

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

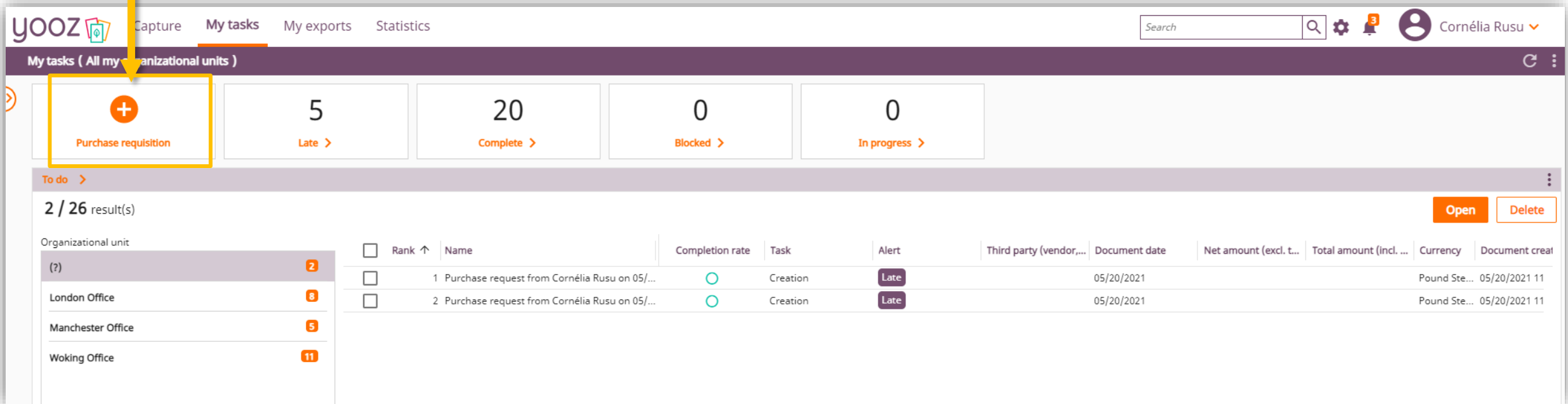
- Raising a Purchase requisition
 - Creation of a Purchase requisition
 - Creation of a Purchase requisition with Item database
 - Actions associated with the creation of a Purchase requisition
- Approving a Purchase requisition
- Sending an Order
- Receipt the Goods of a PO
- Reconciling Invoice and 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

Raising a Purchase requisition

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.



The screenshot shows the yooz application interface. The top navigation bar includes 'Capture', 'My tasks', 'My exports', and 'Statistics'. The 'My tasks' section is active, displaying a summary of tasks across four categories: 'Late' (5), 'Complete' (20), 'Blocked' (0), and 'In progress' (0). A yellow box highlights the '+' icon for 'Purchase requisition'.

Below the summary, the 'To do' section shows 2 / 26 result(s). The table lists tasks with columns for Organizational unit, Rank, Name, Completion rate, Task, Alert, Third party (vendor,...), Document date, Net amount (excl. t...), Total amount (incl. ...), Currency, and Document creat.

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/...		Creation	Late		05/20/2021			Pound Ste...	05/20/2021 11
		2 Purchase request from Cornélia Rusu on 05/...		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				Other purchase data			Purchase line(s)												
Name *	Organizational unit *	Document type *	Vendors	Net amount (excl. tax) *	Tax amount *	Total amount (incl. tax) *	Billing address	Delivery address	Down payment	Product code	Description	Delivery date	Ordered quantity *	Unit price	Net amount (excl. tax) *	Tax code	Tax amount	Total amount (incl. tax) *	Department
Purchase request from Cornélia 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	Warehouse London	London Office	☐ To be sent automatically?										
											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 *

Purchase request from Cornélia Rusu on 06/02/2021 (1560.00)

Organizational unit *

London Office (LON)

Document type *

Purchase request

Vendors

AMAZON EU SARL UK BRAN... 

Net amount (excl. tax) *

1,300.00

Tax amount *

260.00

Total amount (incl. tax) *

1,560.00

Other purchase data

Billing address

Warehouse London 

Delivery address

London Office 

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"	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:



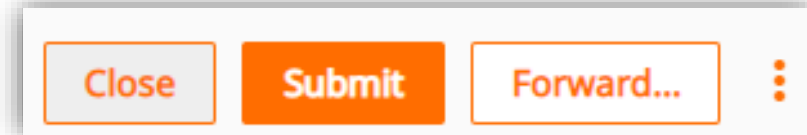
Link a document to your Purchase requisition, for example a quote.

