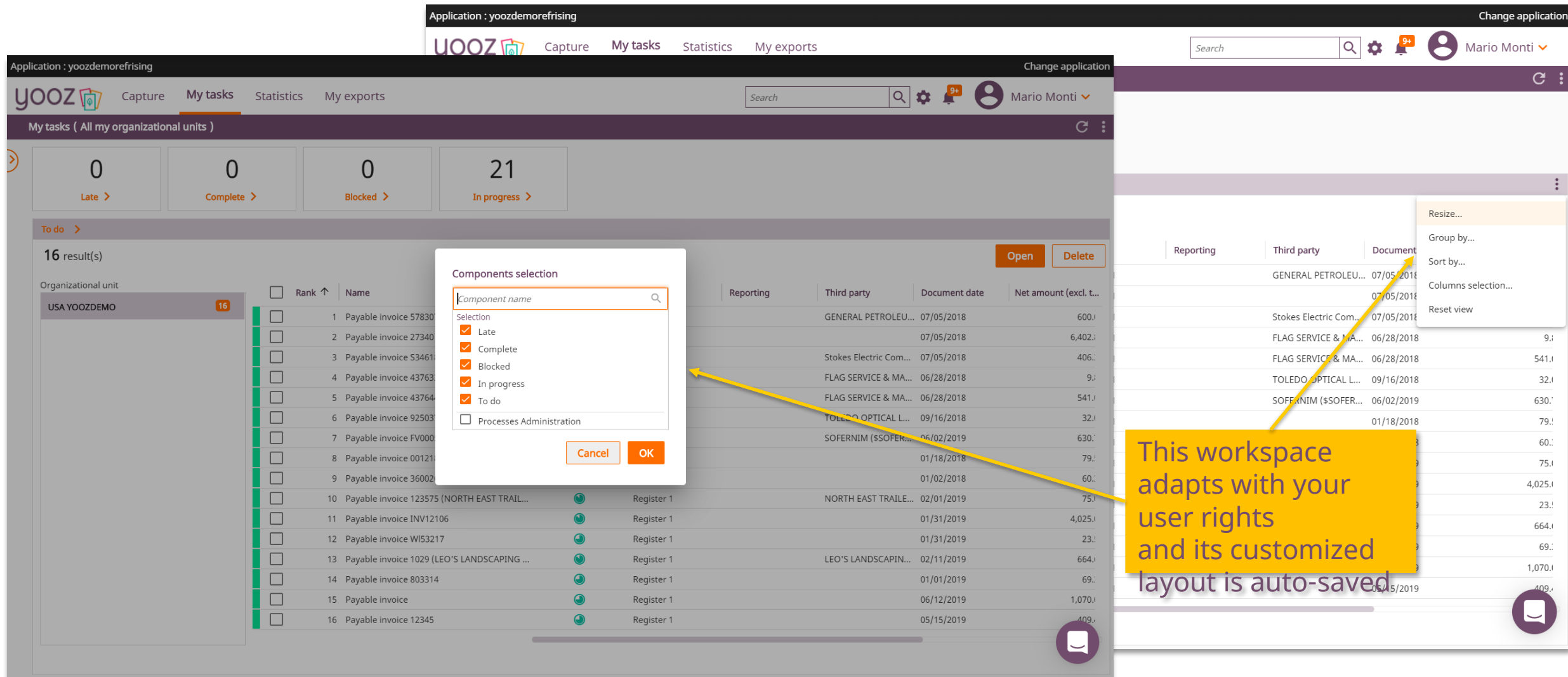
List of selected organizational units

List of documents related to the selected organizational unit.

- Action items aka you « to do » list
- Items for follow-up: track the status of the documents you have already processed but that are still in someone else's queue.



Customizing my workspace: my profile



The screenshot displays the yooz application interface for user Mario Monti. The main view shows 'My tasks (All my organizational units)' with a summary of task counts: 0 Late, 0 Complete, 0 Blocked, and 21 In progress. Below this, a table lists 16 results for the organizational unit 'USA YOOZDEMO'. A 'Components selection' dialog box is open, allowing the user to filter tasks by status: Late, Complete, Blocked, In progress, To do, and Processes Administration. A yellow callout box points to the interface, stating: 'This workspace adapts with your user rights and its customized layout is auto-saved'. The background table shows columns for Reporting, Third party, Document date, and Net amount (excl. t...).

Reporting	Third party	Document date	Net amount (excl. t...
GENERAL PETROLEU...		07/05/2018	600.1
		07/05/2018	6,402.1
Stokes Electric Com...		07/05/2018	406.1
FLAG SERVICE & MA...		06/28/2018	9.1
FLAG SERVICE & MA...		06/28/2018	541.1
TOLEDO OPTICAL L...		09/16/2018	32.1
SOFFERNIM (\$SOFER...		06/02/2019	630.1
		01/18/2018	79.1
		01/02/2018	60.1
NORTH EAST TRAIL...	NORTH EAST TRAIL...	02/01/2019	75.1
		01/31/2019	4,025.1
		01/31/2019	23.1
LEO'S LANDSCAPIN...	LEO'S LANDSCAPIN...	02/11/2019	664.1
		01/01/2019	69.1
		06/12/2019	1,070.1
		05/15/2019	409.1

This workspace adapts with your user rights and its customized layout is auto-saved

Process a group of invoices in a row

Application : yoozdemorefrising Change application

yooz Capture **My tasks** My exports Statistics Search [] [] [] Mario Monti

My tasks (All my organizational units)

13
Late >

11
Complete >

0
Blocked >

3
In progress >

To do > 13 result(s) , 13 selections

Organizational unit	Rank	Name	Completion rate	Third parties(Suppl...	Task	Reporting	Document date	Net amount (excl. t...	Total amount (incl. ...	Current	Document crea
USA YOOZDEMO											
		Payable invoice	●		Review 1	Late	06/12/2019	1,070.00	1,070.00	US Dol	09/24/2020 1
		Payable invoice 00121812	●		Review 1	Late	01/18/2018			US Dol	09/25/2020 8
		Payable invoice 12345	●		Review 1	Late	05/15/2019			US Dol	09/24/2020 1
		Payable invoice 27340	●		Review 1	Late	07/05/2018	5,402.81	5,402.81	US Dollar	09/25/2020 8
		Payable invoice 12345	●		Review 1	Late	01/02/2018	60.30	60.30	US Dollar	09/25/2020 8
		Payable invoice 43763386 (FLAG SERVICE & ...	●		Review 1	Late	06/28/2018	9.85	9.85	US Dollar	09/25/2020 8
		Payable invoice 43764422 (FLAG SERVICE & ...	●		Review 1	Late	06/28/2018	541.00	541.00	US Dollar	09/25/2020 8
		Payable invoice 5031 (RAMM FENCING)	●		Review 1	Late	03/01/2019	4,400.00	4,400.00	US Dollar	09/25/2020 9
		Payable invoice 803314	●		Review 1	Late	01/01/2019	69.36	69.36	US Dollar	09/25/2020 8
		Payable invoice FV000593 (SOERNIM)	●	SOERNIM (\$SOER...	Review 1	Late	06/02/2019	630.72	630.72	Euro	09/25/2020 8
		Payable invoice INV12106	●		Review 1	Late	01/31/2019	4,025.00	4,025.00	US Dollar	09/25/2020 8
		Payable invoice INV25176007539323	●		Review 1	Late	01/31/2019	23.58	23.58	US Dollar	09/25/2020 8
		Payable invoice S3461845 (Stokes Electric C...	●	Stokes Electric Com...	Review 1	Late	07/05/2018	406.32	406.32	US Dollar	09/25/2020 8

