

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

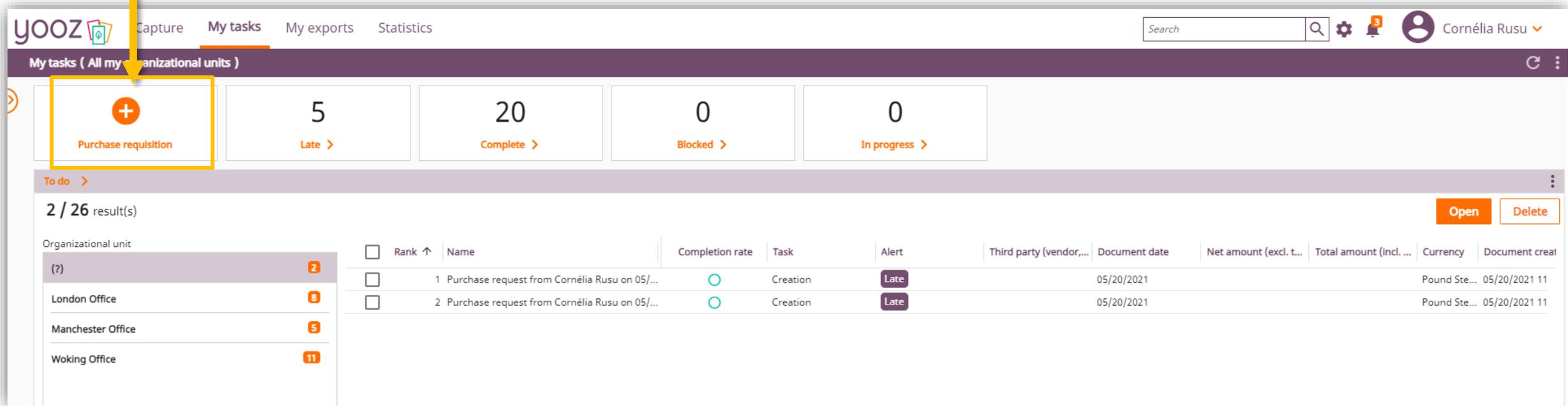
- Sending an Order

- 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

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.

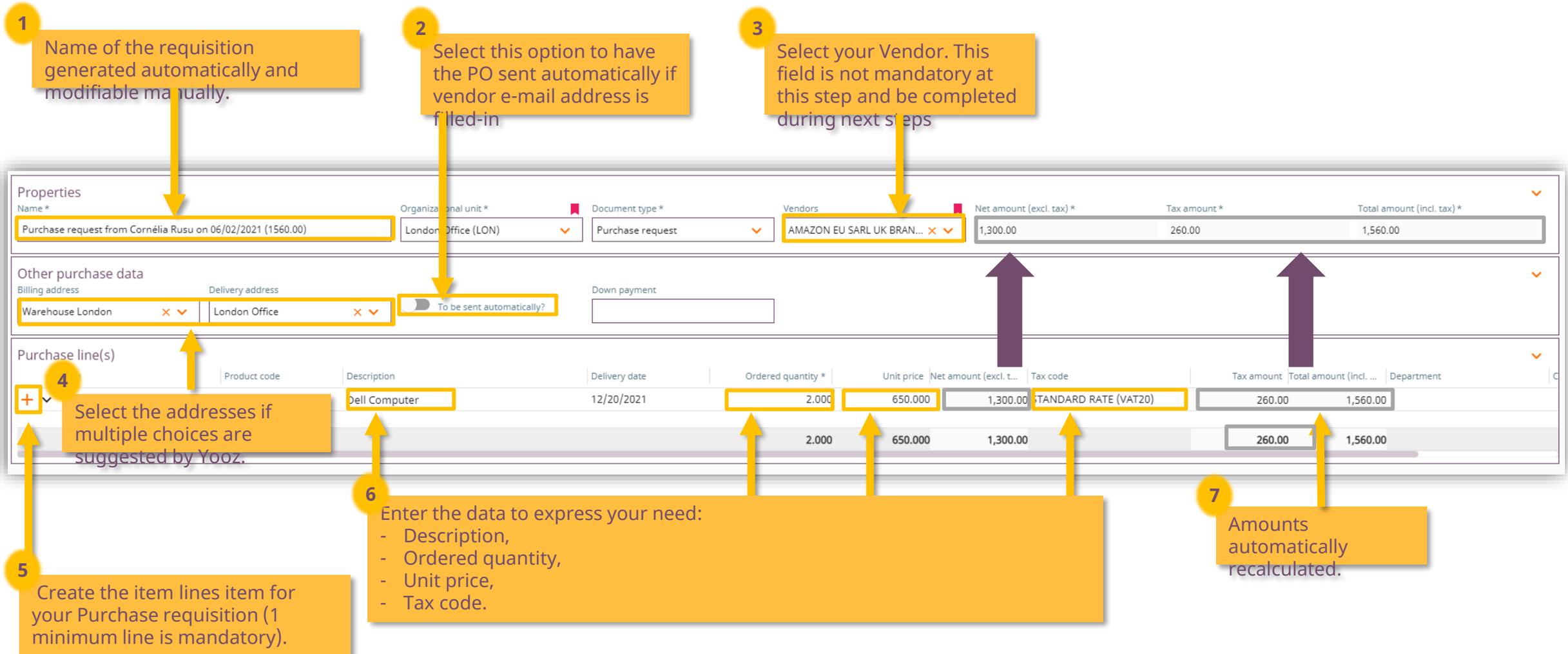
Click on the "+" to start the creation of a Purchase requisition.



