



# Yooz Rising Training

## YoozPay End-User Training

## ■ Objective of the training

- Provide knowledge enabling Approvers and Payers to successfully process payments with YoozPay

## ■ Training plan

### ■ General Information

- Automating the Payment Process
- Payment Transactions
- YoozPay with VCC Option
- YoozPay without VCC
- Extra information – Pre-funding
- Informing your vendors about YoozPay
- Zoom in on YoozPay Workflow

### ■ Confirm Payment

- Payment Lines – Payment Confirmation
- Successful Payments – My Payments Workspace
- Payment Types
- Payment Status
- How to void a payment

### ■ Approve Payment

- My Tasks > To Do > Approve Payment
- Payment Approval > Document Properties
- Payment Approval > Payment Lines
- Short Payment
- Credit Notes
- Batch Approval
- Sum Feature
- Batch Approval > Group by Vendor
- How to leverage the “Due Date” column

### ■ Update ERP

- Payment Remittance

### ■ Process Payment

- Payment Processing
- My Payments Workspace
- Manual Payments
- Vendor Experience
- Vendor Remittance

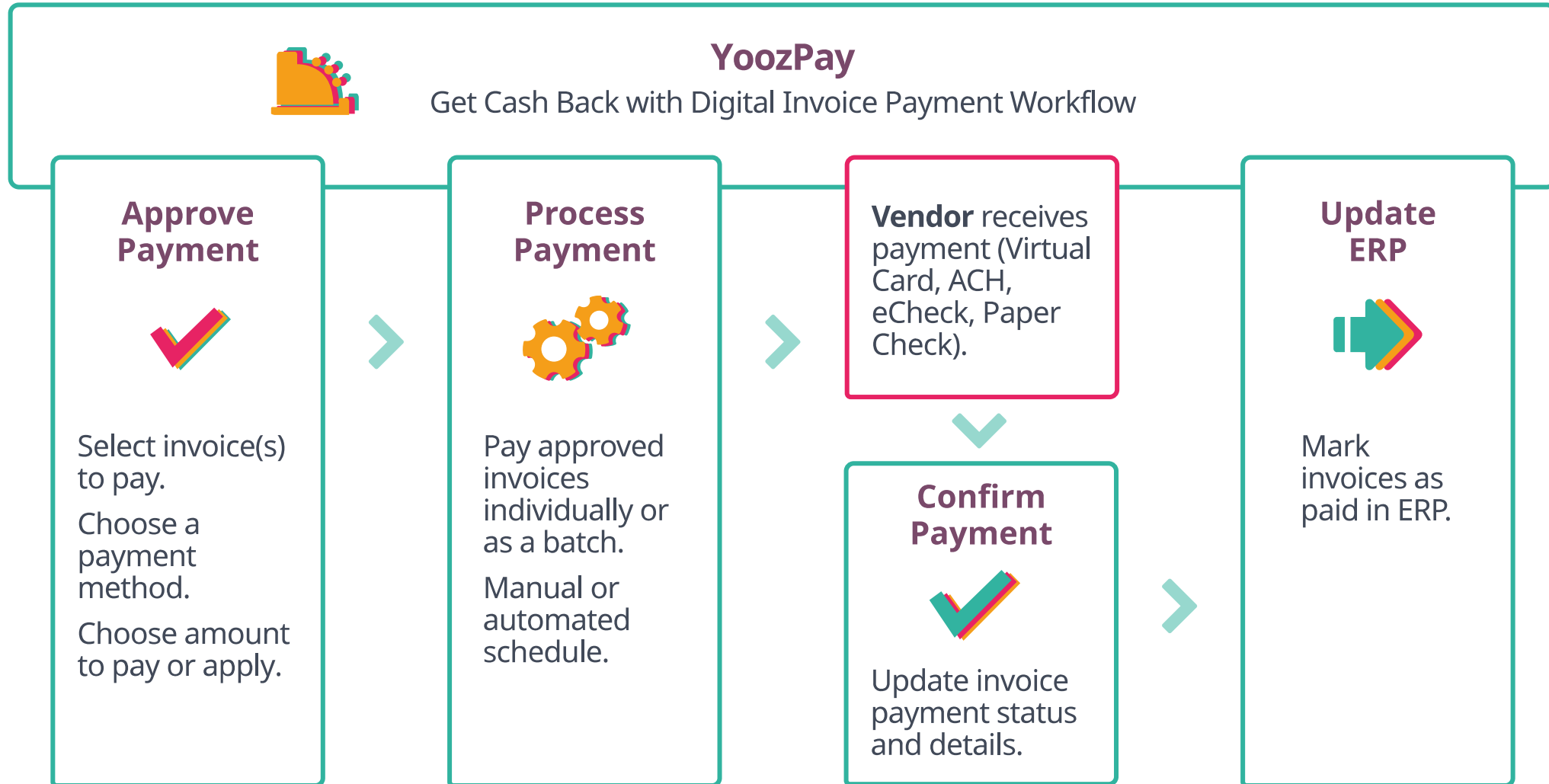
### ■ Reporting

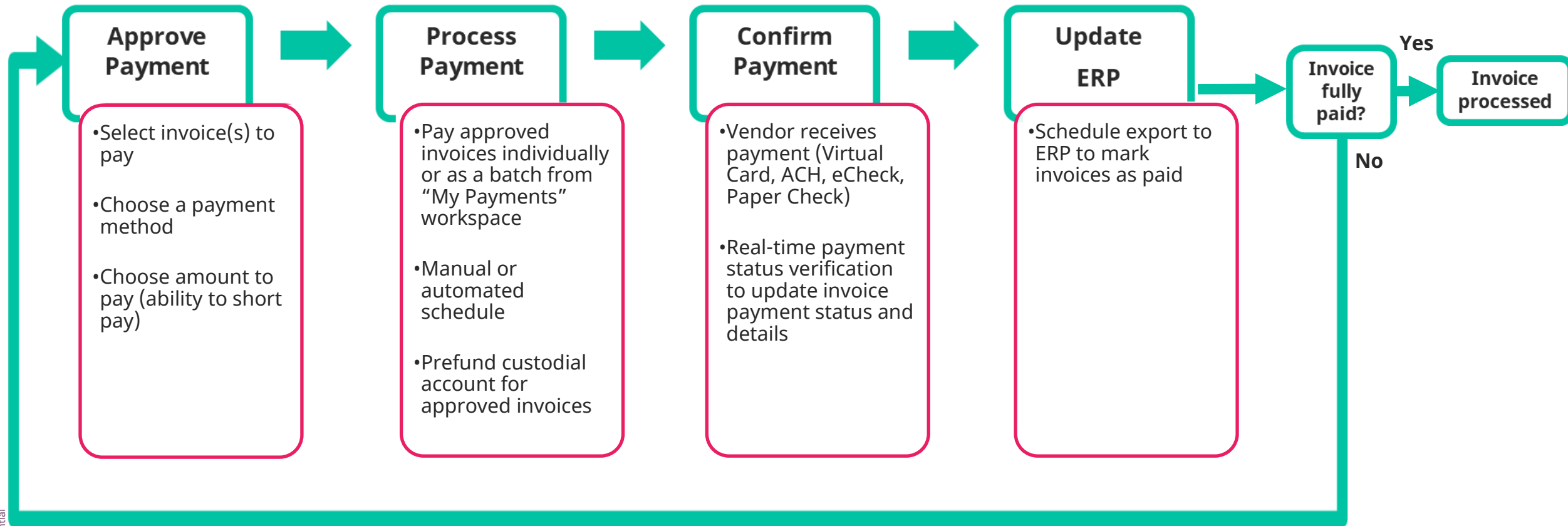
- YoozPay – Custom Reports

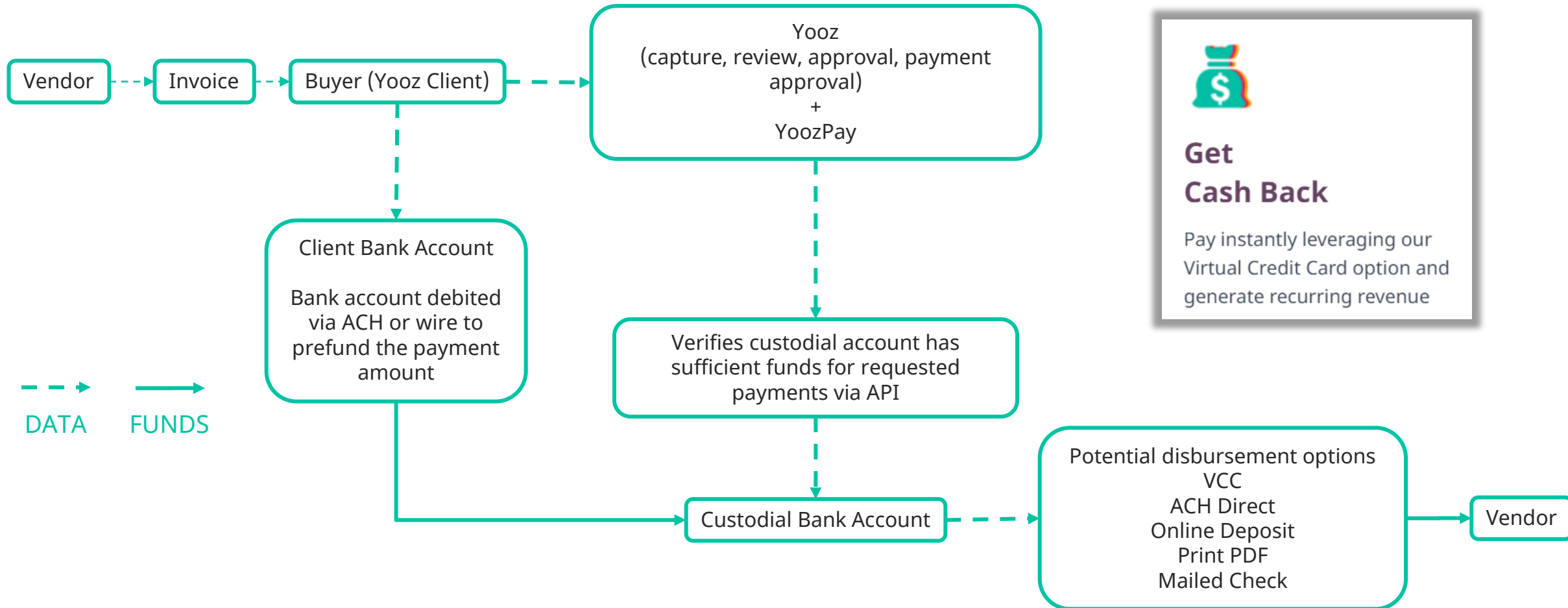


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# General information








## ■ VCC pre-funding process

- If you wish to offer the VCC option to your vendors, pre-funding a custodial account prior to using YoozPay will be necessary
- Please follow the instructions described to prefund your custodial account



Virtual Card, Instant Pay and/or ACH pre-funding process

The funds that are to be distributed need to be wired or transferred using alternate means e.g. ACH to a pre-funded bank account (DDA account ) operated by Checkbook.io at a custodial bank

**Details of bank account:**

**Name on Account:** Checkbook Inc.

**Name of Bank:** Metabank  
**Routing/ABA#** 273970116  
**Account#** 1700113143  
**Instructions/Purpose:** Please assign to PRN 653101000517

**Address:** 5501 S Broadband Ln, Sioux Falls, SD 57108

Once you have remitted the funds to this account, please email [support@checkbook.io](mailto:support@checkbook.io) with the following details:

