Cloud P2P Automation. Easy. Powerful. Smart.

Yooz Rising Training - Business Edition

Module 10: Purchase Management

Objective and duration of the training

- 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
- Prerequisites
  - Having completed the "Documents’ Review" and "Documents’ Approval" modules (module 7 and module 8)
- 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

Training plan

- 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
- Receipt the Goods of a PO
- 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

Cloud P2P Automation. Easy. Powerful. Smart.

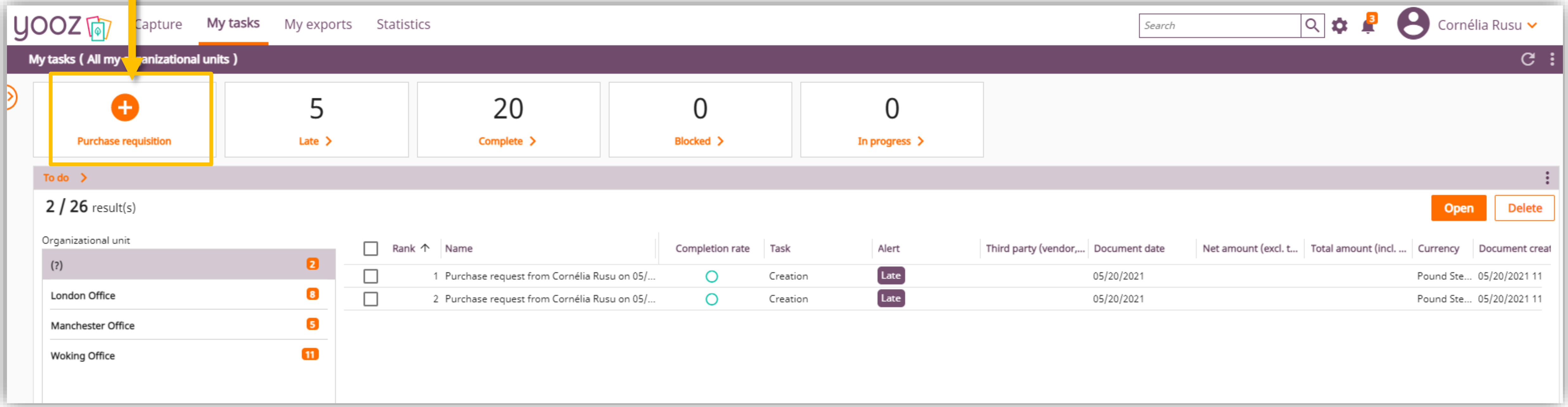
Raising a Purchase requisition

Cloud P2P Automation. Easy. Powerful. Smart.

Creation of a Purchase requisition (1/2)

- 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.



Cloud P2P Automation. Easy. Powerful. Smart.

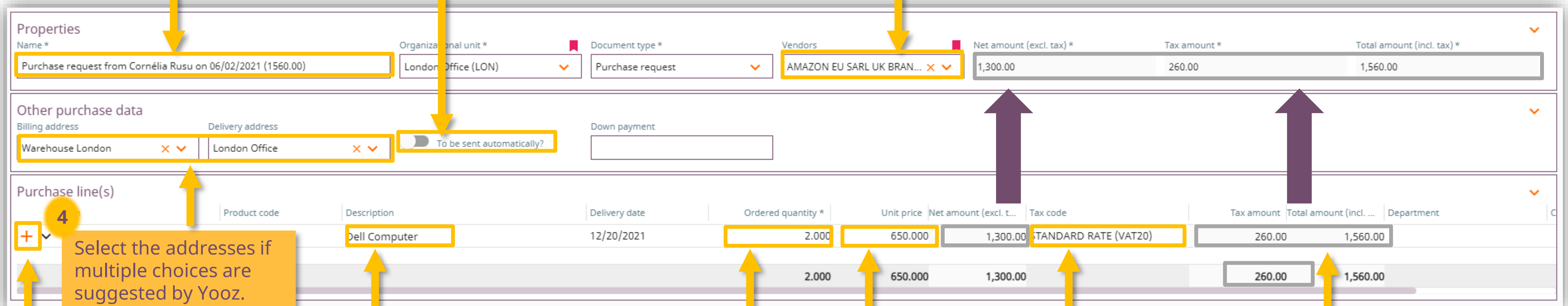
Creation of a Purchase requisition (2/2)

- 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.

