

Yooz Rising training – Business Edition

Module 1:
Manage Organizational units,
Masterdata and Exports

■ Objective of the training

- Provide the knowledge to create and manage Organizational units and their associated Masterdata in Yooz Rising.

■ Prerequisites

- None.

■ Targeted audience

- This training is for administrators.

■ Duration

- 45-minutes.

■ Your Organizational units

- Accessing your Organizational unit
- Adding your first Organizational unit
- Managing your Organizational units
 - Properties,
 - Identification data,
 - Settings: Document's processing preferences – Invoices and credits – Tax configuration – Accounting – Accounting lines – Dimension.

■ Your Masterdata

- Displaying your Masterdata: by Organizational unit or for all
- Editing your Masterdata
- Importing a Masterdata list

■ Export Settings

- Accessing the Export
- Exports' properties

Your Organizational units

- With an administrator Role or at least a permission giving access to set-up features, you will be able to access to the administration settings from the home page, at the top right of the screen.








- Main roles allowing access to the settings : Administrator or Extended Accountant
 - Note : the number of submenus of the settings screen depends on your role and your permissions. For example, an admin will see everything, but an accountant will only have access to the functional settings.

NB : Extended Accountant: this Role grants you access to functional settings in addition to the accountant role.

Adding your first Organizational unit



Application : yoozdemorefrising2 Change application

yooz  Capture My tasks My exports Statistics    Admin Admin 

















Settings

In one click, access to the most frequent functions

[Import a list...](#)
(Organizational units, users, masterdata, ...)


[Add organizational unit...](#)  





Access all the settings of your application

-  **Organizational Units**
Addresses, contacts and identification properties of organizational units 
- Who ?**
-  **Roles**
List of roles and definition of associated permissions 
-  **User groups** 
-  **Users** 
-  **Referentials**
Access to all manipulated and referenced data in your application 
-  **Interoperability**
Imports, exports, distant services, ... 
-  **Processes** 
-  **Parameters** 

Let's practice: connect to Yooz and click on « Add Organizational unit ». Let yourself guided by the product tour.



yooz  Capture My tasks My exports Statistics

Search     Elisabeth ▼


Settings

In one click, access to the most frequent functions


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


Add organizational unit...


Access all the settings of your application


 **Organizational Units** >
Addresses, contacts and identification properties of organizational units


Who ?

 **Roles** >
List of roles and definition of associated permissions


 **User groups** >

 **Users** >

 **Referentials** >
Access to all manipulated and referenced data in your application

 **Interoperability** >
Imports, exports, distant services, ...


What ?


 **Document types** >

Data blocks >

Access your Organizational units.





Access your Settings.



yooz

CaptureMy tasksMy exportsStatistics

Search

 Domitille Van Dijk




< Settings

Organizational units

+

⋮


3 result(s)


Name	↑	Code	Completion rate
London Office		LON	
Manchester Office		MAN	
Woking Office		WOK	





Your Organizational units: click on one of them to access its properties.

The Completion rate corresponds to the data collected:

- Green Flag: sufficient data for OCR recognition,
- Yellow Flag: unsufficient data for optimized OCR recognition,
- Red Flag: unexisting data for optimized OCR recognition.



yooz  Capture My tasks My exports Statistics

Search     Domitille Van Dijk ▾

< Organizational units London Office

Properties * Identification data Settings Masterdata Dimension

Cancel Save

Organizational unit properties

Code * Name * Operational (to process documents) ☒

Manage automated allocations values locally ☒

Main address Main bank account

Parent organizational unit Subsidiary code

Contacts properties

	Name	Job title	Phone number	Fax number	Contact email
+ ▾					


You can choose if the Automated allocations values should be managed globally (all Organizational units) or locally (only this Organizational unit).




Your Organizational unit can be shelved.

If it is a sister Organizational unit, fill in here the name of the parent Organizational unit and the code to consider. Therefore, the sister Organizational unit will inherit the various Masterdata of its parent's Organizational unit.



- Go on the « Identification data » tab: this data, recognized on the document, will enable the Organizational unit to be recognized as so (and not as a supplier).