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.

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	79.00	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. t...	Tax
LAP01 - Laptop Dell 17"	LAP01	Laptop Dell 17"	12/20/2021	1.000	399.000	399.00	STA

QUOTE

John Smith
4400 Oak Drive
Albany, NY 12210

BILL TO
Jessica M Home
4310 Wood Road
New York, NY 10011

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

QUOTE #
P.O.#

QUOTE DATE
24/02/2019

INT-001
11/02/2019

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 5.0%			9.75
TOTAL			\$204.75

TERMS & CONDITIONS
Payment is due within 15 days

Thank you

Name of Bank
Account number: 1234567890
Routing: 098765432

Order

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

Warehouse London
715, 719 Romford Rd
Manor Park
London E12 5AW
Expected delivery on: 31 March 2021

COMCEN COMPUTER SUPPLIES LTD

London Office
223 Howard Street
London IG11 7DN

Final approving by
Florian Noiset
02/26/2021

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...			

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 Once ready, push « Order Sending »

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

- Print
- Download
- Send an email

Action required

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

Example of an editable email sent from Yooz.

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

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

The screenshot displays the Yooz application interface for PO reception. The left sidebar contains two main sections: 'Properties' and 'Other purchase data'. The 'Properties' section includes fields for Name, PO number, Organizational unit, Document type, Third party, Document date, and Document number. The 'Other purchase data' section includes Billing address, Delivery address, Purchase order description, and checkboxes for 'Goods to be received?' and 'Order cleared'. The main content area shows 'Delivery' and 'Billing' details for a specific PO. The bottom section displays a table for 'Purchase line(s)' with columns for Item, Product code, Description, Delivery date, Ordered quantity, Received quantity, Reception date, Reception comment, Unit price, Net amount, Tax code, and Tax amount.

Three numbered callouts provide instructions for the reception process:

- 1** Claim the received quantity: This callout points to the 'Purchase line(s)' table at the bottom of the screen.
- 2** If all the ordered items are received, click directly on "Receive all". The order will be sent to the billing department. This callout points to the 'Receive All' button in the top right corner.
- 3** Close the reception, memorizing the quantities received. The order remains in the receiver's current tasks until closed or totally received. This callout points to the 'Close PO reception' button in the top right corner.

Additional callouts include:

- 'Close the form if you don't want to receive goods.' pointing to the 'Close' button.
- 'Close PO reception: This cancels the reception of goods not received yet.' pointing to the 'Close PO reception' button.
- 'Yooz considers that the remaining goods will never be received. The order follows the invoice reception process.' pointing to the 'Close PO reception' button.

- 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.

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

☐ Closed goods reception

☒ Order cleared

Order

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

Mario Admin
8051 Cypress Waters Blvd
United States of America

Table 1: Item Details

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		

Table 2: PO Status Summary

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				18.715	5,614.50 DYN - Sales Tax		

Callout 1: 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.

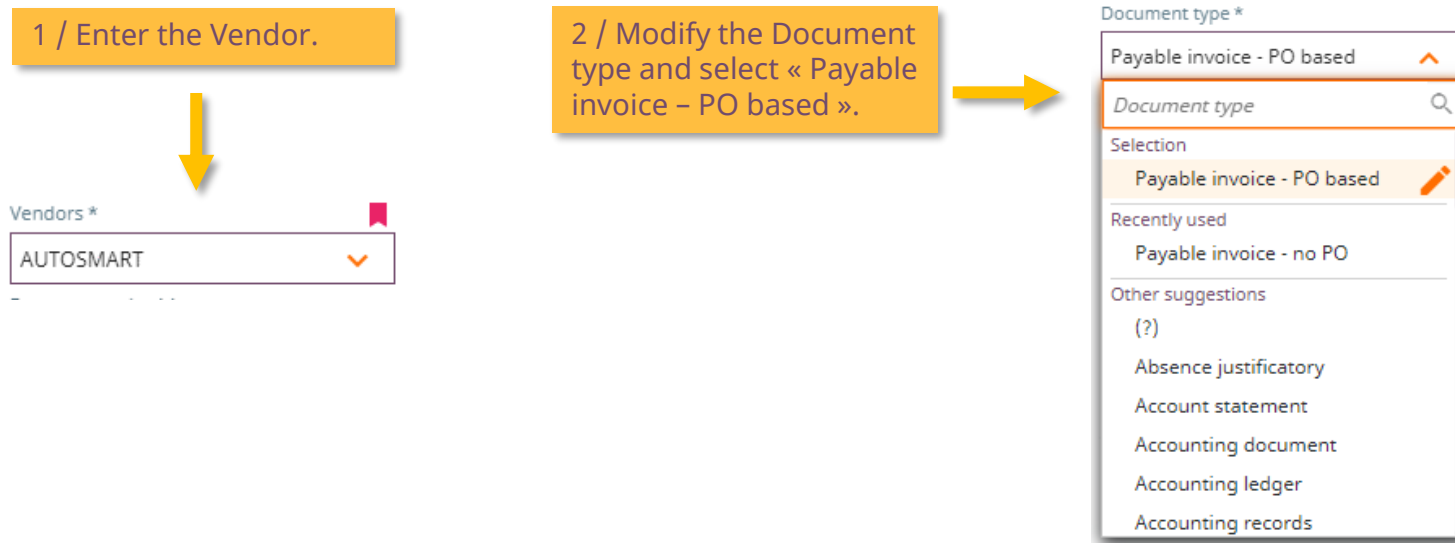
Callout 2: Closed goods reception: everything has been received on this order or that the reception has been deliberately closed.