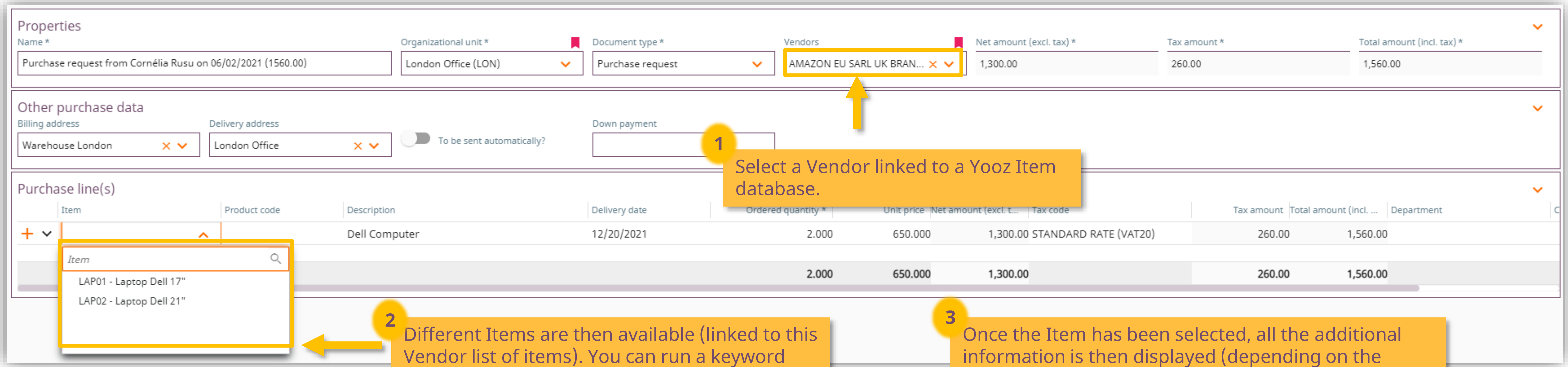
5 Create the item lines item for your Purchase requisition (1 minimum line is mandatory).

6 Enter the data to express your need:
- Description,
- Ordered quantity,
- Unit price,
- Tax code.

7 Amounts automatically recalculated.

Creation of a Purchase requisition with an Item database

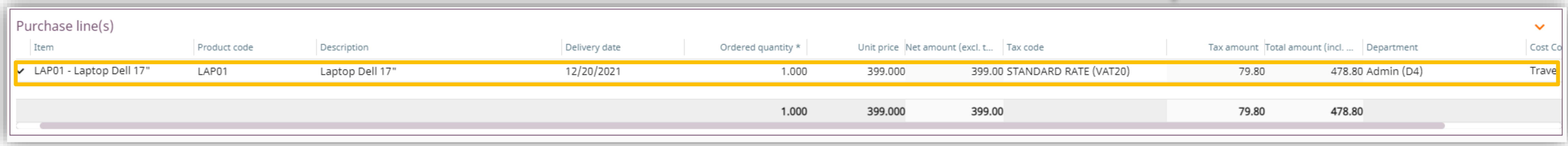
- Enter the data to express the need using a pre-existing Item database



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).



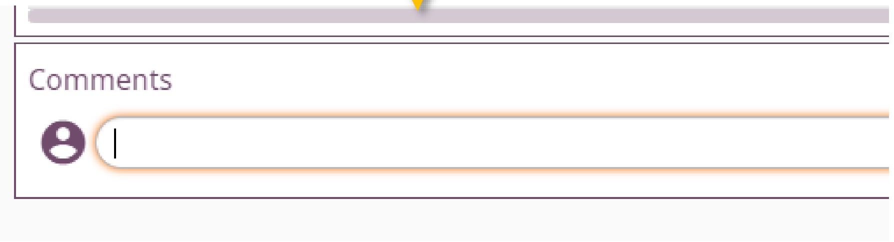
Actions associated with the creation of a Purchase requisition

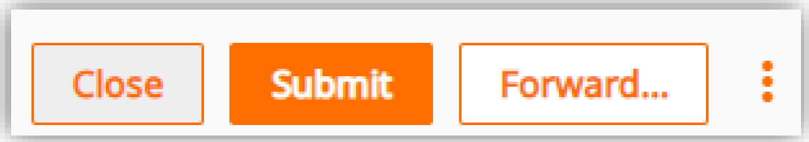
- The main actions:

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.

