

# Yooz Rising Training

Managing Purchase

## ■ Objectives of this training

- Provide the knowledge to master the process of raising an Order by creating a Purchase requisition in Yooz Rising
- Provide the knowledge to reconcile an Invoice with an Order

## ■ Targeted audience

- This training is intended for the following functional Users:
  - Creators of a Purchase requisition (Requisitioner Role)
  - Approvers of a Purchase requisition (Approver Role)
  - Accountants (Accountant Role)

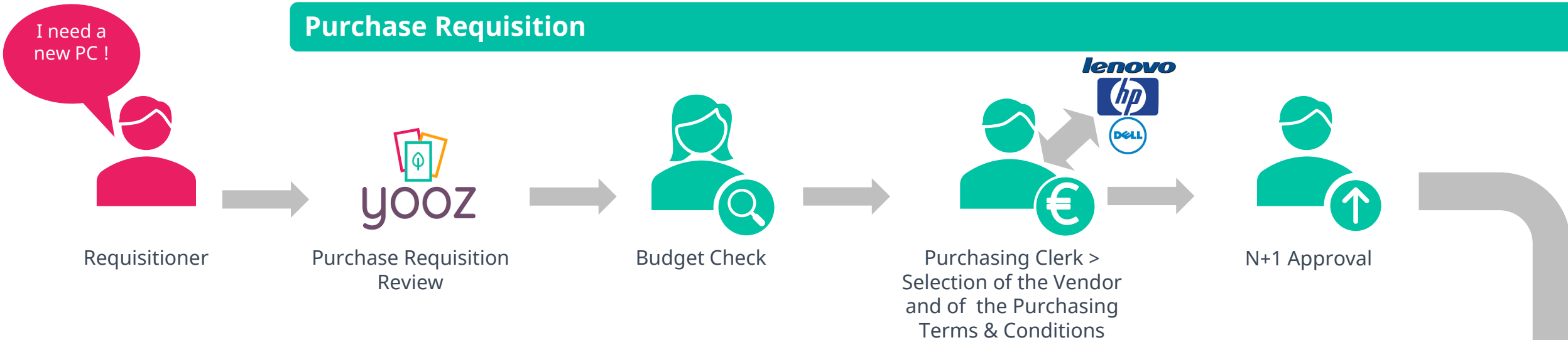
## ■ Duration

- 45-minutes

- Raising a Purchase requisition
  - Creation of a Purchase requisition
  - Creation of a Purchase requisition with Item database
  - Actions associated with the creation of a Purchase requisition
  
- Approving a Purchase requisition
  
- Sending an Order
  
- Reconciling Invoice and Order
  - Identification of the type of Invoices
  - Matching of a Purchase Order against an Invoice
  - Association of Invoice and Order
  - Manual Reconciliation of Invoice and Order

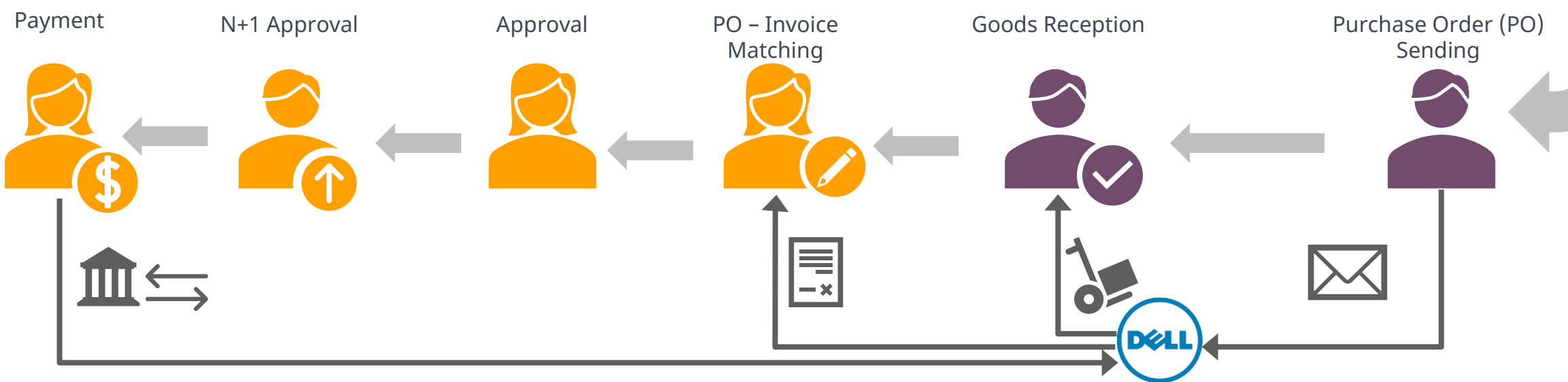
# The Purchase-to-Pay (P2P) process in Yooz Rising