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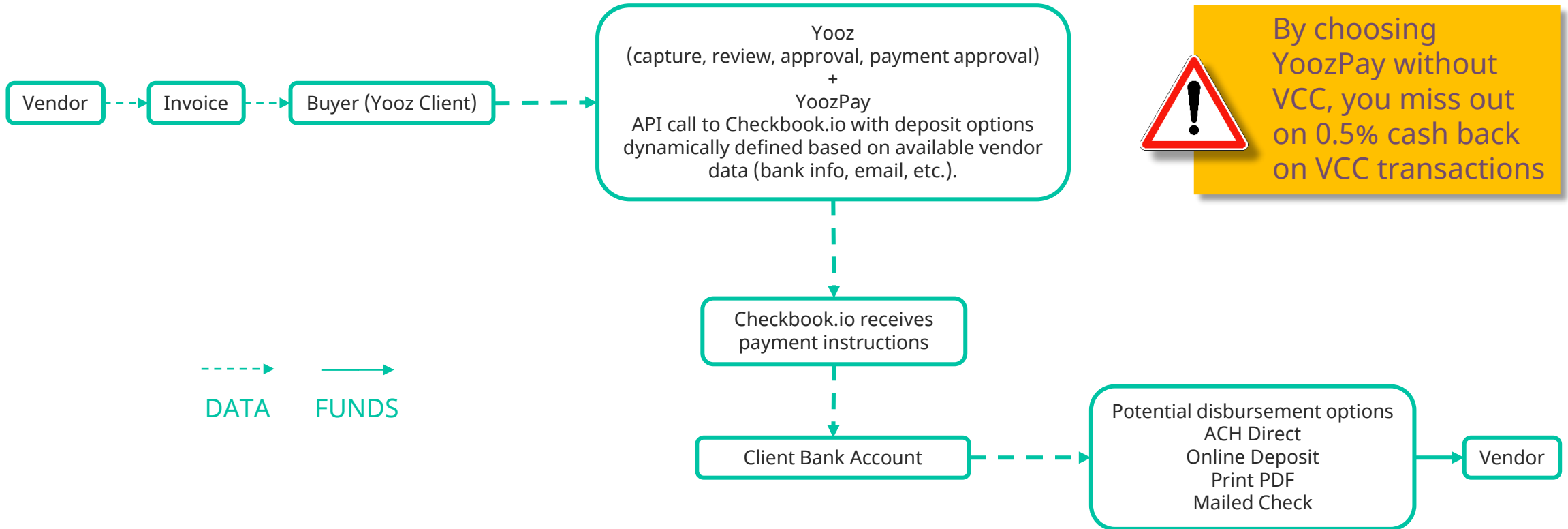
Subject line of email: Urgent: Instant Pay pre-funding

---

Company Name: (Your company name)  
Program Name: (This is the program name assigned by Checkbook.io to you, if you don't have it simply say "Instant Pay")  
Time and Date of transmittal:  
Amount of transmittal:  
Date/Day for which the funds are intended to be disbursed:  
Instructions or purpose: Please assign to PRN 653101000517

We will acknowledge via email typically within 1 hour during business hours.

■ YoozPay embeds the checkbook.io digital payment technology





- Vendor payment options
  - Vendor payment options are based on configuration made by Yooz
  - For the first few payments, Yooz provides options to encourage the vendor to pick VCC (maximize cashback)
  - The vendor's previous preferences determine which options are offered for the next payments
- Inform your vendors about YoozPay
  - This article contains an email template you can use to inform your vendors:

[Article: How to onboard your vendors on YoozPay](#)

The email template to send to your vendors

*Dear partner,*

*As you know we have chosen to use Yooz, a leading Purchase-to-Pay automation solution (<https://www.getyooz.com/>). Processing and paying your invoices will now be largely automated, made more reliable and their payment made instantly as a result, depending on the payment method you'll choose.*

*We have opted for their payment module YoozPay. This module allows us to:*

- Accelerate the payment approval of your invoices
- Pay your invoices instantly, depending on the payment preferences
- Provide you with a one-click payment option experience
- Personalize payment options to your preferences

**How it works:**

*After the invoices have been approved internally, an electronic payment (called an e-Check) will be sent via email to the email address provided below.*

*Please provide the email address you would like us to send e-Checks to (preferably, the company's generic account receivables email address):*

**Company:**

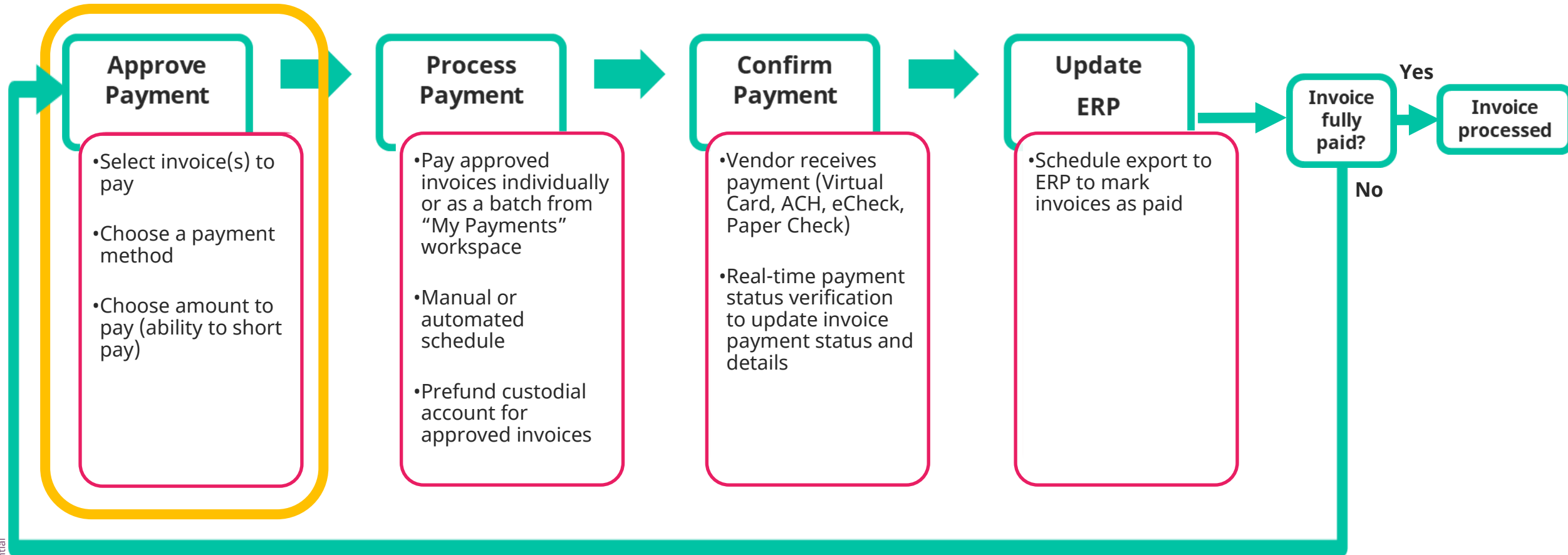
**Email address to send e-Checks to:**

**Accounting phone number:**

**Do you accept a Virtual Credit Card as your payment method:**

*Once we have sent your invoices for payment with YoozPay, you will receive an email with the e-Check (the sender email address will be [support@checkbook.io](mailto:support@checkbook.io)). Please check your spam folder if you cannot find your payment after the due date, or call / email us.*

# Zoom in on YoozPay Workflow

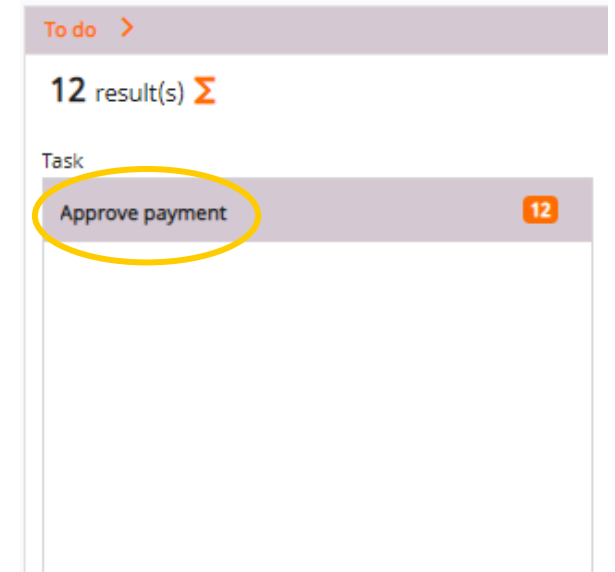




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# Approve Payment

- Once documents have been reviewed and have the “Approve payment” task, the invoice has entered the Approval phase
- Payment approval requires having the “Payer” role
- You can approve payments individually:



To do >

12 result(s) , 1 selection Σ

	Rank	Completion rate	Third party (vendor,...	Document number	Document date	Total amount (incl. ...	Due date	Task	Alert	Document creation ...
<input checked="" type="checkbox"/>		<span style="color: green;">●</span>	SMANPOWER - MAN...	INV25176007539323	01/31/2019	23.58	03/04/2022	Approve payment		10/06/2021 4:12:13 PM
<input type="checkbox"/>		<span style="color: green;">●</span>	SLINDE - LINDE	43763386	06/28/2018	9.85	03/22/2022	Approve payment	Escalated	11/17/2021 1:18:44 PM

Open Delete

1 "Check" document for review

2 Click on "Open" to review the document

Document \*      Entries [Yooz Standard CSV V1]

**!** A duplicate document (Yooz number 4850) has been found with the same Yooz number 53461845

**Supplier to make payment to**

**Properties**

Name \*      Organizational unit \*

Payable invoice - no PO 53461845 (Stokes Electric Company)      USA YOOZDEMO (YOOZUS)

Document type \*      Vendors \*      AP / AR account \*

Payable invoice - no PO      Stokes Electric Company (\$...      Accounts Payable (401000)

Payment method

YoozPay      Document date \*      Document number \*

07/05/2018      S3461845

Total amount (incl. tax) \*      Currency \*

406.32      US Dollar (USD)

Selection

YoozPay

Manual Payment

Memorization of Payment Method by Vendor is configurable

Select "YoozPay" to make payment through Yooz

Select "Manual Payment" to bypass Payment Workflow and make payment outside of the Yooz application

# Payment Approval > Payment Lines

< To do Approve payment, Payment approval (Yooz # 4886)

Document \* Entries [Yooz Standard CSV V1] Close Approve Send Back... Forward...