The screenshot shows the 'My tasks' dashboard in the Yooz application. At the top, there are navigation tabs: 'Capture', 'My tasks' (selected), 'My exports', and 'Statistics'. A search bar and user profile 'Cornélia Rusu' are on the right. Below the navigation, there are five summary cards: 'Purchase requisition' (5), 'Late' (20), 'Complete' (0), 'Blocked' (0), and 'In progress' (0). A yellow box highlights the '+' icon in the 'Purchase requisition' card. Below the summary cards is a 'To do' section with 2/26 results. 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 'Late' alert.

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	1 Purchase request from Cornélia Rusu on 05/...		Creation	Late		05/20/2021			Pound Ste...	05/20/2021 11
Manchester Office	5	2 Purchase request from Cornélia Rusu on 05/...		Creation	Late		05/20/2021			Pound Ste...	05/20/2021 11
Woking Office	11										

■ 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	<input type="checkbox"/> To be sent automatically?	

Purchase line(s)									
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	

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:



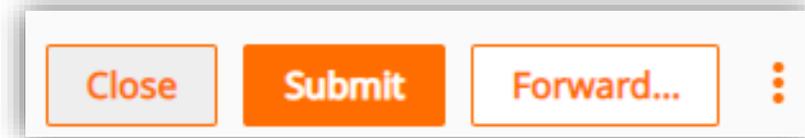
Link a document to your Purchase requisition, for example a quote.

Delete your Purchase requisition.

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

Comments

 |



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.



Cloud P2P Automation. Easy. Powerful. Smart.

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	STAN...

QUOTE

John Smith
4400 Oak Drive
Albany, NY 12210

SHIP TO
Jesse M Home
4319 Wood Road
New York, NY 10031

QUOTE # INT-001
QUOTE DATE 11/02/2019
P.O.# 241202019

QTY	DESCRIPTION	UNIT PRICE	AMOUNT
1	Front and rear brake cables	100.00	100.00
2	New set of pedal arms	25.00	50.00
3	Labor 3hrs	15.00	45.00
Subtotal			195.00
Sales Tax 0.0%			9.75
TOTAL			\$204.75

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

COCKEN COMPUTER SUPPLIES LTD

478.80 Admin (D4)

478.80

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: 00705432

Final approving by
Florian Noiset
02/26/2021



Cloud P2P Automation. Easy. Powerful. Smart.

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 address 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
1	V BELT	V BELT, 75 IN, 3VX750	300.000	18.715	0.000	5,614.50	5,614.50

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	

- Ces informations sont mises à jour automatiquement par le workflow « Commande » de Yooz à chaque action effectuée sur la commande ou sur des factures rapprochées de cette commande. Ceci permet un suivi de l'état de la commande dans une recherche par exemple.