Open
Delete

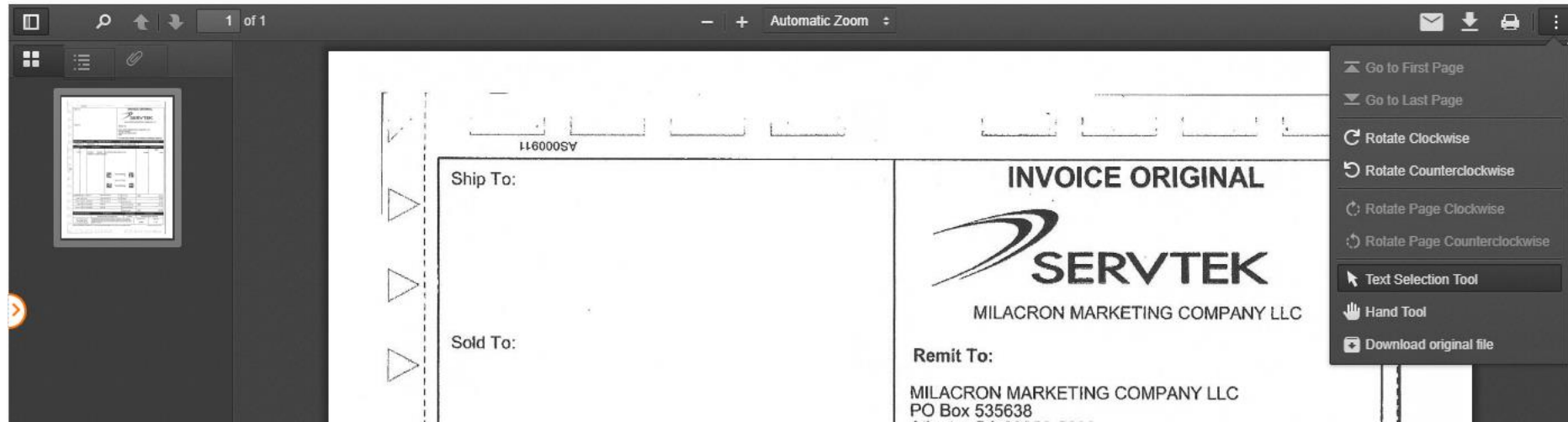
1 - Select your invoices

2 - Process them whole

3 - Your invoices are ready to next step

■ Image toolbar

- Page selector
- Print/Download
- Email
- Zoom in or out
- Rotate, fit image to height or to width
- Thumbnail panel



The Entry screen tab

The Export file screen tab

The image of your in progress invoice

Alerts & notifications panel

Header fields

Line items fields

The screenshot displays the Yooz application interface for entering a payable invoice. The browser address bar shows the URL `us1.getyooz.com/workspace/-3/task/449`. The application header includes the Yooz logo, navigation tabs (Capture, My tasks), and a search bar. The main content area is titled "Register Payable Invoice, Register 1 (Yooz # 4668) [Late]".

On the left, a "Properties" form contains the following fields:

- Name: `Payable invoice 360026`
- Organizational unit: `(?)`
- Document type: `Payable invoice`
- Vendor: `(?)`
- AP / AR account: `(?)`
- Payment method: `(?)`
- Document date: `02/01/2018`
- Document number: `360026`
- Due Date: `MM/DD/YYYY`
- Total amount (incl. tax): `60.30`
- Currency: `US Dollar (USD)`

Below the properties is a section for "Other data for non PO invoices" with fields for Purchase order and Posting Date.

The main area shows a preview of the invoice document. The header includes "Ship To:" and "Sold To:" fields. The invoice title is "INVOICE ORIGINAL" from "SERVTEK" to "MILACRON MARKETING COMPANY LLC". A warning message states: *** ATTENTION: REMIT TO ADDRESS CHANGED ABOVE ***

The table below the header contains invoice details:

Date Invoiced	Invoice No.	Sales Order Number	Payment Terms	Customer Purchase Order	
01/02/18	360026 RI		Cert. or Cash. Ck. before ship		
Quantity Shipped	B / O	Part Number	Description	Unit Price	Extended Price
					USD

At the bottom, the "Invoice line(s)" table shows:

Account	Total amount (incl. tax)	Label
+	60.30	
	60.30	

Board of Governors of the Federal Reserve System

The Federal Reserve, the central bank of the United States, provides the nation with a safe, flexible, and stable monetary and financial system.

Home > Data

Foreign Exchange Rates - H.10

Current Release | Release Dates | Country Data | Nominal/Real Indexes | Currency Weights | G.5 | G.5A | About | Announcements

Technical Q&As

RSS | Data Download

Effective June 24, 2019, the Federal Reserve Board staff will make a change to the indexation of the daily Broad, AFE, and EME dollar indexes. For more information, see the "Technical Q&As".

Release Date: August 31, 2020

Foreign Exchange Rates -- H.10 Weekly

(Rates in currency units per U.S. dollar except as noted)

COUNTRY	CURRENCY	Aug. 24	Aug. 25	Aug. 26	Aug. 27	Aug. 28
*AUSTRALIA	DOLLAR	0.7174	0.7180	0.7222	0.7260	0.7352
BRAZIL	REAL	5.6010	5.6046	5.6073	5.5965	5.4469
CANADA	DOLLAR	1.3220	1.3191	1.3145	1.3111	1.3106

Automatic calculation of exchange rate

My tasks | My exports | Statistics

Press F11 to exit full screen

Search

ce, Register 1 (Yooz # 4707) 4/13

Close

Zoom automatique

Stokes Electric Company
 (865) 525-0351
 P.O. Box 2503
 Knoxville, TN 37901
 US
 Branch: 01 McCalla, Knoxville

Bill To:
 ITESOFT
 PO BOX 90
 AVON LAKE, OH 44012

Ship To:
 ITESOFT
 1260 CARDEN FARM DR
 CLINTON, TN 37716

Customer ID: 13638

Terms Description	Net Due Date	Disc Due Date	Di
R Net 10th Prox	8/09/2018	8/09/2018	

Invoice line(s) | Payment

Account * | Country | Project | Product

OP EXPENSES 2 (610002) | Stokes Electric Company S346...

406.32

Document type *
 Payable invoice

AP / AR account *
 Accounts Payable (401000)

Document date *
 07/05/2018

Due Date
 08/09/2018

Currency *
 US Dollar (USD)

Currency

- US Dollar (USD)
- Afghani (AFN)
- Algerian Dinar (DZD)
- Argentine Peso (ARS)
- Armenian Dram (AMD)
- Aruban Florin (AWG)
- Australian Dollar (AUD)
- Azerbaijan Manat (AZN)
- Bahamian Dollar (BSD)
- Brunei Dollar (BND)

- Use the embedded "To do" button to come back to home screen.
- You can move to the next or previous invoice if you opened several invoices in a row.