## Purchase Requisition



## Purchase order / Invoice matching

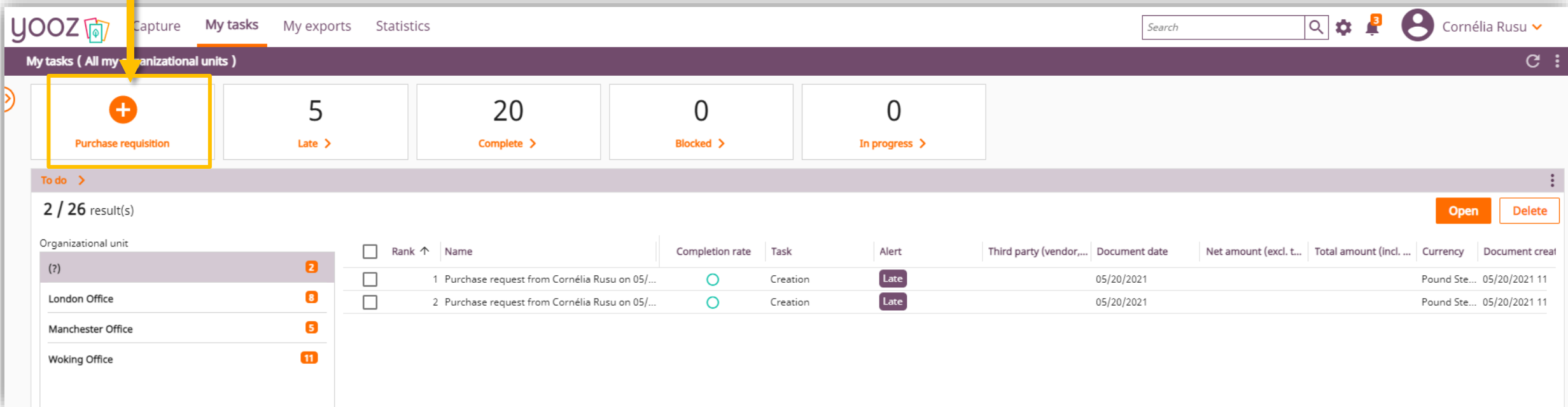
## Purchase order



# Raising a Purchase requisition

- The objective of raising a Purchase requisition is to express your need, and have it approved, through a single processing interface. The creation of a Purchase requisition requires having the « Requisitioner » Role.

Click on the "+" to start the creation of a Purchase requisition.

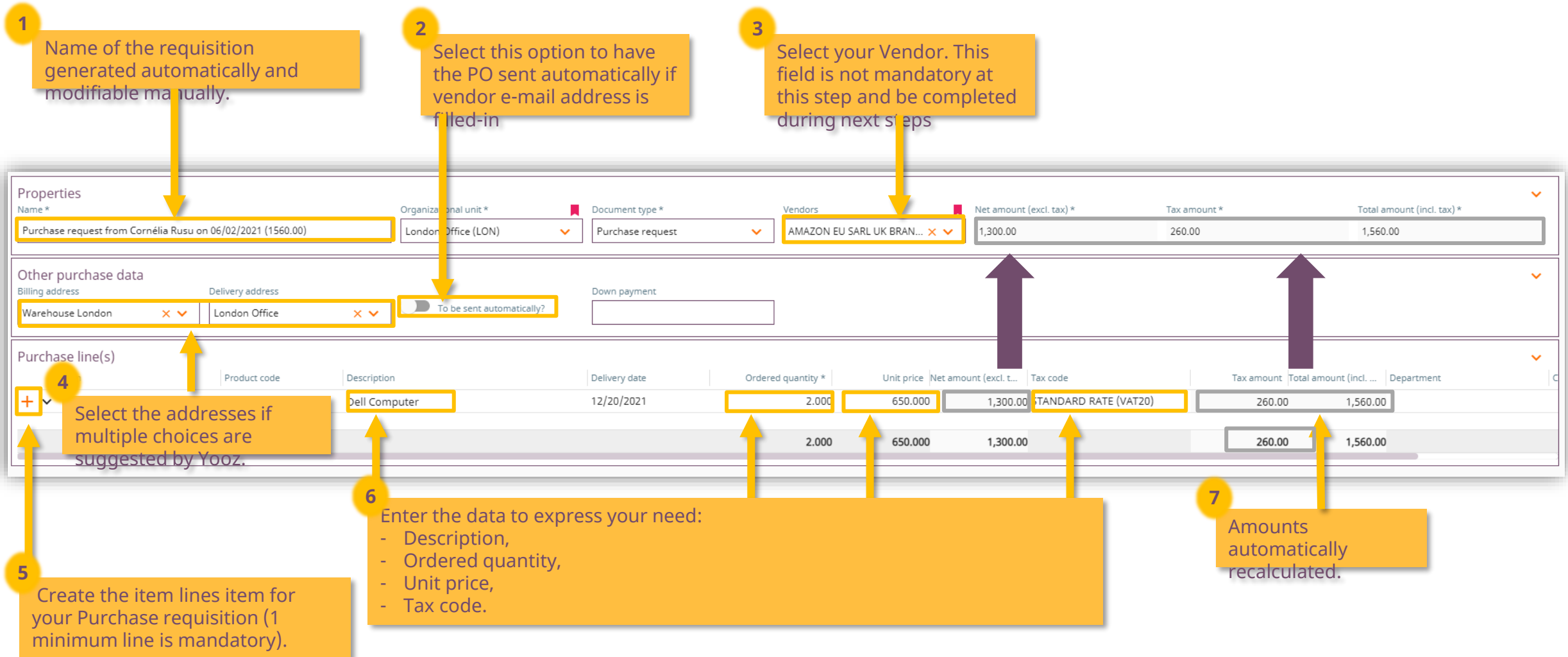


The screenshot shows the Yooz dashboard interface. At the top, there is a navigation bar with 'Capture', 'My tasks', 'My exports', and 'Statistics'. A search bar and user profile 'Cornélia Rusu' are on the right. Below the navigation bar, there is a section titled 'My tasks ( All my organizational units )'. This section contains four summary cards: 'Purchase requisition' (highlighted with a yellow box and a '+' icon), 'Late' (5), 'Complete' (20), 'Blocked' (0), and 'In progress' (0). Below these cards is a 'To do' section showing '2 / 26 result(s)'. On the right of this section are 'Open' and 'Delete' buttons. A table lists tasks with columns: Organizational unit, Rank, Name, Completion rate, Task, Alert, Third party (vendor,...), Document date, Net amount (excl. t...), Total amount (incl. ...), Currency, and Document creat. The table shows two tasks, both with a completion rate of 0 and an alert of 'Late'.

