



Cloud P2P Automation. Easy. Powerful. Smart.

Yooz Rising: Process & Workflow Admin Functions

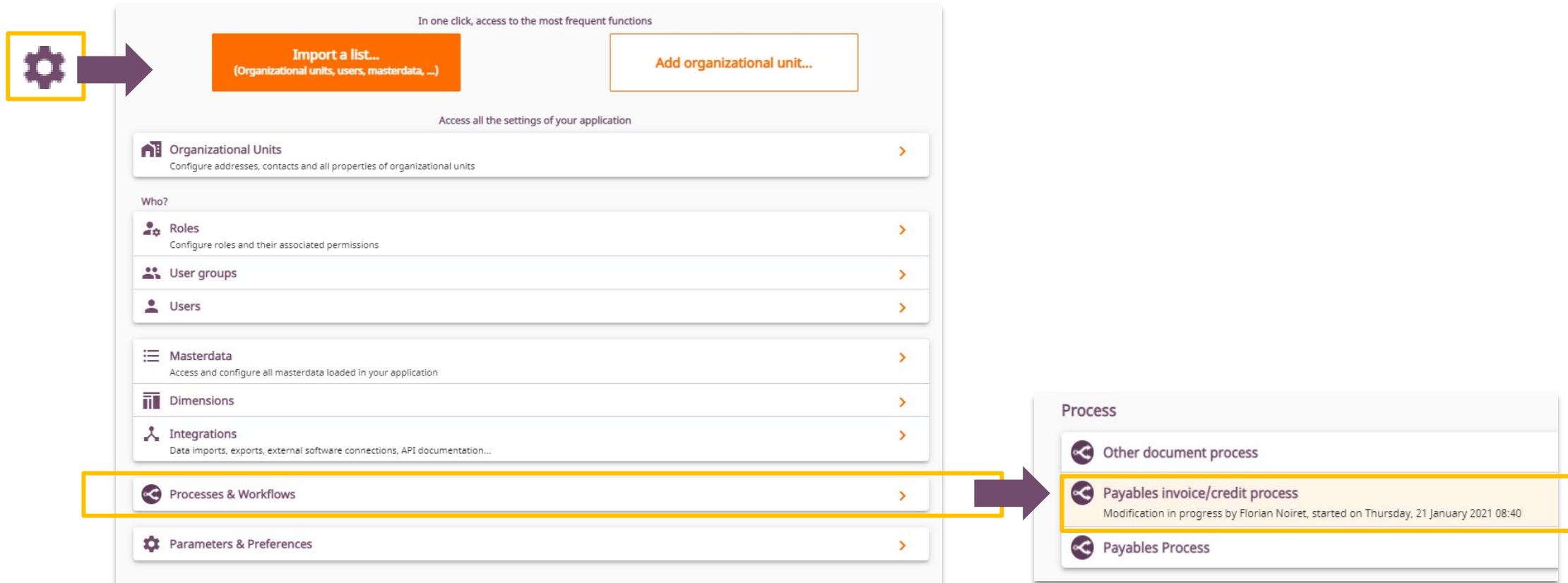
- Objective of the training

- Provide knowledge enabling administrators on the new experience Yooz Rising.

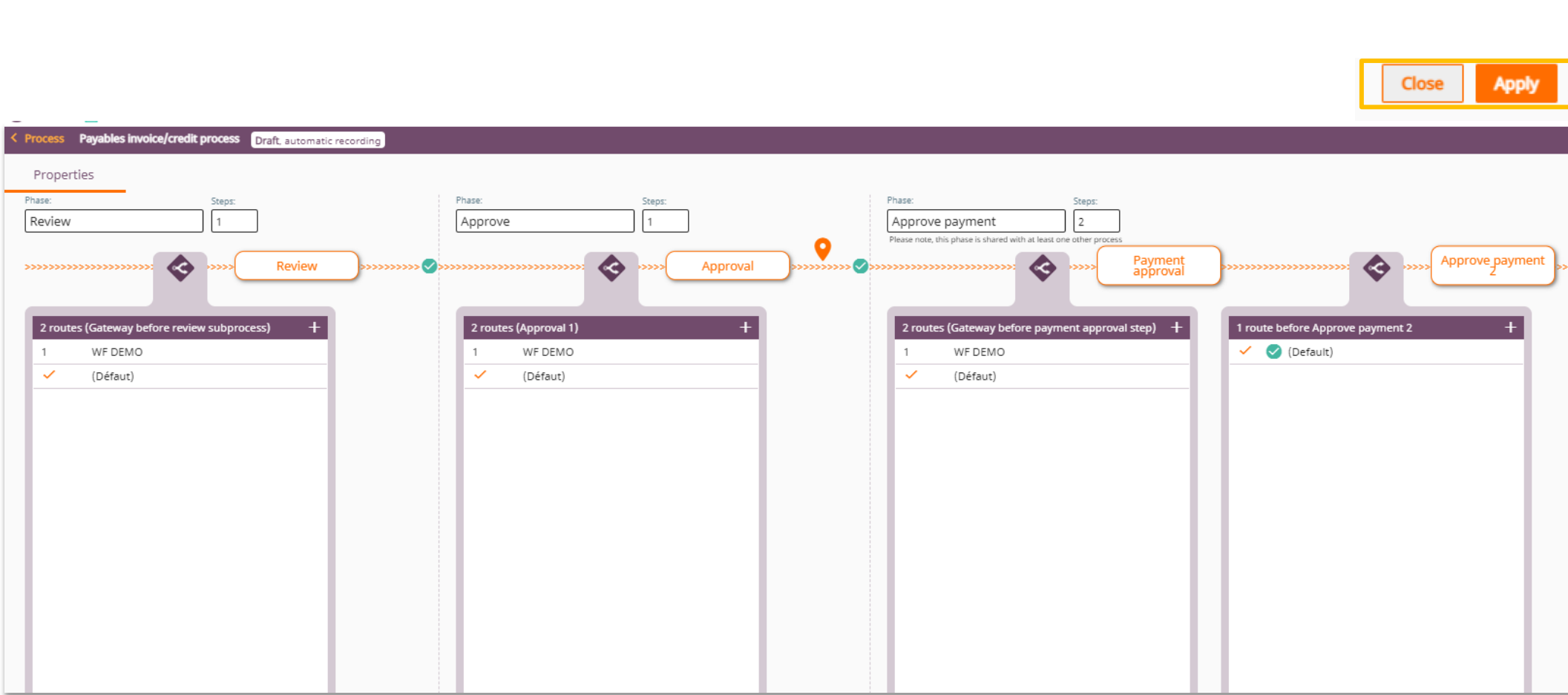
- Training plan

- Create, customize and manage your business workflow

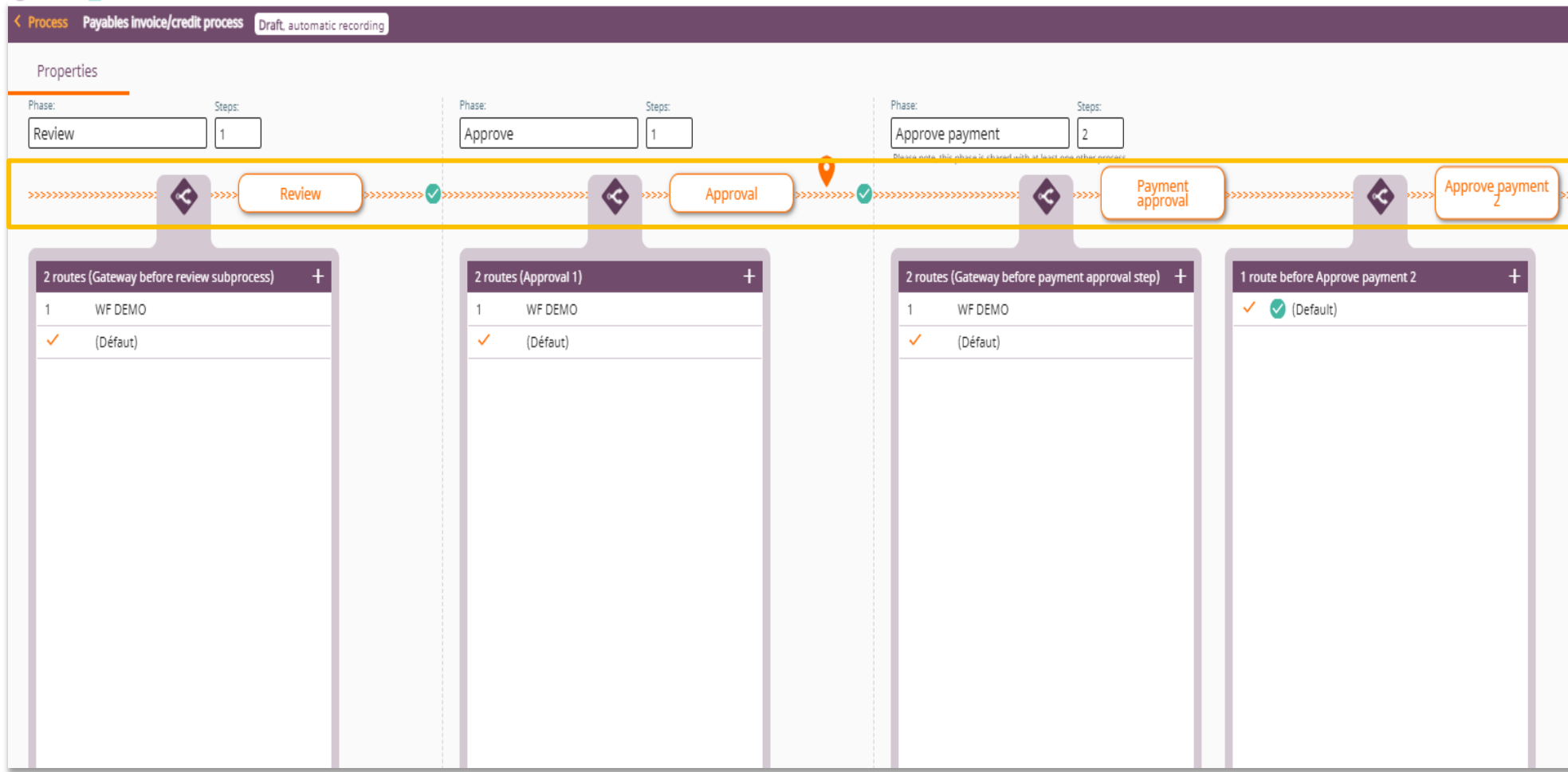
- Reminder: To access the settings, the user must have the appropriate roles / permissions.