Customize your entry panel layout

Action buttons:

- Block this invoice
- Link this invoice to 1 or more documents
- Attach a comment *
- Delete this invoice
- Display the history

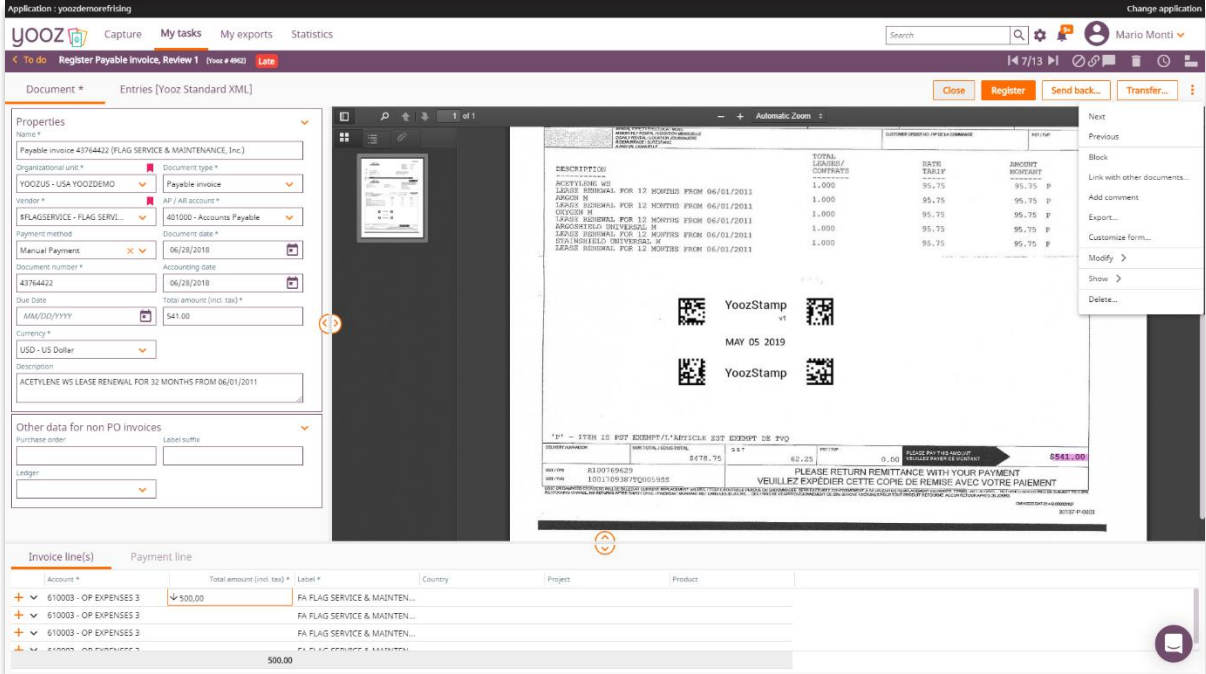
Action buttons:

- Close the document
- Register it
- Send back
- Transfer to someone else

*** This is detailed in another training session "Attach supporting documents"**

■ Action buttons

- Close: to exit the invoice
- Block: to put the invoice in “Blocked” status and save the data
- Transfer: to reassign the document to someone else in the same step
- Register: to save and send the document to the next step
- Delete: to remove the document from the system
 - Not available to most users
 - Users should use the “Send back” button to send it back with a note



The screenshot displays the Yooz software interface for reviewing and coding an invoice. The interface is organized into several sections:

- Top Navigation:** Includes the Yooz logo, 'Capture', 'My tasks', 'My exports', and 'Statistics' tabs. A search bar and user profile (Mario Monti) are also visible.
- Document Header:** Shows 'Document *' and 'Entries [Yooz Standard XML]'. Action buttons for 'Close', 'Register', 'Send back...', and 'Transfer...' are present.
- Properties Panel (Left):** Contains fields for:
 - Name: Payable invoice 43764422 (FLAG SERVICE & MAINTENANCE, Inc)
 - Organizational unit: YOOZUS - USA YOOZDEMO
 - Vendor: FLAGSERVICE - FLAG SERV...
 - Payment method: Manual Payment
 - Document number: 43764422
 - Due date: 06/28/2018
 - Currency: USD - US Dollar
 - Other data for non PO invoices: Purchase order and Label suffix.
- Invoice Table (Center):** A table with columns: DESCRIPCIÓN, TOTAL, DATE, AMOUNT. It lists multiple 'ACETYLENE WS LEASE RENEWAL FOR 12 MONTHS FROM 06/01/2011' entries.
- Stamp and QR Codes (Center):** Features a 'YoozStamp' dated 'MAY 05 2019' and two QR codes.
- Invoice Line(s) Table (Bottom):** A table with columns: Account, Total amount (incl. tax), Label, Country, Project, Product. It shows a total amount of 500.00.



Review and coding screen: *User-friendly and comprehensive audit trail*

Search Mario Monti

3/13

[Close](#) [Register](#) [Transfer...](#)

< History, Payable invoice 27340 (Yooz # 4705)

- ▼ Data [Timeline](#)
- ▼ Properties
 - > Name : Payable invoice 27340
 - Organizational unit : USA YOOZDEMO
 - Document type : Payable invoice
 - > Document date : 07/05/2018
 - > Document number : 27340
 - > Reception date : 09/02/2020
 - > Net amount (excl. tax) : 6402.81
 - > Tax amount : 0
 - > Total amount (incl. tax) : 6402.81
 - > Currency : US Dollar
 - > Exchange rate : 1
 - > Converted net amount (excl. tax) : 6402.81
 - > Converted tax amount : 0
 - > Converted total amount (incl. tax) : 6402.81
- ▼ Document status
 - > Confidentiality level : 0 - Unclassified
- ▼ Other data for non PO invoices
 - > Ledger : Purchasing
 - > Invoice line(s)
- > System
- > Linked files
- > Timeline

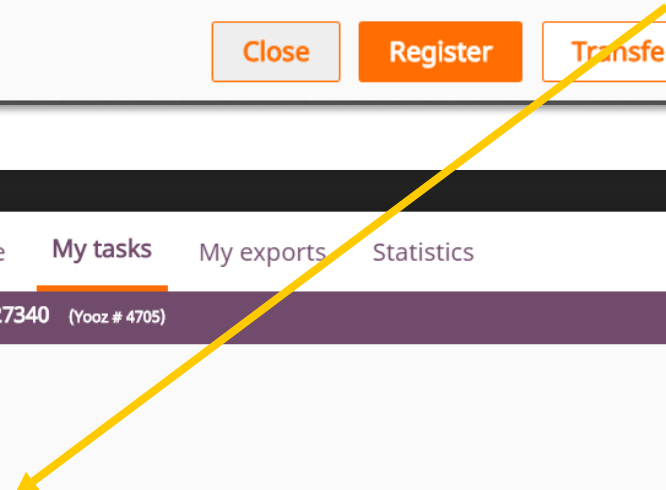
[Audit trail](#)

Application : yoozdemorefrising

< History, Payable invoice 27340 (Yooz # 4705)

Hide advanced timeline

- 09/02/2020 5:17 PM Document creation
- 09/02/2020 5:17 PM Yoozing
- 09/02/2020 5:17 PM Process cancellation - Payable invoice



Document * Entries [Yooz Standard CSV]

Mandatory fields : (Invoice line(s)) Account

Properties

Name: FARNHAM HOUSE HOTEL

AP / AR account *
Standard Supplier (401000)

Payment method *
Direct debit (PRE)

Document date *
10/06/2020

Document number *
INV02852

Reception date *
14/01/2021

Net amount (excl. tax) *
57.50

Tax amount *
11.50

Total amount (incl. tax) *
69.00

Currency *
Pound Sterling (GBP)

Description

At the coding stage, you simply need to click on the flag to optimize the vendor's masterdata. You'll see three levels of colors (green, orange, red) depending on the % of completion.