**Properties**

Name \* Payable invoice - no PO 0457427490 (CSI MATERIAL HANDLING)

Organizational unit \* YOOZUS - USA YOOZDEMO

Document type \* Payable invoice - no PO

Vendors \* \$CSI - CSI MATERIAL HANDLING

AP / AR account \* 401000 - Accounts Payable

Payment method **YoozPay**

Document date \* 07/06/2018

Document number \* 0457427490

Due Date 03/31/2022

Total amount (incl. tax) \* **74.20**

Currency \* USD - US Dollar

**Invoice data**

Purchase order 12345

CSI MATERIAL HANDLING, INC.  
3075 Avenue B  
Bethlehem, PA 18017  
Phone (610)868-1481 Fax (610)866-5115

PAGE 01

DATE 07/06/18

313030 313031

SOLD TO ITESoft CORPORATION  
ACCOUNTS PAYABLE  
P O BOX 90  
AVON LAKE OH 44012

SHIP TO ITESoft CORPORATION  
2513 HIGHLAND AVE  
BETHLEHEM PA 18017

TERMS: ---NET 10 DAYS---

QTY ORDERED	QTY SHIPPED	SACK ORDERED	PRODUCT CODE	DESCRIPTION	PRICE EACH	TOTAL
				Unit #: 313030-22 (WAS T6330) Make: TOYOTA Model: 7FBEU15	10	

**Action buttons:**

- Close to save but keep document in your queue
- Approve to next step in workflow
- Send Back to a prior user
- Forward to another user

**1** Toggle to "Payment lines"

**2** Invoice lines **Payment lines**

Amount to pay *	Payment method *	Payment debit account	Payment comment
74.20	YoozPay	BANK_ACCT_ID - My Bank	

Additional fields auto-populate with confirmation details AFTER payment is processed

Payment reference	Date of payment	Payment processing status	Amount paid	Payment image URL	Payment type	Yooz# paid

**Amount to pay (R):** defaults to header total  
**Payment method:** auto-filled based on header value  
**Payment Debit Account (R):** pre-fund custodial or bank account.  
**Payment comment:** included in payment remittance advice for vendor

**4** After final payment approval

Yooz Number	Recipients	Name	Task
4,865	System user	Payable invoice - no PO 0457427490 (CSI MA...	Waiting Passed for payment (YoozPay - Send payment)

- After the initial payment is confirmed: the invoice will move back to the first payment approval step to be paid again, following a successful run of the remittance report.

Document *		Entries [Yooz Standard CSV V1]	
<b>Properties</b>			
Name *	Payable invoice - no PO 1029 (LEO'S LANDSCAPING SERVICE)		Organizational unit *
Document type *	Payable invoice - no PO	Vendors *	YOOZUS - USA YOOZDEMO
Payment method	YoozPay	\$LEO - LEO'S LANDSCAPING SERVICE	AP / AR account *
Due Date		Document date *	401000 - Accounts Payable
		06/04/2019	Document number *
		Total amount (incl. tax) *	1029
		132.94	Currency *
			USD - US Dollar
<b>Invoice lines</b>		<b>Payment lines</b>	
	Amount to pay *	Payment method *	Payment debit account
	100.00	YoozPay	BANK_ACCT_ID - My Bank
			Payment comment
			Deposit

Amount to pay is less than the invoice total

1

Invoice lines		Payment lines						
Amount to pay *	Payment method *	Payment debit account	Payment comment	↑	Payment reference	Date of payment	Payment processing status	Amount paid
30.00	YoozPay	BANK_ACCT_ID - My Bank	Deposit		6382	12/05/2021	OK	100.00
	YoozPay	BANK_ACCT_ID - My Bank	Remaining Balance					

3

Additional payment line that defaults to remaining balance

After the initial payment is confirmed

2

< To do Pay, Payment approval (Yooz # 4922)

Document \* Entries [Yooz Standard CSV V1]

**Properties**

Name *	Payable credit note - no PO FV000593 (ABC INTL)		Organizational unit *	YOOZUS - USA YOOZDEMO
Document type *	Vendors *	AP / AR account *		
Payable credit note - no PO	\$ABC - ABC INTL	401000 - Accounts Payable		
Payment method *	Document date *	Document number *		
YoozPay	02/06/2019	FV000593		
Reception date *	Due Date	Total amount (incl. tax) *		
05/17/2022	03/31/2019	90.00		
Currency *	USD - US Dollar			

**Invoice data**

Ledger \*

Invoice lines	Payment lines		
Amount to pay *	Due date	Payment method *	Payment debit ac
90.00		YoozPay	BANK_ACCT_ID

1

For credit notes, the amount to pay should be a **positive** value

2

The amount will be **deducted** from the payment total when invoices are consolidated into a single transaction


Documents available to export >

2 / 9 result(s) Σ

Organizational unit > Export

USA YOOZDEMO	4
ERP - Export accounting data	
USA YOOZDEMO	2
YoozPay - Send payment	

<input type="checkbox"/> Document type	Third party (vendor, customer...)	Total amount (incl. ...)
<input type="checkbox"/> Payable invoice - no PO	\$ABC - ABC INTL	100.00
<input type="checkbox"/> Payable credit note - no PO	\$ABC - ABC INTL	90.00

 Yooz Inc 006861

DATE: Apr 26, 2022  
VOID AFTER 90 DAYS

Ten and 00/100 dollars \*\*\*

**PAY TO THE ORDER OF:** ABC INTL

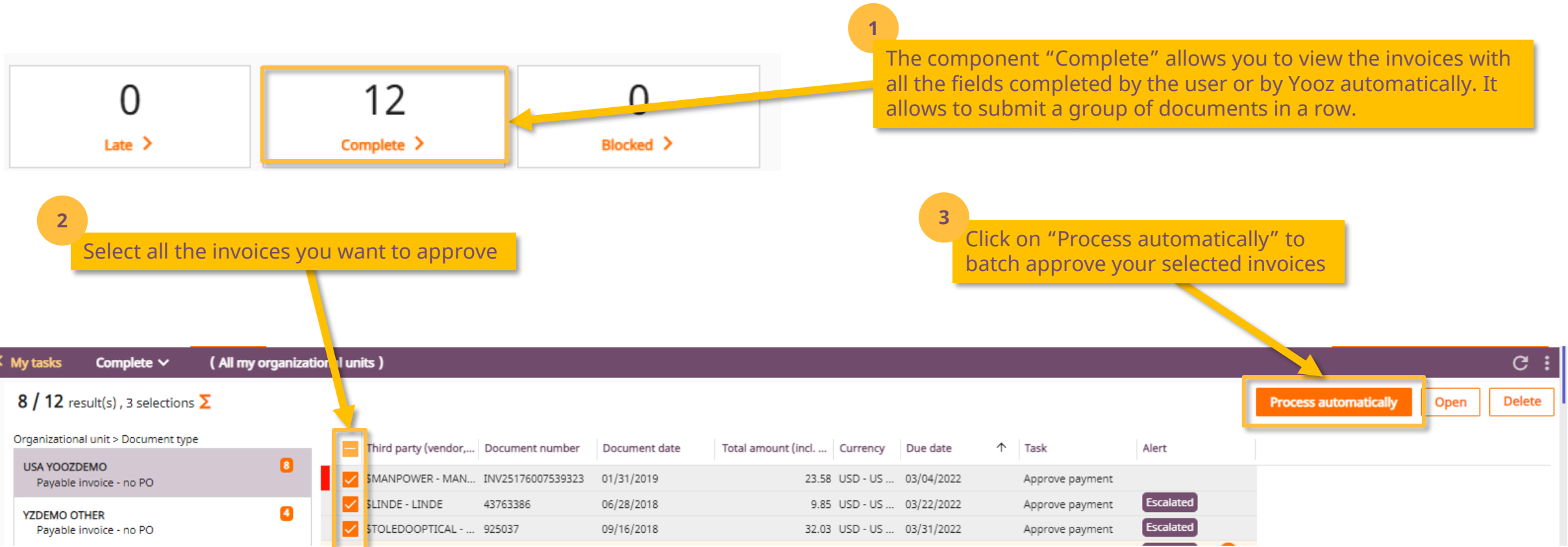
**MEMO:** Credit 1234 \$-1070 --- Invoice 803314 \$1080 For teinde

**AMOUNT: \$10.00**

*Yooz Inc*  
AUTHORIZED SIGNATURE



- Invoices can be approved one per one (single approval mode) but can also be approved per batch (batch approval mode). The following process describes the batch approval mode.



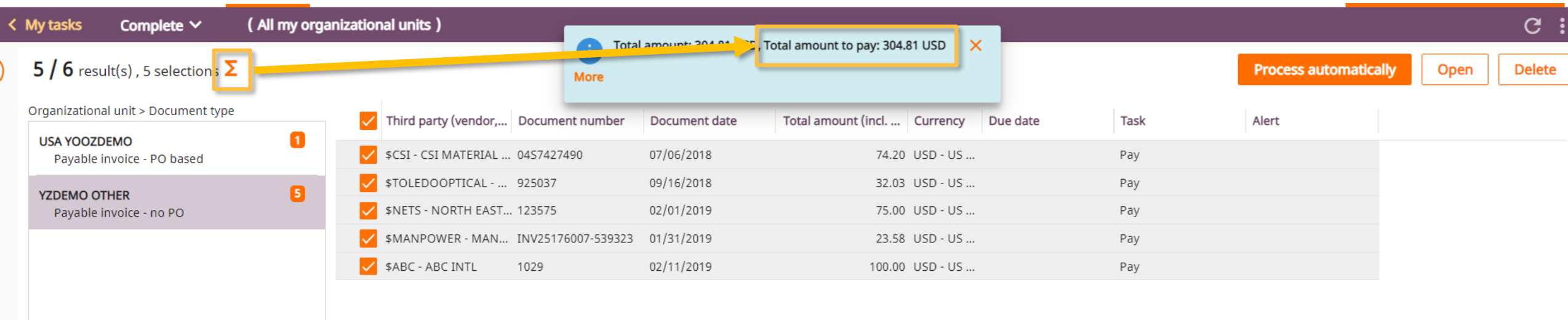
**1** The component "Complete" allows you to view the invoices with all the fields completed by the user or by Yooz automatically. It allows to submit a group of documents in a row.

**2** Select all the invoices you want to approve

**3** Click on "Process automatically" to batch approve your selected invoices

Organizational unit > Document type	Third party (vendor,...	Document number	Document date	Total amount (incl. ...	Currency	Due date	Task	Alert
<b>USA YOOZDEMO</b> Payable invoice - no PO	SMANPOWER - MAN...	INV25176007539323	01/31/2019	23.58	USD - US ...	03/04/2022	Approve payment	
<b>YZDEMO OTHER</b> Payable invoice - no PO	SLINDE - LINDE	43763386	06/28/2018	9.85	USD - US ...	03/22/2022	Approve payment	Escalated
	STOLEDOOPTICAL - ...	925037	09/16/2018	32.03	USD - US ...	03/31/2022	Approve payment	Escalated

- Throughout the Yooz platform, you can use the Sum Feature for a quick overview
  - Select the invoices you want to include in the sum feature
  - Click on the “sum symbol” to display a message mentioning the total amount of the invoices selected and the total amount to pay  $\Sigma$



The screenshot shows the Yooz platform interface. At the top, there are navigation elements: "My tasks", "Complete", and "( All my organizational units )". Below this, a summary bar indicates "5 / 6 result(s), 5 selections" with a highlighted sum symbol (Σ). A tooltip above the table displays "Total amount to pay: 304.81 USD".

Third party (vendor,...	Document number	Document date	Total amount (incl. ...	Currency	Due date	Task	Alert
<input checked="" type="checkbox"/> \$CSI - CSI MATERIAL ...	0457427490	07/06/2018	74.20	USD - US ...		Pay	
<input checked="" type="checkbox"/> \$TOLEDOOPTICAL - ...	925037	09/16/2018	32.03	USD - US ...		Pay	
<input checked="" type="checkbox"/> \$NETS - NORTH EAST...	123575	02/01/2019	75.00	USD - US ...		Pay	
<input checked="" type="checkbox"/> \$MANPOWER - MAN...	INV25176007-539323	01/31/2019	23.58	USD - US ...		Pay	
<input checked="" type="checkbox"/> \$ABC - ABC INTL	1029	02/11/2019	100.00	USD - US ...		Pay	

On the left side, there is a filter panel with two categories: "USA YOOZDEMO" (1 selection) and "YZDEMO OTHER" (5 selections). At the bottom right, there are buttons for "Process automatically", "Open", and "Delete".