The screenshot displays the Yooz web interface for a purchase order. The main document view shows the following details:

- Document:** Cmd N°22000008 du 03/01/2022 (3588.00) (N° Yooz 338)
- Propriétés:**
 - Nom: Cmd N°22000008 du 03/01/2022 (3588.00)
 - Organisation: Filiale Online (FONLINE)
 - Tiers (Fournisseur, Client, ...): DELL
 - Numéro document: 22000008
 - Type de document: Commande d'achat Yooz
 - Date de document: 03/01/2022
 - Service: [dropdown]
- Adresse de facturation:** Facturation SIÈGE
- Adresse de livraison:** Livraison Siège
- Désignation de la commande:** [empty field]
- Gestion de la réception:**
 - Réception clôturée
 - Commande soldée

The detailed view on the right shows:

- Bon de commande:**
 - N° commande : 22000008
 - Date commande : 3 janvier 2022
 - Demandé par : Sonia Barbier
- DELL**
- 93218 SAINT DENIS CEDEX
France

Réception clôturée : signifie que tout a été réceptionné sur cette commande ou que la réception a été délibérément fermée.

Commande soldée : Signifie que tous les éléments commandés et à recevoir ont bien été facturés et que la commande est donc traitée entièrement. La commande ne sera plus visible pour le rapprochement de factures.

- 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 shows the Yooz web application interface. The top navigation bar includes 'My tasks', 'Capture', 'My exports', and 'Statistics'. A search bar and user profile are on the right. The main content area is titled 'Receive PO goods, PO goods reception (Yooz # 4914)'. It features a 'Properties' sidebar on the left, a central 'Order' card, and a table at the bottom.

Properties:

- Name: PO #22-000008 from 01/14/2022 (5614.50)
- Organizational unit: YOOZUS - USA YOOZDEMO
- Document type: Purchase order Yooz
- Third party (vendor, customer...): \$GRAINGER - GRAINGER
- Document date: 01/14/2022
- Document number: 22-000008

Other purchase data:

- Billing address: Yooz Inc
- Delivery address: Yooz Inc
- Purchase order description: [empty]
- Goods to be received?
- Order cleared (highlighted by callout)
- Closed goods reception

Order Card:

- Purchase order #: 22-000008
- Order Date: January 14, 2022
- Required by: Yooz Admin Demo61
- GRAINGER
1251 HALL COURT
DEER PARK, TX 77536-6558
United States of America

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	5,614.50 DYN - Sales Tax		

Callout 1 (bottom left): Closed goods reception: everything has been received on this order or that the reception has been deliberately closed.

Callout 2 (center): 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.

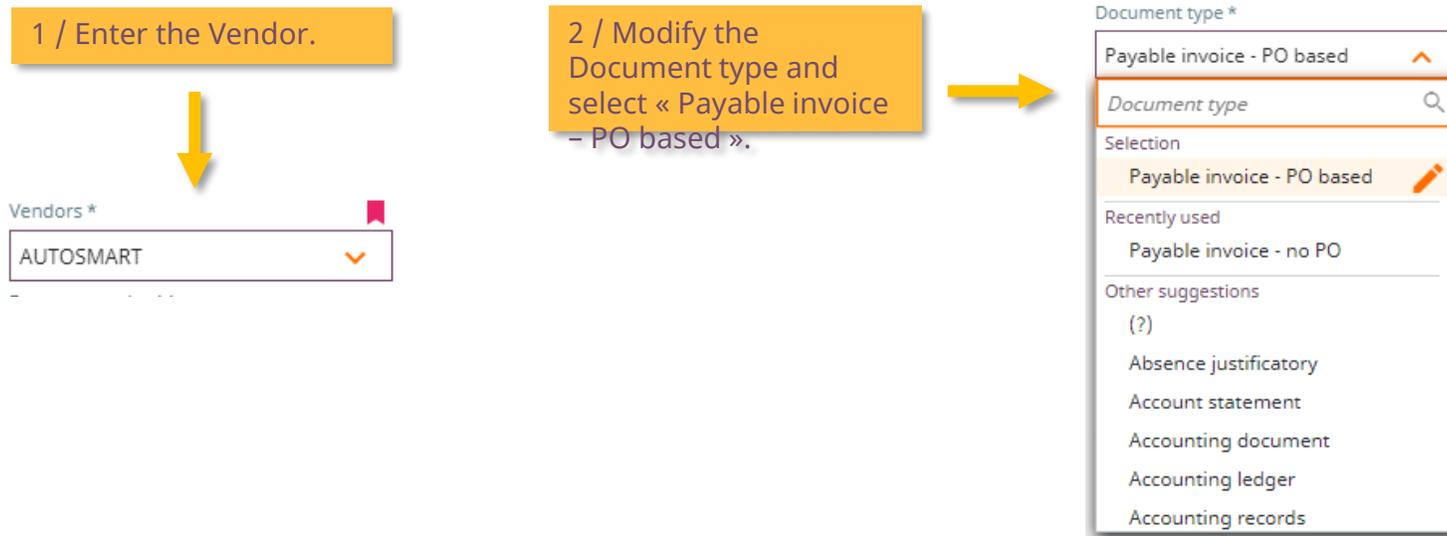
	Use-case 1	Use-case 2	Use-case 3	Use-case 4
Qty ordered	10	10	7	10
Qty received	10	5	7	5
Qty invoiced	10	5	10	10
Status	<p>Reception closed => no more reception task.</p> <p>The reconciled invoice can be processed.</p> <p>PO closed => no more work to be done on the PO.</p>	<p>Option 1: The supplier will not deliver more than 5 articles => 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 => 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 => 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 => 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 => no more work to be done on the order. Invoice quantity will be modified according to the quantity received or rejected.</p>