Accept Yooz's suggestions

Identification data (visible on the document)

Yooz suggests...

FARNHAM HOUSE HOTEL (Document) vs **FARNHAM HOUSE** (Suggestion)

ALTON ROAD (Document) vs **ALTON ROAD** (Suggestion)

GU10 5ER (Document) vs **GU10 5ER** (Suggestion)

FARNHAM (Document) vs **FARNHAM** (Suggestion)

Surrey (Document) vs **Surrey** (Suggestion)

United Kingdom of Great Britain and Northern Ireland (GB) (Document) vs **United Kingdom of Great Britain and Northern Ireland (GB)** (Suggestion)

01252 716908 (Document) vs **01252716908** (Suggestion)

01252722583 (Document) vs **01252722583** (Suggestion)

reservations@farnhamhousehotel.com (Document) vs **reservations@farnhamhousehotel.com** (Suggestion)

Data in bold have been automatically read on the document.

Possibility to accept only one suggestion by mousing over the cell and clicking on the arrow.

Differences are highlighted by exclamation points.

Farnham House Hotel
Alton Road (A31)
Farnham
Surrey

Mr Harry KANE Document No. : INV02852

LERROY ADVISORY Room : 08

Block C Booking : BK23634/1/1

Date	Description	Quantity	Value Each	Value Total
10/06/2020	BEST AVAILABLE RATE - B&B	1	69.00	69.00
				69.00

Tax Analysis

Tax Code	Tax Code Description	Nett	Tax	Gross
VAT_20	UK VAT	57.50	11.50	69.00
VAT Reg	190 023 988			

3 The grouping are shown on the left of the screen. Here, below, a grouping of organizational units and document types.

2 Choose amongst a large list of criteria (organizational unit, document type, due date...).

1 Group the documents by criteria in order to organise your workspace.

To do >

5 / 21 result(s)

London Office	5
Manchester Office	5
Woking Office	11

<input type="checkbox"/>	Rank ↑	Name
<input type="checkbox"/>	1	Payable
<input type="checkbox"/>	2	Payable
<input type="checkbox"/>	3	Payable
<input type="checkbox"/>	4	Payable
<input type="checkbox"/>	5	Payable

Columns selection

Column name

Selection

- Rank
- Name
- Task
- Alert
- Organizational unit
- Third party (vendor, customer...)
- Document date
- Net amount (excl. tax)
- Total amount (incl. tax)
- Currency

Task

Alert

Review
 Review
 Review
 Review
 Review

- Resize...
- Group by...
- Sort by...
- Columns selection...
- Reset view
- OFFICLEAN 07/12/:
- TAUTLINERS UK LIM... 03/12/:



My tasks (All my organizational units)  

1 Late > 18 Complete > 0 Blocked > 0 In progress >

To do >

5 / 21 result(s)

Organizational unit

- London Office 5
- Manchester Office 5
- Woking Office 11

2 Select columns to display and their location. The propositions located before the pin will be frozen on the screen.

<input type="checkbox"/>	Rank ↑	Name	Completion rate	Task	Alert
<input type="checkbox"/>	1	Payable invoice - no PO 1103421 (AUTOSMA...	●	Review	
<input type="checkbox"/>	2	Payable invoice - no PO 1857034 (HGV DIRE...	●	Review	
<input type="checkbox"/>	UR...		●	Review	
<input type="checkbox"/>	AN)		●	Review	
<input type="checkbox"/>	ERS ...		●	Review	

3 The columns are displayed as selected.

Columns selection

Column name

Selection


- Rank
- Name
- Task
- Alert
- Organizational unit
- Third party (vendor, customer...)
- Document date
- Net amount (excl. tax)
- Total amount (incl. tax)
- Currencv





Cancel OK



1 Customise the display of the columns in the component. See only the information that you are interested in.

- Resize...
- Group by...
- Sort by...
- Columns selection...
- Reset view





yooz  Capture **My tasks** More ▾

Search     Domitille Van Dijk ▾

My tasks (All my organizational units)  

1 Late > **18 Complete >** 0 Blocked > 0 In progress >






To do > 

5 / 21 result(s) 


Organizational unit

- London Office
- Manchester Office**
- Woking Office

The component "Complete" allows you to view the invoices with all the fields completed by the user or by Yooz automatically. **It allows to submit a group of documents in a row.**

Rank ↑	Name	Completion rate	Task	Alert	Third party (vendor...	Docume
1	Payable invoice - no PO TE085902 (BEW)		Review		BEW	09/12/:
2	Payable invoice - no PO 9649755 (INFOCUS I...		Review		INFOCUS ID LTD (24...	10/06/:
3	Payable invoice - no PO BR661501 (KEW ELE...		Review		KEW ELECTRICAL (K...	12/06/:
4	Payable invoice - no PO 0000826127		Review			01/06/:
5	Payable invoice - no PO URI125268		Review			01/06/:

Open **Delete**




18 result(s) , 3 selections

3 Click on « Open » to preview the documents or directly on « Process automatically ».

Process automatically **Open** **Delete**

Process > Task

 Rank ↑	Name	Alert	Organizational unit	Third party (vendor...	Document date	Net amou
<input checked="" type="checkbox"/>	1 Payable invoice - no PO 280872308 (BRITISH...		Woking Office	BRITISH GAS	05/08/2020	
<input checked="" type="checkbox"/>	2 Payable invoice - no PO 0011IW (BT)		Woking Office	BT	24/02/2020	
<input checked="" type="checkbox"/>	3 Payable invoice - no PO IN04751049 (BT)		Woking Office	BT	10/08/2020	
<input type="checkbox"/>	4 Payable invoice - no PO 8402236846 (DE...		Woking Office	DELL	25/05/2020	
<input type="checkbox"/>	5 Payable invoice - no PO 0514724 (EDF ENER...		Woking Office	EDF ENERGY (EDF)	10/07/2020	
<input type="checkbox"/>	6 Payable invoice - no PO 1707 (ORBIT PARTN...		Woking Office	ORBIT PARTNERS (O...	19/06/2020	
<input type="checkbox"/>	7 Payable invoice - no PO 9059743890 (ROYAL ...		Woking Office	ROYAL MAIL	21/06/2020	
<input type="checkbox"/>	8 Payable invoice - no PO 39020405 (SYMANTEC...		Woking Office	SYMANTEC	03/06/2020	
<input type="checkbox"/>	9 Payable invoice - no PO 915451 (VIRGIN MO...		Woking Office	VIRGIN MOBILE	01/06/2020	
<input type="checkbox"/>	10 Payable invoice - no PO 30939 (WDG AZURE)		Woking Office	WDG AZURE	17/07/2020	
<input type="checkbox"/>	11 Payable invoice - no PO TE085902 (BEW)		Manchester Office	BEW	09/12/2020	
<input type="checkbox"/>	12 Payable invoice - no PO 9649755 (INFOCUS I...		Manchester Office	INFOCUS ID LTD (24...	10/06/2020	