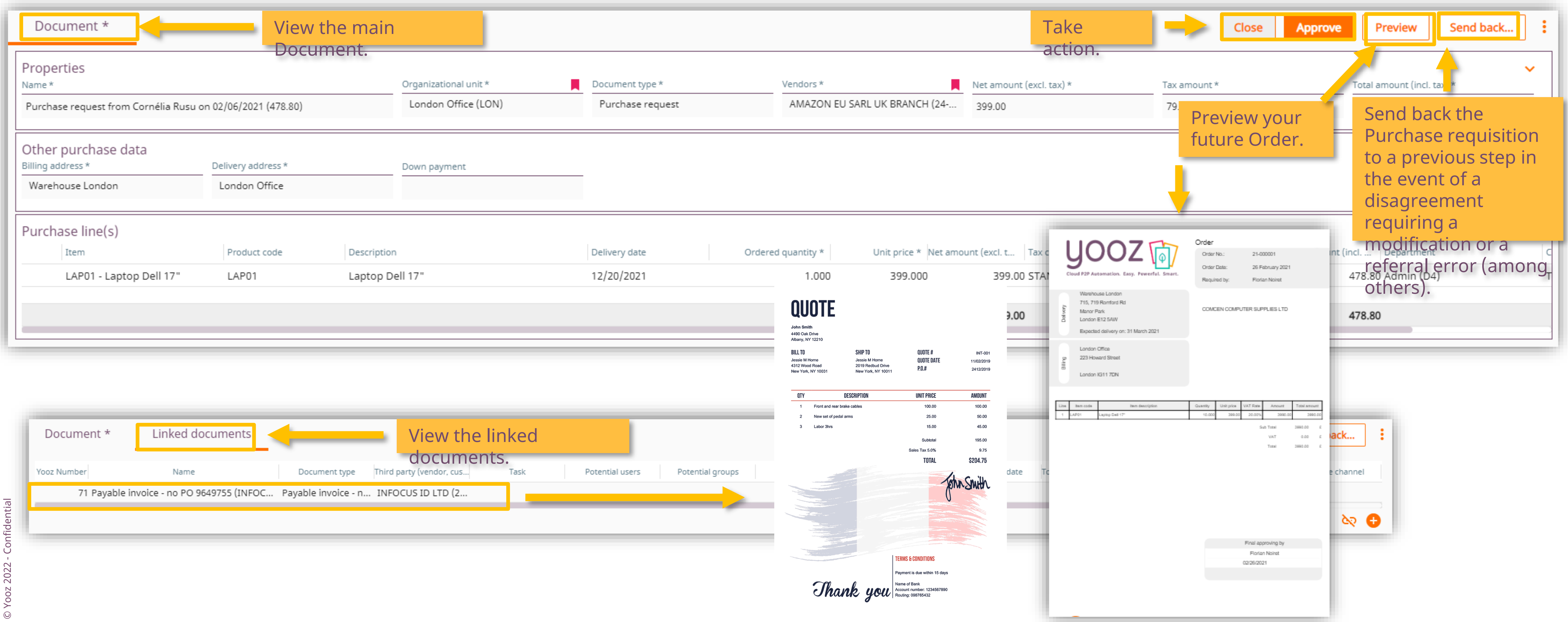
- There may be multiple steps for creating / reviewing / submitting a Purchase requisition depending on the requested process. The actions will be the same at each step.

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).