# Batch Approval > Group by Vendor

To group by Vendor, select the three dots and click on "Group by"

1

My tasks Complete ( All my organizational units )

8 / 12 result(s) , 3 selections

Organizational unit > Document type

Third party (vendor, customer...)	Document number	Document date	Total amount (incl. tax)	Currency	Due date	Task	Alert
USA YOOZDEMO Payable invoice - no PO							
<input checked="" type="checkbox"/> SMANPOWER - MAN...	INV25176007539323	01/31/2019	23.58	USD - US ...	03/04/2022	Approve payment	
<input checked="" type="checkbox"/> \$LINDE - LINDE	43763386	06/28/2018	9.85	USD - US ...	03/22/2022	Approve payment	Escalated
<input checked="" type="checkbox"/> \$TOLEDOOPTICAL - ...	925037	09/16/2018	32.03	USD - US ...	03/31/2022	Approve payment	Escalated

Process a

- Group by...
- Sort by...
- Columns selection...
- Reset view
- Refresh
- Components selection

2

Select "Third party (vendor, customer...)"

Group by

Column

Selection

- Third party (vendor, customer...)
- Archive number
- Blocked by
- Blocked date
- Blocked reason
- Blocked?
- Confidentiality level
- Converted net amount (excl. tax)

Reset Cancel OK

3

Sort your invoices by Third party (vendor, customer...). On the left, pick a vendor to see their invoices.

2 / 28 result(s)

Third party (vendor, customer...)

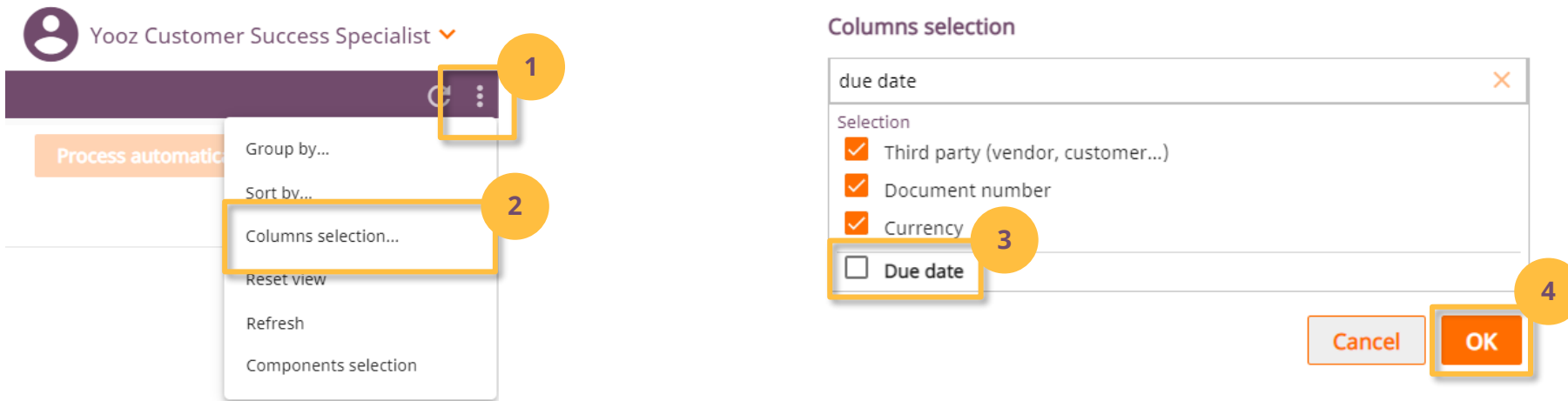
Empty	2
\$ABC - ABC INTL	7
\$ATLANTACT - ATLANTA COFFE TIME	1
\$CSI - CSI MATERIAL HANDLING	1

Open Delete

Total amount (incl. tax)	Yooz Number	Name	Alert	Task	Recipients	Organizational unit	Docun
<input type="checkbox"/> 275.00	4,926	Payable invoice - no PO INV12106	Late	Review	Accountant, Admin A...	USA YOOZDEMO	Payi
<input type="checkbox"/> 4,025.00	4,925	Payable invoice - no PO 121140399	Late	Review	Accountant, Admin A...	USA YOOZDEMO	Payi

# How to leverage the “Due Date” column

- In the “My Tasks” workspace, use the “Due Date” column for:
  - Easy cash flow management
  - Aging: sort on the due date and approve the invoices with an upcoming due date first
  - The Sum feature can be combined with this feature to estimate your global cash flow needs at a specific date



Yooz Customer Success Specialist

Process automatic

Group by...

Sort by...

Columns selection...

Reset view

Refresh

Components selection

Columns selection

due date

Selection

- Third party (vendor, customer...)
- Document number
- Currency
- Due date

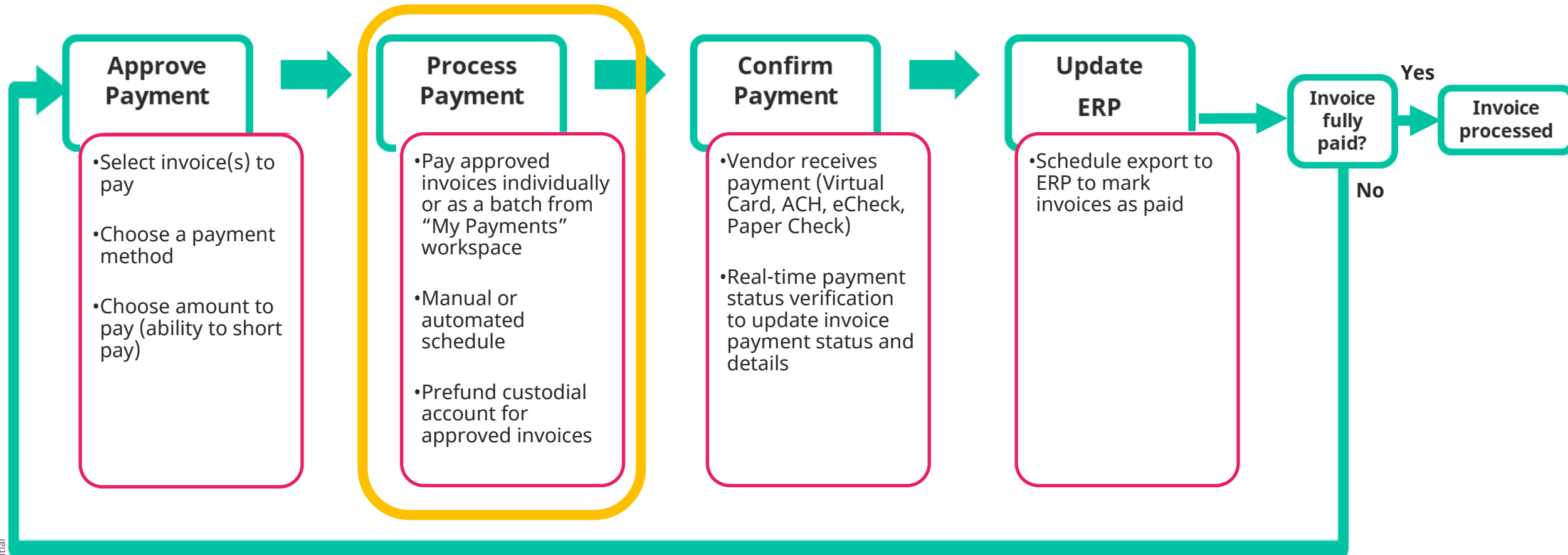
Cancel OK

Sort the due date column by clicking on it. An arrow appears to indicate this is the column that's being sorted currently. Click on the arrow to invert the sorting order.

5 / 6 result(s)  $\Sigma$

Organizational unit > Document type

Organizational unit > Document type	<input type="checkbox"/> Third party (vendor,...	Document number	Document date	Total amount (incl. ...	Currency	Due date	<input type="button" value="↑"/>	Task
<b>USA YOOZDEMO</b> Payable invoice - PO based	<input type="checkbox"/>	\$CSI - CSI MATERIAL ... 0457427490	07/06/2018	74.20	USD - US ...	05/25/2022		Pay
<b>YZDEMO OTHER</b> Payable invoice - no PO	<input type="checkbox"/>	\$ABC - ABC INTL 1029	02/11/2019	100.00	USD - US ...	05/27/2022		Pay
	<input type="checkbox"/>	\$MANPOWER - MAN... INV25176007-539323	01/31/2019	23.58	USD - US ...	06/30/2022		Pay
	<input type="checkbox"/>	\$NETS - NORTH EAST... 123575	02/01/2019	75.00	USD - US ...			Pay





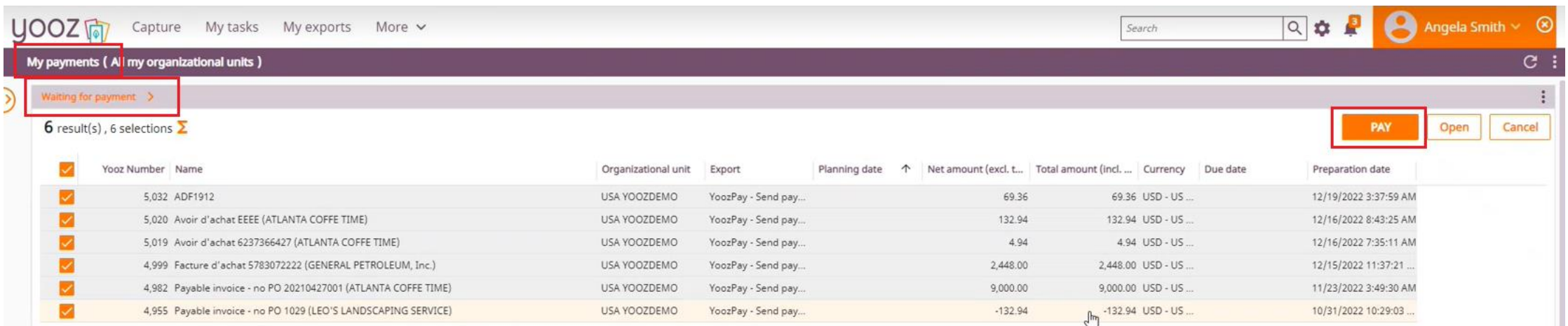
Cloud P2P Automation. Easy. Powerful. Smart.

# Process Payment

- After submitting the invoice:
  - When the last Approver in line has approved the invoice, the Task for this invoice will show the “Waiting Passed for payment (YoozPay – Send payment)” status.
  - The invoice is currently not in the hands of a specific Yooz user as it’s awaiting payment. The Recipient for this task will be “System user” by default.

Yooz Number	Recipients	Name	Task
4,865	System user	Payable invoice - no PO 04S7427490 (CSI M...	Waiting Passed for payment (YoozPay - Send payment)

- The invoice will then exit the Approval process and move to “My Payments”. This is where you will find all invoices eligible for the next payment batch.



The screenshot shows the 'My payments' section of the Yooz application. A red box highlights the 'Waiting for payment' status. Below, a table lists 6 invoices with columns for Yooz Number, Name, Organizational unit, Export, Planning date, Net amount, Total amount, Currency, Due date, and Preparation date. A 'PAY' button is visible in the top right of the table area.