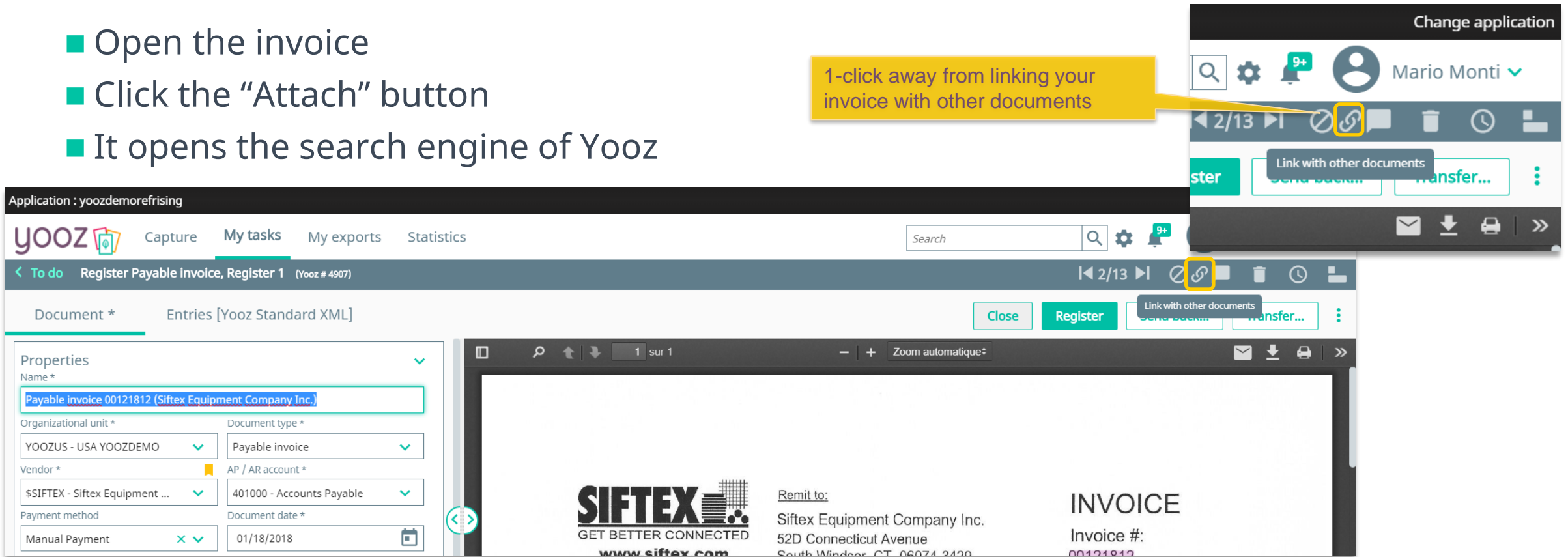
2 Select to submit a group of documents in a row. Only the selected documents with all the fields identified and completed will appear in the list.



■ You can attach supporting documents to invoices or purchase documents in Yooz.

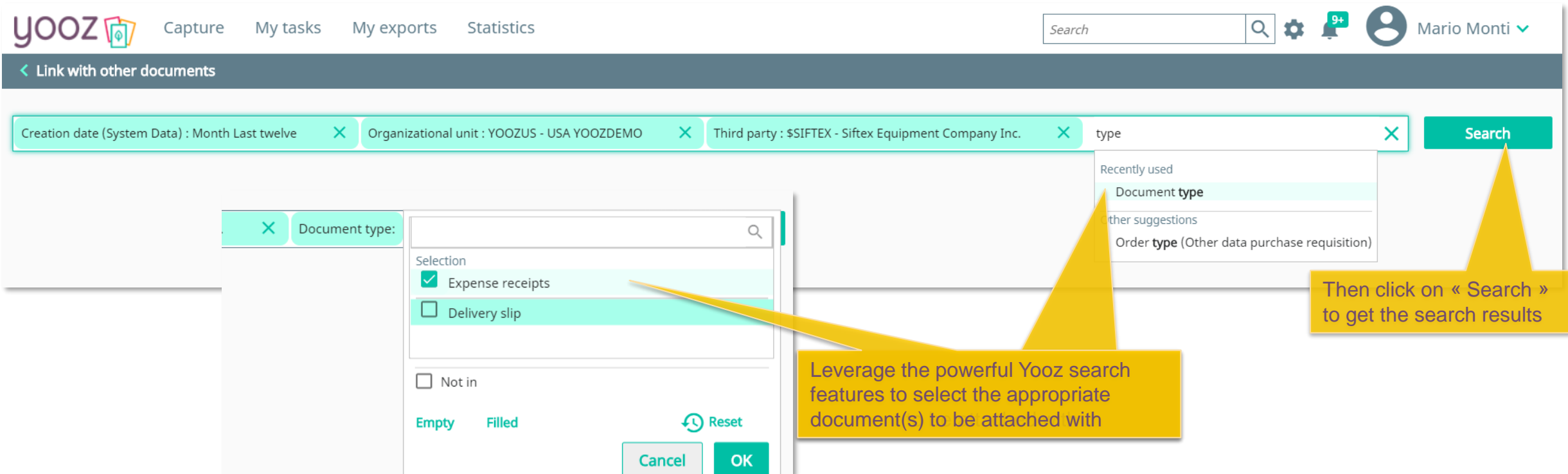
- Open the invoice
- Click the “Attach” button
- It opens the search engine of Yooz