Cloud P2P Automation. Easy. Powerful. Smart.

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...

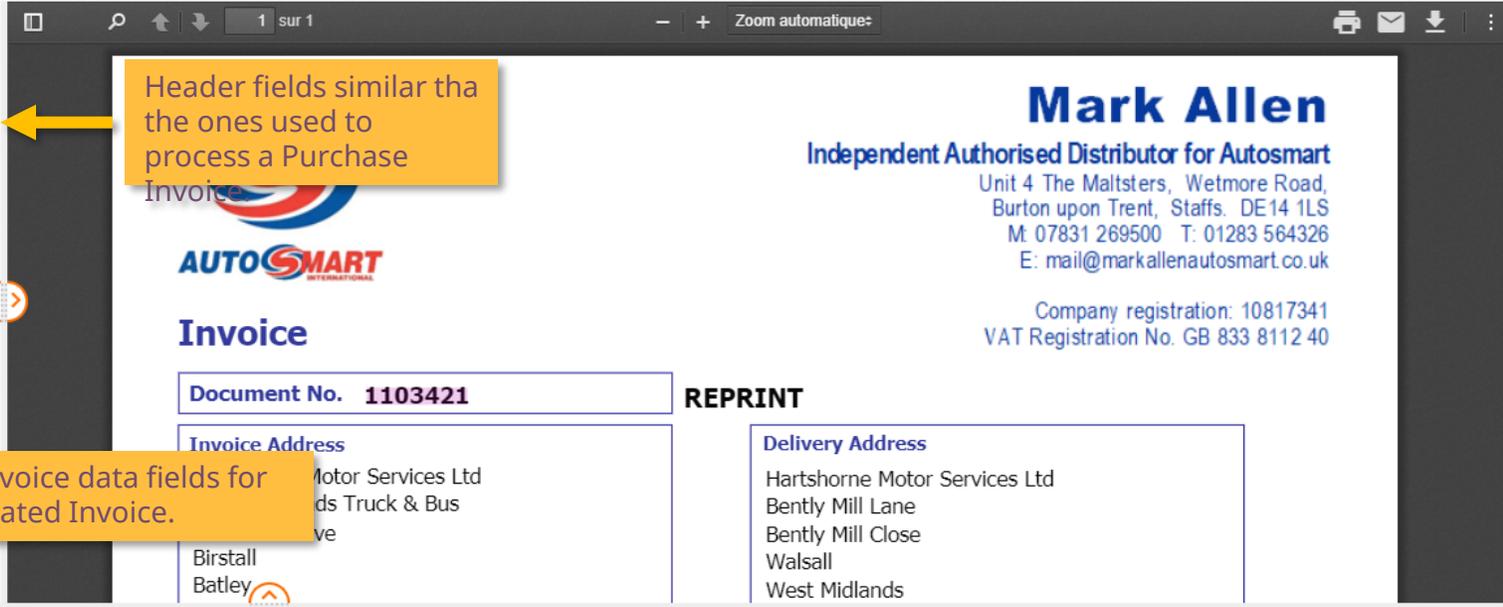
Properties

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

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

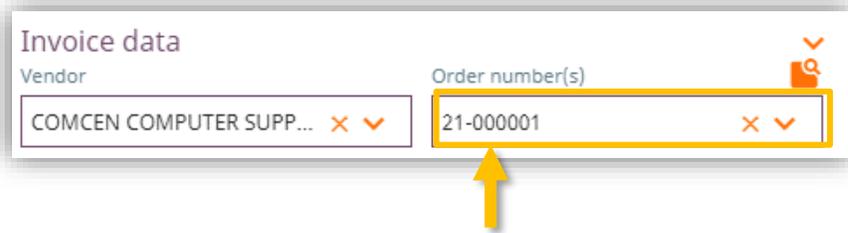
Invoice data

Vendor

COMCEN COMPUTER SUPP... x v

Order number(s)

21-000001 x v



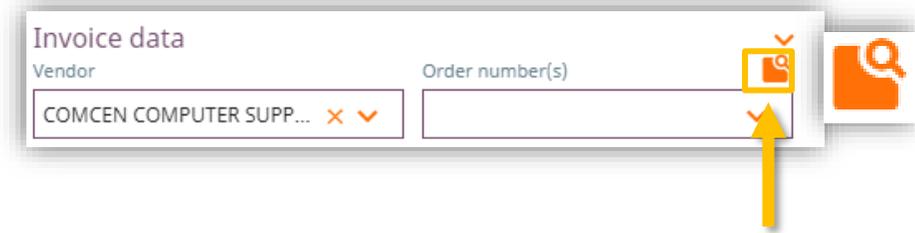
If the Order number is read on the Invoice, then Yooz will insert it automatically.