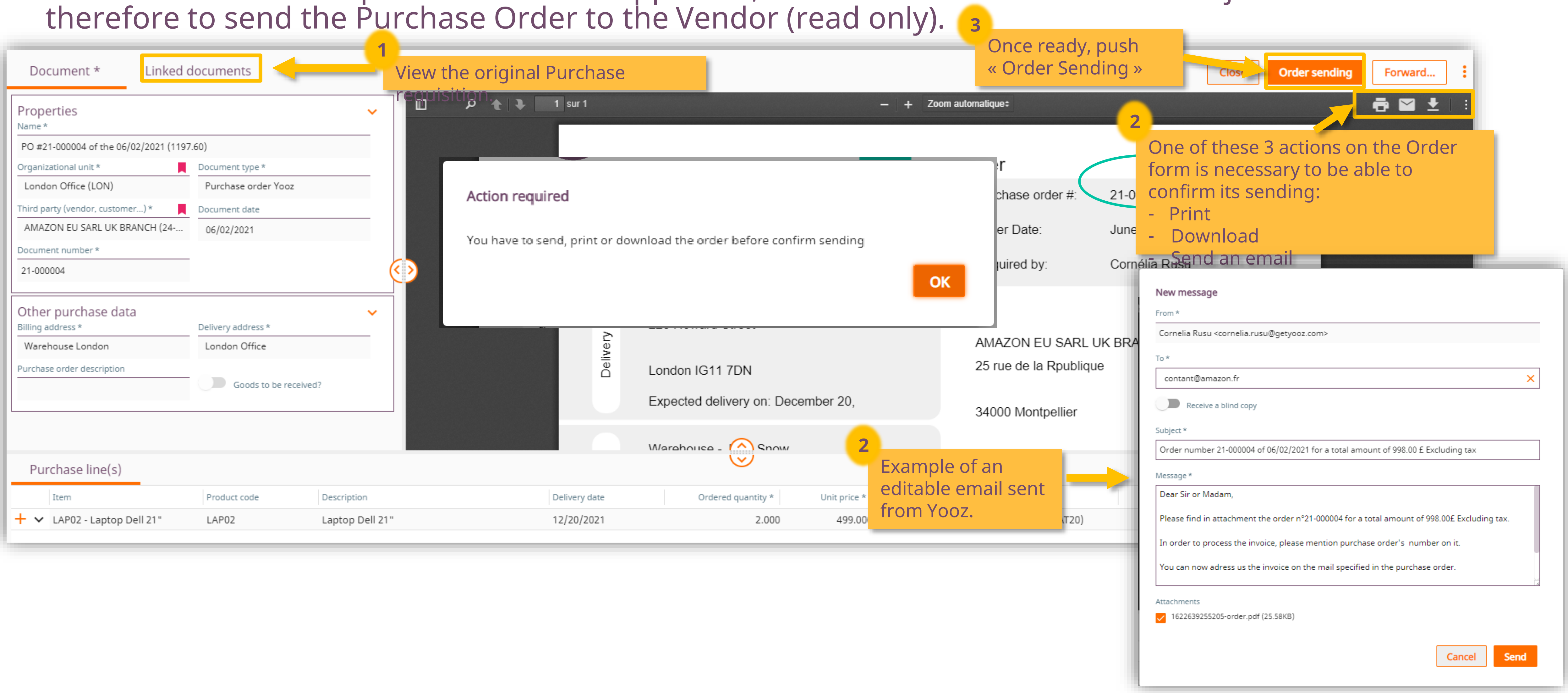


Cloud P2P Automation. Easy. Powerful. Smart.

Sending an Order

Sending an order

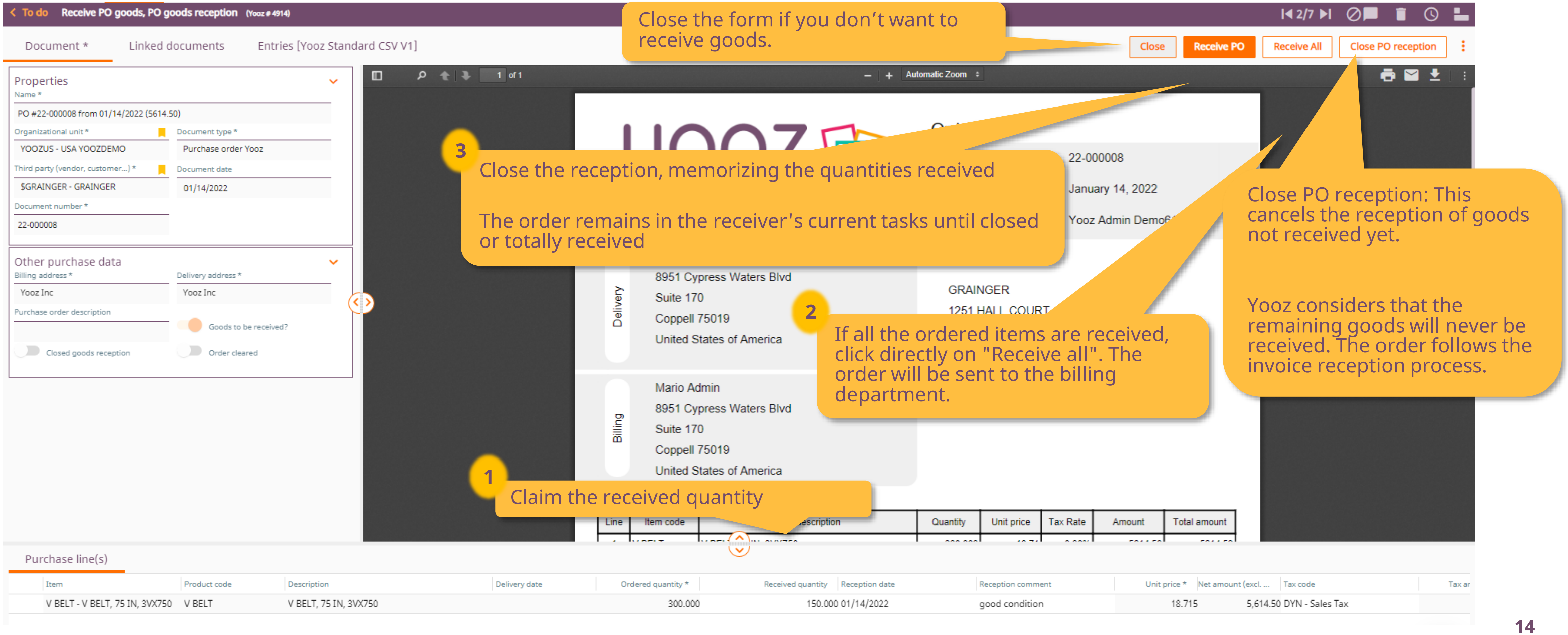
- Once the Purchase requisition has been approved, an Order is then created. The objective here is therefore to send the Purchase Order to the Vendor (read only).



