



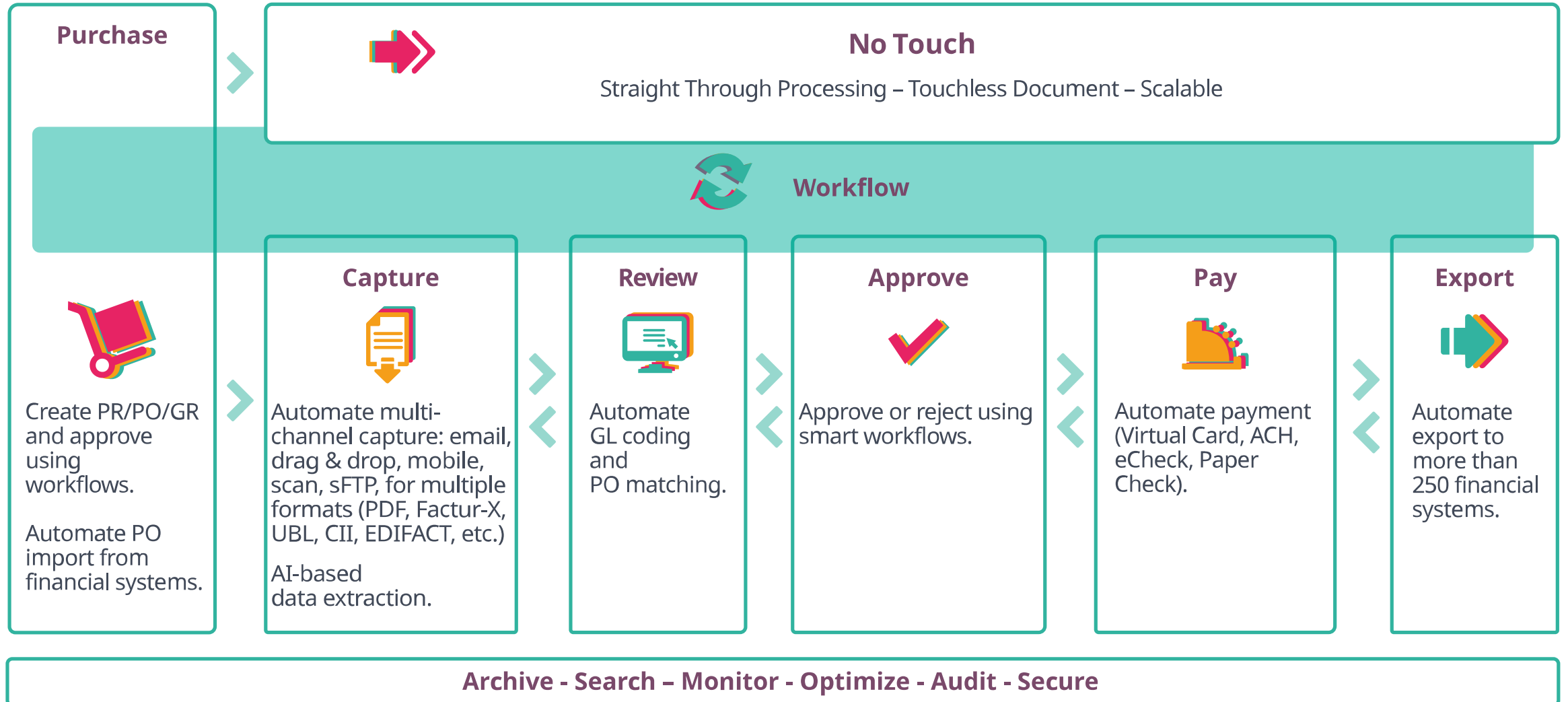
Cloud P2P Automation. Easy. Powerful. Smart.