[Capture](#)
[My tasks](#)
[My exports](#)
[Statistics](#)



 Domitille Van Dijk

[< Organizational units](#)
London Office

[Properties *](#)
[Identification data](#)
[Settings](#)
[Masterdata](#)
[Dimension](#)

Identification data (visible on the document)

Disable automated identification for this element
 ☐

Name

Siret, EIN, CIF/NIF, ...

Siren, business ID, ...

Tax ID number, ...

Address (1st line)


Address (2nd line)

Zip code

City

State

You will find here all the data that will be read or to read on the document. Those data will enable an optimized OCR recognition.



Yooz suggests...

Name

Siret, EIN, CIF/NIF, ...

Siren, business ID, ...

Tax ID number, ...

Address (1st line)



Address (2nd line)

Zip code

City

State

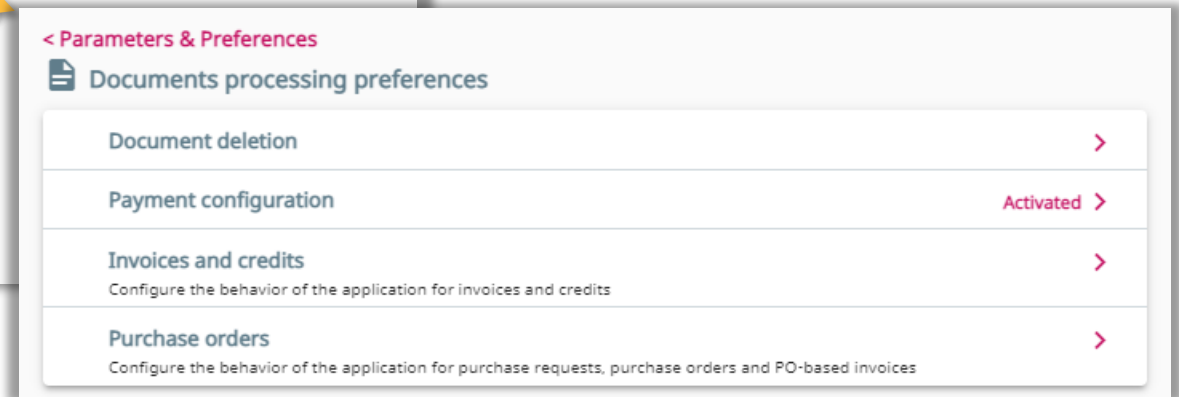
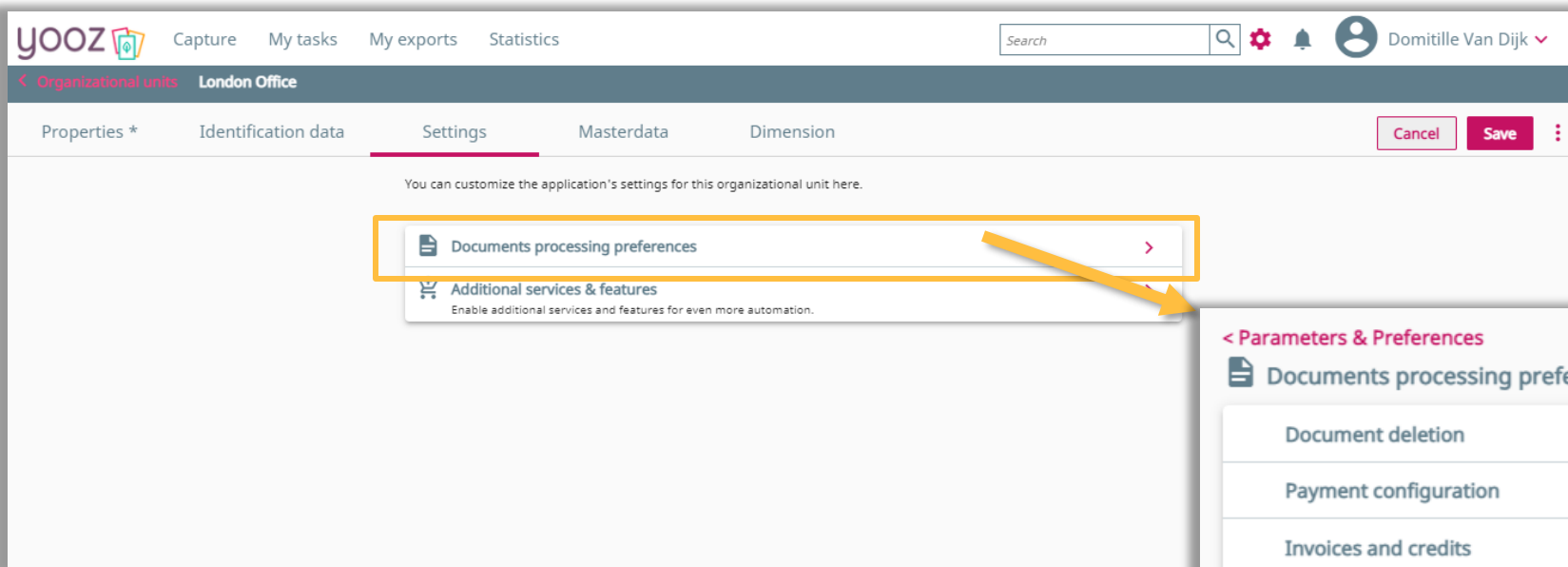
Here will be suggested some data coming from the Yooz Rising mutualised database. You will be able to select and/or pick one, several or all data.