1-click away from linking your invoice with other documents



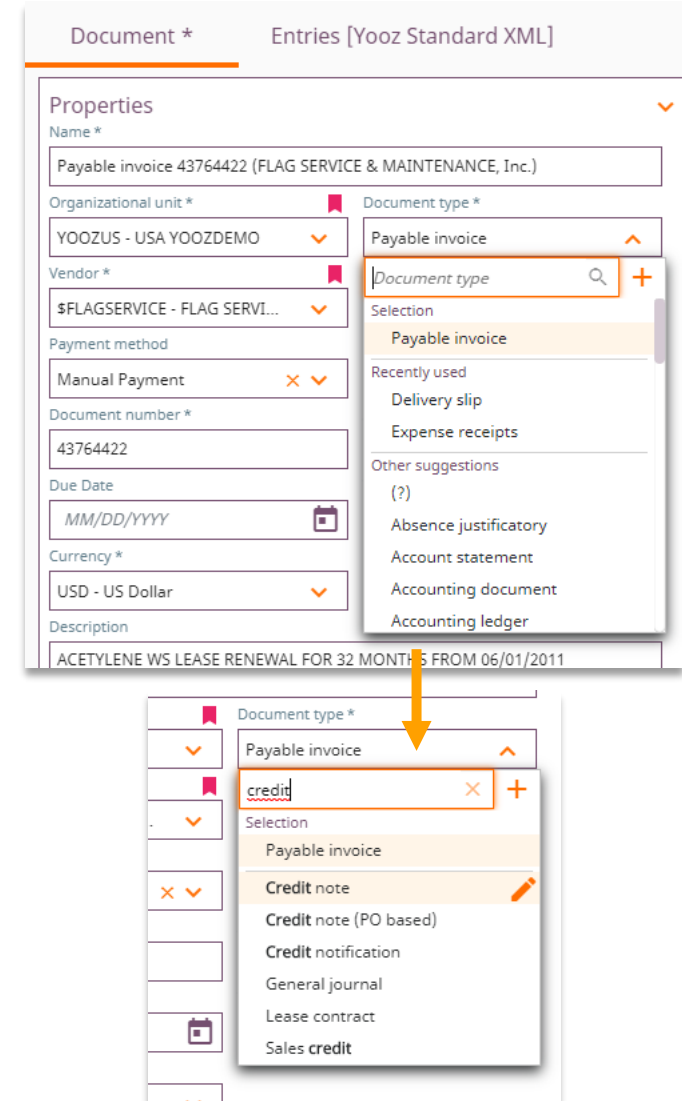
The screenshot displays the Yooz application interface. At the top, the navigation bar includes 'Capture', 'My tasks', 'My exports', and 'Statistics'. The main content area shows a document titled 'Register Payable invoice, Register 1 (Yooz # 4907)'. On the left, a 'Properties' panel contains fields for Name, Organizational unit, Vendor, Payment method, Document type, AP / AR account, and Document date. The main area displays an invoice from SIFTEX, including the company logo, name, address, and invoice number. A search engine overlay is visible in the top right, with a yellow callout box pointing to the 'Link with other documents' button. The overlay also shows a search bar, a search icon, and a user profile for Mario Monti.

- Type in your search leveraging the search capabilities of Yooz
 - Using any extracted data as a criteria
 - Using any keyword for a 'google-like' search
 - Or combining both methods



The screenshot shows the Yooz application interface. At the top, there is a navigation bar with the Yooz logo and menu items: Capture, My tasks, My exports, and Statistics. On the right side of the navigation bar, there is a search bar with the text "Search", a magnifying glass icon, a gear icon for settings, a notification bell icon with "9+", and a user profile icon for "Mario Monti". Below the navigation bar, there is a dark blue header with a back arrow and the text "Link with other documents". The main content area features a search bar with several filters: "Creation date (System Data) : Month Last twelve", "Organizational unit : YOOZUS - USA YOOZDEMO", and "Third party : \$SIFTX - Siftex Equipment Company Inc.". The search bar contains the text "type" and a "Search" button. A dropdown menu is open below the search bar, showing "Recently used" items: "Document type" (highlighted) and "Order type (Other data purchase requisition)". Below the search bar, there is a "Document type:" selection panel. It has a search icon and a list of options: "Expense receipts" (checked), "Delivery slip", and "Not in". At the bottom of the panel, there are "Empty" and "Filled" buttons, a "Reset" button with a circular arrow icon, and "Cancel" and "OK" buttons. Two yellow callout boxes provide instructions: one points to the "Expense receipts" option with the text "Leverage the powerful Yooz search features to select the appropriate document(s) to be attached with", and another points to the "Search" button with the text "Then click on « Search » to get the search results".

- If the document type needs to be updated to a credit, use the update button
- If the document type is a credit
- The amount entered on a “Credit note” must be positive
 - Because of the document type, the behavior is reversed.
 - Positive amounts will by default debit the AP liability and credit the offset GL accounts.



yooz
Capture
My tasks
My exports
Statistics
Search
Settings
3
Mario Monti

My tasks (All my organizational units)