Goods Reception

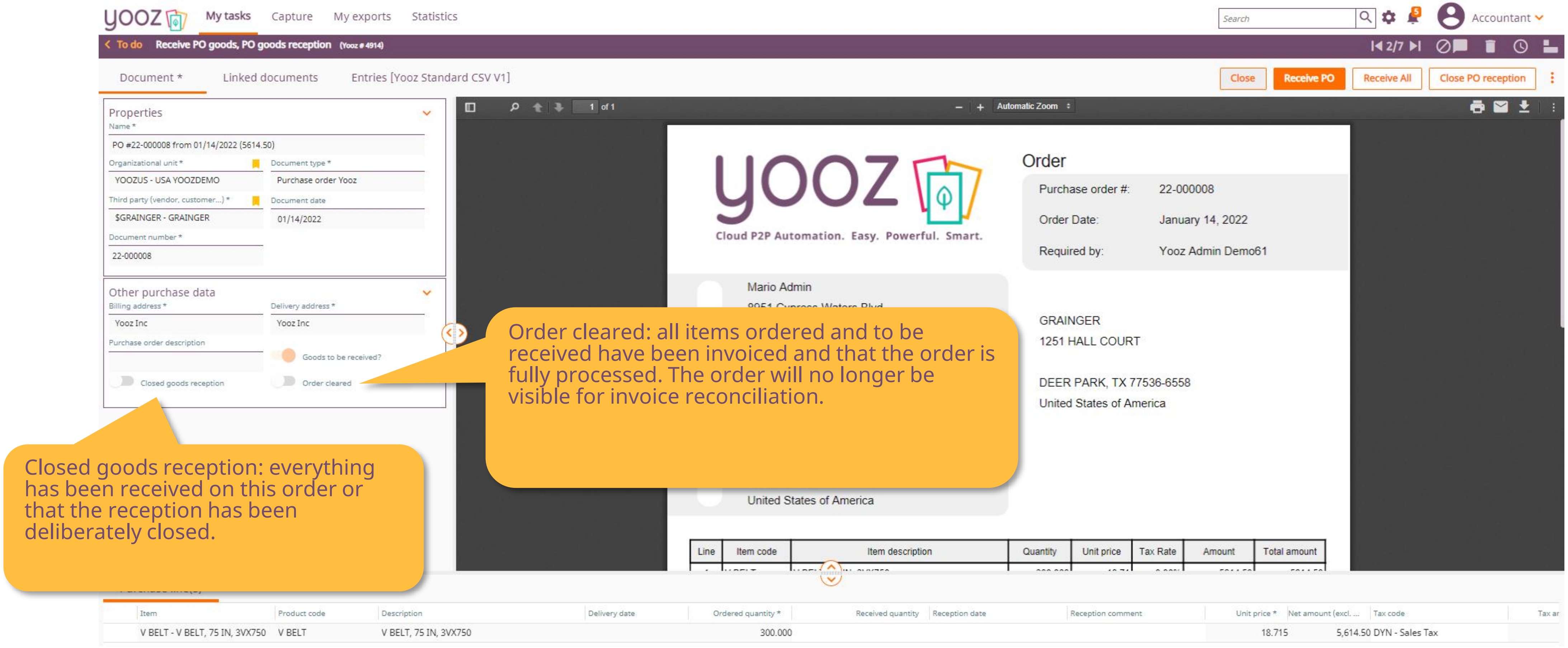
Goods Reception

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



PO Status Information

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



Main Use-cases

	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	Reception closed => no more reception task. The reconciled invoice can be processed. PO closed => no more work to be done on the PO.	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. 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.	Reception closed => no more reception tasks. 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) PO closed => no more work to be done on the order.	Reception still active: waiting for goods to be received. 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) 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.

Cloud P2P Automation. Easy. Powerful. Smart.

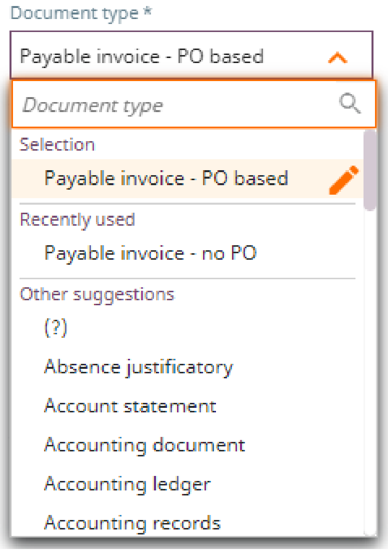
Reconciling Invoice and Order

Identification of the type of Invoices

- 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:

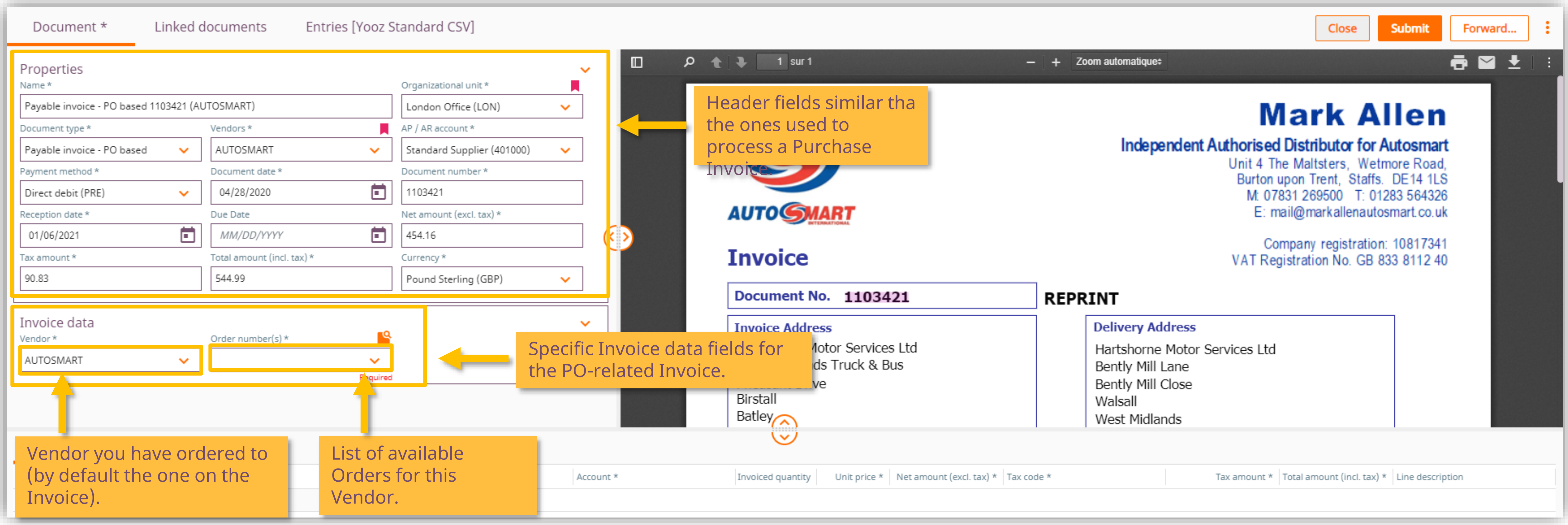
1 / Enter the Vendor.

2 / Modify the Document type and select « Payable invoice – PO based ».



Cloud P2P Automation. Easy. Powerful. Smart.

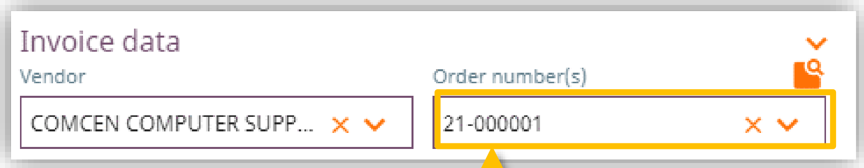
Matching a Purchase Order against an Invoice



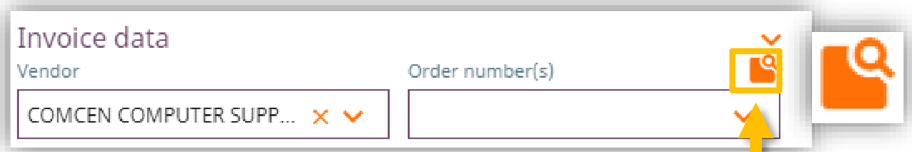
Cloud P2P Automation. Easy. Powerful. Smart.