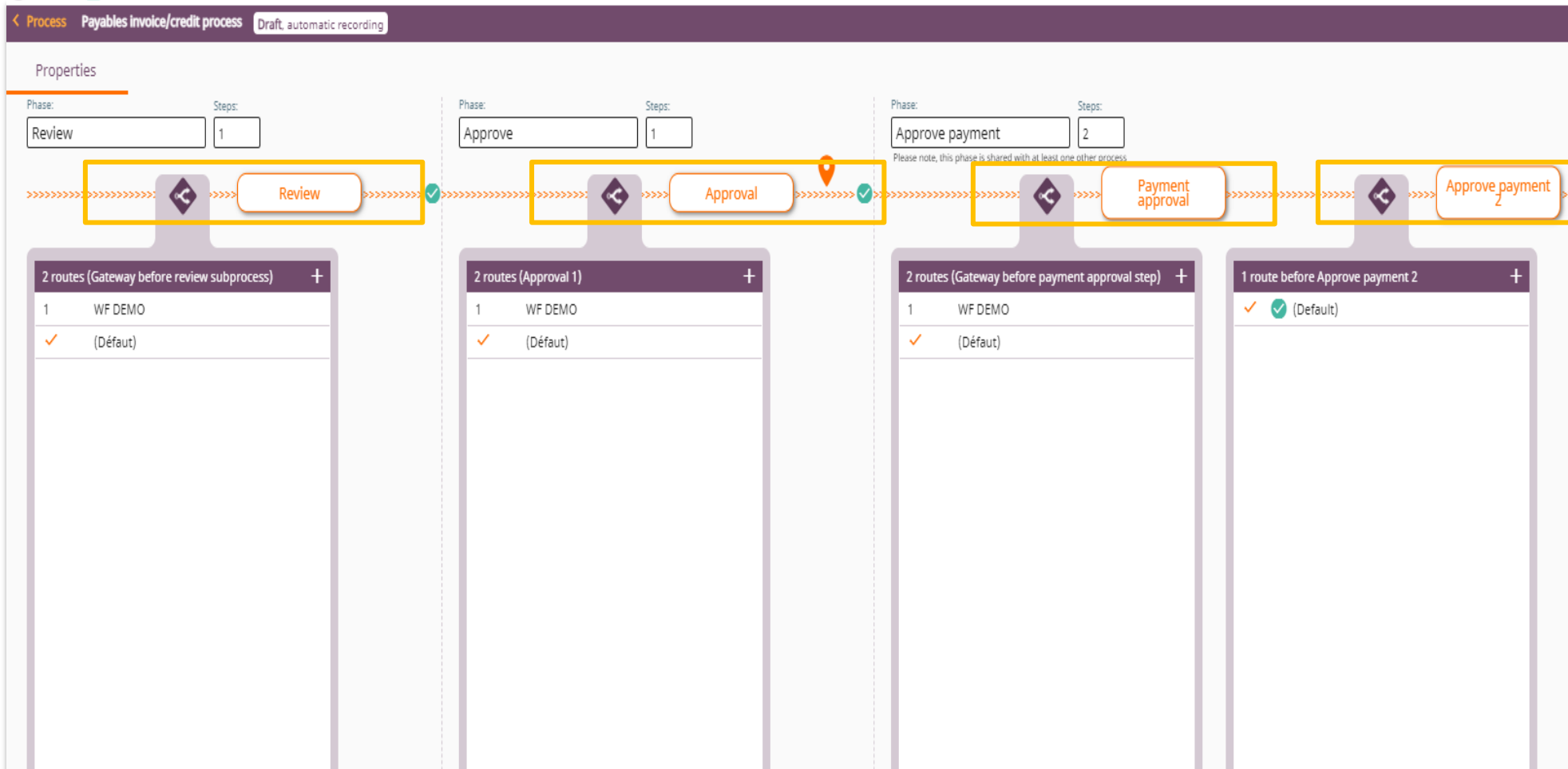
- In this presentation, we exclusively explore the management of purchase invoice workflow. However, the method of administration will be the same regardless of the selected process.

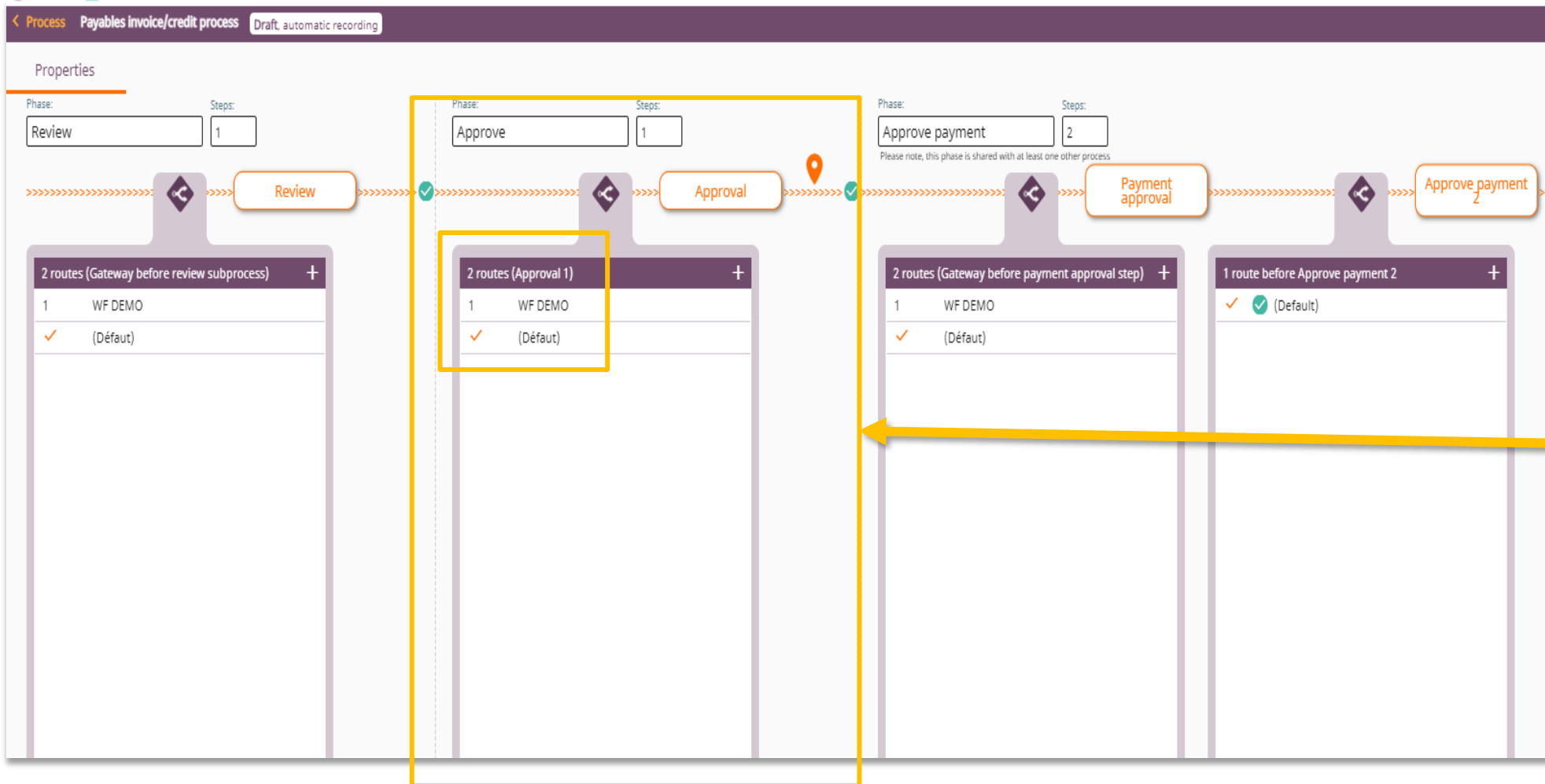


Click Apply to Save and apply all changes you have been made on the process management.



Vision of the phases and of the number of steps within each phase.





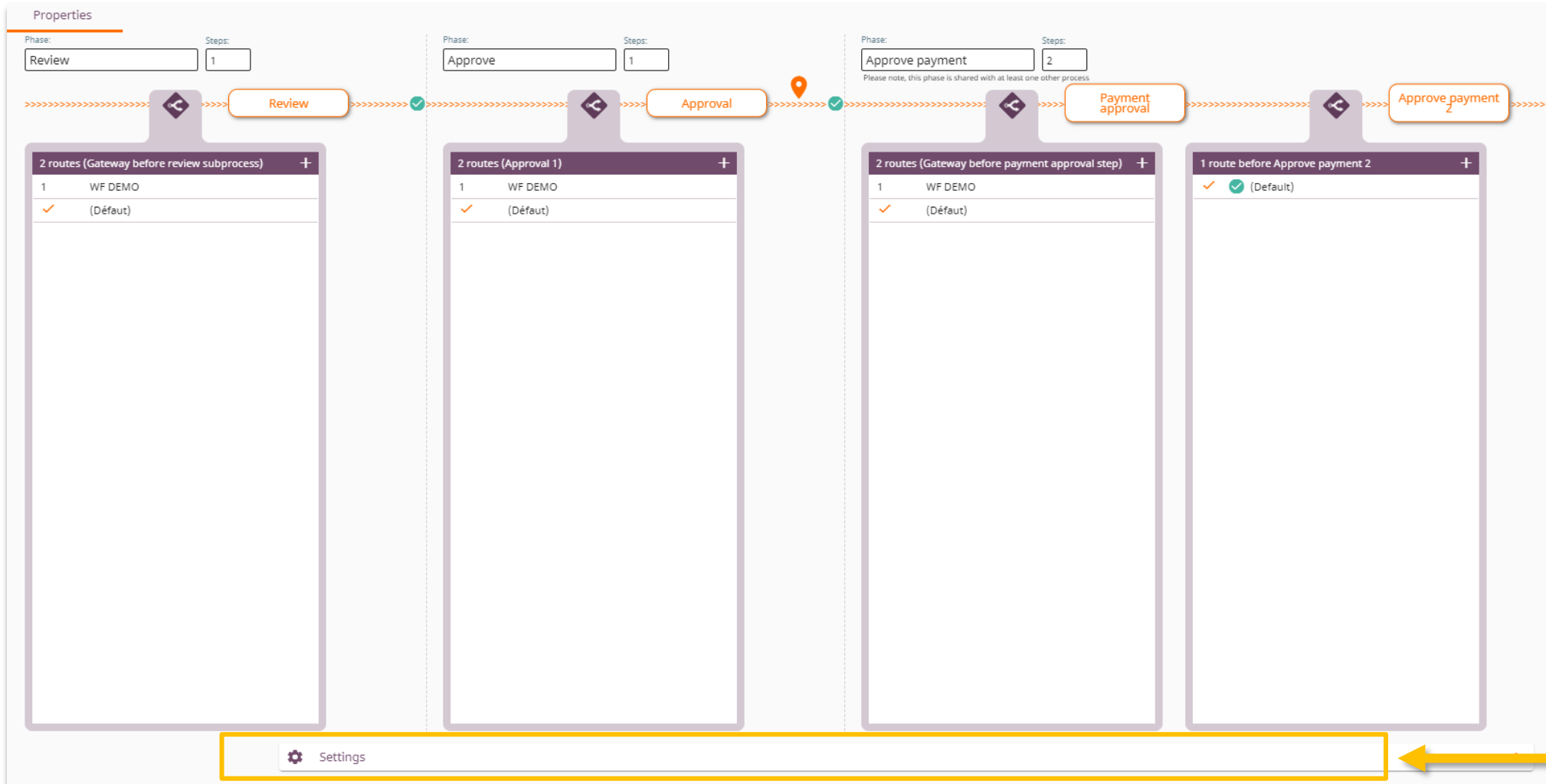
Vision of one step and its associated Routes

Properties

Phase: Steps:

Phase: Steps:

Phase: Steps:
Please note, this phase is shared with at least one other process



Review

Approval

Payment approval

Approve_payment₂

2 routes (Gateway before review subprocess) +

1	WF DEMO
✓	(Défaut)

2 routes (Approval 1) +

1	WF DEMO
✓	(Défaut)

2 routes (Gateway before payment approval step) +

1	WF DEMO
✓	(Défaut)

1 route before Approve payment 2 +

✓	✓ (Default)
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Settings

Workflow global settings



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Global Settings

■ Here we will manage the configuration of the global workflow:



< Back

Process settings

Notify the recipients of the task

Mark tasks as "Late" after a certain time Deactivated >

Configure main actors >
 Define the stakeholders (users you can transfer a task to) and the business administrators (users who can manage tasks with issues). It can be defined at the process level (and inherited) or at the phase level.