26

Late >

9

Complete >

2

Blocked >

12

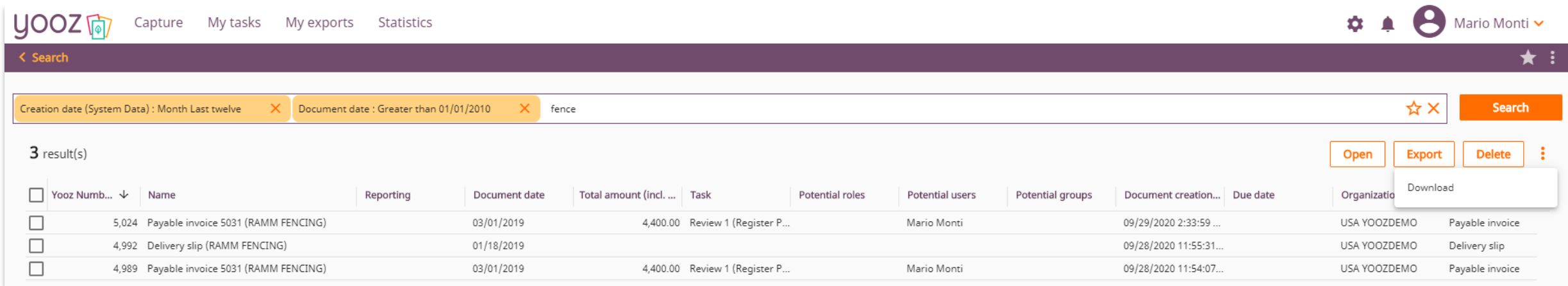
In progress >

To do >

17 / 34 result(s) Open Delete

Organizational unit	<input type="checkbox"/>	Rank ↑	Name	Completion rate	Task	Reporting	Third parties(Suppl...	Document date	Net amount (excl. t...	Total amount (incl. ...	Currency	Document crea
(?)	<input type="checkbox"/>											
USA YOOZDEMO	<input type="checkbox"/>		1 Payable invoice 2164936	🟢	Review 1	Late		12/21/2018	2,059.63	2,059.63	US Dollar	10/15/2020 9
	<input type="checkbox"/>		2 (?) 578307	🟢	Registration			05/07/2018	2,448.00	2,448.00	Euro	10/16/2020 11
YOOZDEMO	<input type="checkbox"/>		3 Payable invoice 27340	🟢	Registration			05/07/2018	6,402.81	6,402.81	US Dollar	10/16/2020 11
	<input type="checkbox"/>		4 Payable invoice 27340	🟢	Review 1	Late		05/07/2018	6,402.81	6,402.81	US Dollar	10/16/2020 11
	<input type="checkbox"/>		5 Payable invoice 925037	🟢	Review 1	Late			32.03	32.03	US Dollar	10/16/2020 11
	<input type="checkbox"/>		6 Payable invoice FV000593	🟢	Registration			02/06/2019	630.72	630.72	US Dollar	10/16/2020 11
	<input type="checkbox"/>		7 Payable invoice 360026	🟢	Review 1	Late		02/01/2018	60.30	60.30	US Dollar	10/16/2020 11
	<input type="checkbox"/>		8 Payable invoice 123575	🟢	Review 1	Late		01/02/2019	75.00	75.00	US Dollar	10/16/2020 11
	<input type="checkbox"/>		9 Payable invoice INV12106	🟢	Registration			01/04/2013	4,025.00	4,025.00	US Dollar	10/16/2020 11
	<input type="checkbox"/>		10 Payable invoice INV12106	🟢	Review 1	Late		01/04/2013	4,025.00	4,025.00	US Dollar	10/16/2020 11
	<input type="checkbox"/>		11 Payable invoice INV25176007539323	🟢	Registration			01/31/2019	23.58	23.58	US Dollar	10/16/2020 11
	<input type="checkbox"/>		12 Payable invoice INV25176007539323	🟢	Review 1	Late		01/31/2019	23.58	23.58	US Dollar	10/16/2020 11
	<input type="checkbox"/>		13 Payable invoice 1029	🟢	Review 1	Late		11/02/2019	132.94	132.94	US Dollar	10/16/2020 11
	<input type="checkbox"/>		14 Payable invoice 803314	🟢	Registration			01/01/2019	69.36	69.36	US Dollar	10/16/2020 11
	<input type="checkbox"/>		15 Payable invoice 803314	🟢	Review 1	Late		01/01/2019	69.36	69.36	US Dollar	10/16/2020 11
	<input type="checkbox"/>		16 Payable invoice 803314	🟢	Registration			01/01/2013	69.36	69.36	US Dollar	10/16/2020 11
	<input type="checkbox"/>		17 Payable invoice 803314	🟢	Review 1	Late		01/01/2013	69.36	69.36	US Dollar	10/16/2020 11





The screenshot shows the Yooz search interface. At the top, there are navigation tabs: Capture, My tasks, My exports, and Statistics. The user is identified as Mario Monti. The search bar contains the following filters: "Creation date (System Data) : Month Last twelve", "Document date : Greater than 01/01/2010", and the search term "fence". There are buttons for "Search", "Open", "Export", and "Delete". A dropdown menu for "Download" is visible. Below the search bar, there are 3 results. The results table is as follows:

<input type="checkbox"/>	Yooz Numb... ↓	Name	Reporting	Document date	Total amount (incl. ...)	Task	Potential roles	Potential users	Potential groups	Document creation...	Due date	Organizatio	Download
<input type="checkbox"/>	5,024	Payable invoice 5031 (RAMM FENCING)		03/01/2019	4,400.00	Review 1 (Register P...		Mario Monti		09/29/2020 2:33:59 ...		USA YOOZDEMO	Payable invoice
<input type="checkbox"/>	4,992	Delivery slip (RAMM FENCING)		01/18/2019						09/28/2020 11:55:31...		USA YOOZDEMO	Delivery slip
<input type="checkbox"/>	4,989	Payable invoice 5031 (RAMM FENCING)		03/01/2019	4,400.00	Review 1 (Register P...		Mario Monti		09/28/2020 11:54:07...		USA YOOZDEMO	Payable invoice

■ Several options

- Search: to run a new search and access the results immediately in Yooz
- Open: to a document
- Export: to generate an export file
- Delete: to delete one or more documents
- "Cross": to clear all the filters currently used in the search
- Download: to download your search results
 - Several format available, including Excel
 - Possibility to include the accounting details

Application : yoozdemorefrising Change application

yooz Capture My tasks My exports Statistics Mario Monti

< Search ☆

Creation date (System Data) : Month Last twelve Document date : Greater than 01/01/2010 fence ☆ X Search

3 result(s) Open Export Delete

<input type="checkbox"/>	Yooz Number	Name	Reporting	Document date	Total amount (Incl. ...)	Task	Potential roles	Potential users	Potential groups	Document creation...	Due date	Organizational unit	Document type
<input type="checkbox"/>	5,024	Payable invoice 5031 (RAMM FENCING)		03/01/2019	4,400.00	Review 1 (Register P...		Mario Monti		09/29/2020 2:33:59 ...		USA YOOZDEMO	Payable invoice
<input type="checkbox"/>	4,992	Delivery slip (RAMM FENCING)		01/18/2019						09/28/2020 11:55:31...		USA YOOZDEMO	Delivery slip
<input type="checkbox"/>	4,989	Payable invoice 5031 (RAMM FENCING)		03/01/2019	4,400.00	Review 1 (Register P...		Mario Monti		09/28/2020 11:54:07...		USA YOOZDEMO	Payable invoice

[Show details panel](#)

■ Sort by clicking on a column header, or use the filters just above

■ Click on the arrow on any invoice line to view the document and their line item details

yooz Capture My tasks My exports Statistics Mario Monti

< Search ☆

Creation date (System Data) : Month Last twelve Document date : Greater than 01/01/2010 fence ☆ X Search

3 result(s) Open Export Delete

<input type="checkbox"/>	Yooz Number	Name	Reporting	Document date	Total amount (Incl. ...)	Task	Potential roles	Potential users	Potential groups	Document creation...	Due date	Organizational unit	Document type
<input type="checkbox"/>	5,024	Payable invoice 5031 (RAMM FENCING)		03/01/2019	4,400.00	Review 1 (Register P...		Mario Monti		09/29/2020 2:33:59 ...		USA YOOZDEMO	Payable invoice
<input type="checkbox"/>	4,992	Delivery slip (RAMM FENCING)		01/18/2019						09/28/2020 11:55:31...		USA YOOZDEMO	Delivery slip
<input type="checkbox"/>	4,989	Payable invoice 5031 (RAMM FENCING)		03/01/2019	4,400.00	Review 1 (Register P...		Mario Monti		09/28/2020 11:54:07...		USA YOOZDEMO	Payable invoice