End-User Training

Export Invoices



Yooz Automates your AP process

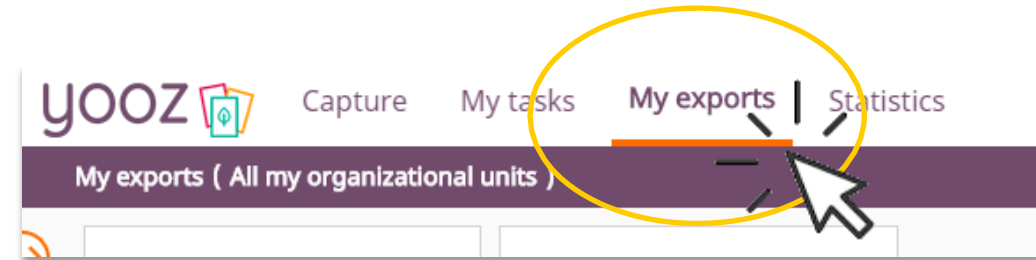




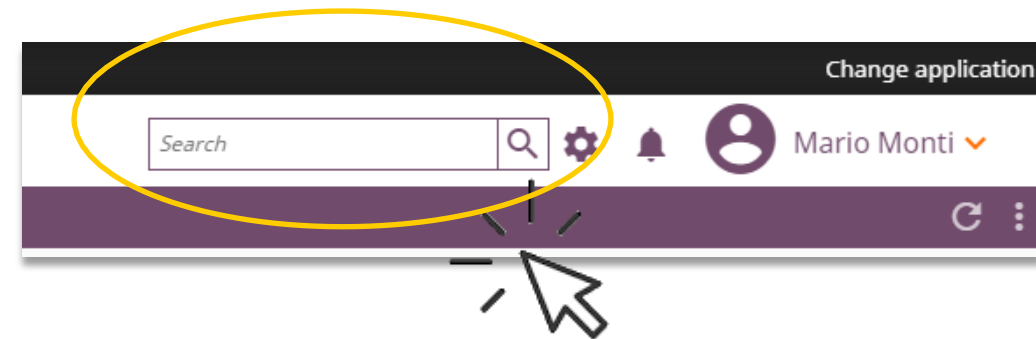
Export complete invoices to ERP

- Yooz Rising manages export files this way:

Complete invoices



Previously exported invoices





Run an export

- My Exports is your workspace to manage and run exports
- Click on Export to run the export or on Open to open the document

The screenshot shows the 'My exports' section of the Yooz application. At the top, there are navigation tabs for 'Capture', 'My tasks', 'My exports', and 'Statistics'. A search bar and user profile 'Mario Monti' are also visible. Below the navigation, there are two summary cards: 'Exports to download' with a count of 3, and 'Exports previously downloaded' with a count of 0. A section titled 'Documents available to export' shows '2 result(s)'. A table lists two export items, each with a checkbox for selection. The first item is 'DEMO ACCOUNTING EXPORT' with a red '2' badge. The table columns include 'Yooz Number', 'Name', 'Organizational unit', 'Planning date', 'Net amount (excl. t...)', 'Total amount (incl. ...)', 'Currency', and 'Due date'. On the right side of the table, there are 'Export' and 'Open' buttons. Annotations include a yellow oval around the 'DEMO ACCOUNTING EXPORT' row, a yellow oval around the checkboxes, and a yellow oval around the 'Export' button. A mouse cursor is shown clicking the 'Export' button. Two yellow callout boxes provide instructions: 'You can select the documents to export' pointing to the checkboxes, and 'You can select the export to run' pointing to the 'DEMO ACCOUNTING EXPORT' row.

Export	Yooz Number	Name	Organizational unit	Planning date	Net amount (excl. t...)	Total amount (incl. ...)	Currency	Due date
DEMO ACCOUNTING EXPORT	5,040	Payable invoice INV25176007539323 (MANP...	USA YOOZDEMO		23.58	23.58	US Dollar	
	5,021	Payable invoice INV25176007539323 (MANP...	USA YOOZDEMO		23.58	23.58	US Dollar	

You can select the export to run

You can select the documents to export



Run again an export (1/2)

■ Start a search 🔍

■ Search your organization

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. Below this is a 'Search' header. The main content area features a search filter bar with two filters: 'Creation date (System Data) : Month Last twelve' and 'Organizational unit:'. The 'Organizational unit' filter is highlighted with a yellow circle. A dropdown menu is open for this filter, showing a 'Selection' list with one item: 'YOOZUS - USA YOOZDEMO', which is checked and also highlighted with a yellow circle. Below the selection list are options for 'Not in', 'Empty', and 'Filled'. At the bottom of the dropdown are 'Cancel' and 'OK' buttons, with the 'OK' button highlighted by a yellow circle. A 'Reset' button is also visible. The main content area below the filter bar contains three document categories: 'Delivery slips', 'Documents pending payment', and 'Documents to approve', each with a person icon.



