![Yooz logo](Cloud P2P Automation. Easy. Powerful. Smart.)

Yooz Rising Training

Setting-up Purchase Management

■ Objectives of this training

- Learn how to setup Purchase management in Yooz Rising.

■ Targeted audience

- This training is intended for the Administrators of the Purchase process.

■ Duration

- 45 minutes.

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- **Introduction**
  - Prerequisites of Purchase management in Yooz
  - The Purchase-to-Pay (P2P) process in Yooz Rising

- **Settings**
  - Purchase management process global settings
    - How to activate the Purchase management process in Yooz
    - Purchase order management
      - Settings of the Purchase requisition management
      - Settings of the Purchase Order
      - Purchase order number generation
    - Settings of the Budget managemen **Not available yet**
    - Settings of the Goods reception
    - Settings of the Purchase orders / invoices matching

.../...

- **Settings (next)**
  - Settings of the Users for Purchase management purposes
    - Management of the Roles related to the purchasing process

  - Settings of the Master data for Purchase management purposes
    - Creation of the delivery and billing addresses
    - Management of the Item database
    - Import of the Item database

  - Process settings for Purchase management purposes
    - Purchase requisition and Purchase order processes in detail in Yooz Rising
    - Purchase requisition process management
    - Purchase order process management
    - Purchase order Import process in detail in Yooz Rising
    - Purchase order Import
    - Purchase order invoice matching process in detail in Yooz Rising
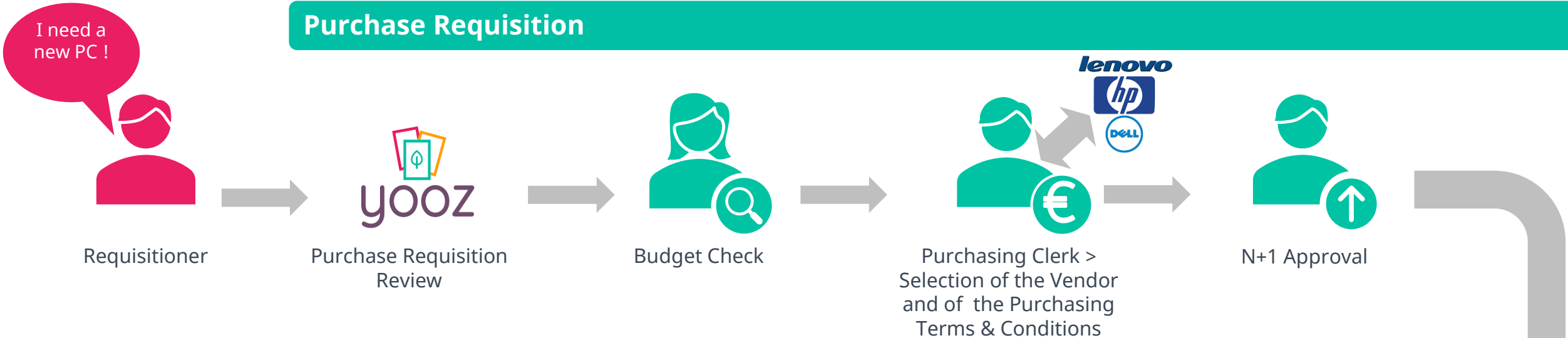   - Purchase order invoice process management

- **Questions/Answers**

Introduction

- In order to implement the Purchase management process mentioned in this training, you will have to ensure that your Yooz application meet the following requirements:

  - Business Edition

  - « Purchase » add-on activated

  - Purchase management activated

  - « Dynamic Workflow » add-on highly recommended.

- This deck covers the main steps allowing to implement an overall « Purchase-To-Pay » process based on Purchase Orders generated by Yooz.
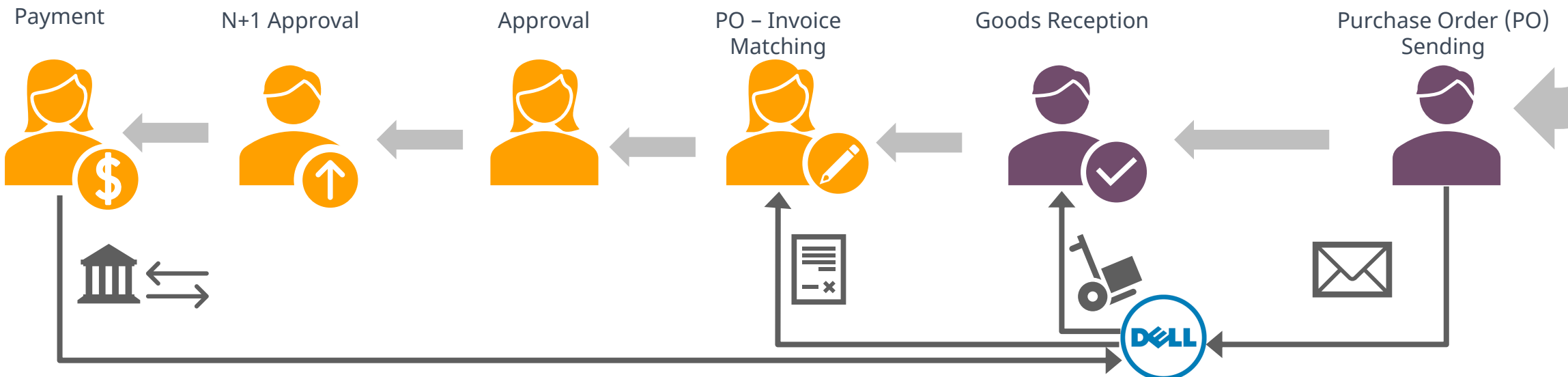
The Purchase-to-Pay (P2P) process in Yooz Rising

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I need a new PC !

Purchase Requisition

Requisitioner → Purchase Requisition Review → Budget Check → Purchasing Clerk > Selection of the Vendor and of the Purchasing Terms & Conditions → N+1 Approval

Purchase order / Invoice matching

Purchase order

Payment ← N+1 Approval ← Approval ← PO – Invoice Matching ← Goods Reception ← Purchase Order (PO) Sending

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Purchase management process global settings

< Parameters & Preferences < Documents processing preferences

Purchase orders

Configure the behavior of the application for purchase requests, purchase orders and PO-based invoices

Budget configuration
Enable and configure budget tracking

Not available yet

Desactivated >

Goods reception configuration
Enable and configure goods reception

Activated >

Purchase request configuration
Enable and configure the Yooz purchase order generation process following the approval of a purchase request

Activated >

Click here to activate the Purchase request configuration.