Yooz Number	Name	Organizational unit	Export	Planning date	Net amount (excl. t...	Total amount (incl. ...	Currency	Due date	Preparation date
5,032	ADF1912	USA YOOZDEMO	YoozPay - Send pay...		69.36	69.36	USD - US ...		12/19/2022 3:37:59 AM
5,020	Avoir d'achat EEEE (ATLANTA COFFE TIME)	USA YOOZDEMO	YoozPay - Send pay...		132.94	132.94	USD - US ...		12/16/2022 8:43:25 AM
5,019	Avoir d'achat 6237366427 (ATLANTA COFFE TIME)	USA YOOZDEMO	YoozPay - Send pay...		4.94	4.94	USD - US ...		12/16/2022 7:35:11 AM
4,999	Facture d'achat 5783072222 (GENERAL PETROLEUM, Inc.)	USA YOOZDEMO	YoozPay - Send pay...		2,448.00	2,448.00	USD - US ...		12/15/2022 11:37:21 ...
4,982	Payable invoice - no PO 20210427001 (ATLANTA COFFE TIME)	USA YOOZDEMO	YoozPay - Send pay...		9,000.00	9,000.00	USD - US ...		11/23/2022 3:49:30 AM
4,955	Payable invoice - no PO 1029 (LEO'S LANDSCAPING SERVICE)	USA YOOZDEMO	YoozPay - Send pay...		-132.94	-132.94	USD - US ...		10/31/2022 10:29:03 ...

- The "My Payments" workspace includes invoices approved for payment, but not yet disbursed to vendors in the "Waiting for payment" section

The screenshot shows the 'My payments' workspace in the Yooz application. At the top, there are navigation tabs: 'Capture', 'My tasks', 'My exports', and 'More'. A search bar and user profile 'Angela Smith' are on the right. Below the navigation, there's a section for 'My payments (All my organizational units)' with a 'Waiting for payment' filter. A table lists 6 results with columns for Yooz Number, Name, Organizational unit, Export, Planning date, Net amount, Total amount, Currency, Due date, and Preparation date. A 'PAY' button is highlighted in a red box.

Yooz Number	Name	Organizational unit	Export	Planning date	Net amount (excl. t...)	Total amount (incl. ...)	Currency	Due date	Preparation date
5,032	ADF1912	USA YOOZDEMO	YoozPay - Send pay...		69.36	69.36 USD - US ...		12/19/2022 3:37:59 AM	
5,020	Avoir d'achat EEEE (ATLANTA COFFE TIME)	USA YOOZDEMO	YoozPay - Send pay...		132.94	132.94 USD - US ...		12/16/2022 8:43:25 AM	
5,019	Avoir d'achat 6237366427 (ATLANTA COFFE TIME)	USA YOOZDEMO	YoozPay - Send pay...		4.94	4.94 USD - US ...		12/16/2022 7:35:11 AM	
4,999	Facture d'achat 5783072222 (GENERAL PETROLEUM, Inc.)	USA YOOZDEMO	YoozPay - Send pay...		2,448.00	2,448.00 USD - US ...		12/15/2022 11:37:21 ...	
4,982	Payable invoice - no PO 20210427001 (ATLANTA COFFE TIME)	USA YOOZDEMO	YoozPay - Send pay...		9,000.00	9,000.00 USD - US ...		11/23/2022 3:49:30 AM	
4,955	Payable invoice - no PO 1029 (LEO'S LANDSCAPING SERVICE)	USA YOOZDEMO	YoozPay - Send pay...		-132.94	-132.94 USD - US ...		10/31/2022 10:29:03 ...	

## Transaction Consolidation

- All invoices in the batch will be grouped by vendor to a single transaction
- If total credits exceed total owed for a vendor, the payment will not be processed. Yooz will hold payment until total due is at least \$.01

**Export Report**  
2022-04-26 20:11:01

Status	Yooz Number	Document Id	Export Id	Export Code	Message 1
FAILURE	<a href="#">5002</a>	2010081171	2730	PAYMENT	"Not exported: payment total for vendor is negative."



- To run a manual payment batch:

- Use the Due date column to sort your invoices by due date
- Select the invoices you wish to pay
- Click on the “sum symbol” if you wish to see the total amount and the total amount to pay  $\Sigma$
- Click on “Pay” to manually pay the selected invoices



If using a custodial bank account for .6% cash back on VCC, ensure the account has been pre-funded

The screenshot shows the 'My payments' section of the Yooz interface. At the top, there are navigation tabs: 'Capture', 'My tasks', 'My exports', and 'More'. A search bar and user profile 'Angela Smith' are on the right. Below the navigation, a 'Waiting for payment' indicator is visible. The main area shows '6 result(s), 6 selections' with a sum symbol  $\Sigma$ . A table of invoices is displayed with columns: Yooz Number, Name, Organizational unit, Export, Net amount (excl. t...), Total amount (incl. ...), Currency, Due date, and Preparation date. The 'Due date' column is highlighted with a yellow box. A yellow arrow points from the 'PAY' button (also highlighted with a red box) to the 'Due date' column header. The 'PAY' button has 'Open' and 'Cancel' options next to it. The table contains six rows of invoice data, all with their selection checkboxes checked.

Yooz Number	Name	Organizational unit	Export	Net amount (excl. t...	Total amount (incl. ...	Currency	Due date	Preparation date
5,032	ADF1912	USA YOOZDEMO	YoozPay - Send pay...	69.36	69.36	USD - US ...	12/19/2022 3:37:59 AM	
5,020	Avoir d'achat EFFF (ATLANTA COFFE TIME)	USA YOOZDEMO	YoozPay - Send pay...	132.94	132.94	USD - US ...	12/16/2022 8:43:25 AM	
5,019	Avoir d'achat 6237366427 (ATLANTA COFFE TIME)	USA YOOZDEMO	YoozPay - Send pay...	4.94	4.94	USD - US ...	12/16/2022 7:35:11 AM	
4,999	Facture d'achat 5783072222 (GENERAL PETROLEUM, Inc.)	USA YOOZDEMO	YoozPay - Send pay...	2,448.00	2,448.00	USD - US ...	12/15/2022 11:37:21 ...	
4,982	Payable invoice - no PO 20210427001 (ATLANTA COFFE TIME)	USA YOOZDEMO	YoozPay - Send pay...	9,000.00	9,000.00	USD - US ...	11/23/2022 3:49:30 AM	
4,955	Payable invoice - no PO 1029 (LEO'S LANDSCAPING SERVICE)	USA YOOZDEMO	YoozPay - Send pay...	-132.94	-132.94	USD - US ...	10/31/2022 10:29:03 ...	



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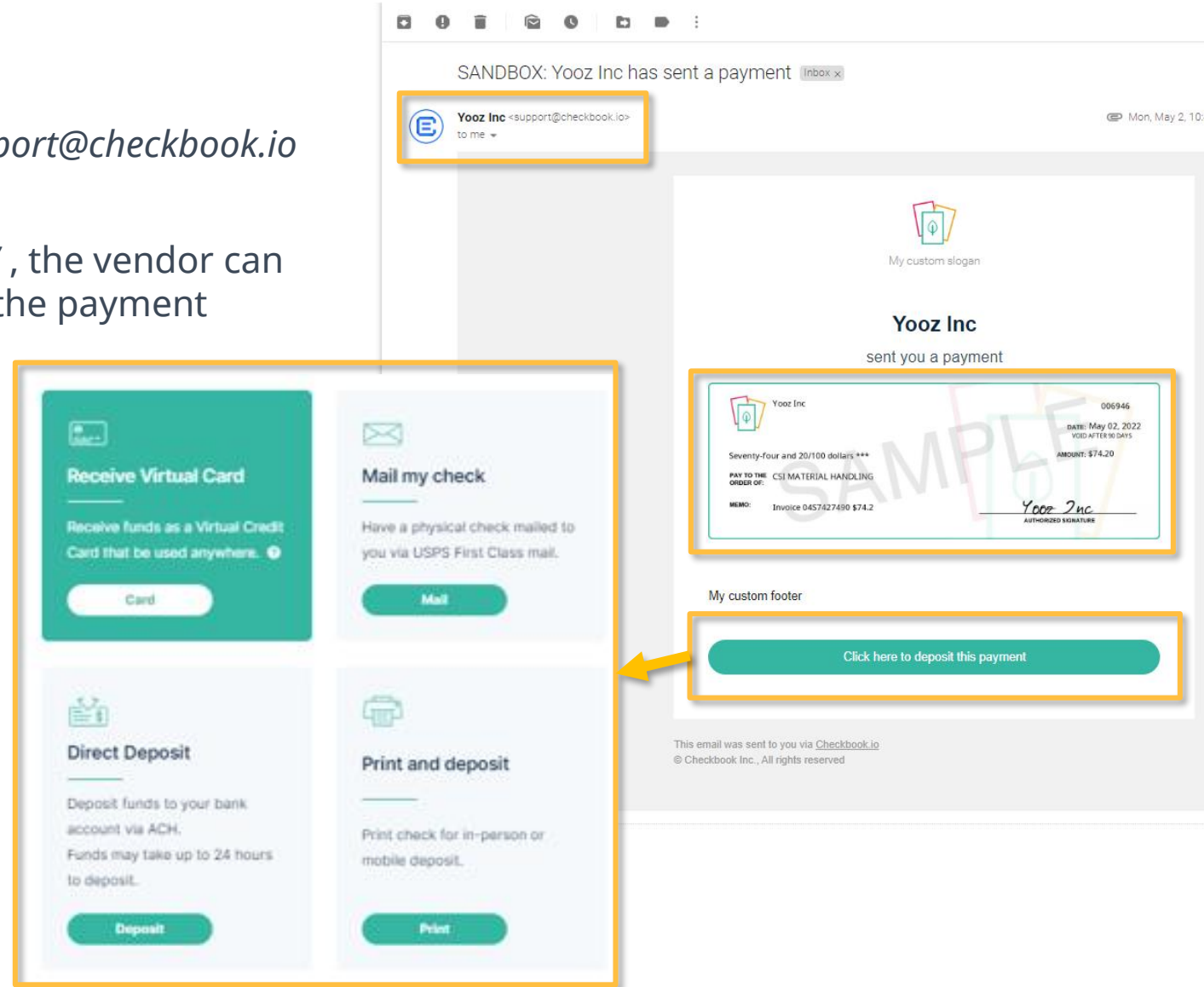
# The Vendor Experience