Run again an export (2/2)

Yooz Capture My tasks My exports Statistics Mario Monti

< Search

Creation date (System Data) : Month Last twelve Organizational unit : YOOZUS - USA YOOZDEMO Search

40 result(s) , 4 selections

	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 checked="" type="checkbox"/>	5,042	Payable invoice 803314 (ATLANTA COFFE TI...		01/01/2019	69.36	Approval 1 (Validati...		Barack Jones		09/29/2020 2...		USA YOOZDEMO	Payable invoice
<input checked="" type="checkbox"/>	5,041	Payable invoice 1029 (LEO'S LANDSCAPING ...		11/02/2019	132.94	Approval 1 (Validati...		Barack Jones		09/29/2020 2...		USA YOOZDEMO	Payable invoice
<input checked="" type="checkbox"/>	5,040	Payable invoice INV25176007539323 (MANP...		01/31/2019	23.58	DEMO ACCOUNTIN...		System User, Angela...		09/29/2020 2...		USA YOOZDEMO	Payable invoice
<input checked="" type="checkbox"/>	5,039	Payable invoice INV12106		01/04/2013	4,025.00	Review 1 (Register P...		Mario Monti		09/29/2020 2:36:30 ...	02/03/2019	USA YOOZDEMO	Payable invoice
<input type="checkbox"/>	5,038	Payable invoice 123575 (NORTH EAST TRAIL...		01/02/2019	75.00	Approval 1 (Validati...		Barack Jones		09/29/2020 2:36:19 ...		USA YOOZDEMO	Payable invoice
<input type="checkbox"/>	5,037	Payable invoice 360026 (SERVTEK)		02/01/2018								USA YOOZDEMO	Payable invoice
<input type="checkbox"/>	5,036	Payable invoice 00121812 (Siftex Equipment...										USA YOOZDEMO	Payable invoice
<input type="checkbox"/>	5,035	Payable invoice FV000593 (SOFERNIM)		02/06/2019								USA YOOZDEMO	Payable invoice
<input type="checkbox"/>	5,034	Payable invoice 925037 (TOLEDO OPTICAL L...										USA YOOZDEMO	Payable invoice

Open Export Delete

1. Run your search

2. Select the invoices to be exported again

3. Click on Export

4. Select the appropriate Export format

5. Click on Export

Export

Choose an export *

Choose an export

DEMO ACCOUNTING EXPORT

DEMO ACCOUNTING EXPORT

All documents matching the criteria

Only selected documents

Cancel Export

6



Download an export

Yooz Capture My tasks **My exports** Statistics

My exports (All my organizational units)

Exports to download **3** Exports previously downloaded **0**

Documents available to export **2** result(s) Export Open

Export	Yooz Number	Name	Organizational unit	Planning date	Net amount (excl. t...)	Total amount (incl. ...)	Currency	Due date
DEMO ACCOUNTING EXPORT								
<input type="checkbox"/>	5,040	Payable invoice INV25176007539323 (MANP...	USA YOOZDEMO		23.58	23.58	US Dollar	
<input type="checkbox"/>	5,021	Payable invoice INV25176007539323 (MANP...	USA YOOZDEMO		23.58	23.58	US Dollar	

Exports previously downloaded can be retrieved and downloaded again here

Yooz Capture My tasks **My exports** Statistics

< My exports Exports to download (All my organizational units)

3 result(s)

Date	Name	Export	Size
09/14/2020 3:01:19 ...	export_YOOZUS_20200914-080119.xml	DEMO ACCOUNTIN...	9.24KB
09/14/2020 3:00:38 ...	export_YOOZUS_20200914-080038.xml	DEMO ACCOUNTIN...	7.41KB
09/10/2020 4:34:28 ...	export_YOOZUS_20200910-213428.xml	DEMO ACCOUNTIN...	7.44KB

Exports ready to be downloaded. Click on the one you wish to download.



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Enjoy working with Yooz!