External purchase orders import

>

Purchase orders / invoices matching

>

- Customise the Purchase order creation

1 Use this button to activate the Purchase order management.

< Parameters & Preferences < Documents processing preferences < Purchase orders
Purchase request configuration
Enable and configure the Yooz purchase order generation process following the approval of a purchase request

2 Activate this button if taxes have to be entered on the purchase request.

Require the user to enter taxes on the purchase request

Add items from the purchase request to the masterdata item list

Thousands separator on the purchase order document
Comma (,)

Purchase requisition creation / review.

Purchase order document language
User language

Enable automatic sending by default on the purchase request

Activate the Yooz banner on purchase order emails

3 Activate this button to automatically complete the masterdata item list.

"Reply to" email address in case of automatic sending of purchase order document (PDF)

Purchase requisition logo
YOOZlogo.png **(Remove)**

Purchase requisition report
Select a file

File to add before the report
Select a file

File to add after the report
Select a file

Footer 1

Footer 2

■ Customise your Purchase requisition

< Parameters & Preferences < Documents processing preferences < Purchase orders

Purchase request configuration 🔘

Enable and configure the Yooz purchase order generation process following the approval of a purchase request

🔘 Require the user to enter taxes on the purchase request

⚪ Add items from the purchase request to the masterdata item list

Thousands separator on the purchase order document

None   × ∨

Purchase order document language

User language   × ∨

⚪ Enable automatic sending by default on the purchase request

🔘 Activate the Yooz banner on purchase order emails

"Reply to" email address in case of automatic sending of purchase order document (PDF)

Purchase requisition logo

☁ MY START UP.png **(Remove)**

Purchase requisition report

☁ Select a file

File to add before the report

☁ GTC of Purchase - MyStartup.pdf **(Remove)**

☁ Select a file

File to add after the report

☁ Select a file

Footer 1

Unit C5 Nib, Block C, Dukes Court, Dukes Street Woking, Surrey, GU21 5BH, UK, Woking GU21 5BH, United Kingdom

Footer 2

1 Enable automatic sending of the Purchase request and setup a REPLY-TO email.

2 A Yooz banner will be displayed in the email's signature sent to the vendor.

Sending the PDF to the vendor

3 Import customised documents (GTC,...) to be included before or after the Purchase requisition, in PDF format.

4 Import a logo in GIF format.

5 The Purchase requisition format can be customised and imported here by your Project Manager Yooz.

Purchase requisition generated in PDF format.

6 Fill in the footer information with a maximum of 4 lines (120 characters per line).

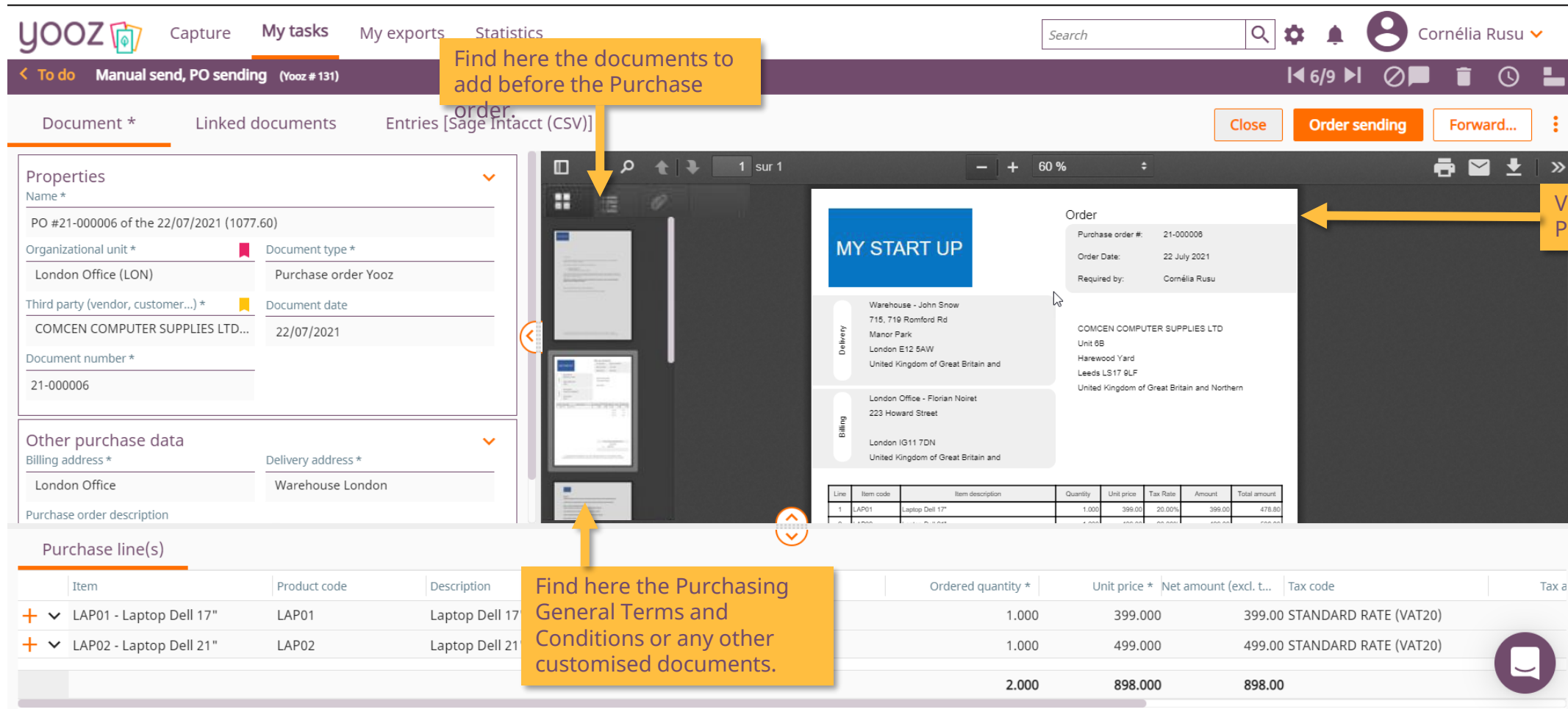- Example of a Purchase order preceded and/or followed by your customised documents.

Find here the documents to add before the Purchase order.

View the customised Purchase order.

Find here the Purchasing General Terms and Conditions or any other customised documents.

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Example of a customised Purchase order

Example of a standard Purchase order

Your logo.

The Yooz logo will be displayed by default.