Modify the form and controls Activated >

Activate user notification by email

< Back < Process settings

Mark tasks as "Late" after a certain time

Late if task exceeds (# of days)	Late if phase exceeds (# of days)	Late if process exceeds (# of days)

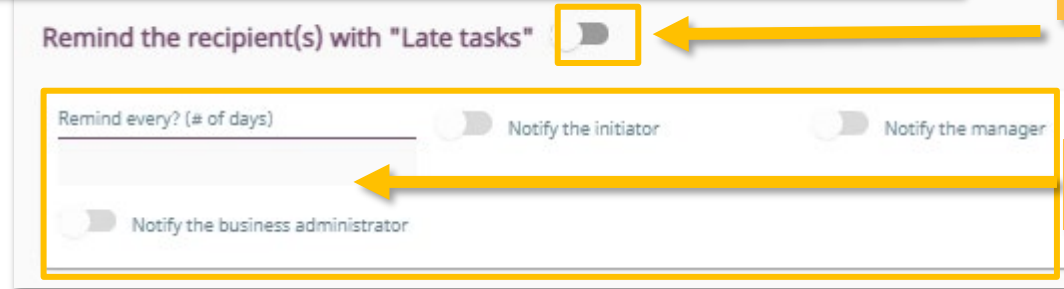
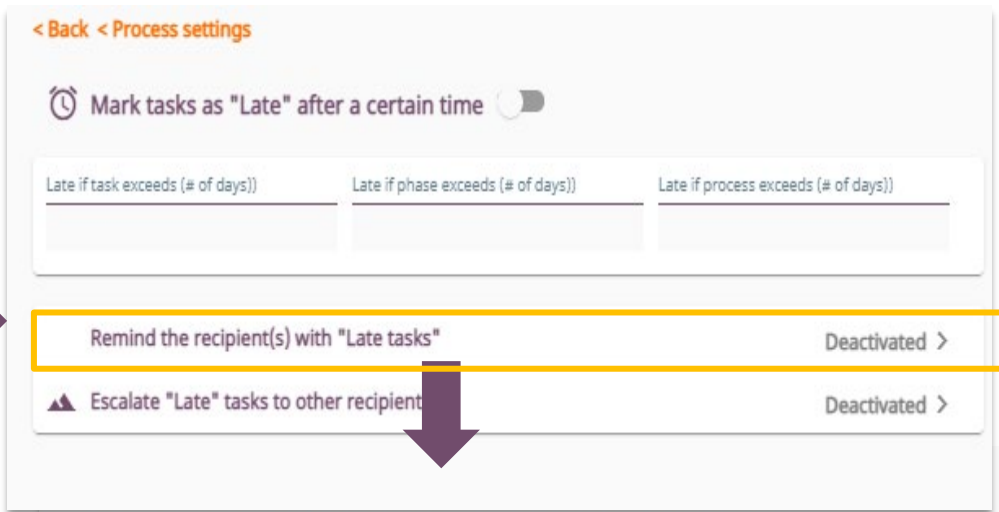
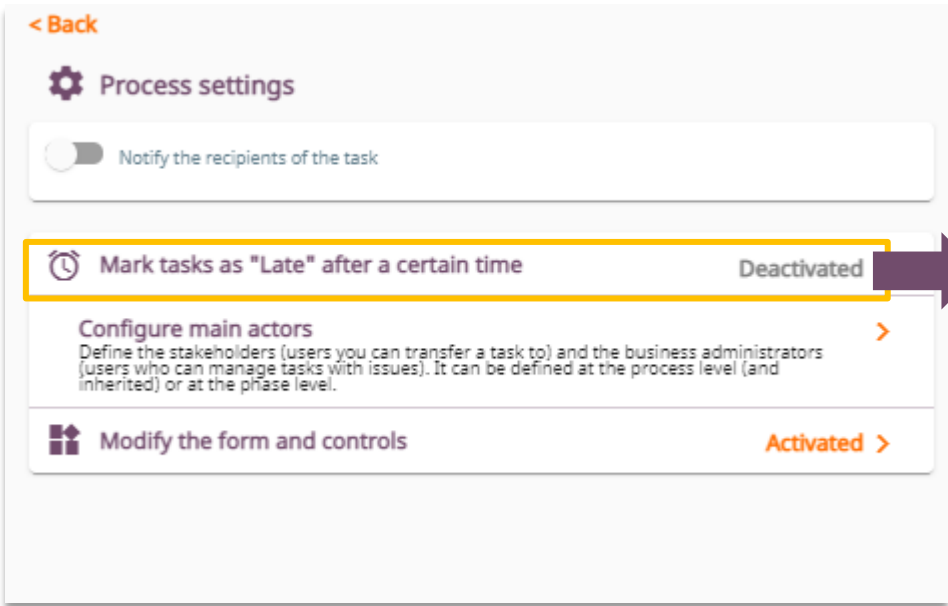
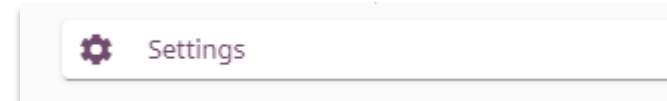
Remind the recipient(s) with "Late tasks" Deactivated >

Escalate "Late" tasks to other recipients Deactivated >

Activate late document

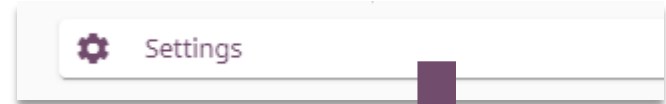
Define when a document is considered as late





Activate email notification per user if document is « late »

Define reminders frequency and recipient



< Back

Process settings

Notify the recipients of the task

Mark tasks as "Late" after a certain time Deactivated

Configure main actors >
 Define the stakeholders (users you can transfer a task to) and the business administrators (users who can manage tasks with issues). It can be defined at the process level (and inherited) or at the phase level.

Modify the form and controls Activated >



< Back < Process settings

Mark tasks as "Late" after a certain time

Late if task exceeds (# of days) Late if phase exceeds (# of days) Late if process exceeds (# of days)

Remind the recipient(s) with "Late tasks" Deactivated >

Escalate "Late" tasks to other recipients Deactivated >



Process settings < Mark tasks as "Late" after a certain time

Escalate "Late" tasks to other recipients

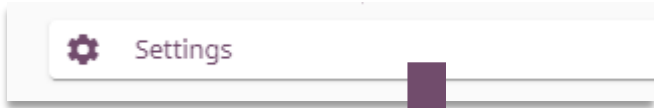
After (# of days) Recipient of the task following the escalation Notify the initiator

Notify the manager Notify the business administrator Notify new task recipients

Notify old task recipients

Activate escalation via email to the user receiving the task if the task is « late »

Définie when and to who escalate.



< Back

⚙️ **Process settings**

Notify the recipients of the task

🕒 **Mark tasks as "Late" after a certain time** Deactivated >

Configure main actors >
Define the stakeholders (users you can transfer a task to) and the business administrators (users who can manage tasks with issues). It can be defined at the process level (and inherited) or at the phase level.

🛠️ **Modify the form and controls** Activated >



< Back < Process settings

Configure main actors
Define the stakeholders (users you can transfer a task to) and the business administrators (users who can manage tasks with issues). It can be defined at the process level (and inherited) or at the phase level.

Stakeholders

Users : Emily Vinson or Florian Noiret X

Business administrators

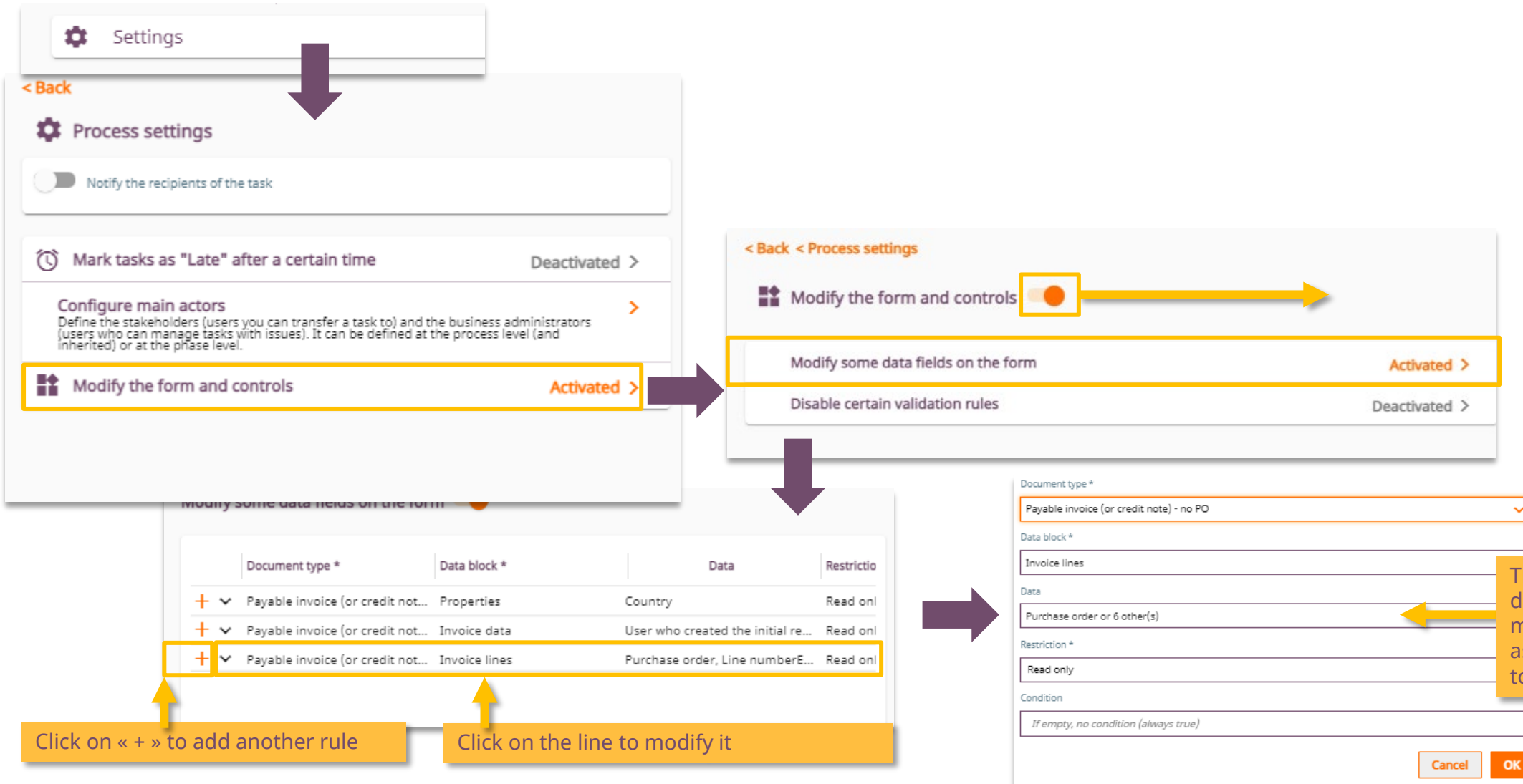
Users : Julie Breton X

Define Users / Roles that can be selected during a document transfer (on the same hierarchical level).

Define Users / Roles that can be selected when a document is blocked in the process.