Organizational unit	Rank	Name	Completion rate	Task	Alert	Third party (vendor,...)	Document date	Net amount (excl. t...	Total amount (incl. ...	Currency	Document creat
(?)	2										
London Office	8										
Manchester Office	5										
Woking Office	11										
		1 Purchase request from Cornélia Rusu on 05/...	0	Creation	Late		05/20/2021			Pound Ste...	05/20/2021 11
		2 Purchase request from Cornélia Rusu on 05/...	0	Creation	Late		05/20/2021			Pound Ste...	05/20/2021 11

# Creation of a Purchase requisition (2/2)

■ Enter data to express your need using the free input field



**1** Name of the requisition generated automatically and modifiable manually.

**2** Select this option to have the PO sent automatically if vendor e-mail address is filled-in

**3** Select your Vendor. This field is not mandatory at this step and be completed during next steps

**4** Select the addresses if multiple choices are suggested by Yooz.

**5** Create the item lines item for your Purchase requisition (1 minimum line is mandatory).

**6** Enter the data to express your need:

- Description,
- Ordered quantity,
- Unit price,
- Tax code.

**7** Amounts automatically recalculated.

Properties				Summary		
Name *	Organizational unit *	Document type *	Vendors	Net amount (excl. tax) *	Tax amount *	Total amount (incl. tax) *
Purchase request from Cornelia Rusu on 06/02/2021 (1560.00)	London Office (LON)	Purchase request	AMAZON EU SARL UK BRAN...	1,300.00	260.00	1,560.00

Other purchase data			
Billing address	Delivery address	Down payment	
Warehouse London	London Office	To be sent automatically?	

Purchase line(s)									
Product code	Description	Delivery date	Ordered quantity *	Unit price	Net amount (excl. tax)	Tax code	Tax amount	Total amount (incl. tax)	Department
	Dell Computer	12/20/2021	2,000	650.000	1,300.00	STANDARD RATE (VAT20)	260.00	1,560.00	
			2,000	650.000	1,300.00		260.00	1,560.00	

# Creation of a Purchase requisition with an Item database

- Enter the data to express the need using a pre-existing Item database

**Properties**

Name \*  Organizational unit \*  Document type \*  Vendors  Net amount (excl. tax) \*  Tax amount \*  Total amount (incl. tax) \*

**Other purchase data**

Billing address  Delivery address   To be sent automatically? Down payment

**Purchase line(s)**

Item	Product code	Description	Delivery date	Ordered quantity *	Unit price	Net amount (excl. t...)	Tax code	Tax amount	Total amount (incl. ...)	Department
		Dell Computer	12/20/2021	2.000	650.000	1,300.00	STANDARD RATE (VAT20)	260.00	1,560.00	
				2.000	650.000	1,300.00		260.00	1,560.00	

**Item**

- LAP01 - Laptop Dell 17"
- LAP02 - Laptop Dell 21"

1 Select a Vendor linked to a Yooz Item database.

2 Different Items are then available (linked to this Vendor list of items). You can run a keyword Search by the code or the label.

3 Once the Item has been selected, all the additional information is then displayed (depending on the degree of qualification of the article in the database).

**Purchase line(s)**

Item	Product code	Description	Delivery date	Ordered quantity *	Unit price	Net amount (excl. t...)	Tax code	Tax amount	Total amount (incl. ...)	Department	Cost Co
✓ LAP01 - Laptop Dell 17"	LAP01	Laptop Dell 17"	12/20/2021	1.000	399.000	399.00	STANDARD RATE (VAT20)	79.80	478.80	Admin (D4)	Travel
				1.000	399.000	399.00		79.80	478.80		



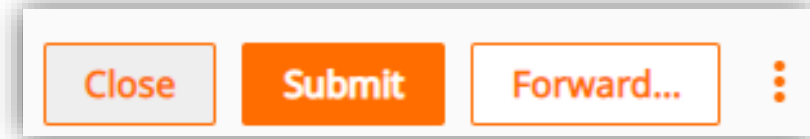
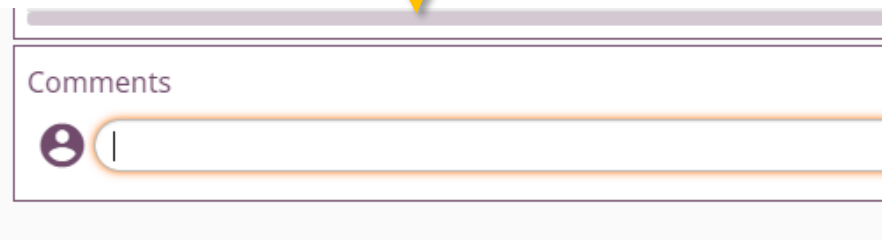
■ The main actions:



Link a document to your Purchase requisition, for example a quote.

Delete your Purchase requisition.

Add an additional Comment to your Purchase requisition (visible by all Users affected by it).



Close your Purchase requisition. Yooz will then propose to save and finish it later.

Submit your Purchase requisition, which will trigger an Approval workflow.

Forward your Purchase requisition to a third-party User (on the same hierarchical level). This user can then complete / modify your request and proceed to its review.

- There may be multiple steps for creating / reviewing / submitting a Purchase requisition depending on the requested process. The actions will be the same at each step.



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# Approving a Purchase requisition

# Approving a Purchase requisition

- The purpose of Approval is to make a decision on the Purchase requisition. It is then read-only (not editable).

**Document \*** ← View the main Document.

Take action. → **Close** **Approve** **Preview** **Send back...**

Preview your future Order.