Customised Purchase order

MY START UP

Order

Purchase order #:	21-000006
Order Date:	22 July 2021
Required by:	Cornélia Rusu

Delivery
Warehouse - John Snow
715, 719 Romford Rd
Manor Park
London E12 5AW
United Kingdom of Great Britain and

COMCEN COMPUTER SUPPLIES LTD
Unit 6B
Harewood Yard
Leeds LS17 9LF
United Kingdom of Great Britain and Northern

Billing
London Office - Florian Noiret
223 Howard Street

London IG11 7DN
United Kingdom of Great Britain and

Line	Item code	Item description	Quantity	Unit price	Tax Rate	Amount	Total amount
1	LAP01	Laptop Dell 17"	1.000	399.00	20.00%	399.00	478.80
2	LAP02	Laptop Dell 21"	1.000	499.00	20.00%	499.00	598.80

Sub Total	898.00	£
Tax	179.60	£
Total	1077.60	£

Final approving by
Rusu Cornélia
The   22/07/2021

Customised footer.

Unit C5 Nib, Block C, Dukes Court, Dukes Street Woking, Surrey, GU21 5BH, UK
tél: (+44) 000 000 000   Business ID: 000 000 000 000
e-mail: invoices@mystartup.com

Standard Purchase order

Order

Purchase order #:	21-000007
Order Date:	22 July 2021
Required by:	Cornélia Rusu

Delivery
Warehouse - John Snow
715, 719 Romford Rd
Manor Park
London E12 5AW
United Kingdom of Great Britain and

COMCEN COMPUTER SUPPLIES LTD
Unit 6B
Harewood Yard
Leeds LS17 9LF
United Kingdom of Great Britain and Northern

Billing
London Office - Florian Noiret
223 Howard Street

London IG11 7DN
United Kingdom of Great Britain and

Line	Item code	Item description	Quantity	Unit price	Tax Rate	Amount	Total amount
1	LAP01	Laptop Dell 17"	1.000	399.00	20.00%	399.00	478.80
2	LAP02	Laptop Dell 21"	1.000	499.00	20.00%	499.00	598.80

Sub Total	898.00	£
Tax	179.60	£
Total	1077.60	£

Final approving by
Rusu Cornélia
The   22/07/2021
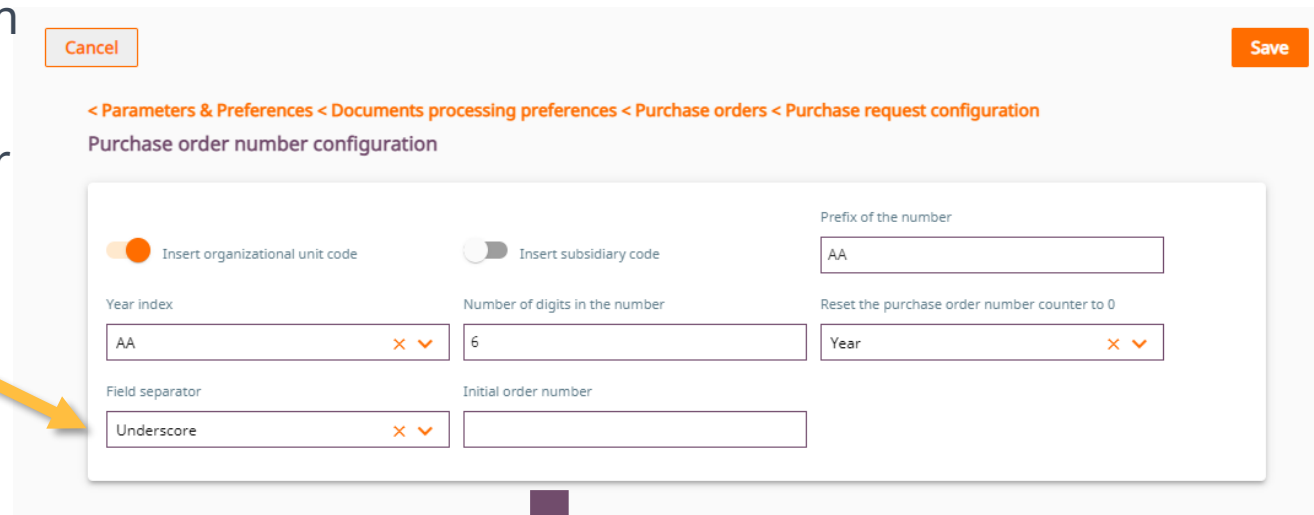
The footer is empty by default. It must be completed in the Settings.

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- Customise your Purchase order number by setting up elements which will be concatenated in the following order:

  - From the top to the bottom
  - From the left to the right
  - Separated by the character of your choice.

Cancel

Save

< Parameters & Preferences < Documents processing preferences < Purchase orders < Purchase request configuration

Purchase order number configuration

		Prefix of the number
⬤ Insert organizational unit code	⬜ Insert subsidiary code	AA

Year index	Number of digits in the number	Reset the purchase order number counter to 0
AA ✕ ⌄	6	Year ✕ ⌄

Field separator	Initial order number	
Underscore ✕ ⌄		

Order

Purchase order #:	21-000006
Order Date:	22 July 2021

Example of a customised Purchase order number.

■ Activate budget configuration

Not available yet

< Parameters & Preferences < Documents processing preferences < Purchase orders

Budget configuration ⬤

Enable and configure budget tracking

Request approval from the budget manager if over budget

Percentage of budget used triggering a notification

80

Activate Goods Reception

- Go to Settings / Parameters & Preferences / Document Processing Preferences / Purchase orders / Goods reception configuration

< Parameters & Preferences < Documents processing preferences < Purchase orders

Goods reception configuration — Activate reception

Enable and configure goods reception

Activate to allow the Goods Reception in Yooz Rising - for a PO created in Yooz
→ Generate a goods reception task when on purchase orders created in Yooz

Activate to allow the Goods Reception on PO imported from a third-party system.
→ Enable goods reception for imported purchase orders from external systems

Activate to display a button in the PR form and enable default receipt on it.
→ Enable goods reception by default on the purchase request

Document * | Entries [Yooz Standard CSV V1]

Properties

Name *
Purchase request from Accountant on 01/13/2022 (1871.50)

Organizational unit *
YOOZUS - USA YOOZDEMO

Document type *
Purchase request

Vend...
$GR

Activate or deactivate manually the reception when creating the PR
→ Goods to be received?

To be sent automatically?

16

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- Settings of the gap when matching the Purchase orders and invoices

< Parameters & Preferences < Documents processing preferences < Purchase orders

Purchase orders / invoices matching

Invoice/PO gap tolerance amount

0.00

Invoice/PO gap tolerance percentage

0.00

Allows to define a gap tolerance amount or percentage, between the Purchase order and the Invoice when matching these two documents.
If you fill in the two fields, Yooz will alert when a gap tolerance is exceeded.
If you only fill in one of these fields, Yooz will alert you if this specific field is exceeded.