- Let's see how to adapt the form, i.e. create display rules based on the data / breakdowns of the document:

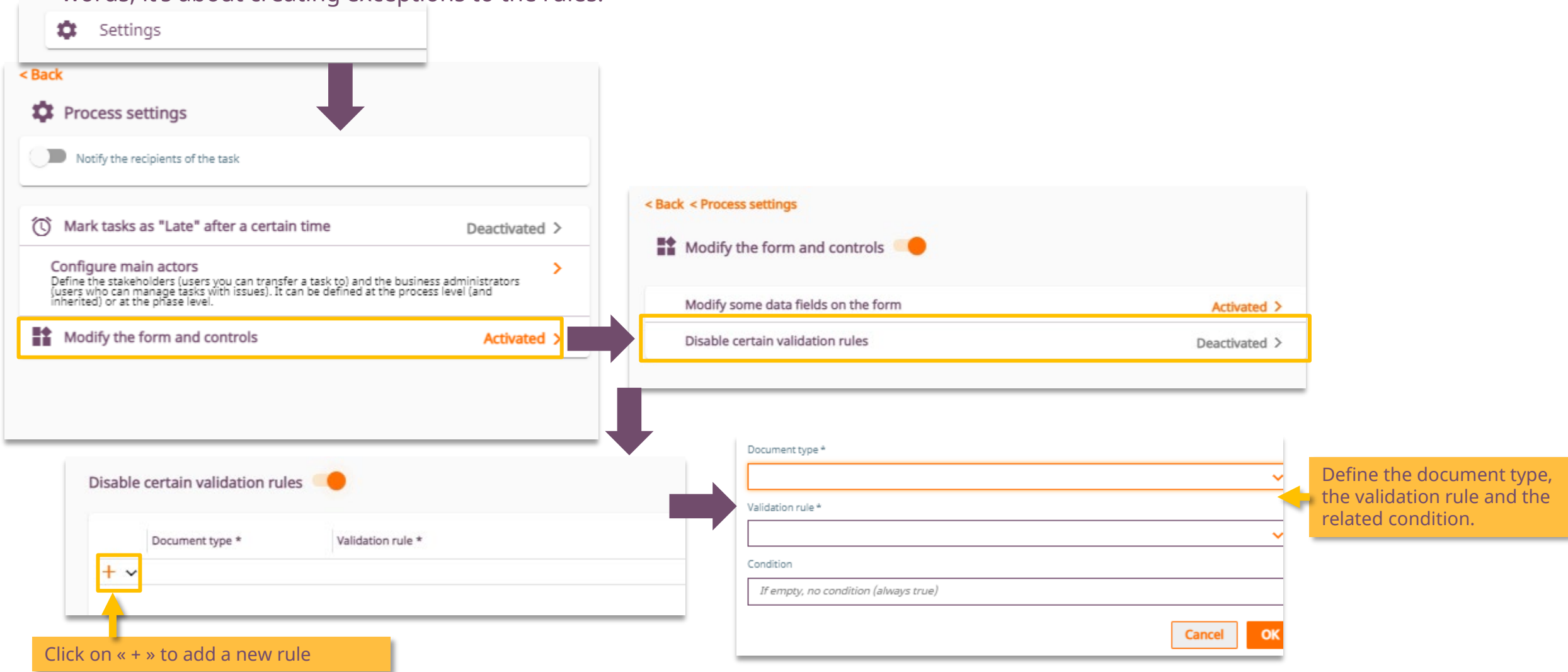


This example shows the deactivation of analytics management when a fixed asset account is allocated to an invoice

Click on « + » to add another rule

Click on the line to modify it

- Let's see here how to deactivate certain controls / rules necessary for the validation of a step according to predefined criteria. In other words, it's about creating exceptions to the rules.



Phase settings

- This is about managing the configuration of the different phases of the workflow.
- There is 3 types of phases:

Phase: <input type="text" value="Review"/>	Steps: <input type="text" value="1"/>	Phase: <input type="text" value="Approve"/>	Steps: <input type="text" value="1"/>	Phase: <input type="text" value="Approve payment"/>	Steps: <input type="text" value="2"/>
					<small>Please note, this phase is shared with at least one other process</small>

- Each of them can be configured the same way
- We will there take the example of the approval phase during this training. However the method of administration will be the same regardless of the phase selected.

Phase: Approve

Steps: 1

Approval

2 routes (Approval 1)		+
1	WF DEMO	
✓	(Défaut)	

Select the number of steps (up to 9)

Phase: Approve

Steps: 3

Approval

Approve 2

Approve 3

2 routes (Approval 1)		+
1	WF DEMO	
✓	(Défaut)	

1 route before Approve 2		+
✓	✓ (Default)	

1 route before Approve 3		+
✓	✓ (Default)	

Each step created will add as many columns on the dashboard, thus extending its vision horizontally to the right.

Phase: Steps:

Approval

2 routes (Approval 1) +

1	WF DEMO
✓	(Défaut)

Click on « Approve » to access the administration of this level.

< Back

Phase settings: Approve

Sub-process used by this phase

X v

Notify the recipients of the task

Mark tasks as "Late" after a certain time Deactivated >

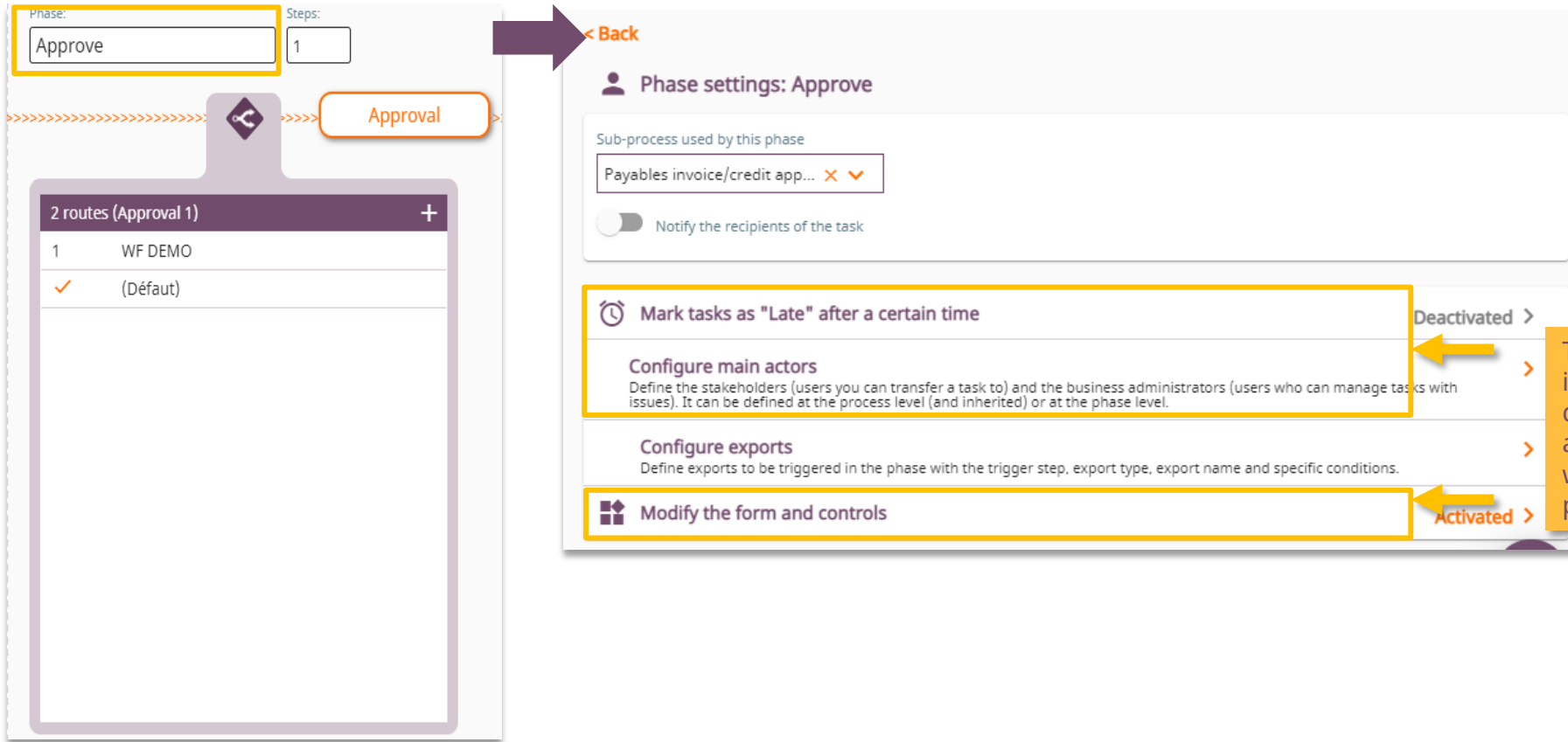
Configure main actors >
Define the stakeholders (users you can transfer a task to) and the business administrators (users who can manage tasks with issues). It can be defined at the process level (and inherited) or at the phase level.

Configure exports >
Define exports to be triggered in the phase with the trigger step, export type, export name and specific conditions.

Modify the form and controls Activated >

Activate email notifications to the user receiving a task

Managing delays, actors, forms and control at the phase level



The screenshot displays the configuration interface for a phase named "Approve". On the left, a workflow diagram shows a task labeled "Approval" with a sub-process icon. Below it, a table lists routes for "Approval 1":

2 routes (Approval 1)	
1	WF DEMO
✓	(Défaut)

The main configuration panel on the right is titled "Phase settings: Approve" and includes the following sections:

- Sub-process used by this phase:** A dropdown menu showing "Payables invoice/credit app...".
- Notify the recipients of the task:** A toggle switch currently turned off.
- Mark tasks as "Late" after a certain time:** A section with a clock icon, currently set to "Deactivated".
- Configure main actors:** A section with a person icon, currently set to "Deactivated".
- Configure exports:** A section with a document icon, currently set to "Deactivated".
- Modify the form and controls:** A section with a grid icon, currently set to "Activated".

Yellow boxes highlight the "Mark tasks as 'Late' after a certain time", "Configure main actors", and "Modify the form and controls" sections. Yellow arrows point from these sections to a text box on the right.

These 3 configuration themes are identical to those encountered during Global configuration. If they are managed at the phase level, they will be taken into account as a priority.

Managing delays, actors, forms and control at the phase level

Phase: Steps:

Approval

2 routes (Approval 1) +

1	WF DEMO
✓	(Défaut)

< Back

Phase settings: Approve

Sub-process used by this phase
 Payables invoice/credit app... X v

Notify the recipients of the task

Mark tasks as "Late" after a certain time Deactivated >

Configure main actors >
 Define the stakeholders (users you can transfer a task to) and the business administrators (users who can manage tasks with issues). It can be defined at the process level (and inherited) or at the phase level.

Configure exports >
 Define exports to be triggered in the phase with the trigger step, export type, export name and specific conditions.

Modify the form and controls Activated >

< Back < Phase settings: Approve

Mark tasks as "Late" after a certain time

Late if task exceeds (# of days) Late if phase exceeds (# of days)

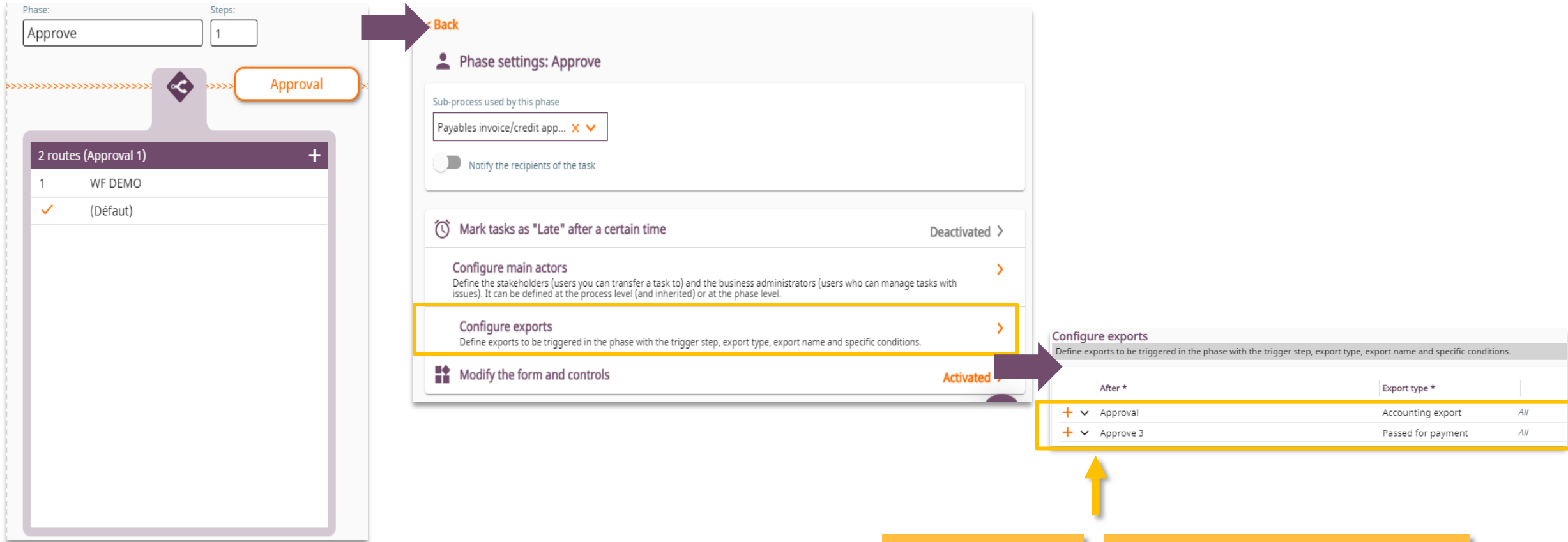
Remind the recipient(s) with "Late tasks"

Escalate "Late" tasks to other recipients

Late if task exceeds (# of days) Late if phase exceeds (# of days)

Once the rule is saved, the elements are highlighted in yellow to indicate the fact that the rules vary from the global settings.