	Use-case 1	Use-case 2	Use-case 3	Use-case 4
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.

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:



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

Mark Allen
Independent Authorised Distributor for Autosmart
Unit 4 The Maltsters, Wetmore Road,
Burton upon Trent, Staffs. DE14 1LS
M: 07831 269500 T: 01283 564326
E: mail@markallenaautosmart.co.uk

Company registration: 10817341
VAT Registration No. GB 833 8112 40

Invoice

Document No. 1103421

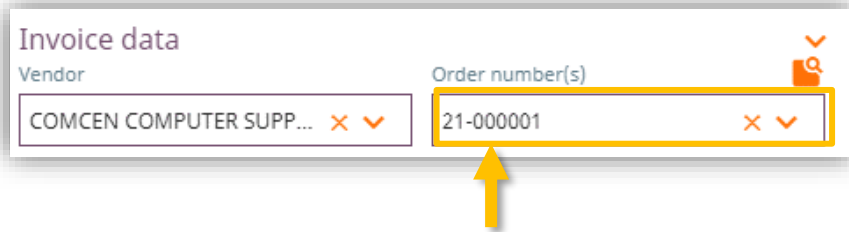
REPRINT

Invoice Address
Hartshorne Motor Services Ltd
Bently Mill Lane
Bently Mill Close
Walsall
West Midlands

Delivery Address
Hartshorne Motor Services Ltd
Bently Mill Lane
Bently Mill Close
Walsall
West Midlands

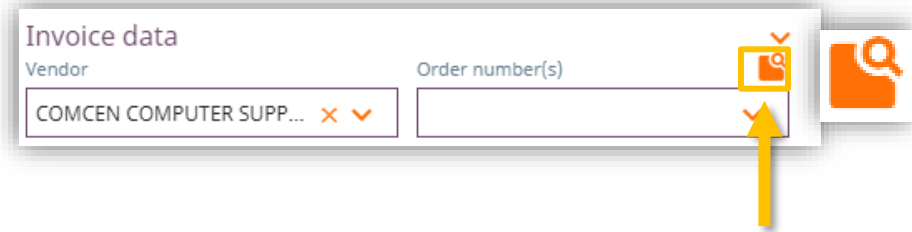
Association of Invoice and Order(s)

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



The screenshot shows the 'Invoice data' section of the Yooz interface. It includes a 'Vendor' dropdown menu with 'COMCEN COMPUTER SUPP...' selected, and an 'Order number(s)' text input field containing '21-000001'. A yellow arrow points to the 'Order number(s)' field. A magnifying glass icon is visible in the top right corner of the 'Order number(s)' field.

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



The screenshot shows the 'Invoice data' section of the Yooz interface. It includes a 'Vendor' dropdown menu with 'COMCEN COMPUTER SUPP...' selected, and an empty 'Order number(s)' text input field. A yellow arrow points to the 'Order number(s)' field. A magnifying glass icon is visible in the top right corner of the 'Order number(s)' field.

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

- 

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Manual Reconciliation of Invoice and Order (2/2)

< To do Accounting matching, Purchase order manual matching processus (Yooz # 77) 1/9

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

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	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

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

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

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

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.

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

[Préférences pour le traitement des documents](#) [Commandes d'achats](#)

New feature: the Attachment Add-on

- ## 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