Settings of the Users for Purchase management purposes

Role	Tasks	Permissions allowed	Workspaces accessible
Administrator	Admin tasks	Settings and customisation	Settings
Requisitioner	Creation and Review of the Purchase requisition	Create and Review Purchase requisitions	My Tasks
Purchasing Clerk	Purchase requisition assessment	View, modify, approve a Purchase requisition	My Tasks
Administrator of the Purchase order	Purchase Order sending and Goods reception	Modify the data of a Purchase order and clear open good recepction	My Tasks
Approver	Purchase requisition, Purchase Order and/or Invoice Approval.	View, Approve a Purchase requisition, a Purchase order or an Invoice.	My Tasks

Settings of the Master data for Purchase management purposes

- The creation of your delivery and billing addresses is a mandatory step for the Purchase requisition.

1 To create your addresses, go to Settings > Masterdata > Addresses then click on + to add a new address.

6 Allows to Restrict visibility of this address to an Organizational unit.

2 Fill in a Code and a Name which will allow to select the address from the creation form of the Purchase requisition.

3 Confirm the type of address (billing and/or delivery).

Allows to create a new address based on the current form.

5 Clic on Save.

4 Complete the fields related to the address.

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- The creation of the Item database is not mandatory, but it simplifies the data entry while creating the Purchase requisition.

Define the properties and characteristics of an Item.

Define analytical allocation by default.

Allows to Restrict visibility of the Item to an Organizational unit.

To create an Item database, go to Settings > Masterdata > Items, then click on the + to add a new Item.

Save here.

Allows to create a new Item based on the current Item form.

- The creation of the Item database is not mandatory, but it simplifies the data entry while creating the Purchase requisition.

■ Import an Item database from a file.
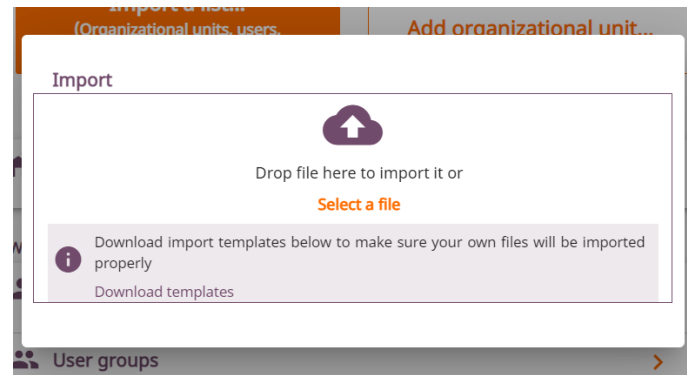
1 Import the Item database template suggested by Yooz by going to Settings > Import a list... > then click on Download templates.

Import

Import a list...
(Organizational units, users,

Add organizational unit...

Drop file here to import it or
Select a file

ⓘ Download import templates below to make sure your own files will be imported properly
Download templates

👥 User groups >

2 Collect the YoozRising_Import_Item file in the « Doc » folder and use the document named: YoozRising_Item_ Specifications.

📁 Doc
📊 YoozRising_Import_Items
📊 YoozRising_Import_PO

4 Click on Generate the file for Yooz> save the CSV format on your computer.
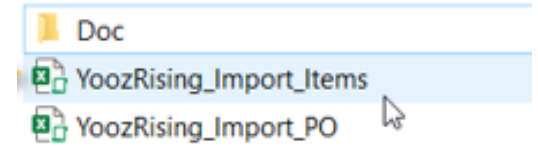
3 Complete the table. Only the Item code, Item description and Unit price columns are mandatroy.

List of items to be created for purchase requisitions

Generate the file for Yooz

v20210611

| Español | English | Français |

Required Obligatoire Obligatoria	Optional Facultative Opcional	Optional but recommended Facultative mais préconisée Opcional pero recomendado

Item code	Associated Supplier Code	Item description	Unit price	Supplier item number
Article 1		ART1	25	
Article 2		ART2	30	
Article 3		ART3	150	

24

Import of the Item database 2/2
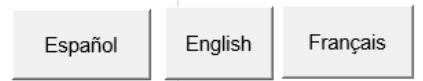
■ Access your Item database in Settings > Masterdata > Item.

5 Then, in Yooz > Settings> Import a list... and click on « Select a file ».

Import

Drop file here to import it or
Select a file

ⓘ Download import templates below to make sure your own files will be imported properly
Download templates

👥 User groups
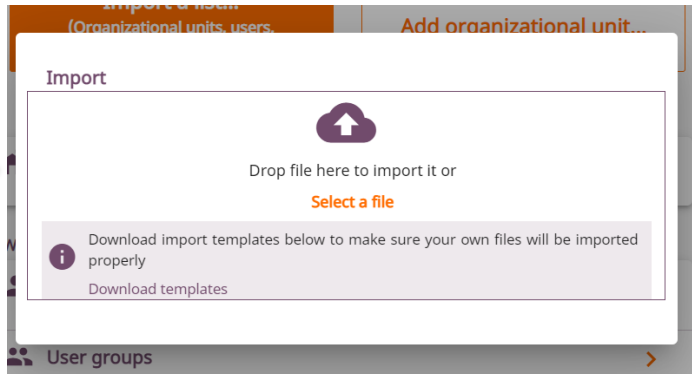
6 Select the CSV file previously generated and click on Import.

Import
File
Import item file test Yooz.csv

Import configuration *
csv

Masterdata
Name
☰ Items

Cancel **Import**
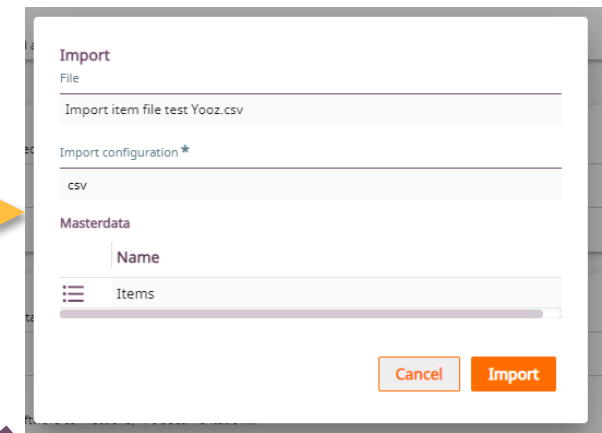
7 The Item database is in Settings > Masterdata > Items.