For example, you can manage delays differently between the registration phase and the approval phase : here the invoice is « late » after 3 days in the approval phase, when it's actually 5 in the other phases.



The screenshot shows the configuration interface for the 'Approve' phase. On the left, a workflow diagram shows a phase named 'Approve' with 1 step, leading to an 'Approval' step. Below this, a list of routes for 'Approval 1' is shown, with 'WF DEMO' and '(Défaut)' listed. The main configuration panel on the right is titled 'Phase settings: Approve' and includes options for sub-process, notification, and task marking. The 'Configure exports' section is highlighted in yellow and contains a table with the following data:

After *	Export type *	
+ Approval	Accounting export	All
+ Approve 3	Passed for payment	All

This part allows you to establish at which approval step an export must be generated.

In this example:

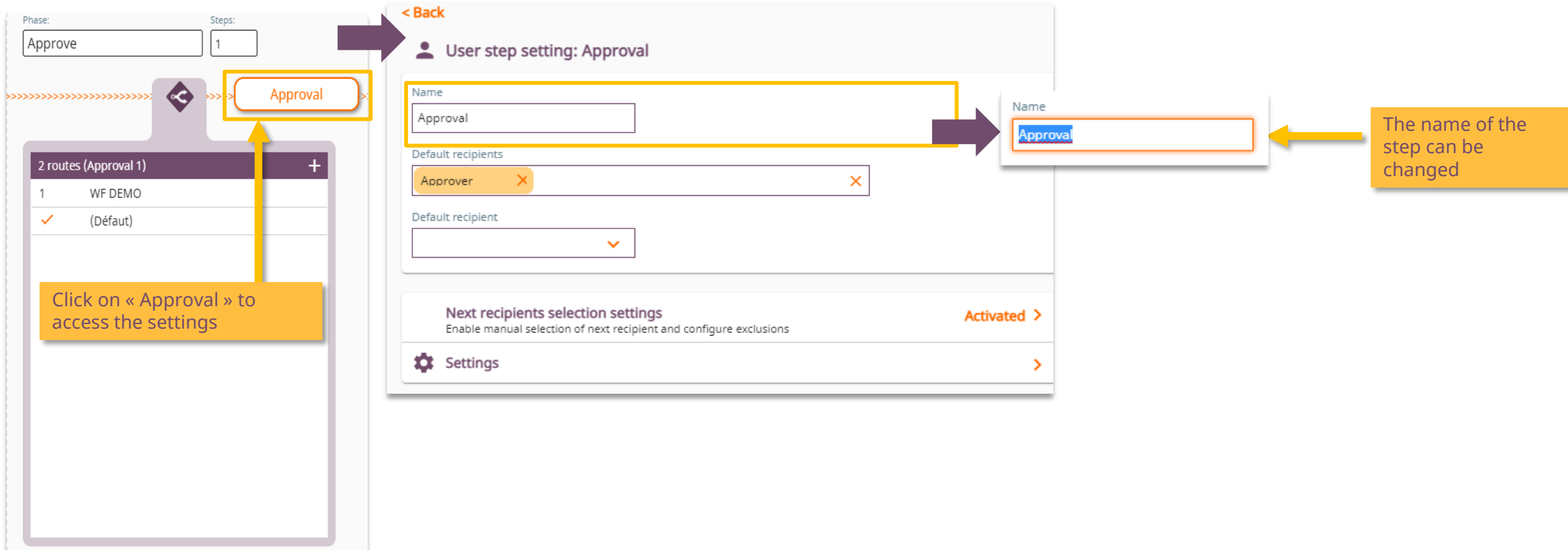
- Accounting export is generated after 1st approval step
- Payment export is generated after 3rd approval step



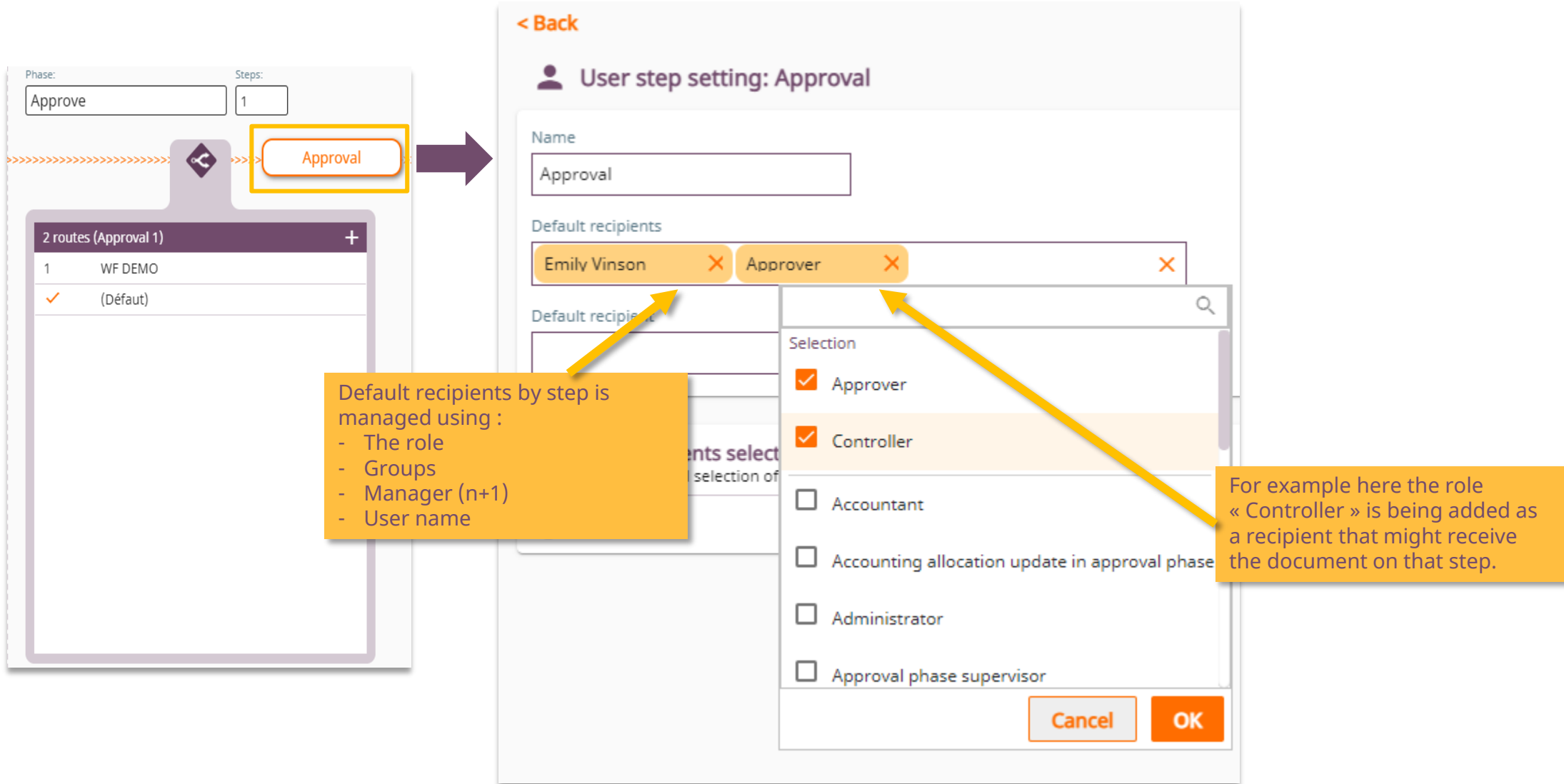
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Step settings

- Let's manage here the configuration of the workflow for each step at each phase. Let's see here the 1st approval step.



The screenshot illustrates the configuration of a workflow step. On the left, a phase named 'Approve' is shown with step '1'. A table lists routes for 'Approval 1', including 'WF DEMO' and '(Défaut)'. A yellow box highlights the 'Approval' step in the workflow, with a callout: 'Click on « Approval » to access the settings'. A dark arrow points to the 'User step setting: Approval' configuration panel. This panel includes a 'Name' field containing 'Approval', a 'Default recipients' list with 'Approver', and a 'Default recipient' dropdown. A yellow box highlights the 'Name' field, with a callout: 'The name of the step can be changed'. Other settings include 'Next recipients selection settings' (Activated) and a 'Settings' link.



The image shows a workflow configuration interface. On the left, a phase named 'Approve' has a step 'Approval' highlighted. Below it, a table shows routes for 'Approval 1':

2 routes (Approval 1)	
1	WF DEMO
✓	(Défaut)

An arrow points from the 'Approval' step to a 'User step setting: Approval' configuration window. This window has a 'Name' field with 'Approval' and a 'Default recipients' list containing 'Emily Vinson' and 'Approver'. A selection dialog is open, showing a list of roles with checkboxes: 'Approver' (checked), 'Controller' (checked), 'Accountant' (unchecked), 'Accounting allocation update in approval phase' (unchecked), 'Administrator' (unchecked), and 'Approval phase supervisor' (unchecked). Two callout boxes provide additional context:

- Default recipients by step is managed using :**
 - The role
 - Groups
 - Manager (n+1)
 - User name
- For example here the role « Controller » is being added as a recipient that might receive the document on that step.**

Recipient specific settings (1/2)

Phase: Approve Steps: 1

Approval

2 routes (Approval 1)

1	WF DEMO
✓	(Défaut)

User step setting: Approval

Name: Approval

Default recipients: Approver

Default recipient: (Dropdown)

Next recipients selection settings (Activated)

Enable manual selection of next recipient and configure exclusions

Settings

Activate the notion of recipients specific settings, which will make it possible to manage the following elements:

- Skip the task under certain conditions
- Be able to choose or exclude a certain user from the default Step

Next recipients selection settings (Activated)

Enable manual selection of next recipient and configure exclusions

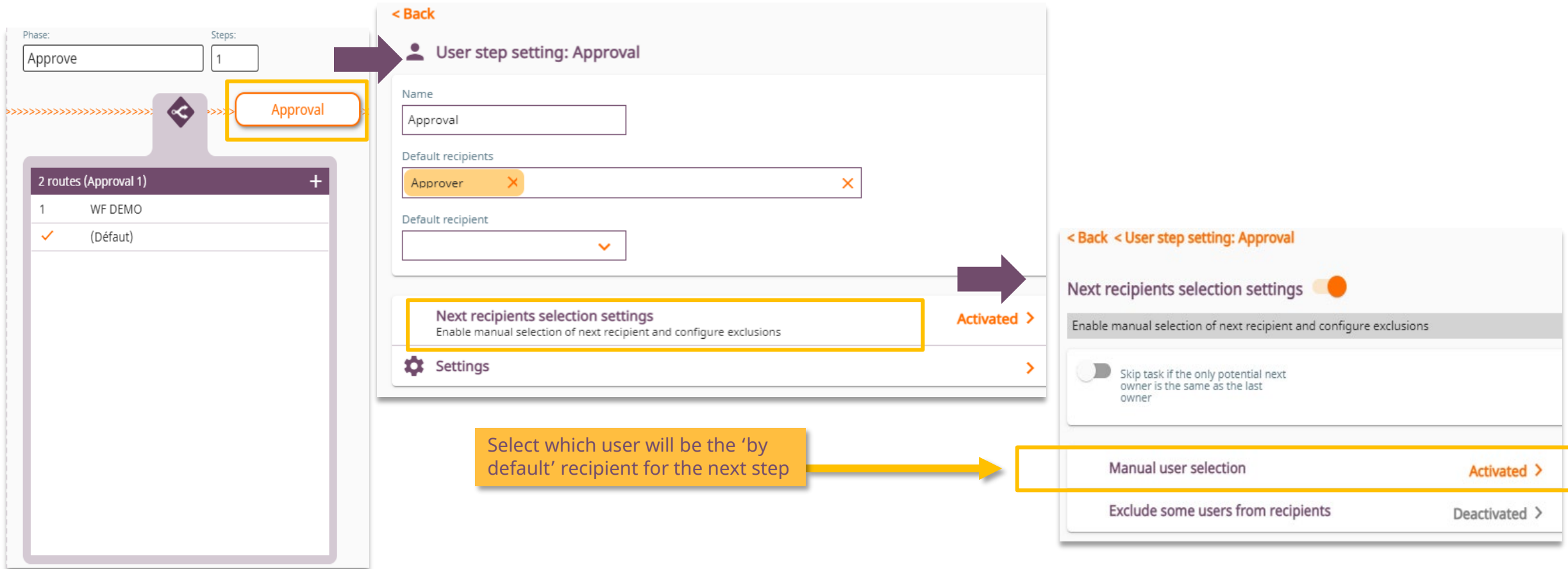
Skip task if the only potential next owner is the same as the last owner