Send back the Purchase requisition to a previous step in the event of a disagreement requiring a modification or a referral error (among others).

**Properties**

Name *	Organizational unit *	Document type *	Vendors *	Net amount (excl. tax) *	Tax amount *	Total amount (incl. tax) *
Purchase request from Cornélia Rusu on 02/06/2021 (478.80)	London Office (LON)	Purchase request	AMAZON EU SARL UK BRANCH (24-...	399.00	79.80	478.80

**Other purchase data**

Billing address *	Delivery address *	Down payment
Warehouse London	London Office	

**Purchase line(s)**

Item	Product code	Description	Delivery date	Ordered quantity *	Unit price *	Net amount (excl. tax) *	Tax amount *
LAP01 - Laptop Dell 17"	LAP01	Laptop Dell 17"	12/20/2021	1.000	399.000	399.00	STAX

**QUOTE**

John Smith  
4480 Oak Drive  
Albany, NY 12219

**SHIP TO**  
Jesse M Home  
4310 Wood Road  
New York, NY 10011

**QUOTE #** INT-001  
**QUOTE DATE** 11/02/2019  
**P.O.#** 24120019

QTY	DESCRIPTION	UNIT PRICE	AMOUNT
1	Front and rear brake cables	190.00	190.00
2	New set of paper arms	25.00	50.00
3	Labor 3hrs	15.00	45.00
Subtotal			195.00
Sales Tax 0.0%			0.75
<b>TOTAL</b>			<b>\$204.75</b>

**Order**

Order No.: 21-000001  
Order Date: 26 February 2021  
Required by: Florian Noiset

**Delivery**  
Warehouse London  
715, 719 Ramford Rd  
Mazor Park  
London E12 5AW  
Expected delivery on: 31 March 2021

**Billing**  
London Office  
223 Howard Street  
London IG11 7DN

**Order**  
Order No.: 21-000001  
Order Date: 26 February 2021  
Required by: Florian Noiset

**CMCEN COMPUTER SUPPLIES LTD**

Line	Item code	Item description	Quantity	Unit price	Unit Date	Amount	Total amount
1	LAP01	Laptop Dell 17"	1.000	399.00	25.00%	399.00	399.00
Sub Total						399.00	399.00
VAT						0.00	0.00
Total						399.00	399.00

**Document \*** **Linked documents** ← View the linked documents.

Yooz Number	Name	Document type	Third party (vendor, cus...)	Task	Potential users	Potential groups
71	Payable invoice - no PO 9649755 (INFOC...	Payable invoice - n...	INFOCUS ID LTD (2...			

71 Payable invoice - no PO 9649755 (INFOC... Payable invoice - n... INFOCUS ID LTD (2...

Thank you

TERMS & CONDITIONS  
Payment is due within 15 days

Name of Bank  
Account number: 1234567890  
Routing: 098765432

Final approving by  
Florian Noiset  
02/26/2021



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# Sending an Order

- Once the Purchase requisition has been approved, an Order is then created. The objective here is therefore to send the Purchase Order to the Vendor (read only).

**1** View the original Purchase requisition

**2** One of these 3 actions on the Order form is necessary to be able to confirm its sending:

- Print
- Download
- Send an email

**3** Once ready, push « Order Sending »

**2** Example of an editable email sent from Yooz.

**Document \*** Linked documents

**Properties**

Name \*  
PO #21-000004 of the 06/02/2021 (1197.60)

Organizational unit \*  
London Office (LON)

Document type \*  
Purchase order Yooz

Third party (vendor, customer...)\*  
AMAZON EU SARL UK BRANCH (24-...

Document date  
06/02/2021

Document number \*  
21-000004

**Other purchase data**

Billing address \*  
Warehouse London

Delivery address \*  
London Office

Purchase order description

Goods to be received?

**Purchase line(s)**

Item	Product code	Description	Delivery date	Ordered quantity *	Unit price *
+ LAP02 - Laptop Dell 21"	LAP02	Laptop Dell 21"	12/20/2021	2.000	499.00

**Action required**

You have to send, print or download the order before confirm sending

OK

**New message**

From \*  
Cornelia Rusu <cornelia.rusu@getyooz.com>

To \*  
contant@amazon.fr

Receive a blind copy

Subject \*  
Order number 21-000004 of 06/02/2021 for a total amount of 998.00 £ Excluding tax

Message \*  
Dear Sir or Madam,  
Please find in attachment the order n°21-000004 for a total amount of 998.00£ Excluding tax.  
In order to process the invoice, please mention purchase order's number on it.  
You can now adress us the invoice on the mail specified in the purchase order.

Attachments  
 1622639255205-order.pdf (25.58KB)

Cancel Send

# Goods Reception

- The purpose of this task is to declare receipts in Yooz, following the sending and treatment of the purchase order by the supplier

**1** Claim the received quantity

**2** If all the ordered items are received, click directly on "Receive all". The order will be sent to the billing department.

**3** Close the reception, memorizing the quantities received  
The order remains in the receiver's current tasks until closed or totally received

Close the form if you don't want to receive goods.

Close PO reception: This cancels the reception of goods not received yet.

Yooz considers that the remaining goods will never be received. The order follows the invoice reception process.