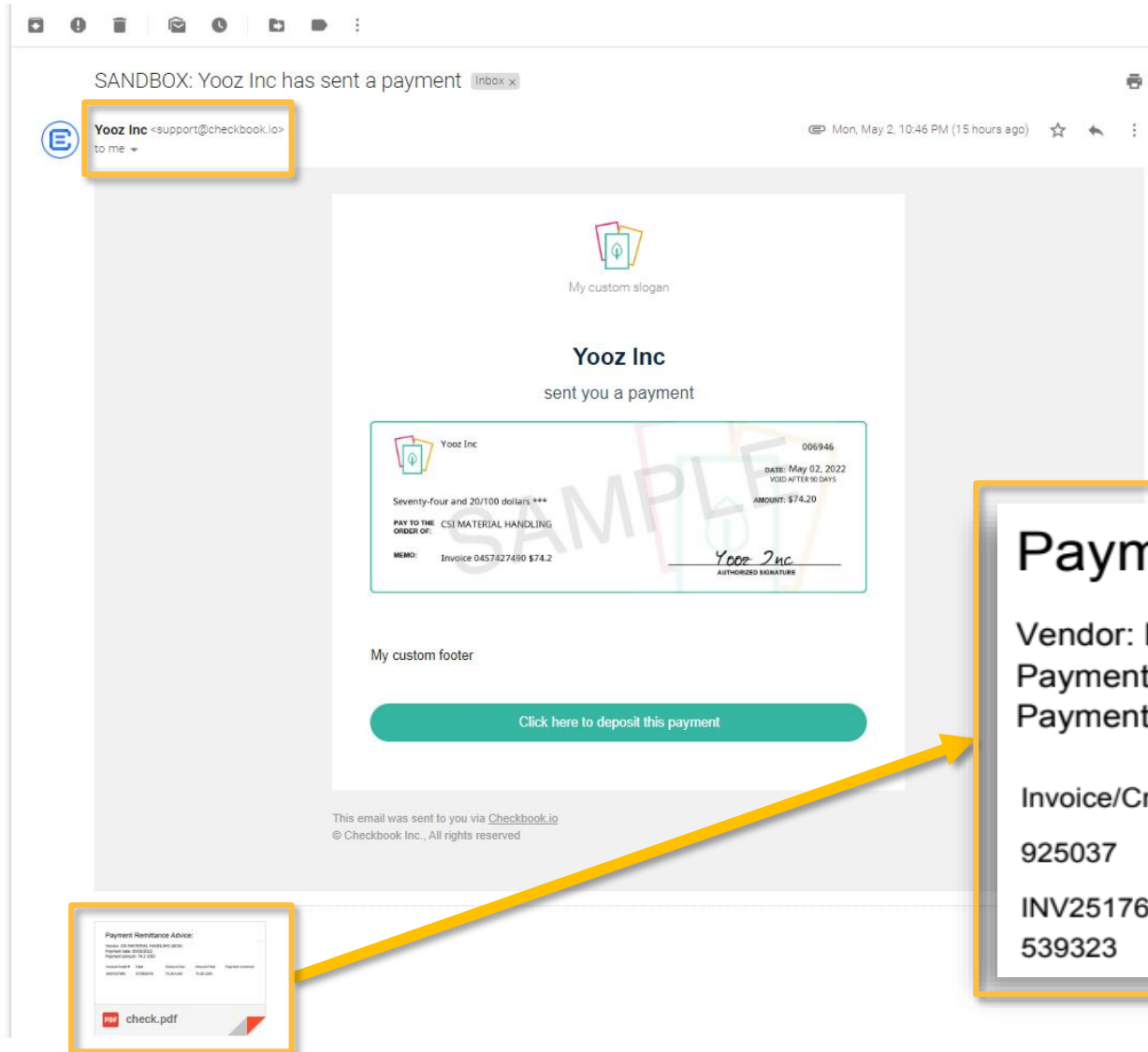
## ■ The Vendor Experience

- The vendor receives an e-mail coming from *support@checkbook.io*
- The e-mail contains the image of the e-check
- By clicking on *"Click here to deposit this payment"*, the vendor can select the preferred payment option to deposit the payment

## ■ Vendor payment options

- Vendor payment options are based on configuration made by Yooz
- For the first few payments, Yooz provides options to encourage the vendor to pick VCC (maximize cashback)
- The vendor's previous preferences determine which options are offered for the next payments





- The Vendor Remittance

- The vendor receives an e-mail coming from support@checkbook.io (mentioned on previous slide)
- This e-mail also contains the Payment Remittance Advice in the attachments. Click on it to download and open the file.

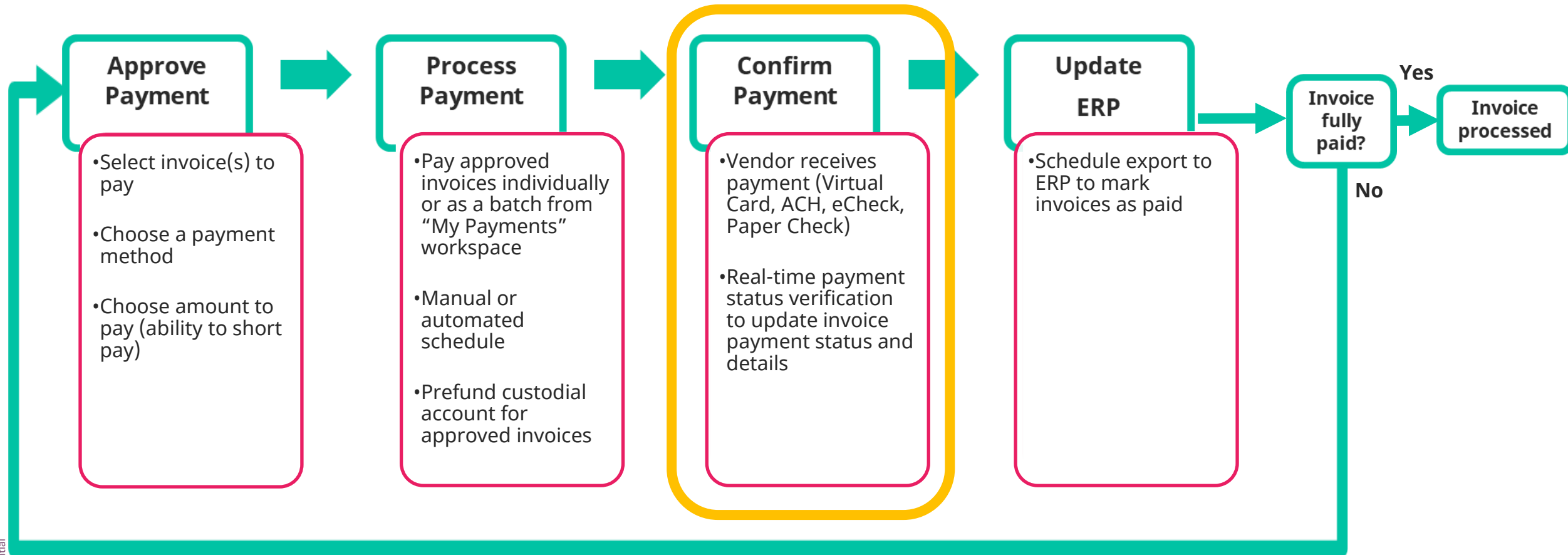
## Payment Remittance Advice:

Vendor: MANPOWER INC (\$MANPOWER)

Payment date: 05/20/2022

Payment amount: 55.61 USD

Invoice/Credit #	Date	Amount Due	Amount Paid	Payment comment
925037	09/16/2018	32.03 USD	32.03 USD	
INV25176007-539323	01/31/2019	23.58 USD	23.58 USD	





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Confirm Payment

- Payment lines details – auto populated once payment is issued

Payment lines						
Payment reference	Date of payment	Payment processing status	Amount paid	Payment image URL	Payment type	Yooz# paid
7056	05/20/2022	PRINTED	23.58	<a href="https://sandbox.app.checkbook.io/status...">https://sandbox.app.checkbook.io/status...</a>	E-CHECK (PRINT)	4869,4875

- Payment reference = the check number. Not required and gets written back.
- Date of payment = date of export. Not required and gets written back.
- Payment processing status = the payment status
- Amount paid = the amount paid thus far
- Payment image URL = link to the image of a copy of the check
- Payment type = which type of payment the vendor chose
- Yooz# paid = shows all Yooz numbers of the invoices paid with this check





- In the My Payments Workspace, you can find all pending, in progress and completed payments
  - If you can't see the My Payments Workspace, contact your Administrator to activate the workspace in your platform

**My payments ( All my organizational units )** Refresh More

Pending payment >

Pay Open Cancel

<input type="checkbox"/>	Yooz Number	Name	Organizational unit	Export	Planning date	↑	Net amount (excl. t...	Total amount (incl. ...	Currency	Due date	Preparation date
--------------------------	-------------	------	---------------------	--------	---------------	---	------------------------	-------------------------	----------	----------	------------------

**yooz**  Capture My tasks My exports **My payments**    6  Angela Smith More

**My payments ( All my organizational units )** Refresh More

Payments in progress >

7 result(s) Open Void

<input type="checkbox"/>	Status	Third party (vendor,...	Amount paid	Payment type	Yooz numbers	Organizational unit
<input type="checkbox"/>	IN_PROCESS	\$GRAINGER - GRAIN...	121.95	PAPER-CHECK	4915	YOOZUS - USA YC
<input type="checkbox"/>	UNPAID	\$ABC - ABC INTL	249.2	E-CHECK	4865,4873,4876	YZDEMO OTHER
<input type="checkbox"/>	UNPAID	\$ABC - ABC INTL	10	E-CHECK	4922,4920	YOOZUS - USA YC
<input type="checkbox"/>	UNPAID	\$ABC - ABC INTL	100	E-CHECK	4917	YOOZUS - USA YC
<input type="checkbox"/>	UNPAID	\$ABC - ABC INTL	60.3	E-CHECK	4924	YOOZUS - USA YC
<input type="checkbox"/>	UNPAID	\$GRAINGER - GRAIN...	60.3	E-CHECK	4893	YOOZDEMO - YO
<input type="checkbox"/>	UNPAID	\$GRAINGER - GRAIN...	79.5	E-CHECK	4889	YOOZDEMO - YO

Payments completed >

3 result(s) Open

<input type="checkbox"/>	Amount paid	Status	Payment type	Yooz numbers	Payment date	Payment confir... ↓
<input type="checkbox"/>	9.85	PRINTED	E-CHECK (PRINT)	4918	06/14/2022	06/14/2022
<input type="checkbox"/>	55.61	PRINTED	E-CHECK (PRINT)	4869,4875	05/20/2022	05/20/2022
<input type="checkbox"/>	23.58	PRINTED	E-CHECK (PRINT)	4894	03/28/2022	03/29/2022



# Opening Payments – My Payments Workspace

- Payments can contain single invoices or multiple invoices.
- Opening single invoice payments
  - Select the payment on the left. It contains only one Yooz number
  - Click on “Open”
  - Yooz will take you directly to the invoice linked to this payment
- Opening multiple invoice payments
  - Select the payment. It contains several Yooz numbers
  - Click on “Open”
  - Yooz will take you to an advanced search view of the associated documents

Payments in progress >

7 result(s) , 1 selection

Open

Status	Third party (vendor,...	Amount paid	Payment type	Yooz numbers	Organizational unit
<input checked="" type="checkbox"/>	IN_PROCESS	\$GRAINGER - GRAIN...	121.95 PAPER-CHECK	4915	YOOZUS - USA YC
<input type="checkbox"/>	UNPAID	\$ABC - ABC INTL	249.2 E-CHECK	4865,4873,4876	YZDEMO OTHER
<input type="checkbox"/>	UNPAID	\$ABC - ABC INTL	10 E-CHECK	4922,4920	YOOZUS - USA YC
<input type="checkbox"/>	UNPAID	\$ABC - ABC INTL	100 E-CHECK	4917	YOOZUS - USA YC
<input type="checkbox"/>	UNPAID	\$ABC - ABC INTL	60.3 E-CHECK	4924	YOOZUS - USA YC
<input type="checkbox"/>	UNPAID	\$GRAINGER - GRAIN...	60.3 E-CHECK	4893	YOOZDEMO - YO
<input type="checkbox"/>	UNPAID	\$GRAINGER - GRAIN...	79.5 E-CHECK	4889	YOOZDEMO - YO

My payments ( All my organizational units )