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



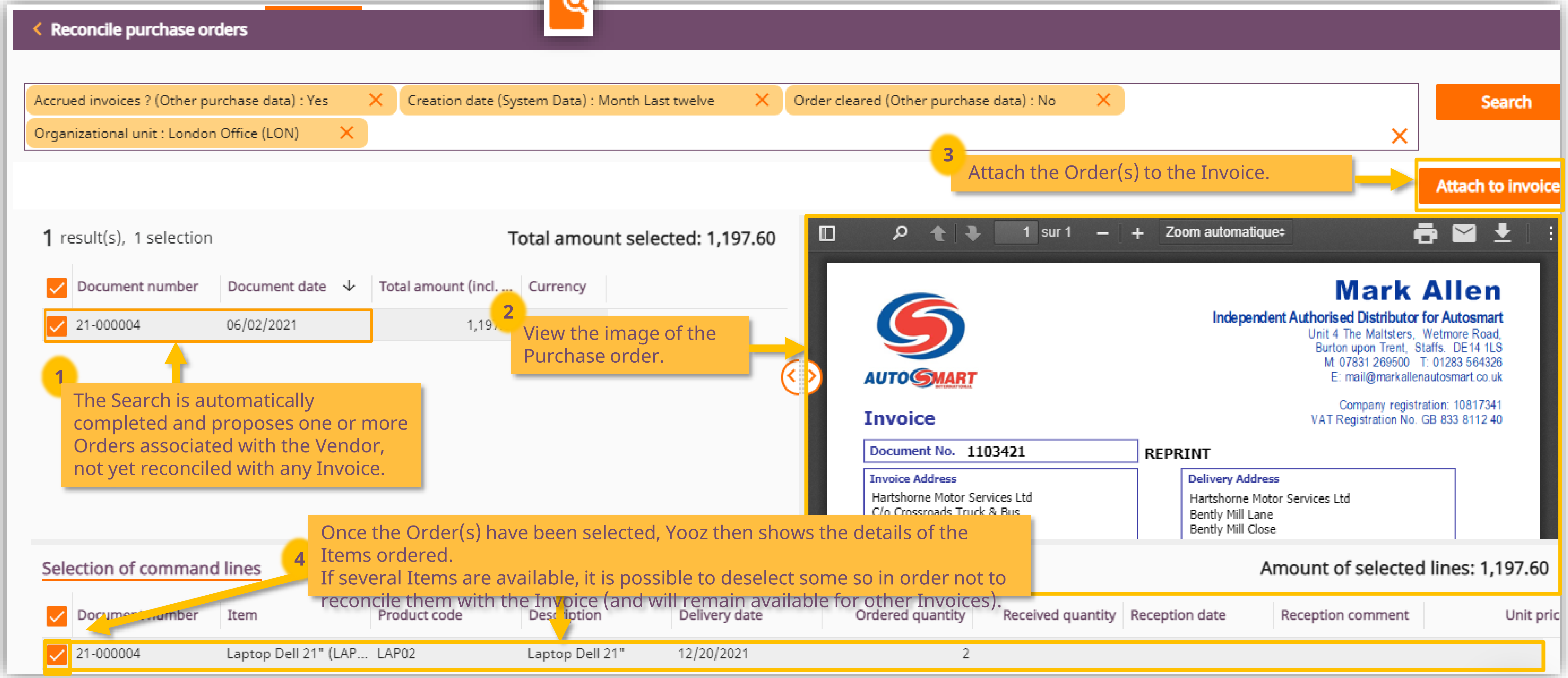
If the Order number is read on the Invoice, then Yooz will insert it automatically.



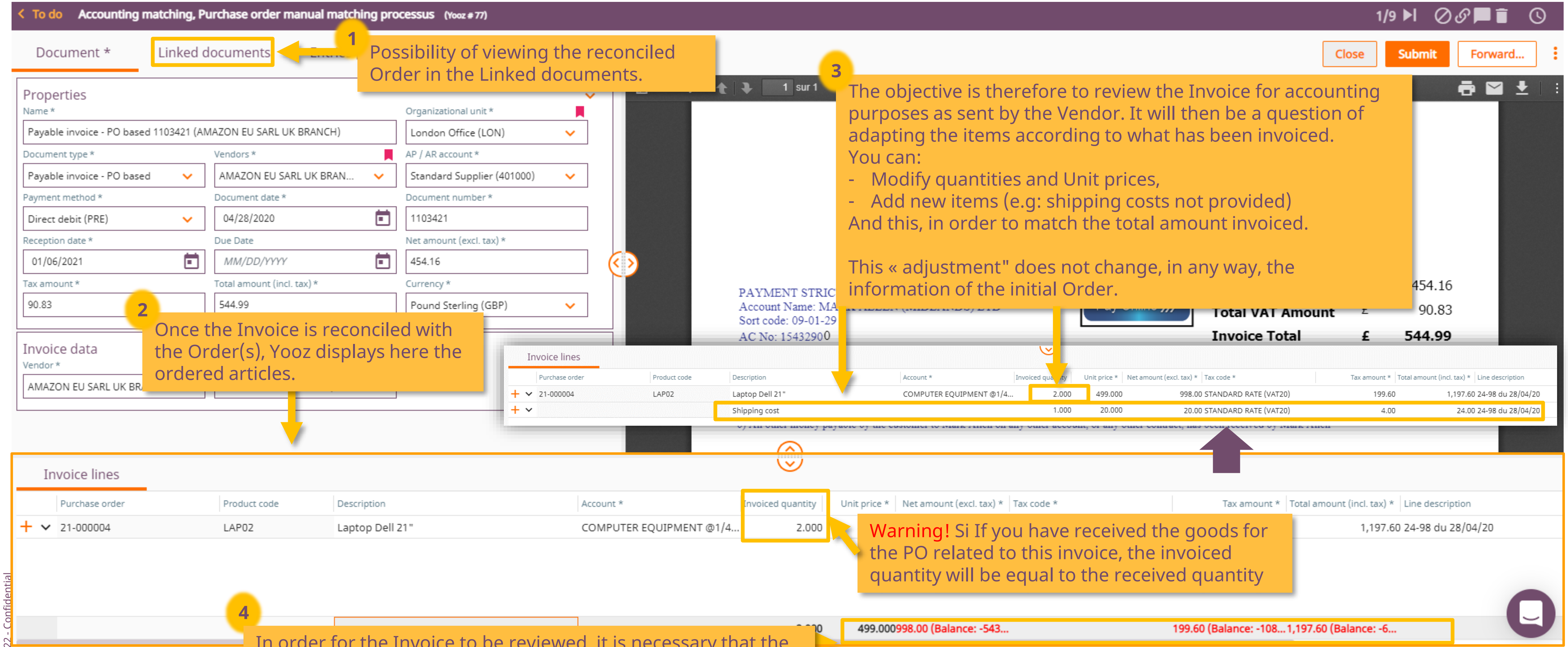
If the Order number is not on the Invoice or if Yooz failed to read it, then you may Search manually the associated Order.