< Settings < Masterdata **Items**

7 result(s) Filter grid results Filter on an

Name	↑	Code	Concerned organizational units
ART1		Article 1	All
ART2		Article 2	All
ART3		Article 3	All
Bache Publicitaire 2m x 1m		BP21	All
Ordinateur Portable Latitude 7400 Config 1		PORTCOM1	All
Ordinateur Portable Latitude 7410 Config 2		PORTCOM2	All
Routeur Dell Wifi 6 Large Bande		RWDELL6	All

Process settings for Purchase management purposes

Purchase requisition and Purchase order processes in detail in Yooz Rising

Purchase Requisition (PR)

Purchase requisition → Creation → Review → Budget Approval → Purchase review → Approval → PDF creation

- Creation — Requisitioners
- Review — Depending on the needs
- Budget Approval — Depending on the needs
- Purchase review — Depending on the needs, Recommended: Purchasing Clerk
- Approval — Approvers

Creation of the PO

Purchaser Order (PO)

Order treated ← Order cleared ← Order cleared? (Y) ← PO/ Invoice matching or pending for more than a year ← **Manually clear the Order**
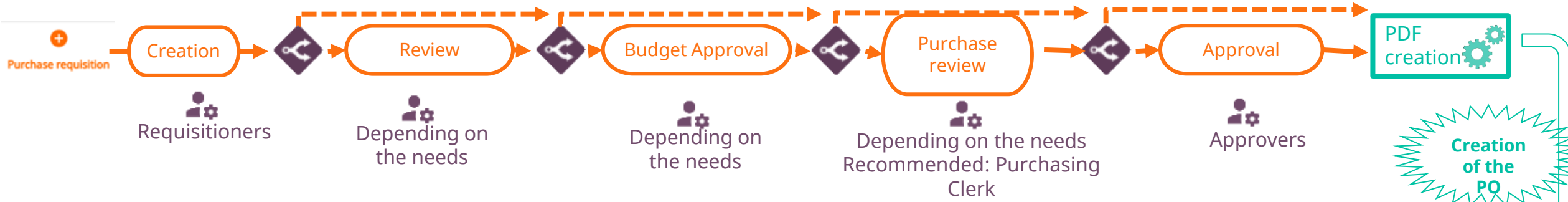
Order cleared? (N) → end

Automatic sending checked on the PR? (Y) → Automatic sending → PO/ Invoice matching or pending for more than a year

Automatic sending checked on the PR? (N) → Manual sending

Goods to be received? Depending on the PO settings (N) → PO/ Invoice matching or pending for more than a year

Goods to be received? (Y) → Goods reception

Reception closed? (N) → Goods reception
Reception closed? (Y) → **Close the reception** / PO/ Invoice matching

Order cleared? (Y) → end
Order cleared? (N) → PO/ Invoice matching or pending for more than a year

Manually clear the Order

Graph legend

Can be setup by the customer	Automatic tasks
System behaviour	Role/Group/User (process)
Orders admin. operatins	Routes (process)

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Purchase requisition process management

- Up to 5 possible phases to configure the Purchase requisition process.

1 Purchase requisition Creation*:

The « Requisitioner » creates the initial Purchase requisition.

Rôle by default: Requisitioner.

2 Purchase requisition Review:

The Purchase requisition can be completed and reviewed by another User.

Potential roles: Approver, Requisitioner's Manager.

3 Budget Approval (not available at date):

The Purchase requisition is approved from a budget point of view.

Role: Approver.

4 Purchase review:

The Purchasing Clerk can complete the Purchase requisition with the Vendor's information or the purchasing terms and condition.

Potential role: Purchasing Clerk.

5 Purchase Approval:

The Purchase requisition goes through an Approval workflow.

Role : Approver.

Not available yet

- Only the phases marked with a * are mandatory. Each phase can include up to 9 phases. Phases settings and administration are identical to the Purchase invoice process (module 3).

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Purchase order process management

- Up to 4 possible phases to manage the Purchase order.

1 Sending the Purchase order*:

- Automatically: simply select the 1st button seen on slide 11.
- Manually: the Purchase order is created and addressed to the Purchasing clerk who will send it.

Role : Administrator of the Order.

2 Goods reception:

Management of quantities received either once or several times.

Role : Requester or Historical Owner.

3 Order cleared:

This phase enables to close the incomplete Purchase orders.

Recipient: Administrator of the Purchase order.

4 Treated Order:

Status indicating that the Purchase order is fully treated.

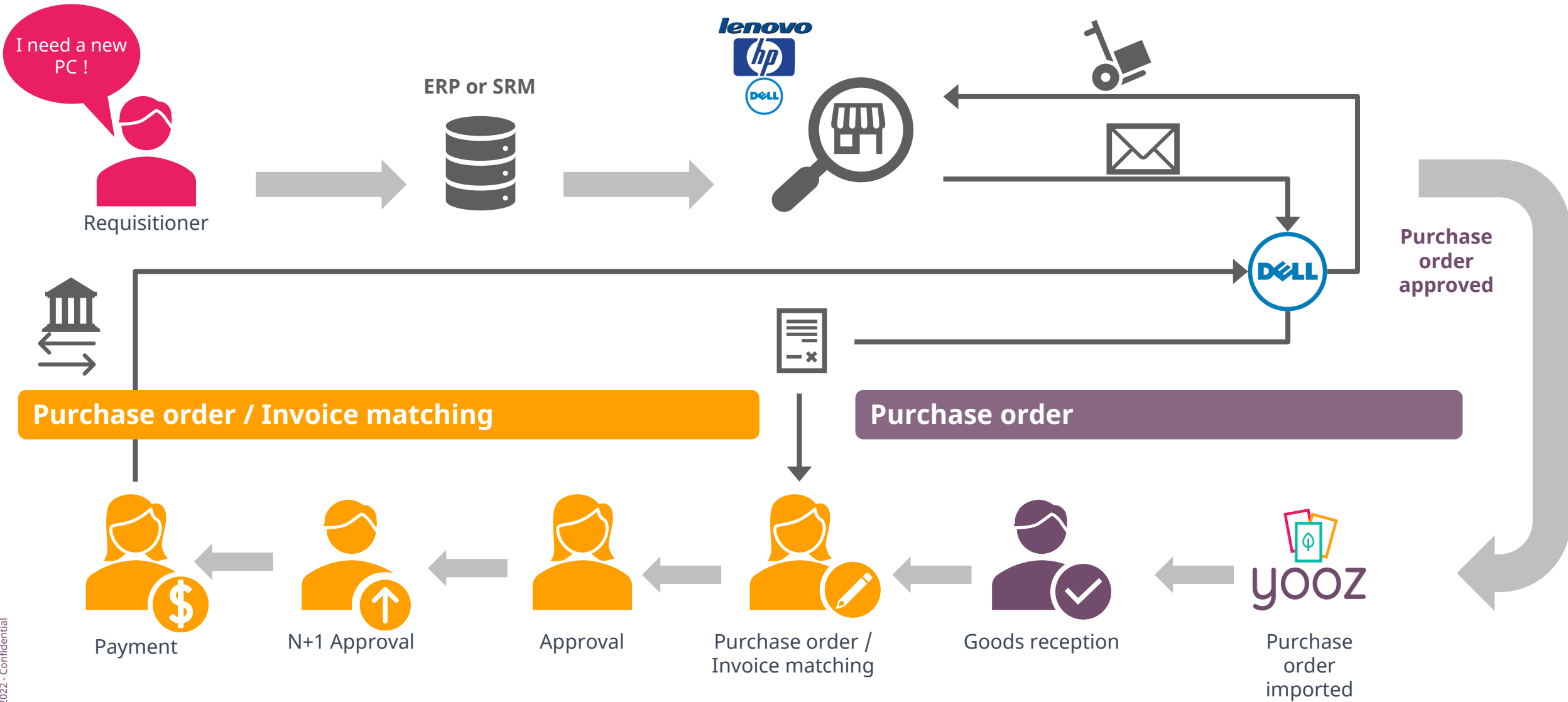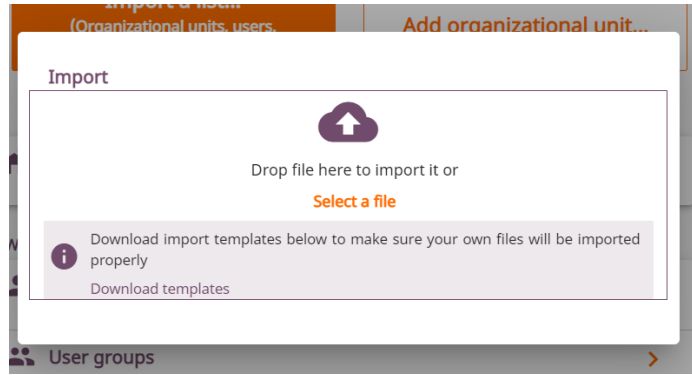Recipient: Administrator of the Purchase order.