Payments in progress >

7 result(s) , 1 selection

Open

Status	Third party (vendor,...	Amount paid	Payment type	Yooz numbers	Organizational unit
<input type="checkbox"/>	IN_PROCESS	\$GRAINGER - GRAIN...	121.95 PAPER-CHECK	4915	YOOZUS - USA YC
<input checked="" type="checkbox"/>	UNPAID	\$ABC - ABC INTL	249.2 E-CHECK	4865,4873,4876	YZDEMO OTHER
<input type="checkbox"/>	UNPAID	\$ABC - ABC INTL	10 E-CHECK	4922,4920	YOOZUS - USA YC
<input type="checkbox"/>	UNPAID	\$ABC - ABC INTL	100 E-CHECK	4917	YOOZUS - USA YC
<input type="checkbox"/>	UNPAID	\$ABC - ABC INTL	60.3 E-CHECK	4924	YOOZUS - USA YC
<input type="checkbox"/>	UNPAID	\$GRAINGER - GRAIN...	60.3 E-CHECK	4893	YOOZDEMO - YO
<input type="checkbox"/>	UNPAID	\$GRAINGER - GRAIN...	79.5 E-CHECK	4889	YOOZDEMO - YO

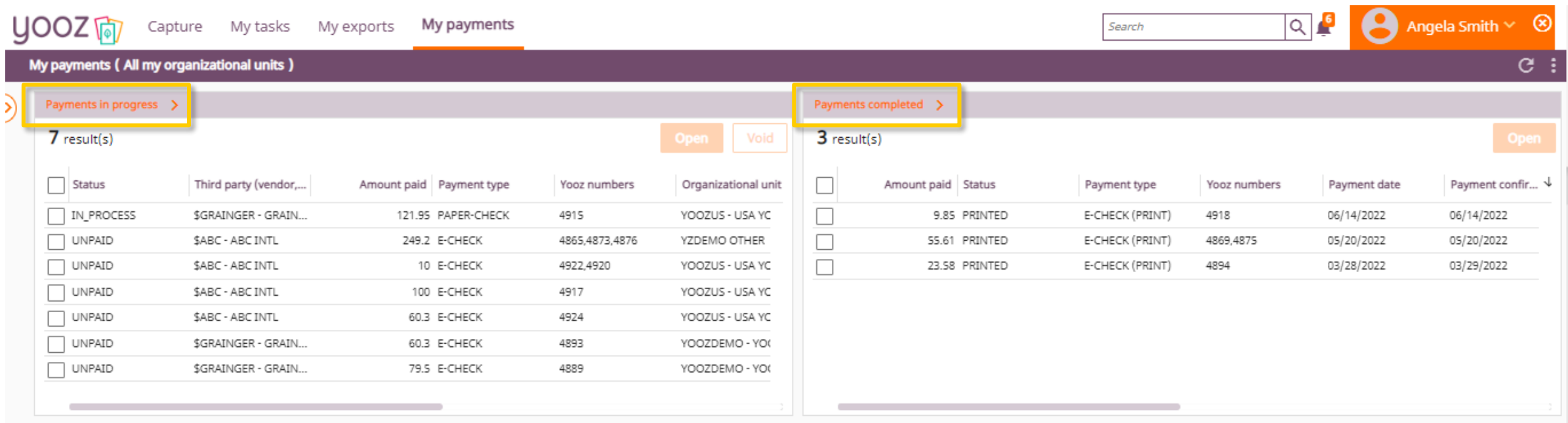
< Search

Yooz number (Search item) : In 4865 or 2 other(s) ✕

3 result(s) Σ

Third party (vendor, customer...)	Document date	Document type	Total amount (incl. ...)	Task
<input type="checkbox"/> \$ABC - ABC INTL	02/11/2019	Payable invoice - no ...	100.00	Wait for Passed for payment (YoozPay - Send payment) expo
<input type="checkbox"/> \$ABC - ABC INTL	02/01/2019	Payable invoice - no ...	75.00	Wait for Passed for payment (YoozPay - Send payment) expo
<input type="checkbox"/> \$ABC - ABC INTL	07/06/2018	Payable invoice - no ...	74.20	Wait for Passed for payment (YoozPay - Send payment) expo

- “Payment in progress” vs “Payments completed” in the “My Payments” workspace
  - “Payments in progress” shows the list of payments still in progress. For invoices in this category, you still have the possibility to cancel / void the payment
  - “Payments completed”: ACH funds have transferred, the e-check was printed / downloaded, or the paper check was mailed



The screenshot shows the Yooz interface with the 'My payments' tab selected. The user is Angela Smith. The interface is divided into two main sections:

- Payments in progress:** This section shows 7 results. It includes a table with columns for Status, Third party (vendor,...), Amount paid, Payment type, Yooz numbers, and Organizational unit. There are 'Open' and 'Void' buttons for this section.
- Payments completed:** This section shows 3 results. It includes a table with columns for Amount paid, Status, Payment type, Yooz numbers, Payment date, and Payment confir... There is an 'Open' button for this section.

Navigation tabs at the top include: Capture, My tasks, My exports, and My payments. A search bar and user profile are also visible.

- Payment Types YoozPay offers:
  - Paper Check: no e-mail address in Yooz, payment mailed via USPS
  - E-Check: vendor sent email to select payment option
    - Do not know yet if vendor opts for VCC, ACH, etc.
  - Direct Deposit: vendor bank info in Yooz directly


### How would you like to accept your payment?

Yooz Inc sent you a Digital Payment. Unlike traditional paper checks, this payment can be deposited using any of the available options displayed.

#### Memo

This payment includes a memo which you can view by clicking the button below.


[View memo](#)



**Receive Virtual Card**

Receive funds as a Virtual Credit Card that be used anywhere. ⓘ


Card



**Mail my check**

Have a physical check mailed to you via USPS First Class mail.


Mail



**Direct Deposit**

Deposit funds to your bank account via ACH. Funds may take up to 24 hours to deposit.

Deposit



**Print and deposit**

Print check for in-person or mobile deposit.

Print

Payments in progress >

2 result(s) Void

<input type="checkbox"/>	Amount paid	Status	Payment type	Yooz numbers	Payment date ↓	Service provider	Si
<input type="checkbox"/>	60.3	UNPAID	E-CHECK	4893	03/28/2022	CHECKBOOK	
<input type="checkbox"/>	79.5	UNPAID	E-CHECK	4889	01/19/2022	CHECKBOOK	

- Payments in the “Payments in progress” component
  - Unpaid = the vendor has not taken action after receiving the email with digital payment
  - In process = the vendor bank information has been provided, the ACH payment is in progress
    - Paper-Check = Added to queue for the next check print run
    - E-check = the email has been sent to the vendor to pick the payment option
  
- The following statuses will move the payment to the “Payments completed” component
  - “Paid” = ACH funds have been successfully sent to the vendor’s bank account
    - It takes approximately 3 business days, depending on the recipient’s bank)
  - “Printed” = Vendor printed the check
  - “Mailed” = Checks are printed by 3pm PST

My payments ( All my organizational units )						
Payments in progress >						
65 result(s) <span style="float: right;">Void</span>						
Amount paid ↑	Status	Payment type	Yooz numbers	Payment date	Service pr	
	UNPAID	E-CHECK	5506	11/30/2021	CHECKE	
3.2	IN_PROCESS	PAPER-CHECK	35487	05/10/2022	CHECKE	
7.7	IN_PROCESS	PAPER-CHECK	35403	05/10/2022	CHECKE	
30.4	UNPAID	E-CHECK	757	11/15/2021	CHECKE	
5	UNPAID	E-CHECK	29620	04/08/2022	CHECKE	

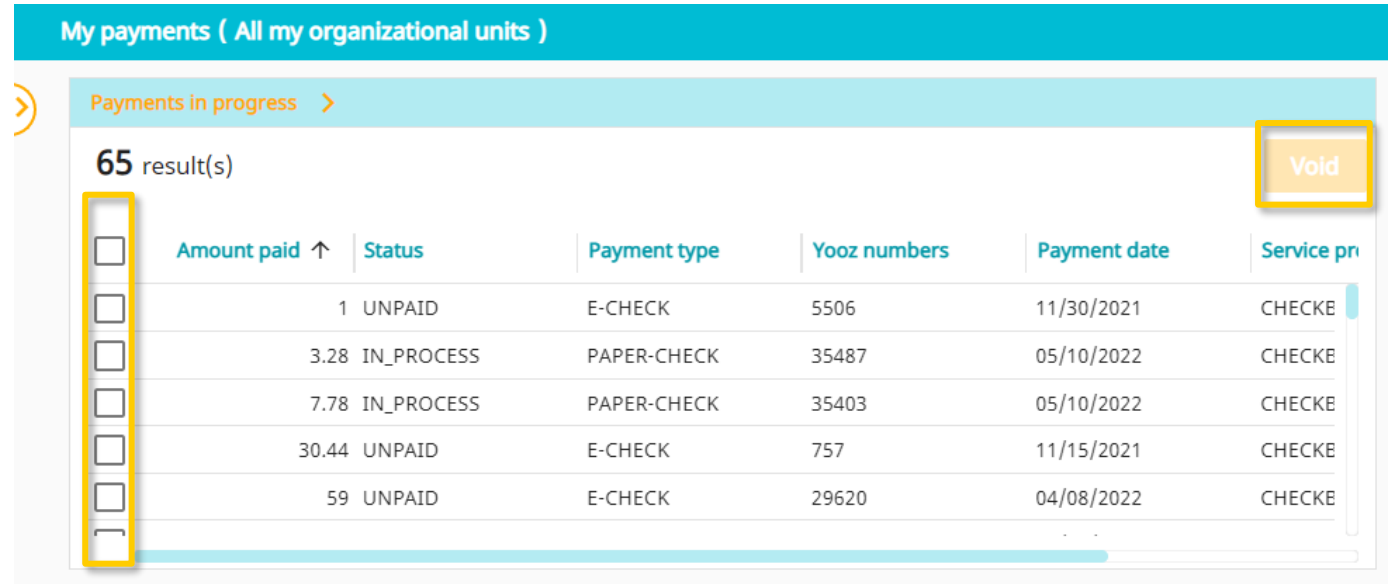
  

Payments completed >						
1,489 result(s)						
Amount paid	Status	Payment type	Yooz numbers	Payment date	Payment confir	
0.7	PRINTED	E-CHECK	5582	11/30/2021	12/02/2021	
30	PAID	E-CHECK	7465	12/08/2021	12/10/2021	
1,012.5	PAID	E-CHECK	7219,4347,7845,6233	01/12/2022	01/13/2022	
74	PAID	E-CHECK	6993,6990,6994,6991,...	01/12/2022	01/13/2022	
1,30	PAID	E-CHECK	8167,8165	01/12/2022	01/13/2022	

- Void a payment

- This is only possible when the payment is still in the “Payments in progress” component. Select the payments you would like to void and click on “Void”
  - ACH: before 2pm or 5pm PST daily settlement run
  - Checks: are not downloaded or mailed once voided
  - VCC: voiding a VCC payment is only possible when the status is “Unpaid”

- Once a transaction is VOID, the payment status in Yooz changes to “VOID”. The invoice will go back to the first payment step to be paid again, following a successful run of the remittance export.