Cancel

Save

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Manage Documents processing preferences for the Organizational unit.
You will be able to:

- Manage Documents deletion,
- Manage Payment configuration,
- Configure the behaviour of the application for Invoices and credits,
- Configure the behaviour of the application for Purchase requests, Purchase orders and PO-based invoices.

Settings: Document's processing preferences

< Parameters & Preferences

Documents processing preferences

Document deletion

Payment configuration

Invoices and credits

Purchase orders

< Parameters & Preferences < Documents processing preferences

Document deletion

Notify when a document is deleted

Activated

Activate to notify the owner when their document is deleted.

< Parameters & Preferences

Documents processing preferences

Document deletion



Payment configuration

Activated >

Invoices and credits

Configure the behavior of the application for invoices and credits



Purchase orders

Configure the behavior of the application for purchase requests, purchase orders and POs

< Parameters & Preferences < Documents processing preferences

Invoices and credits

Configure the behavior of the application for invoices and credits

Authorized delay for documents reception
(days)

300

Accounting currency

Pound Sterling (GBP)

Purchasing: debit/credit inversion
according to the account

^7

Sales: debit/credit inversion according to
the account

^6

Alert threshold for too high amount

100,000.00

Alias for invoice

FA

Alias for credit

AV

Tax configuration



Accounting parameters



Offset GL line auto-description settings

Activated >

AP / AR line auto-description settings

Deactivated >

< Parameters & Preferences < Documents processing preferences

Invoices and credits

Configure the behavior of the application for invoices and credits

Authorized delay for documents reception (days)

300

Notify old documents when the date is superior to the number of days authorized.

Accounting currency

Pound Sterling (GBP)

Define the Accounting currency.

Purchasing: debit/credit inversion according to the account

^7

Sales: debit/credit inversion according to the account

^6

Activate the automatic mechanism that allows to change the amount on certain lines of accounts into its negative, according to the context.

Alert threshold for too high amount

100,000.00

Alias for invoice

FA

Alias for credit

AV

Alert threshold: write in here the amount from which you want to be notified.

Tax configuration

Accounting parameters

Offset GL line auto-description settings

AP / AR line auto-description settings

Activated >

Deactivated >

■ In « Invoices and credits » click on « Tax configuration »

< Parameters & Preferences < Documents processing preferences < Invoices and credits

Tax configuration

Tax interpretation on documents	Purchasing: tolerance amount on tax	Sales: tolerance amount on tax	Purchasing: record gap on account
According to the indicated ra... ▼	0.00	0.00	▼
Sales: record gap on account	Default payables tax profile	Default receivables tax profile	
▼	▼	▼	

Configure the tolerance amount in terms of gap on the VAT between the amount that has been calculated and the one appearing on the invoice (for purchasing and sales).

Specify tax profile displayed by default for new suppliers imputation.

Tax interpretation on documents	
According to the indicated ra... ^	
According to the amount only	To manage North America taxes.
According to the indicated rates	To manage standard European taxes.
Ignore taxes	To manage non-VAT files.