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



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.

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

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.

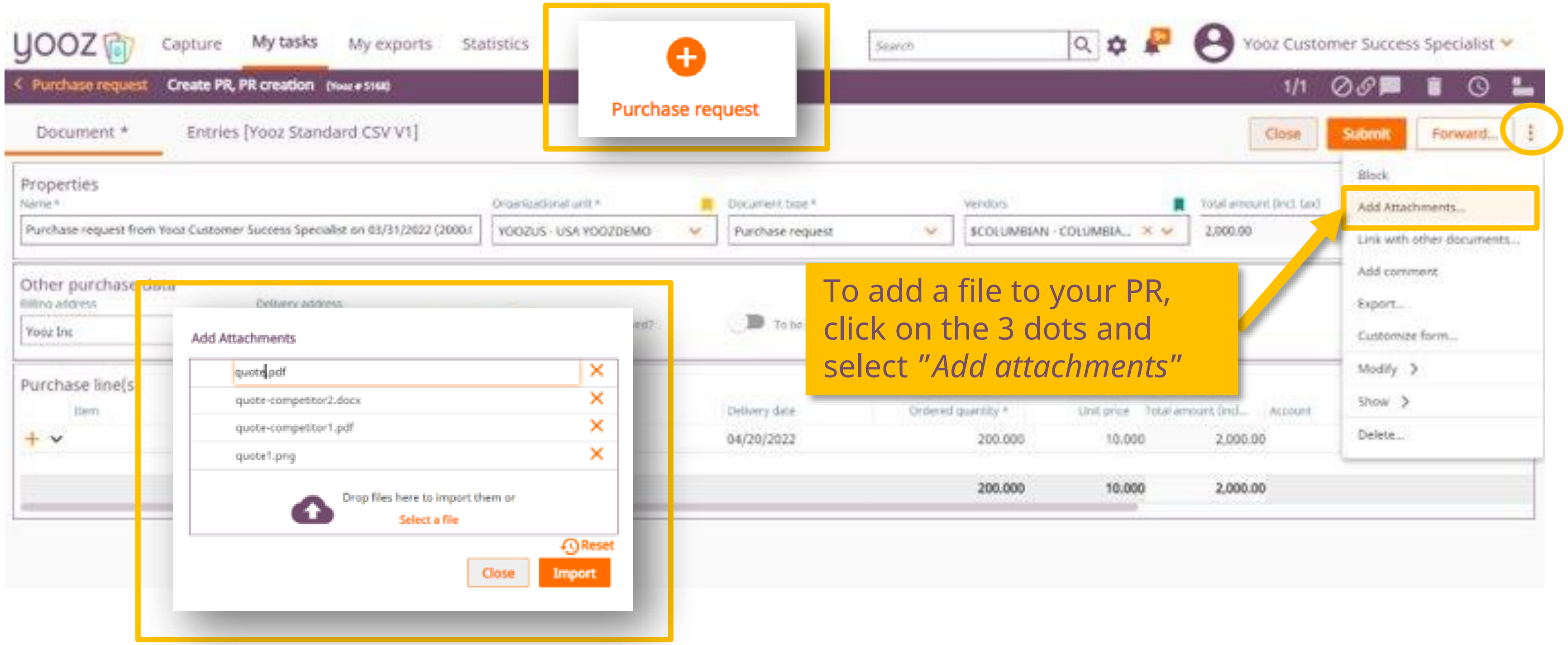
s < Préférences pour le traitement des documents < Commandes d'achats

New feature: the Attachment Add-on

Cloud P2P Automation. Easy. Powerful. Smart.

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

yooz

Cloud P2P Automation. Easy. Powerful. Smart.

Questions / Answers