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) ✕

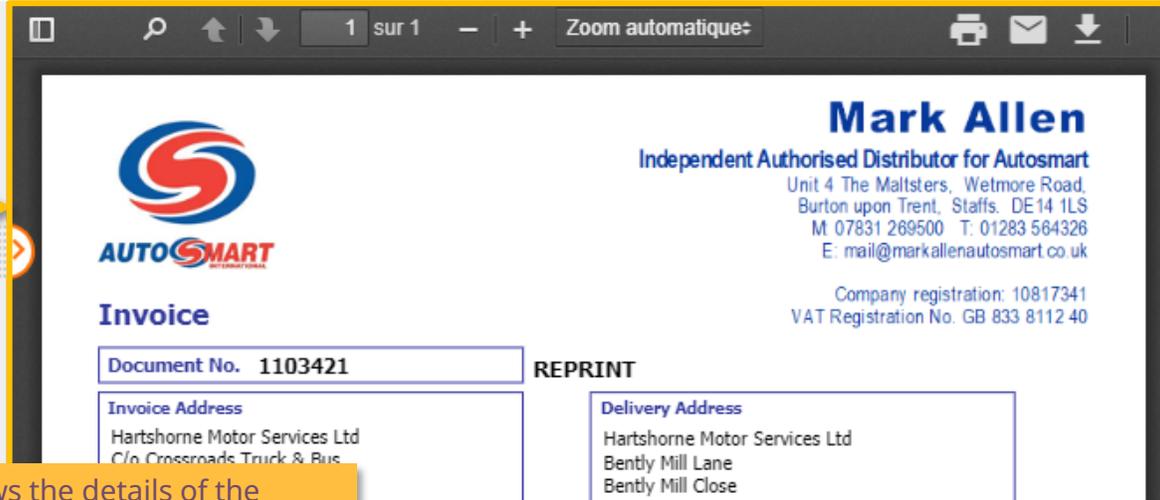
3 Attach the Order(s) to the Invoice. ➔

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.



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).

Amount of selected lines: 1,197.60

<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				

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

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...

© Yooz 2021 - Confidential

Questions / Answers