- Only the phases marked with a * are mandatory. Each phase can include up to 9 phases. Phases settings and administration are identical to the Purchase invoice process (module 3).
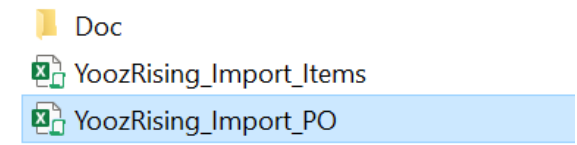
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■ Import a Purchase order from a file.

1 Import the template of the file for the Purchase order suggested by Yooz from Settings > Import a list... > then click on « Download templates».

Import a list...
(Organizational units, users,

Add organizational unit...

Import

Drop file here to import it or

Select a file

ℹ Download import templates below to make sure your own files will be imported properly

Download templates

User groups

2 Collect the file YoozRising_Import_PO + in the « Doc » folder and the specifications in: YoozRising_Purchase Orders_Specifications

📁 Doc
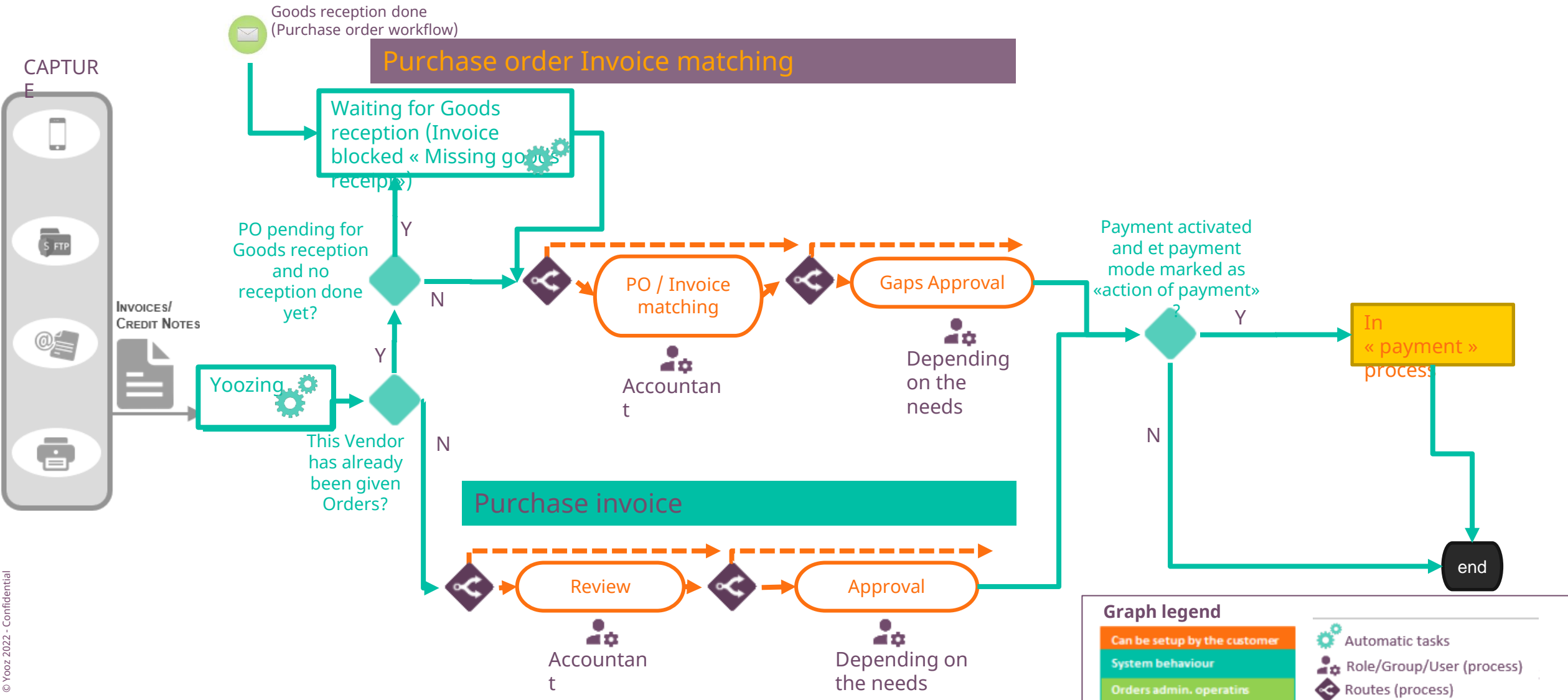📊 YoozRising_Import_Items
📊 YoozRising_Import_PO