Buttons: Close, Receive PO, Receive All, Close PO reception

Properties: PO #22-000008 from 01/14/2022 (5614.50), YOOZUS - USA YOOZDEMO, \$GRAINGER - GRAINGER, 01/14/2022, 22-000008

Other purchase data: Yooz Inc, Yooz Inc, Goods to be received?, Closed goods reception, Order cleared

Delivery: 8951 Cypress Waters Blvd, Suite 170, Coppell 75019, United States of America

Billing: Mario Admin, 8951 Cypress Waters Blvd, Suite 170, Coppell 75019, United States of America

Line	Item code	Description	Quantity	Unit price	Tax Rate	Amount	Total amount
			300.000				

Item	Product code	Description	Delivery date	Ordered quantity *	Received quantity	Reception date	Reception comment	Unit price *	Net amount (excl. ...)	Tax code	Tax ar
V BELT - V BELT, 75 IN, 3VX750	V BELT	V BELT, 75 IN, 3VX750		300.000	150.000	01/14/2022	good condition	18.715	5,614.50	DYN - Sales Tax	

- These info are automatically updated by the "Purchase Order" workflow for each action performed on the PO or on invoices related to this PO. This allows a follow-up of the PO status in a search for example.

The screenshot displays the Yooz web application interface for a Purchase Order (PO) #22-000008. The interface is divided into several sections:

- Properties:**
  - Name: PO #22-000008 from 01/14/2022 (5614.50)
  - Organizational unit: YOOZUS - USA YOOZDEMO
  - Third party (vendor, customer...): \$GRAINGER - GRAINGER
  - Document number: 22-000008
  - Document type: Purchase order Yooz
  - Document date: 01/14/2022
- Other purchase data:**
  - Billing address: Yooz Inc
  - Delivery address: Yooz Inc
  - Purchase order description: (empty)
  - Goods to be received? (radio button)
  - Order cleared (radio button)
- Order:**
  - Purchase order #: 22-000008
  - Order Date: January 14, 2022
  - Required by: Yooz Admin Demo61
  - Vendor: GRAINGER, 1251 HALL COURT, DEER PARK, TX 77536-6558, United States of America
- Item Table:**

Line	Item code	Item description	Quantity	Unit price	Tax Rate	Amount	Total amount
1	V BELT - V BELT, 75 IN, 3VX750	V BELT, 75 IN, 3VX750	300.000	18.715	0.000	5,614.50	5,614.50

**Callout 1 (Order cleared):** Order cleared: all items ordered and to be received have been invoiced and that the order is fully processed. The order will no longer be visible for invoice reconciliation.

**Callout 2 (Closed goods reception):** Closed goods reception: everything has been received on this order or that the reception has been deliberately closed.



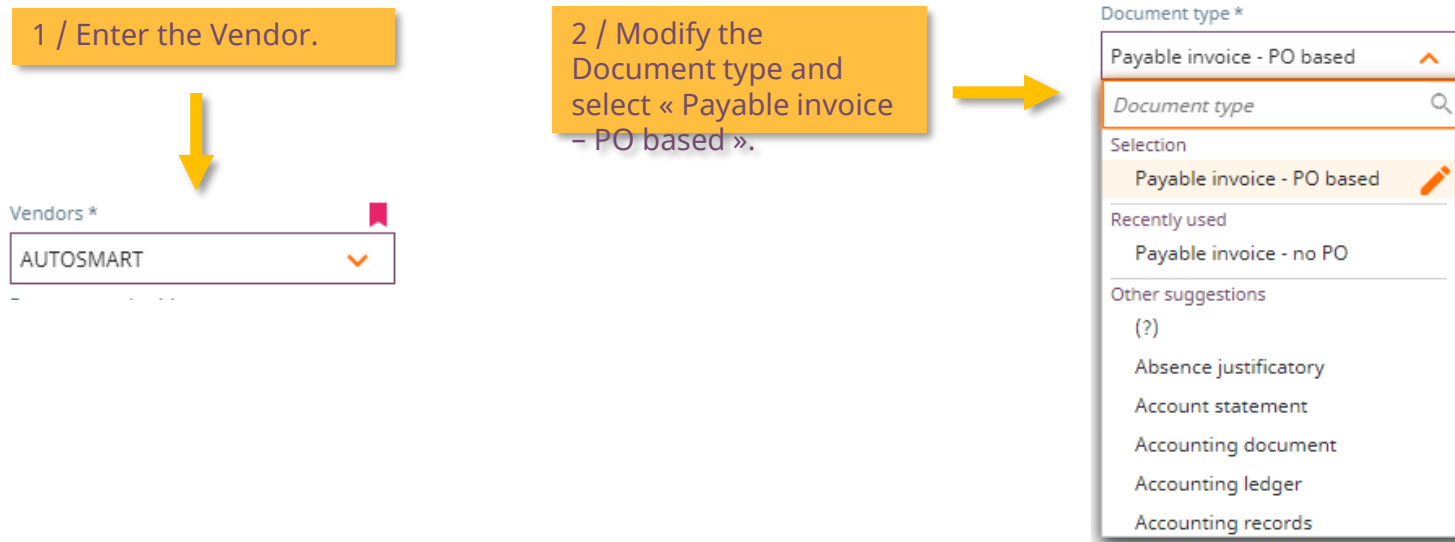
	Use-case 1	Use-case 2	Use-case 3	Use-case 4
<b>Qty ordered</b>	10	10	7	10
<b>Qty received</b>	10	5	7	5
<b>Qty invoiced</b>	10	5	10	10
<b>Status</b>	<p>Reception closed =&gt; no more reception task.</p> <p>The reconciled invoice can be processed.</p> <p>PO closed =&gt; no more work to be done on the PO.</p>	<p>Option 1: The supplier will not deliver more than 5 articles =&gt; The reception of this PO is closed. In this case the PO status changed to cleared. The reconciled invoice can be processed.</p> <p>Option 2 : the vendor will deliver the remaining goods later =&gt; The 1st invoice can be processed but the PO remains opened until full reception. If an invoice arrives it will be blocked until reception and automatically released when the receipt is done.</p>	<p>Reception closed =&gt; no more reception tasks.</p> <p>The reconciled invoice will be stopped and will only be processed after being manually modified by an accountant. In general, a validation of the difference is necessary (workflow settings depending on customer's needs)</p> <p>PO closed =&gt; no more work to be done on the order.</p>	<p>Reception still active: waiting for goods to be received.</p> <p>The invoice received won't be processed and be put on hold. It will only be processed if an accountant manually modifies it or if remaining goods are received. In general, a validation of the difference is necessary (workflow settings depending on customer's needs)</p> <p>If the difference remains, the PO is closed =&gt; no more work to be done on the order. Invoice quantity will be modified according to the quantity received or rejected.</p>