Ramm Fencing Delivery Slip

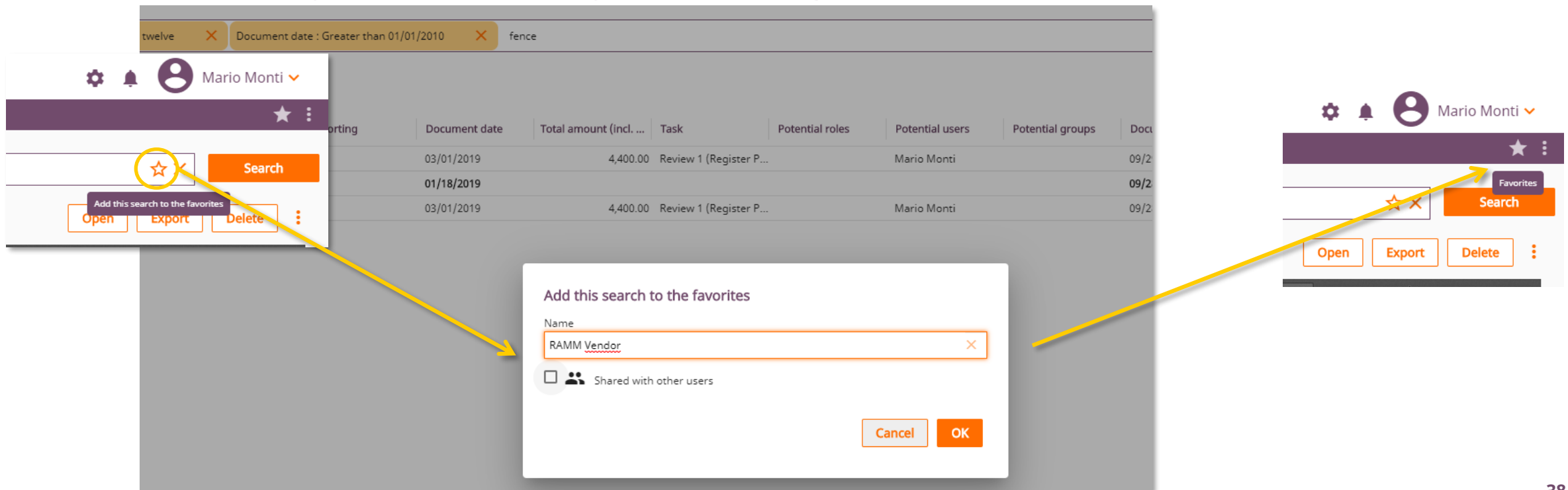
Payable Invoice

Document type: Delivery slip

Properties Linked documents

Name * Delivery slip (RAMM FENCING) Organizational unit * YOOZUS - USA YOOZDEMO Document type * Delivery slip

- Click on « Star » to add your search to the favorites
- Name your favorite search and share it or not with others
- You can access to your favorites anytime, clicking the star

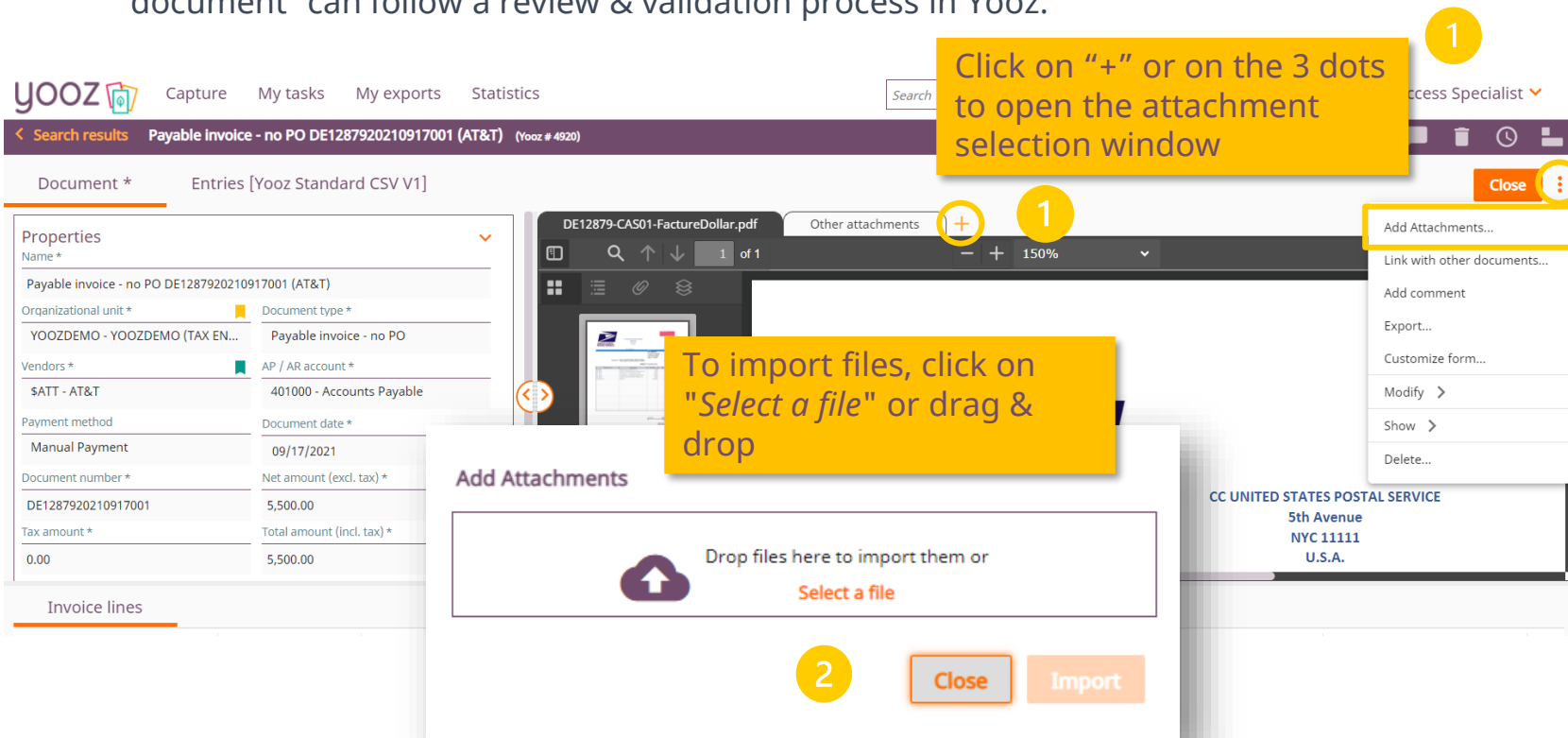


The screenshot illustrates the process of adding a search to favorites. It shows a search results table with columns for Document date, Total amount, Task, Potential roles, Potential users, and Potential groups. A search filter 'Document date : Greater than 01/01/2010' is applied. A 'Search' button is visible. A yellow circle highlights the star icon in the search header. A yellow arrow points from this star to a dialog box titled 'Add this search to the favorites'. The dialog box contains a text input field with 'RAMM Vendor' entered, a checkbox for 'Shared with other users', and 'Cancel' and 'OK' buttons. Another yellow arrow points from the star icon in the search header to the star icon in the search results row, indicating that clicking the star in the results row also opens the dialog box.

Document date	Total amount (incl. ...)	Task	Potential roles	Potential users	Potential groups	Docu
03/01/2019	4,400.00	Review 1 (Register P...		Mario Monti		09/2
01/18/2019						09/2
03/01/2019	4,400.00	Review 1 (Register P...		Mario Monti		09/2

New feature: the Attachment Add-on

- An important factor in the review and approval process is to be able to rely on additional elements to support your decision. With the Attachment Add-on, these elements can now be added as attachments.
 - Attachments can be **added to a PR, to a PO, to an invoice...**
 - Attachments can be **.PDF, Word, Excel, images, voice memos, videos...**
 - An “attachment” is different from a “document” in Yooz. An “attachment” **cannot have its own review or validation process**. Only a “document” can follow a review & validation process in Yooz.



Click on “+” or on the 3 dots to open the attachment selection window

To import files, click on “Select a file” or drag & drop

Interested ?

- Read these articles for more information:
 - [Attachment add-on – Users](#)
 - [Attachment add-on – Admins](#)
- If you wish to acquire the Attachment add-on, please reach out to Support