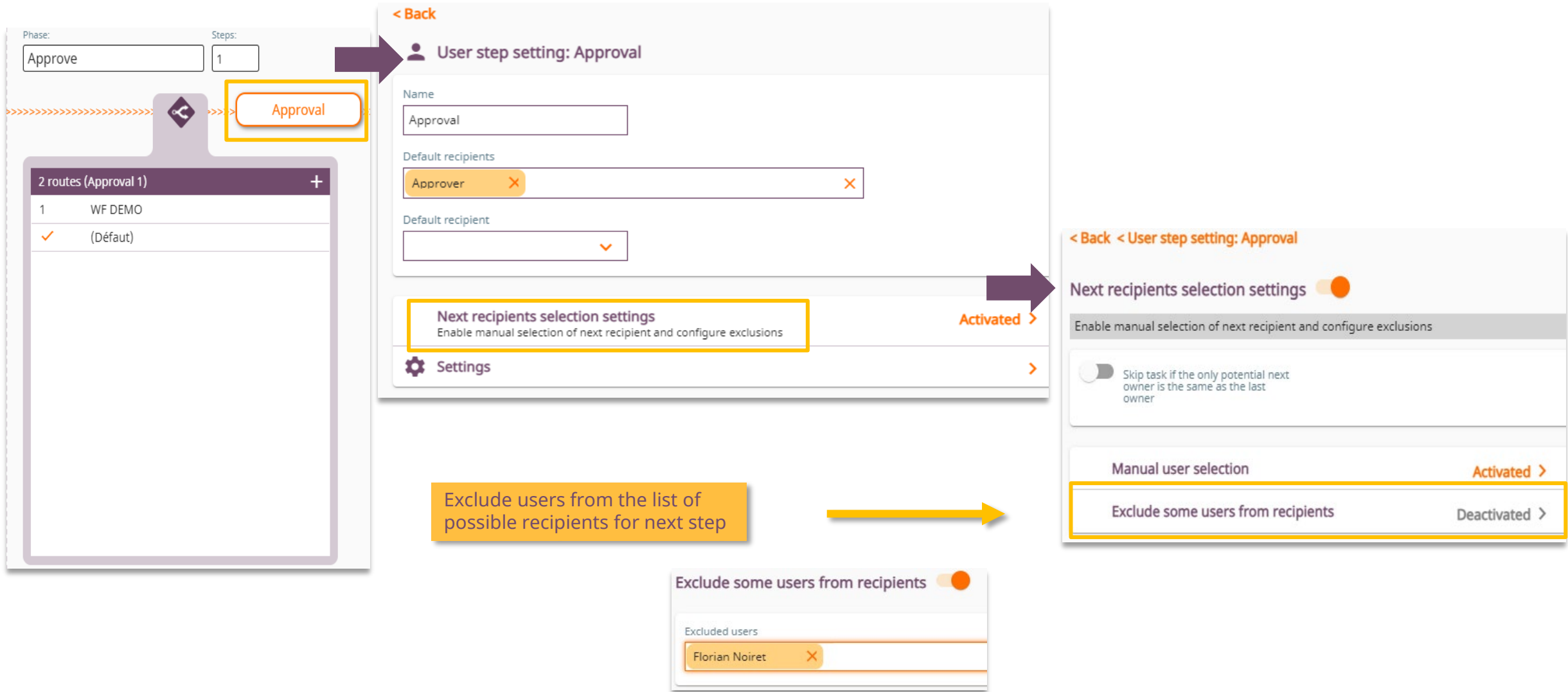
Manual user selection: **Activated**

Exclude some users from recipients: **Deactivated**

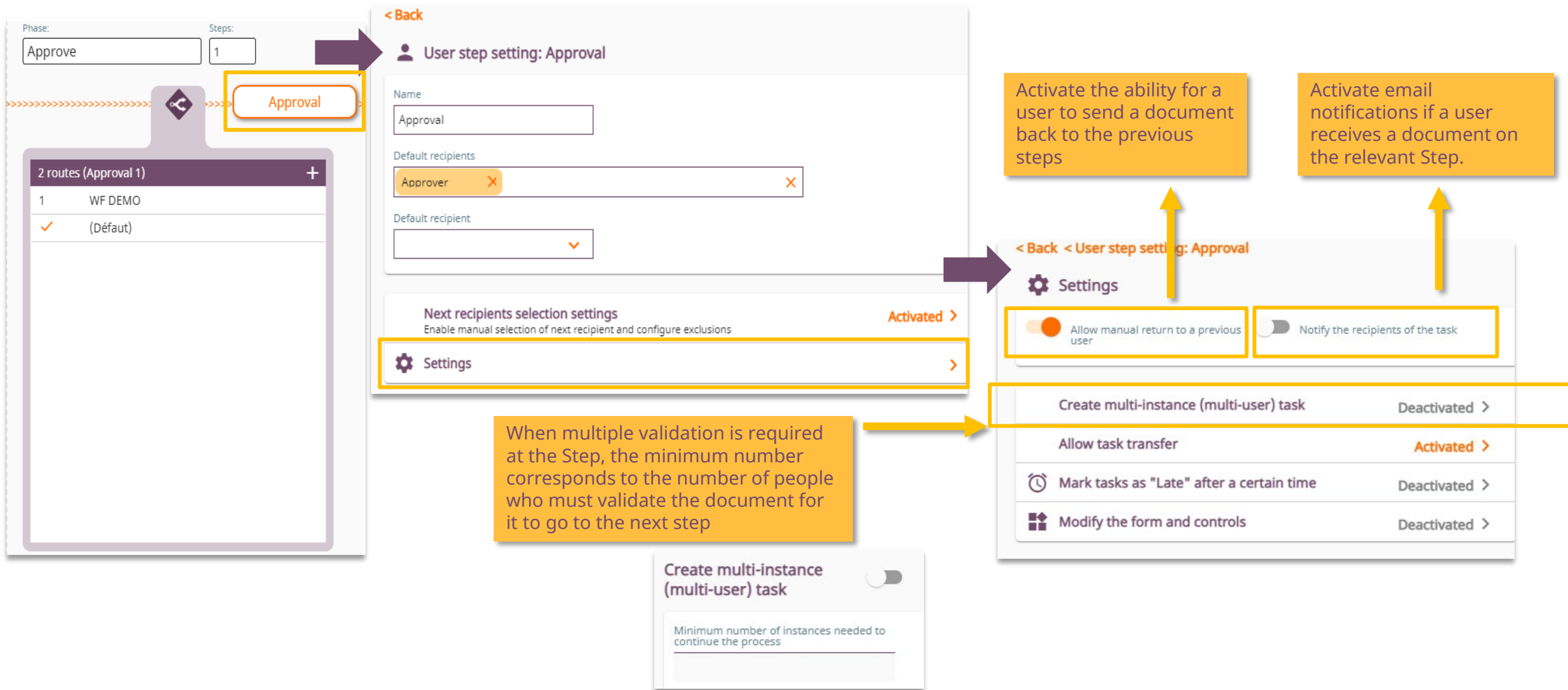
Prevent the same user validating the same documents several times if he is the single recipient/owner of the document.

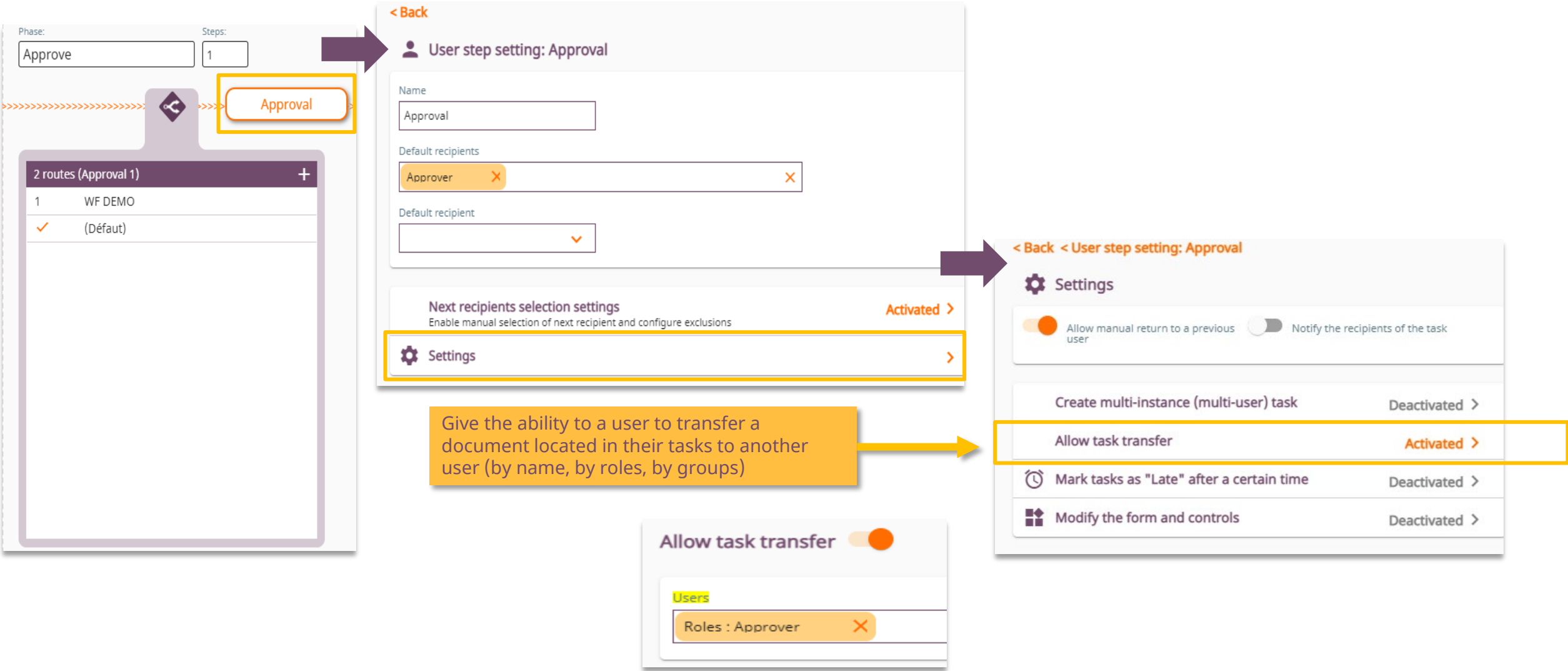
Recipient specific settings (2/2)





Specific case of parallel or « multi-instance » validation





Managing delays, actors, forms and controls at Stage level

Phase: Steps:

Approval

2 routes (Approval 1) +

1	WF DEMO
✓	(Défaut)

< Back

User step setting: Approval

Name:

Default recipients:

Default recipient:

Next recipients selection settings Activated >
 Enable manual selection of next recipient and configure exclusions