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# Reconciling Invoice and Order

- When an Invoice is captured without a pre-mentioning Document type, the process will be as follows:
  - When the Vendor is identified and is associated with an Order in progress in Yooz, then the invoice is considered as Invoice on order (even if no order number is read on the document).
  - When the Vendor is not identified, the invoice will be considered as Purchase invoice. In such a case, you must enter the following information in the Review phase:



# Matching a Purchase Order against an Invoice

Document \*
Linked documents
Entries [Yooz Standard CSV]

Close Submit Forward...

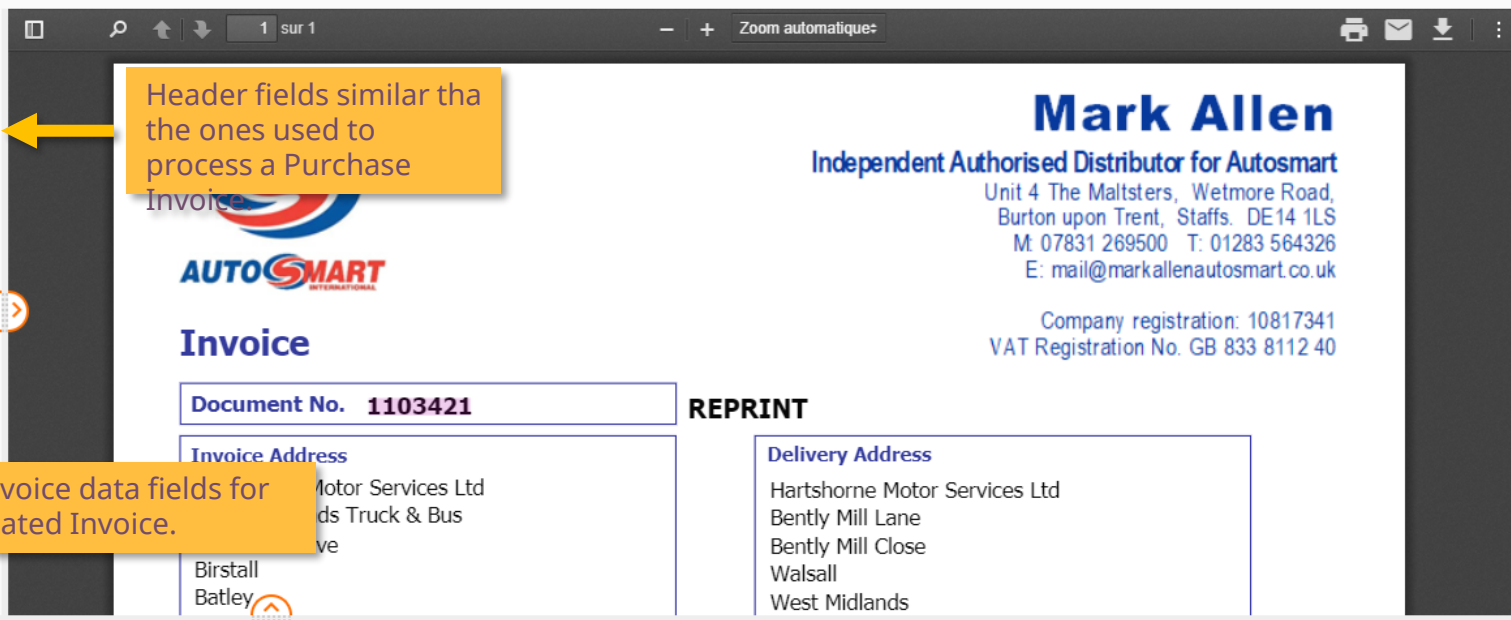
**Properties**

Name *		Organizational unit *
Payable invoice - PO based 1103421 (AUTOSMART)		London Office (LON)
Document type *	Vendors *	AP / AR account *
Payable invoice - PO based	AUTOSMART	Standard Supplier (401000)
Payment method *	Document date *	Document number *
Direct debit (PRE)	04/28/2020	1103421
Reception date *	Due Date	Net amount (excl. tax) *
01/06/2021	MM/DD/YYYY	454.16
Tax amount *	Total amount (incl. tax) *	Currency *
90.83	544.99	Pound Sterling (GBP)

**Invoice data**

Vendor *	Order number(s) *
AUTOSMART	

Header fields similar to the ones used to process a Purchase Invoice.



Specific Invoice data fields for the PO-related Invoice.

Vendor you have ordered to (by default the one on the Invoice).

List of available Orders for this Vendor.