3 Complete the table. The columns in orange are mandatory.

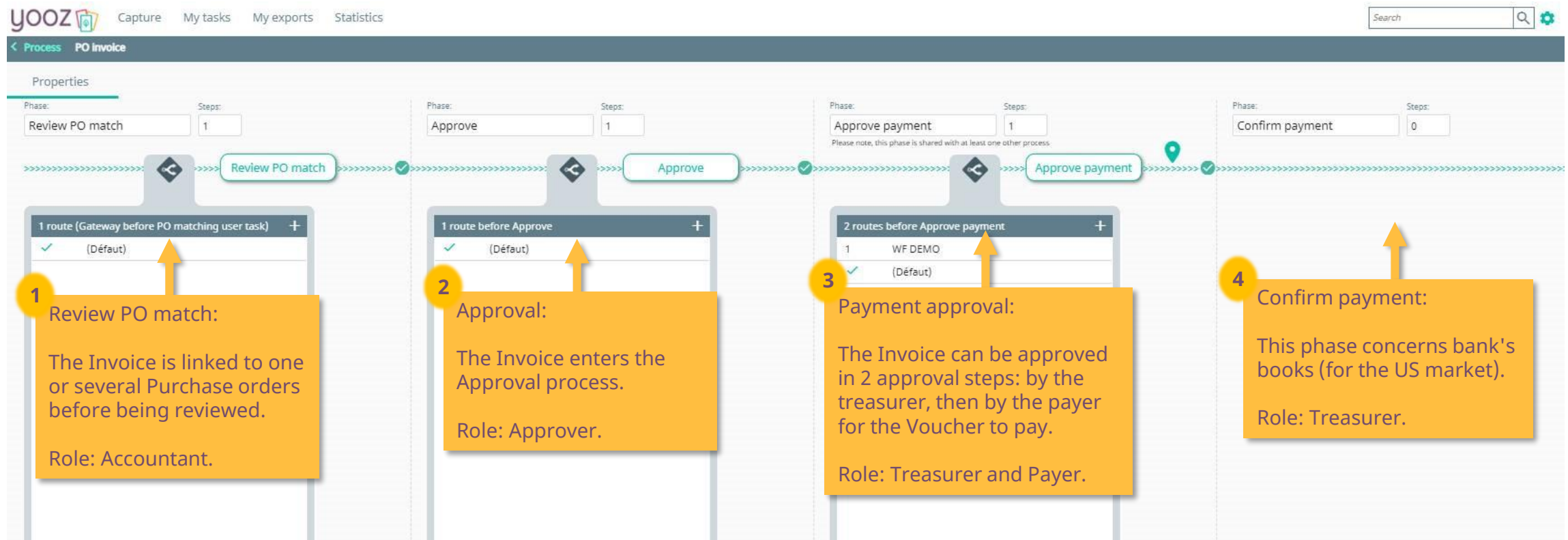**4** Click on Generate the file for Yooz > save the CSV format on your computer.

5 The Purchase order import is then done in Yooz only via SFTP, the communication agent, or via the API.

Import of purchase orders

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| Required Obligatoire Obligatoria | Optional Facultative Opcional | Optional but recommended Facultative mais préconisée Opcional pero recomendado |

Generate the file for Yooz

v20210611

Español | English | Français

Action (Create Or Delete)	Vendor code	Vendor Name	Order Number	Order Date	amount (incl.taxes)	amount (excl.taxes)	Currency	Order Creator	Order approvers (separated by « ; »)	ERP order status	Item number (line number)
1	2	3	4	5	6	7	8	9	10	11	12
Required? Y	Y UNIQUE KEY COMPOSITION!	N	Y UNIQUE KEY COMPOSITION!	N	Y (except DELETE)	Y (except DELETE)	Y (except DELETE)	N	N	N	Y UNIQUE KEY COMPOSITION!
alphanum	alphanum	alphanum	alphanum	aaaammdd	num	num	alphanum (3 car.)	alphanum	alphanum	alphanum	alphanum
CREATE	401FOUR		2021000876		540	450	EUR				1
CREATE	401FOUR		2021000877		192	160	EUR				2
CREATE	401FOUR		2021000878		120	100	EUR				3

Purchase order Invoice matching process in detail in Yooz Rising

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CAPTURE

INVOICES/ CREDIT NOTES

Goods reception done (Purchase order workflow)

Purchase order Invoice matching

Waiting for Goods reception (Invoice blocked « Missing goods receipt »)

PO pending for Goods reception and no reception done yet?

Y

N

Yoozing...

This Vendor has already been given Orders?

Y

N

PO / Invoice matching

Accountant

Gaps Approval

Depending on the needs

Payment activated and et payment mode marked as «action of payment» ?

Y

N

In « payment » process

Purchase invoice

Review

Accountant

Approval

Depending on the needs

end

Graph legend

- Can be setup by the customer
- System behaviour
- Orders admin. operatins

- Automatic tasks
- Role/Group/User (process)
- Routes (process)

■ Up to 4 possible phases to match Purchase order and Invoice.

■ Only the phases marked with a * are mandatory. Phases settings and administration are identical to the Purchase invoice process (module 3).

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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.

To add a file to your PR, click on the 3 dots and select *"Add attachments"*

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

- Before the Attachment add-on, to associate 2 documents you had to use the Linked Document feature. Several drawbacks:

  - Capture the documents independently, then link them.
  - Open each document in turn to view the linked document.

To link a document, click on the paperclip symbol

Then, in the search, choose the document to associate and click on "*Link*".