Settings >

< Back < User step setting: Approval

Settings

Allow manual return to a previous user Notify the recipients of the task user

Create multi-instance (multi-user) task Deactivated >

Allow task transfer Activated >

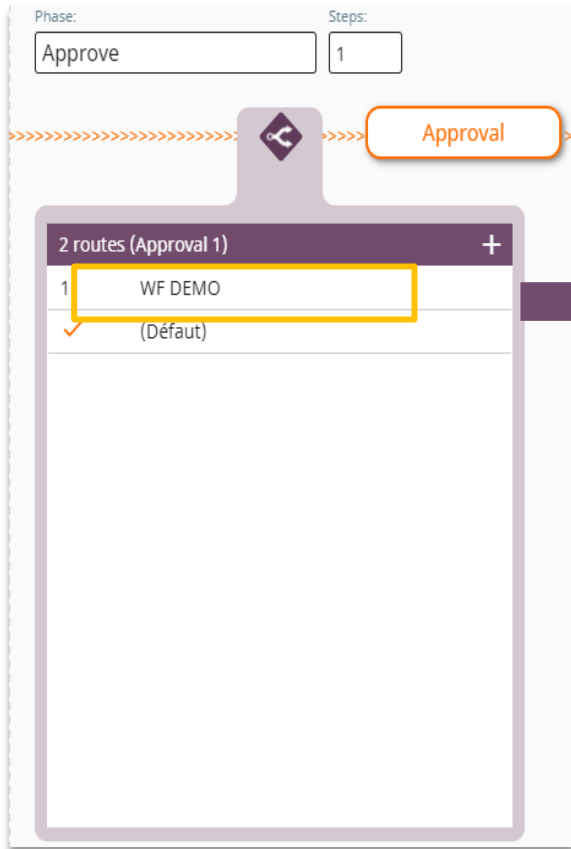
Mark tasks as "Late" after a certain time Deactivated >

Modify the form and controls Deactivated >

These two setting themes are identical to those encountered on the global settings and on the settings of Phases, if they are managed at the Step level, they will be taken into account as a priority.

Route settings

- A route is used to define the process of a document according to determined criteria:



Route Gateway before review subproce... Default

Name *

WF DEMO

Conditions

0.01 > BARCLAYS BANK CALL A/C ✕

Destination *

✓ End phase ▾

Cancel OK

Activate to define the Default Route that documents arriving in the Phase take, if no defined Route corresponds to them.

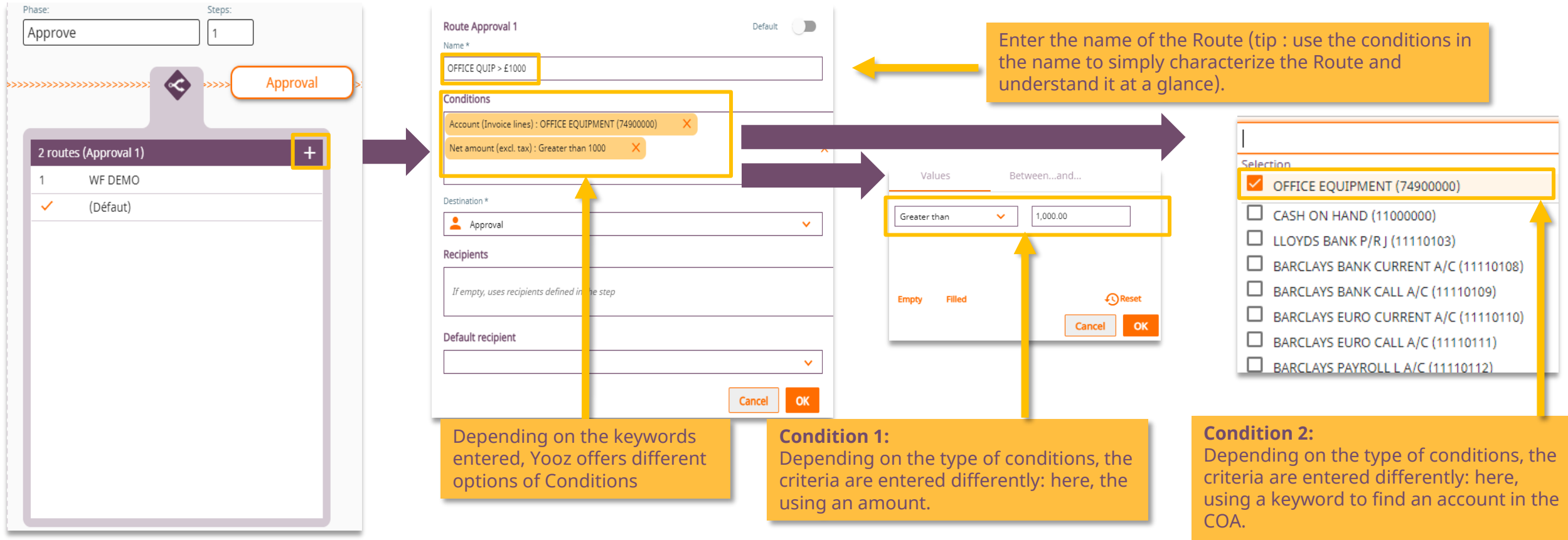
Name of the Route.

Conditions for taking into account the Route (Criteria).

Next step of the document if the conditions are met (Destination).

- This example results in the following behavior: invoices with an amount greater than \$0,01 and with the account « BARCLAYS BANK » do not have a Validation step.

- The creation of Routes is to consider all the capabilities of workflow based on specific criteria :



Phase: Approve **Steps:** 1

Approval

2 routes (Approval 1)

1	WF DEMO
✓	(Défaut)

Route Approval 1 (Default)

Name *
OFFICE QUIP > £1000

Conditions

- Account (Invoice lines) : OFFICE EQUIPMENT (74900000) ✕
- Net amount (excl. tax) : Greater than 1000 ✕

Destination *
Approval

Recipients
If empty, uses recipients defined in the step

Default recipient

Values: Greater than 1,000.00

Selection

- OFFICE EQUIPMENT (74900000)
- CASH ON HAND (11000000)
- LLOYDS BANK P/R/J (11110103)
- BARCLAYS BANK CURRENT A/C (11110108)
- BARCLAYS BANK CALL A/C (11110109)
- BARCLAYS EURO CURRENT A/C (11110110)
- BARCLAYS EURO CALL A/C (11110111)
- BARCLAYS PAYROLL L A/C (11110112)

Enter the name of the Route (tip : use the conditions in the name to simply characterize the Route and understand it at a glance).

Depending on the keywords entered, Yooz offers different options of Conditions

Condition 1: Depending on the type of conditions, the criteria are entered differently: here, the using an amount.

Condition 2: Depending on the type of conditions, the criteria are entered differently: here, using a keyword to find an account in the COA.

- This example of a Route uses 2 conditions. You can obviously multiply them by as many as the selection criteria you want to cross in order to establish a more precise Route. Click on the pencil to modify a condition.

Phase: Steps:

Approval

2 routes (Approval 1)

1	WF DEMO
✓	(Défaut)

Route Approval 1 Default

Name *
OFFICE QUIP > €1000

Conditions

- Account (Invoice lines) : OFFICE EQUIP @ 1/4/XX (29000000) ✕
- Net amount (excl. tax) : Greater than 1000 ✕

Destination *
Approval

Recipients
Users : Julie Breton ✕

Default recipient

- Validation 1
- Validation 1
- Validation 2
- Validation 3
- Export comptable
- Export GED

Choosing the next step: Here, the invoice will go to Validation 1.

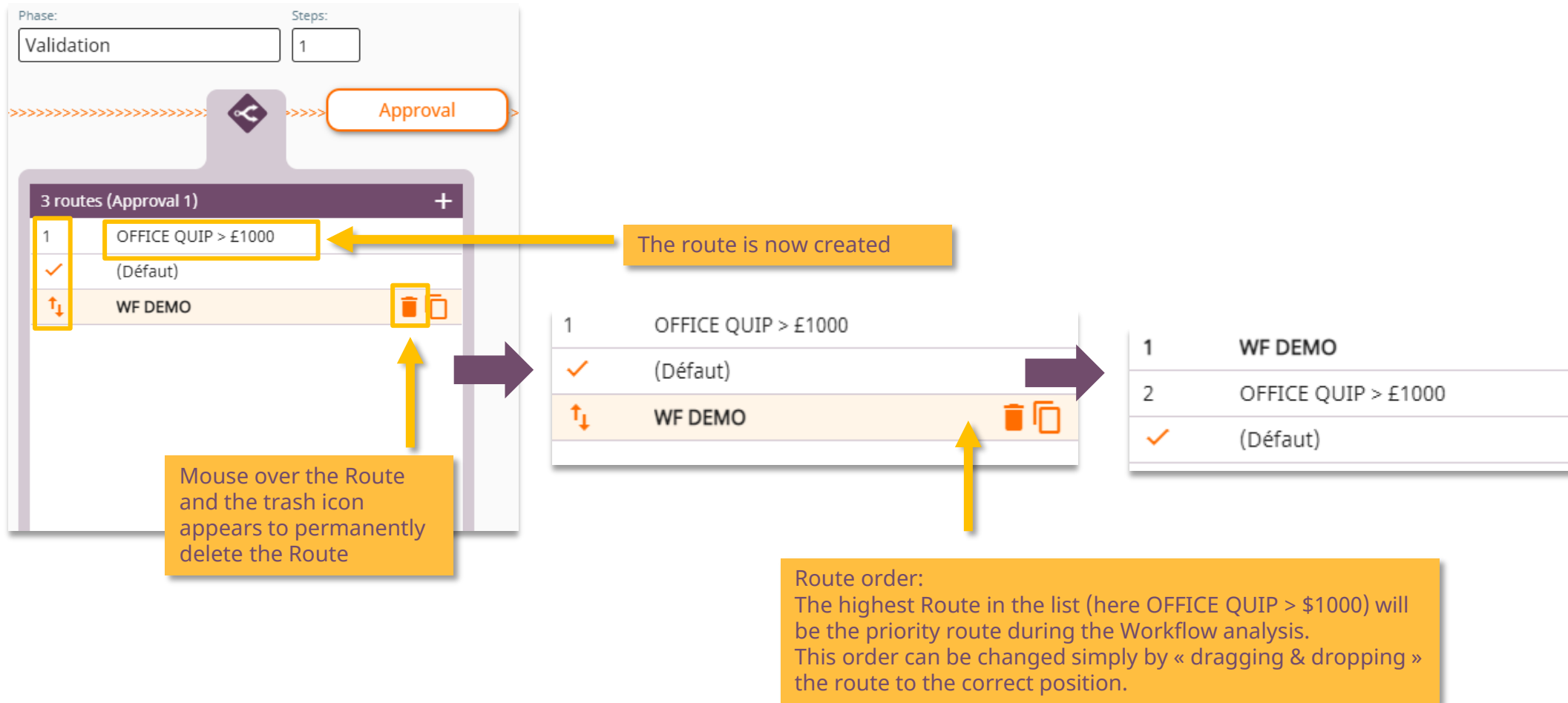
- Users...
- Groups...
- Roles...
- Personas
- Last owner
- Created by
- Last owner . Managers
- Historical owners
- role
- Last owner . YZ_ROLE

Choosing the recipient : here, the choice is made by name (user). It is also possible to define the recipient according to one or more group(s) or Role(s),