Account *	Invoiced quantity	Unit price *	Net amount (excl. tax) *	Tax code *	Tax amount *	Total amount (incl. tax) *	Line description

# Association of Invoice and Order(s)

- The list of Order number(s) available for a given Vendor is always based on open Orders waiting for an Invoice

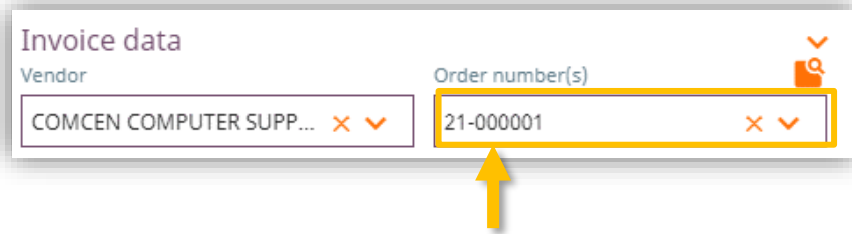
Invoice data

Vendor

COMCEN COMPUTER SUPP... x v

Order number(s)

21-000001 x v



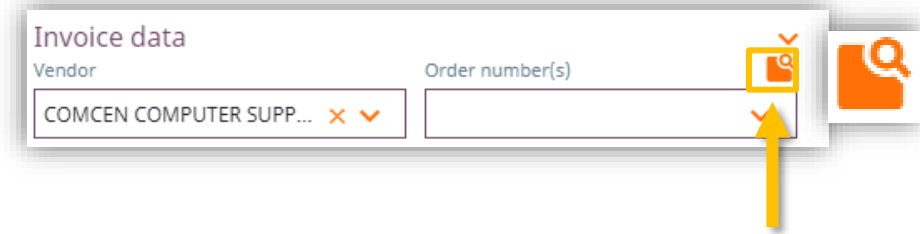
If the Order number is read on the Invoice, then Yooz will insert it automatically.

Invoice data

Vendor

COMCEN COMPUTER SUPP... x v

Order number(s)



If the Order number is not on the Invoice or if Yooz failed to read it, then you may Search manually the associated Order.

# Manual Reconciliation of Invoice and Order (1/2)

- When clicking on the magnifying glass  the Reconcile purchase orders screen opens and you can select the appropriate order

< Reconcile purchase orders

Accrued invoices ? (Other purchase data) : Yes ✕    Creation date (System Data) : Month Last twelve ✕    Order cleared (Other purchase data) : No ✕    Search

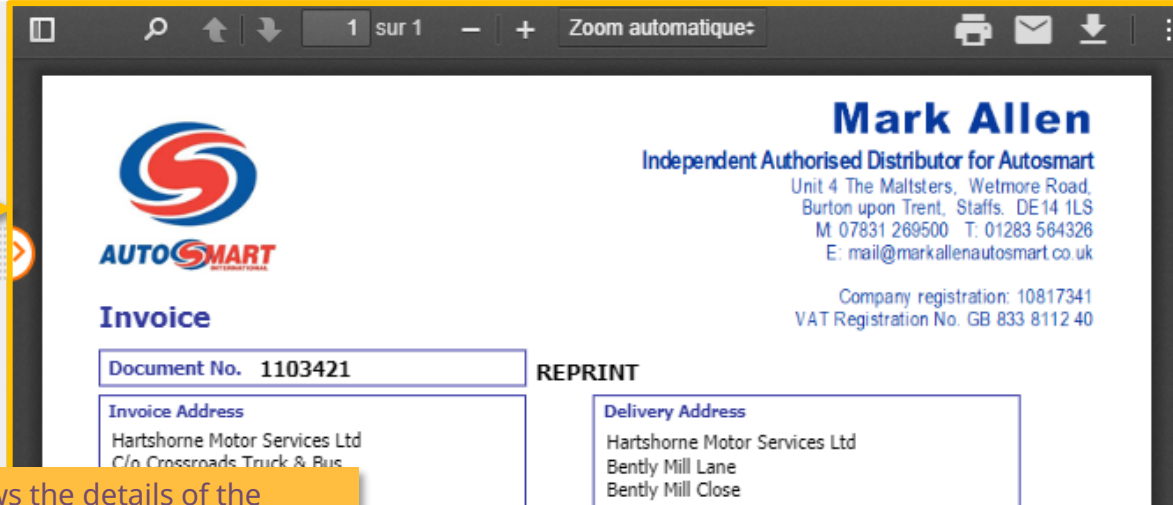
Organizational unit : London Office (LON) ✕ Attach to invoice

**1** result(s), 1 selection      Total amount selected: 1,197.60

<input checked="" type="checkbox"/>	Document number	Document date	Total amount (incl. ...)	Currency
<input checked="" type="checkbox"/>	21-000004	06/02/2021	1,197.60	

**1** The Search is automatically completed and proposes one or more Orders associated with the Vendor, not yet reconciled with any Invoice.

**2** View the image of the Purchase order.



**3** Attach the Order(s) to the Invoice.

**4** Once the Order(s) have been selected, Yooz then shows the details of the Items ordered. If several Items are available, it is possible to deselect some so in order not to reconcile them with the Invoice (and will remain available for other Invoices).

<input checked="" type="checkbox"/>	Document number	Item	Product code	Description	Delivery date	Ordered quantity	Received quantity	Reception date	Reception comment	Unit price
<input checked="" type="checkbox"/>	21-000004	Laptop Dell 21" (LAP...	LAP02	Laptop Dell 21"	12/20/2021	2				

**Amount of selected lines: 1,197.60**

# Manual Reconciliation of Invoice and Order (2/2)

**1** Possibility of viewing the reconciled Order in the Linked documents.

**2** Once the Invoice is reconciled with the Order(s), Yooz displays here the ordered articles.

**3** The objective is therefore to review the Invoice for accounting purposes as sent by the Vendor. It will then be a question of adapting the items according to what has been invoiced. You can:

- Modify quantities and Unit prices,
- Add new items (e.g: shipping costs not provided)

And this, in order to match the total amount invoiced.

This « adjustment" does not change, in any way, the information of the initial Order.