The associated document was then available in the "*Linked documents*" tab
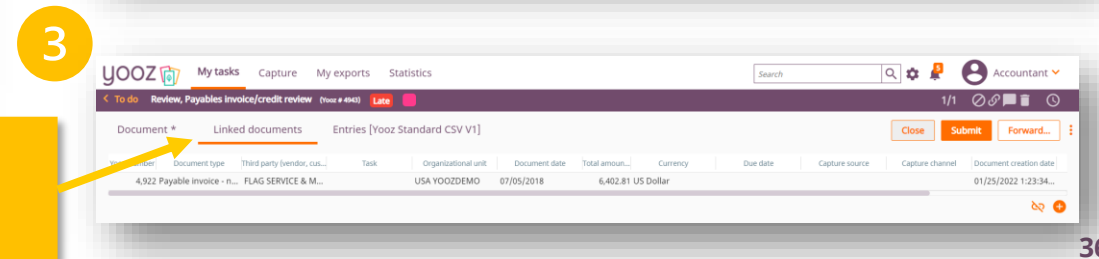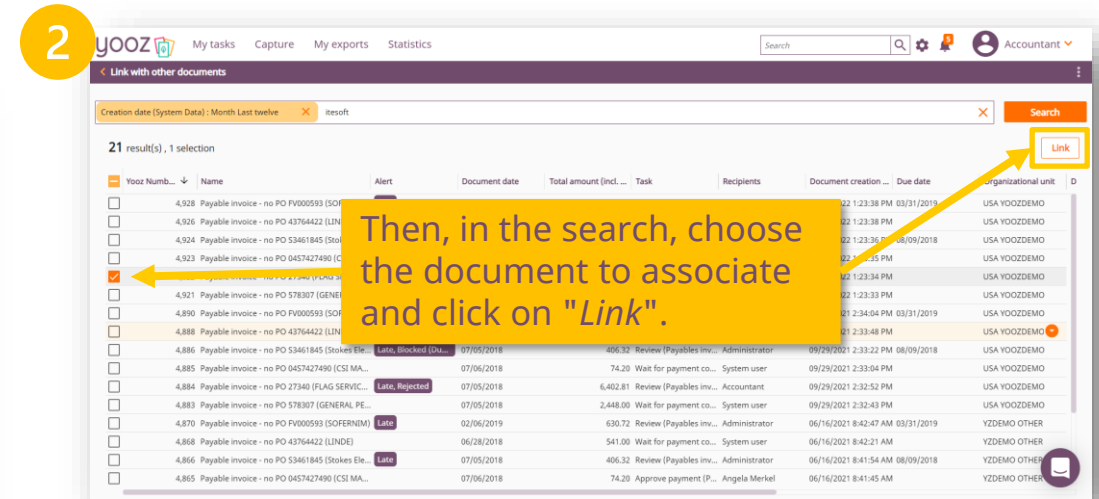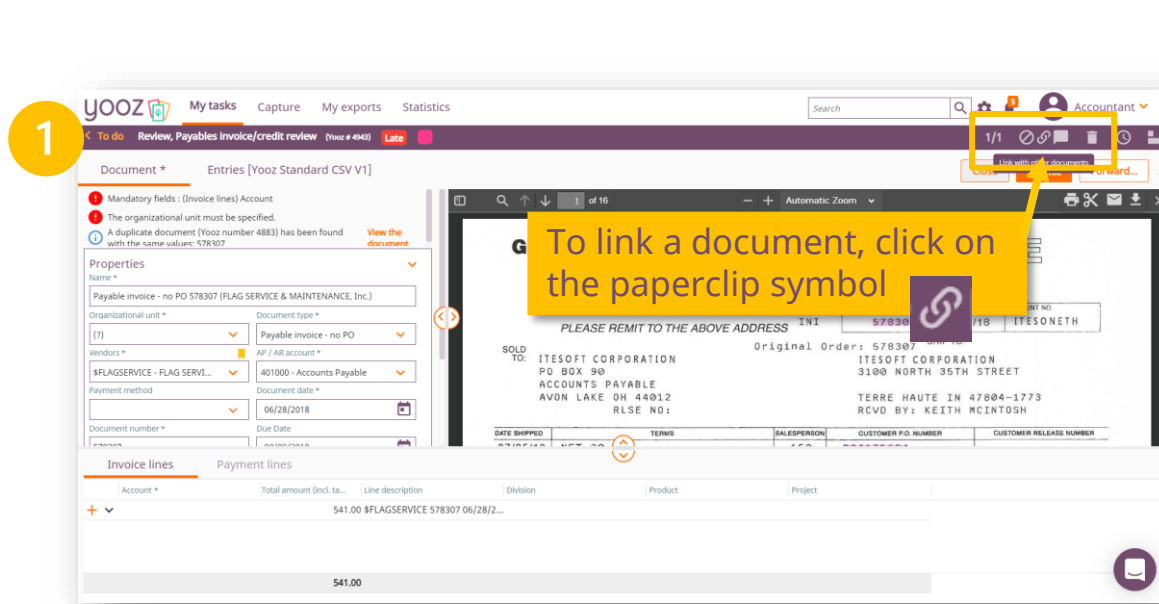
■ It's important to understand the difference between a document and an attachment

	Attachment		Document
Definition	Any type of file associated to a document, and which is **not eligible to an automatic treatment process in Yooz**.		Any type of document (invoice, PR, PO, quote, etc.) **eligible for automated processing in your Yooz application**. A document may or may not be linked to another document. This is the notion of master document and linked document.
Formats	Word, jpg, png, gif, xls, ppt, mp3, wave, mp4... except for files considered as "risky" (see FAQ)	PDF	Any type of document that can be captured and converted to PDF.
Full-text Indexing	✗	✓	✓
Click & Reco	✗	✓	✓
Search	✗	✓	✓
Validation process	✗	✗	✓
Applicable workflow	✗	✗	✓
Comments	✗	✗	✓
Level of confidentiality	✗	✗	✓
History	✓	✓	✓

- The setting of permissions related to attachments is done at the level of each user role
  - The permissions are set in *Settings > Roles > [selected role] > Permissions > Settings > Document > Attachments*
  - By default, when activating the Attachment Addon, all permissions are granted to all roles
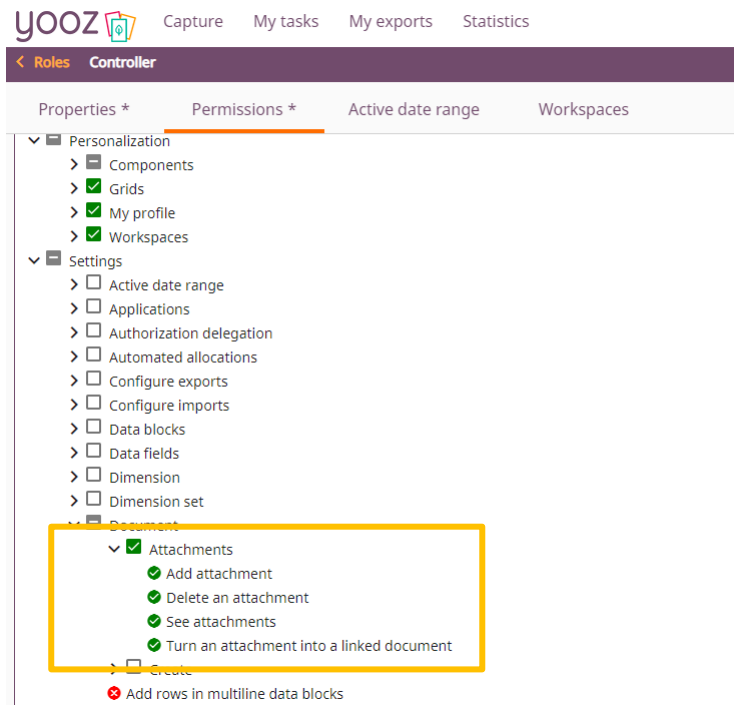
- The administrator can activate or deactivate permissions per role:
  - To add attachments
  - To delete attachments
  - To see attachments
  - To turn an attachment into a linked document

Questions / Answers