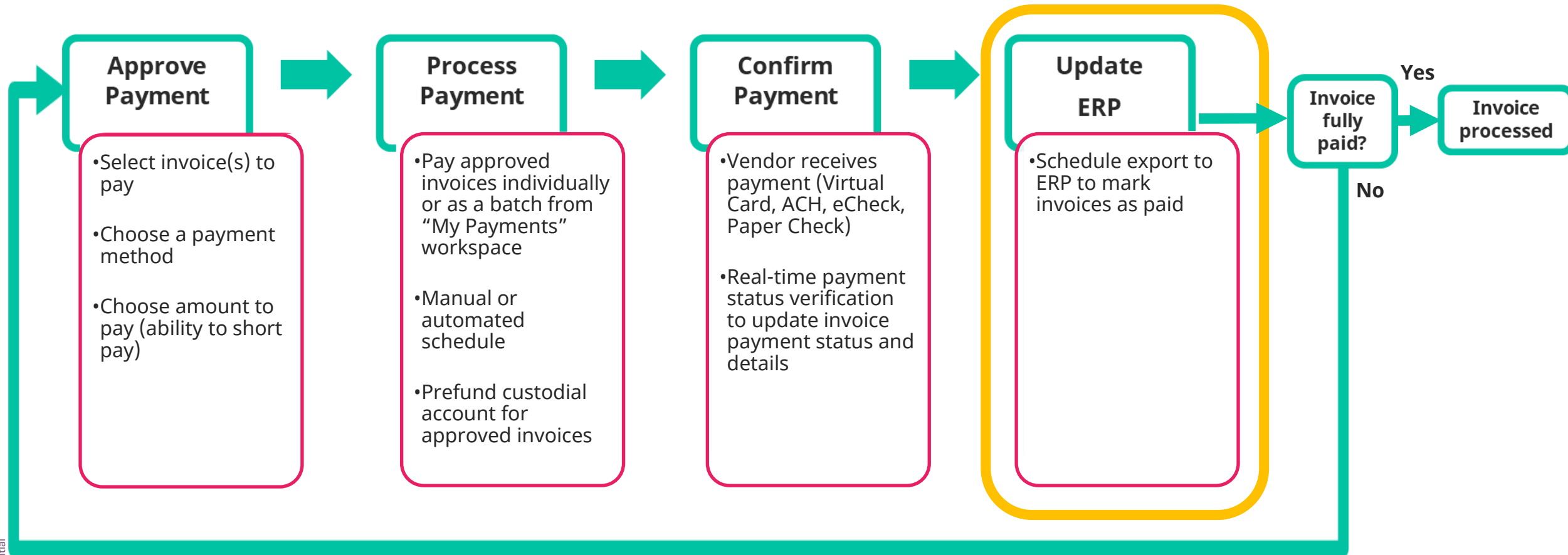


The screenshot shows the 'My payments ( All my organizational units )' interface. Under the 'Payments in progress' section, there are 65 results. A table lists several payments with columns for Amount paid, Status, Payment type, Yooz numbers, Payment date, and Service provider. A 'Void' button is highlighted in the top right corner of the table area. A yellow box highlights the checkboxes in the first column of the table.

<input type="checkbox"/>	Amount paid ↑	Status	Payment type	Yooz numbers	Payment date	Service pr
<input type="checkbox"/>	1	UNPAID	E-CHECK	5506	11/30/2021	CHECKE
<input type="checkbox"/>	3.28	IN_PROCESS	PAPER-CHECK	35487	05/10/2022	CHECKE
<input type="checkbox"/>	7.78	IN_PROCESS	PAPER-CHECK	35403	05/10/2022	CHECKE
<input type="checkbox"/>	30.44	UNPAID	E-CHECK	757	11/15/2021	CHECKE
<input type="checkbox"/>	59	UNPAID	E-CHECK	29620	04/08/2022	CHECKE

- The difference between voiding a payment and stopping a payment:

- If the payment has already moved to the “Payments completed” component and you wish to stop the payment:
  - Is it a YoozPay custodial account? Please contact Yooz support to attempt to stop the payment
  - Is it a non-custodial account? Please contact your bank directly to request the cancellation of the payment

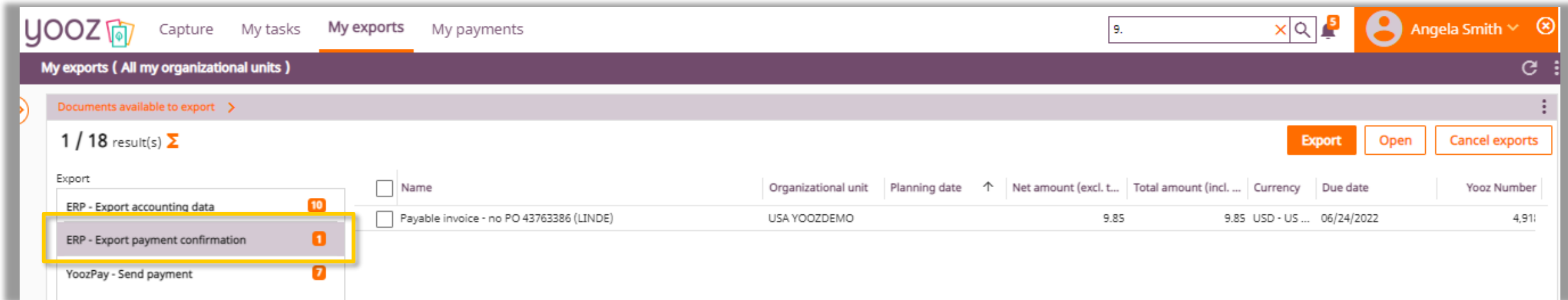




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Update ERP

- Provide payment information to the accounting system via API or flat file. Specs vary by ERP



The screenshot shows the 'My exports' section of the Yooz application. It features a search bar, user profile (Angela Smith), and navigation tabs (Capture, My tasks, My exports, My payments). Below the navigation, there's a section for 'Documents available to export' with 1/18 results. A table lists the exportable documents with columns for Name, Organizational unit, Planning date, Net amount, Total amount, Currency, Due date, and Yooz Number. The 'ERP - Export payment confirmation' document is highlighted with a yellow box.

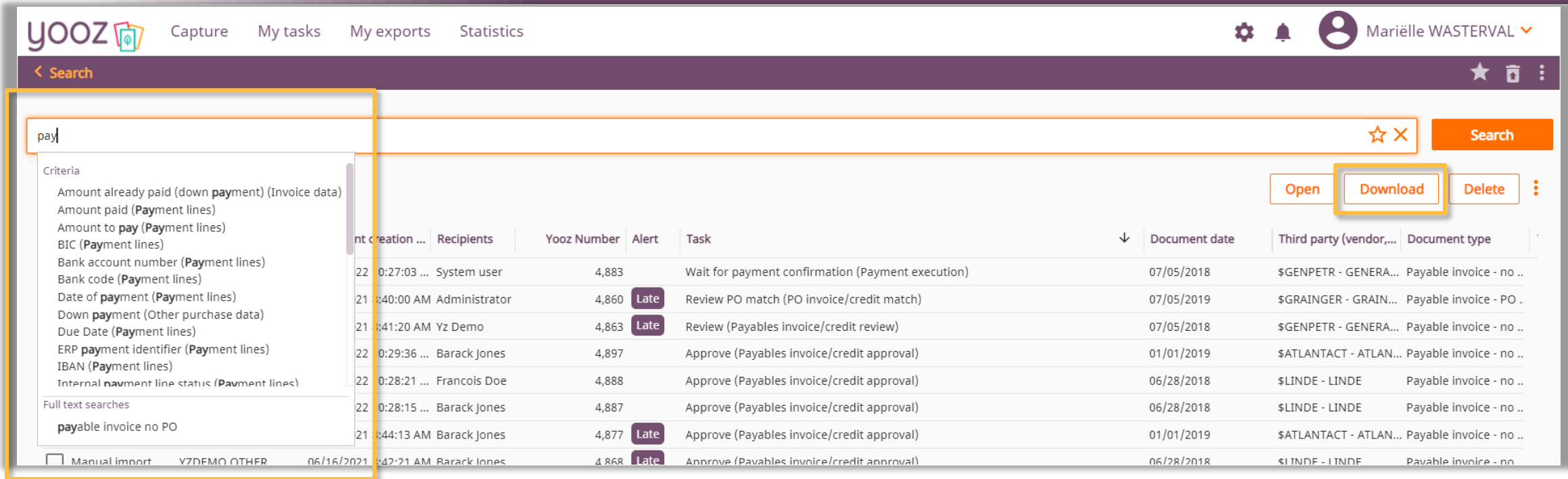
Export	Name	Organizational unit	Planning date	Net amount (excl. t...)	Total amount (incl. ...)	Currency	Due date	Yooz Number
<input type="checkbox"/>	ERP - Export accounting data							
<input type="checkbox"/>	ERP - Export payment confirmation	USA YOOZDEMO		9.85	9.85	USD - US ...	06/24/2022	4,911
<input type="checkbox"/>	Payable invoice - no PO 43763386 (LINDE)							
<input type="checkbox"/>	YoozPay - Send payment							

- After completing tasks:
  - If the invoice is fully paid, the document is now processed
  - If the invoice has a balance (short paid, voided, expired payment, etc.), the invoice automatically goes back to payment approval for re-processing

Invoice lines		Payment lines						
	Amount to pay +	Payment method +	Payment debit account	Payment comment	Payment reference	Date of payment	Payment processing status	Amount paid
		YoozPay	BANK_ACCT_ID - My Bank	Deposit	6382	12/05/2021	OK	100.00
	30.00	YoozPay	BANK_ACCT_ID - My Bank	Remaining Balance				



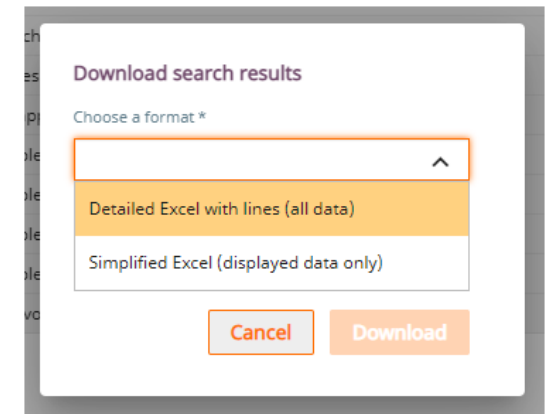
# Reporting



The screenshot shows the YoozPay web interface. At the top, there are navigation tabs: Capture, My tasks, My exports, and Statistics. The user is identified as Mariëlle WASTERVAL. A search bar contains the text 'pay'. A dropdown menu is open, listing various search criteria such as 'Amount already paid (down payment) (Invoice data)', 'Amount paid (Payment lines)', 'Amount to pay (Payment lines)', 'BIC (Payment lines)', 'Bank account number (Payment lines)', 'Bank code (Payment lines)', 'Date of payment (Payment lines)', 'Down payment (Other purchase data)', 'Due Date (Payment lines)', 'ERP payment identifier (Payment lines)', 'IBAN (Payment lines)', and 'Internal payment line status (Payment lines)'. Below the dropdown is a table with columns: 'Document creation ...', 'Recipients', 'Yooz Number', 'Alert', 'Task', 'Document date', 'Third party (vendor,...)', and 'Document type'. The table contains several rows of data, with some 'Alert' cells marked as 'Late'. To the right of the table, there are buttons for 'Open', 'Download', and 'Delete'. The 'Download' button is highlighted with an orange box.

■ With the advanced search you can create custom payments reports

- Run a query on “pay” and select all the criteria you need
- Click “Download” to generate your custom report
  - Several formats available, including Excel
  - Possibility to include the accounting details



The screenshot shows a dialog box titled 'Download search results'. It has a section 'Choose a format \*' with a dropdown menu. Two options are visible: 'Detailed Excel with lines (all data)' and 'Simplified Excel (displayed data only)'. At the bottom of the dialog, there are 'Cancel' and 'Download' buttons.



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# Questions / Answers