**4** In order for the Invoice to be reviewed, it is necessary that the amounts match those read on the Invoice. Any difference is blocking, unless a discrepancy is set to be allowed.

**Warning!** Si If you have received the goods for the PO related to this invoice, the invoiced quantity will be equal to the received quantity

Document \* **Linked documents** [Close] [Submit] [Forward...]

Properties

Name \* Payable invoice - PO based 1103421 (AMAZON EU SARL UK BRANCH) Organizational unit \* London Office (LON)

Document type \* Payable invoice - PO based Vendors \* AMAZON EU SARL UK BRAN... AP / AR account \* Standard Supplier (401000)

Payment method \* Direct debit (PRE) Document date \* 04/28/2020 Document number \* 1103421

Reception date \* 01/06/2021 Due Date \* MM/DD/YYYY Net amount (excl. tax) \* 454.16

Tax amount \* 90.83 Total amount (incl. tax) \* 544.99 Currency \* Pound Sterling (GBP)

Invoice data

Vendor \* AMAZON EU SARL UK BR...

PAYMENT STRIC  
 Account Name: MA  
 Sort code: 09-01-29  
 AC No: 15432900

Purchase order	Product code	Description	Account *	Invoiced quantity	Unit price *	Net amount (excl. tax) *	Tax code *	Tax amount *	Total amount (incl. tax) *	Line description
21-000004	LAP02	Laptop Dell Z1"	COMPUTER EQUIPMENT @1/4...	2.000	499.000	998.00	STANDARD RATE (VAT20)	199.60	1,197.60	24-98 du 28/04/20
		Shipping cost		1.000	20.000	20.00	STANDARD RATE (VAT20)	4.00	24.00	24-98 du 28/04/20

**Total VAT Amount** £ 90.83  
**Invoice Total** £ 544.99

Invoice lines

Purchase order	Product code	Description	Account *	Invoiced quantity	Unit price *	Net amount (excl. tax) *	Tax code *	Tax amount *	Total amount (incl. tax) *	Line description
21-000004	LAP02	Laptop Dell Z1"	COMPUTER EQUIPMENT @1/4...	2.000						1,197.60 24-98 du 28/04/20

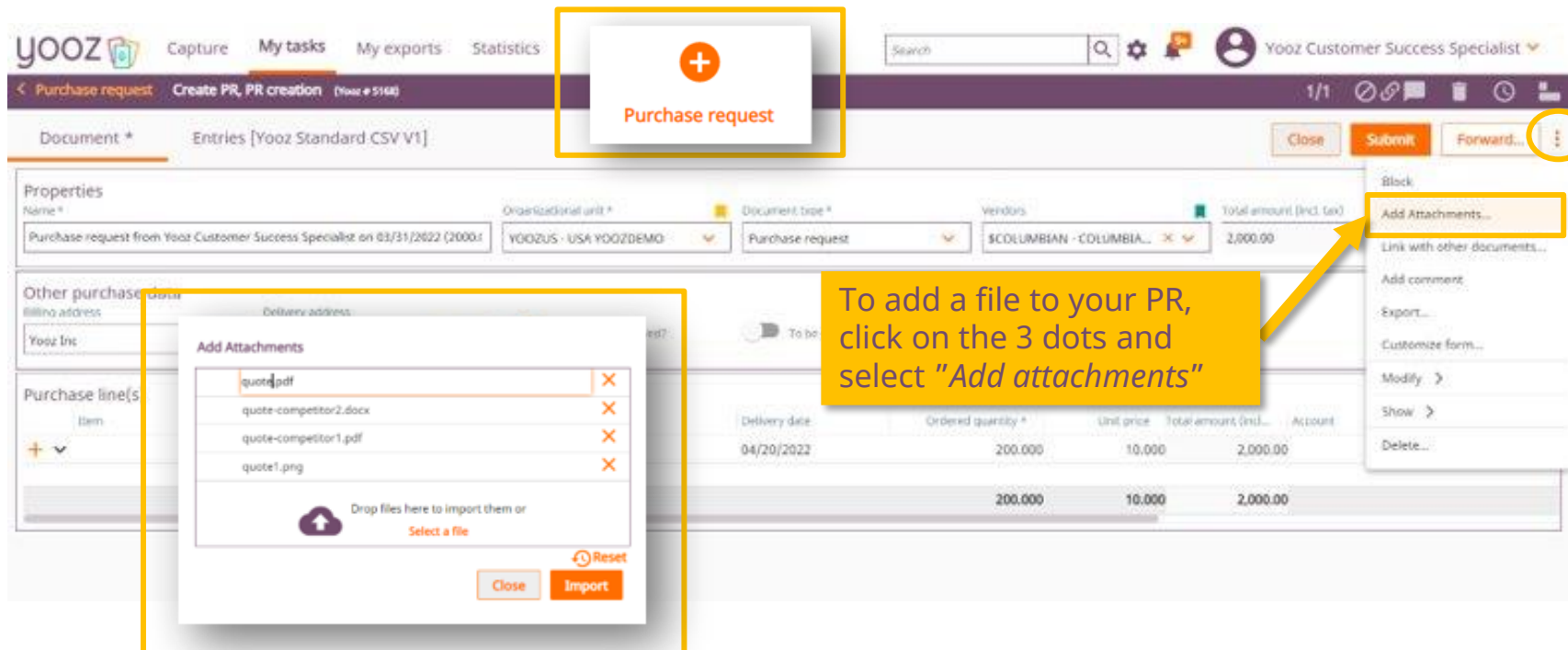
499.000 998.00 (Balance: -543...)  
 199.60 (Balance: -108... 1,197.60 (Balance: -6...

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# 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.



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

# Questions / Answers