Selection

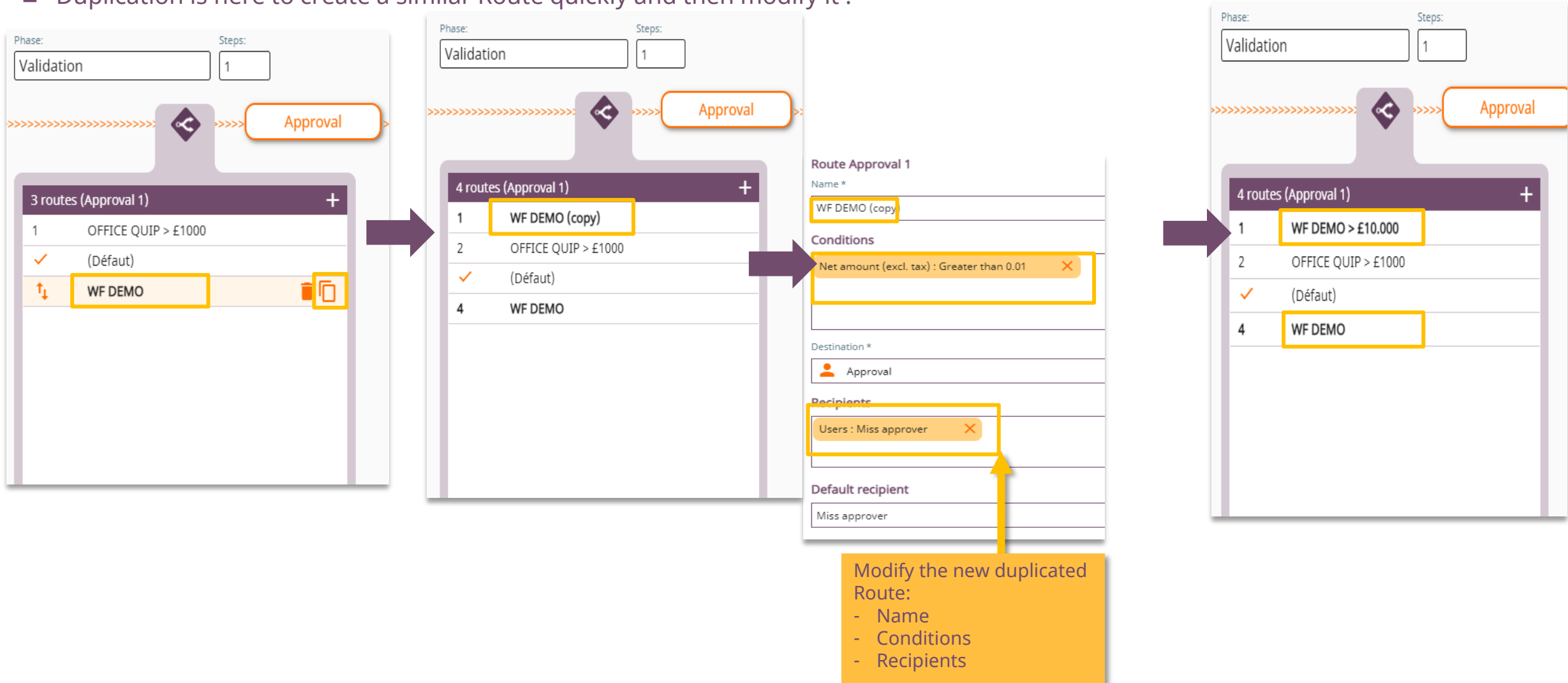
- Florian Noiret
- Emily Vinson
- Julie Breton
- Miss approver
- Paying Agent

■ This example results in the following behavior: invoices from Office Equipment with an amount greater than \$1,000 will go to Florian.



Duplicate a Route on the same Step

■ Duplication is here to create a similar Route quickly and then modify it :



Modify the new duplicated Route:

- Name
- Conditions
- Recipients

Modifying an existing Route

■ Every Route can be modified:

Phase: Validation Steps: 1

Approval

4 routes (Approval 1)

1	WF DEMO > £10.000
2	OFFICE QUIP > £1000
✓	(Défaut)
4	WF DEMO

Route Approval 1 Default

Name *
OFFICE QUIP > £1000

Conditions

- Account : OFFICE EQUIP @ 1/4/XX (29000000)
- Net amount (excl. tax) : Greater than 1000

Destination *
End phase

Values Between...and...

Greater than

Empty Filled Reset Cancel OK

Here we change the amount from \$1000 to \$1500

Don't forget to change the Name

Route Approval 1

Name *
OFFICE QUIP > £1500

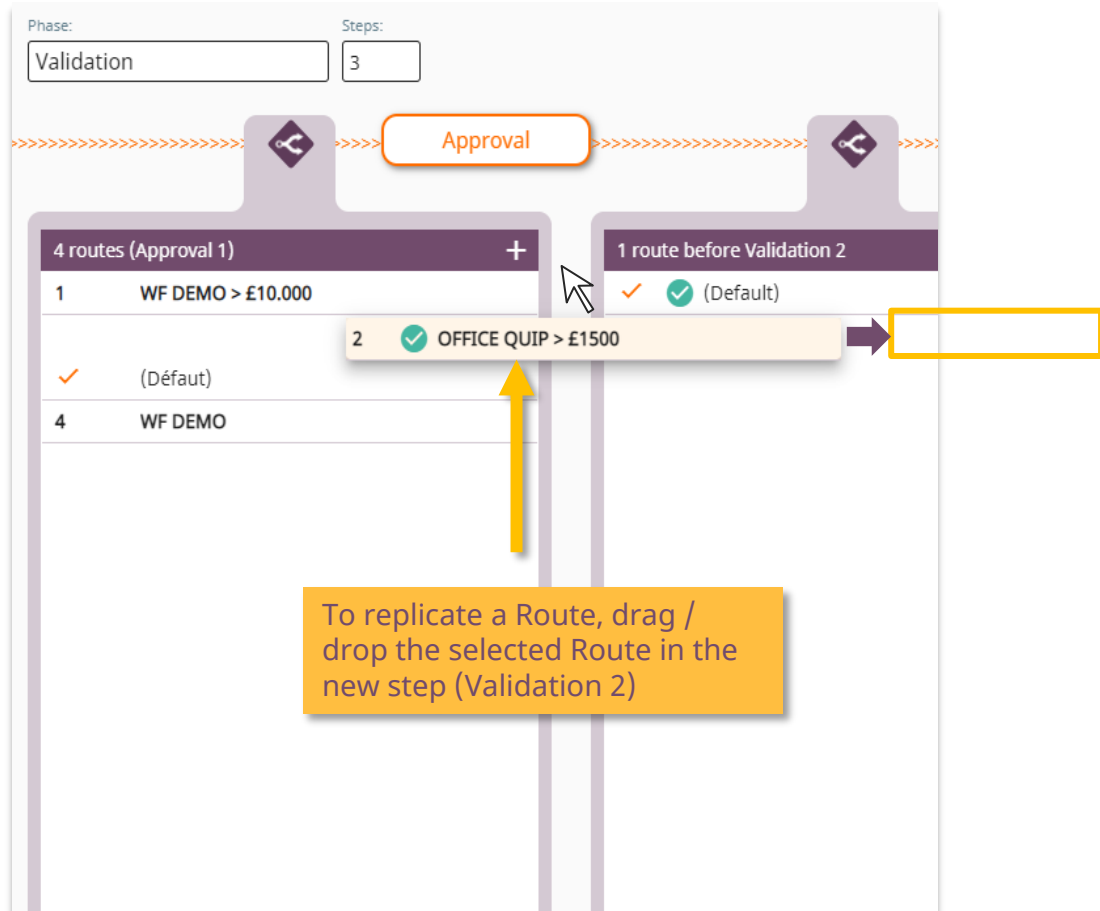
Conditions

- Account : OFFICE EQUIP @ 1/4/XX (29000000)
- Net amount (excl. tax) : Greater than 1500

Destination *
End phase

- Once a Route is created on one step (Validation 1), then we need to create Route on next step, the Replication feature facilitate that.

Phase: Validation Steps: 3



4 routes (Approval 1)

1	WF DEMO > £10.000
2	OFFICE QUIP > £1500
(Défaut)	
4	WF DEMO

1 route before Validation 2

✓ (Default)

2 OFFICE QUIP > £1500

To replicate a Route, drag / drop the selected Route in the new step (Validation 2)

Route Approval 1 Default

Name *

OFFICE QUIP > £1500

Conditions

OFFICE EQUIP @ 1/4/XX 1500

Destination *

Validation 2

Recipients

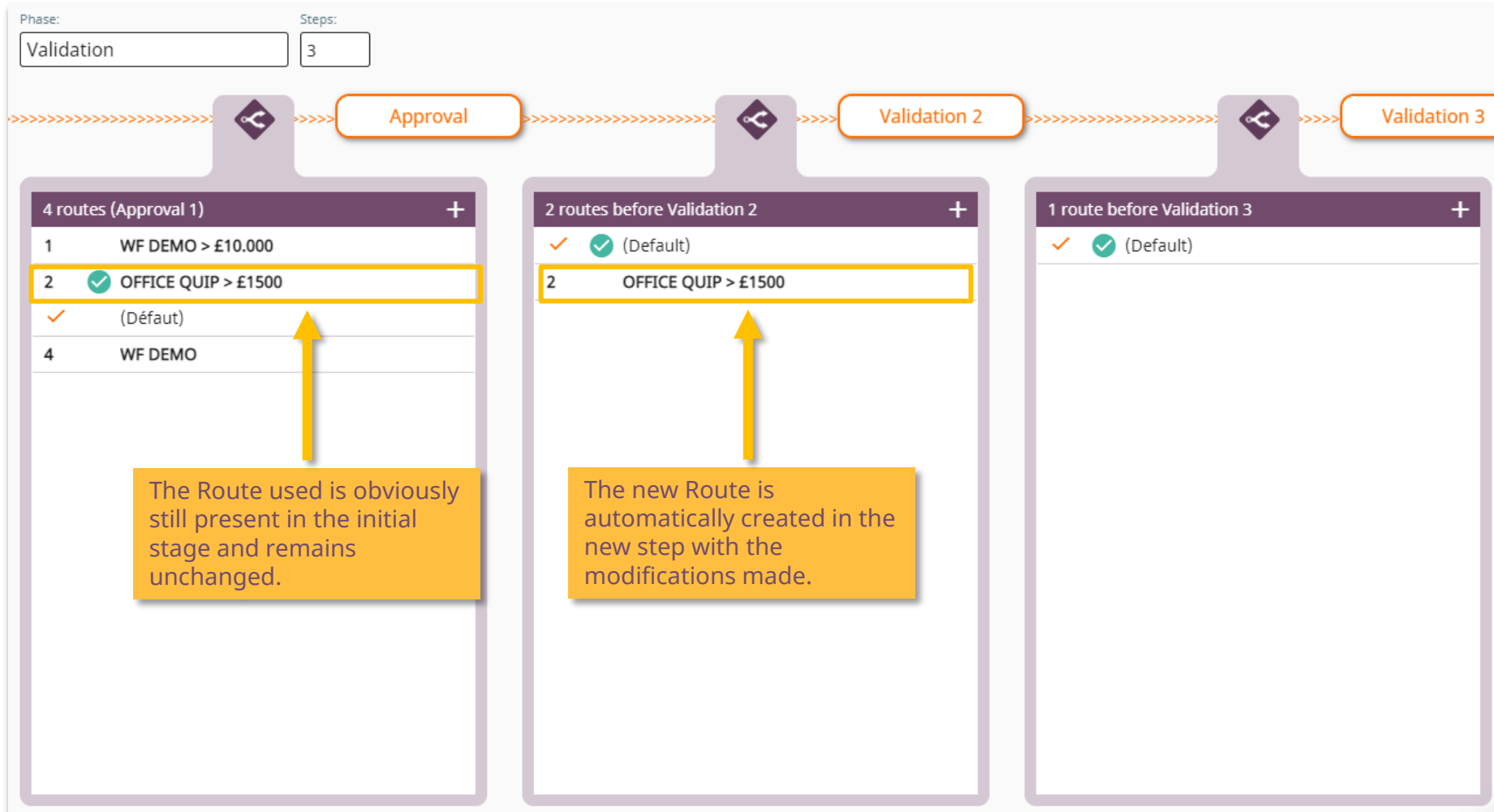
Emily Vinson

Default recipient

Cancel OK

Modify the Route replicated :

- Next step
- Recipients



The Route used is obviously still present in the initial stage and remains unchanged.

The new Route is automatically created in the new step with the modifications made.

After any operation on the different Routes, it is necessary to click on Apply in order to « Save » the modifications made.





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Questions / Answers