- In « Invoices and credits » click on « Accounting Parameters »

< Parameters & Preferences < Documents processing preferences < Invoices and credits

Accounting parameters

Specific accounting date

31/12/2021



Default accounting date

Document date



Accounts requiring cost centers (regular expression)

[135678]{1}[0-9]{5,8}

Specific accounting date that should be considered.
This date will always be the same.

Account categories that need default analytics. (Here all accounts except category 2 accounts).

Details of the expression:

[135678]{1} : the 1st character must equal 1 or 3 or 5 or 6 or 7 or 8 so an account of category 1 or 3 or 5 or 6 or 7 or 8.

[0-9]{5,8} : the characters are numerics (between 0 and 9) and the format is from 5 to 8 characters.

- In « Invoices and credits » click on « Accounting Parameters »

< Parameters & Preferences < Documents processing preferences < Invoices and credits

Accounting parameters

Specific accounting date

Default accounting date

Document date

Date in export

Depending on accounting period

Document date

First day of month

Reception date

Specific parameter

Accounts requiring cost centers (regular expression)

« Depending on accounting period »:

- If the invoice date is in an open posting period: the recording date corresponds to the invoice date.
- If the invoice date is in an open posting period: the reported date is the first day of the ongoing open posting period.

Pick-list to fill the automatic field « Default accounting date » by:

- Reception date,
- Document date (given by the third part),
- Date in export,
- Accounting period.

< Parameters & Preferences < Documents processing preferences

Invoices and credits

Configure the behavior of the application for invoices and credits

Authorized delay for documents reception (days) 300	Accounting currency Pound Sterling (GBP) ✕ ▼	Purchasing: debit/credit inversion according to the account ^7	Sales: debit/credit inversion according to the account ^6
Alert threshold for too high amount 100,000.00	Alias for invoice FA	Alias for credit AV	

Tax configuration >

Accounting parameters >

Offset GL line auto-description settings Activated >

AP / AR line auto-description settings Deactivated >

Possibility to specify an AP / AR line auto-description different from the Offset GL line auto-description.

If this second parameter is not used, the label of the first row of costs / revenue is automatically positioned on the AP / AR line.

Accounting lines

Line number	Accounting date	Piece reference	Line référence	Account	Label	Debit	Credit	Quantity 1	Quantity 2	Department	Cost Code
1	03/12/2020	19400	VAT20	BANK OF TOKYO (USD) (1111...	TAUTLINERS du 03/12/20	100.00				D2	
2	03/12/2020	19400	VAT20	VAT RECOVERABLE (14410001)	TAUTLINERS du 03/12/20	20.00					
3	03/12/2020	19400	TAUTLINERS	Standard Supplier (401000)	TAUTLINERS du 03/12/20		120.00				

Settings : Automatic Offset GL line generation

- In « Invoices and credits » click on « Offset GL line auto-description settings »

< Parameters & Preferences < Documents processing preferences < Invoices and credits

Offset GL line auto-description settings

Data separator <input type="text"/>	Include third party (vendor, customer ...) <input checked="" type="radio"/> Code <input type="radio"/> Name <input type="radio"/> None	Include custom field 1 <input type="checkbox"/>	Include custom field 2 <input type="checkbox"/>
Include custom field 3 <input type="checkbox"/>	Include archive number <input type="checkbox"/>	Include Yooz number <input type="checkbox"/>	Is displayed among the main elements <input type="checkbox"/>
Include header description <input type="checkbox"/>	Include start date <input type="checkbox"/>	<input type="checkbox"/> Start with document type	

Include document number

Deactivated >


Include document date





Activated >

Concatenation (following the row direction) of all the required fields and automatic filling on all the costs/revenues rows of the accounting labelling.




- In your Organizational unit, click on the « Dimension » tab

yooz  Capture My tasks My exports Statistics

Search     Domitille Van Dijk ▼

< Organizational units London Office

Properties * Identification data Settings Masterdata **Dimension** Cancel Save ⋮

Name	Content *
 Dimension >	Globalized, 2 Dimensions, 8 elements ^

Content

Selection




Globalized, 2 Dimensions, 8 elements


(None)

(Dedicated)



The Dimension can be Dedicated or Globalized to all Organizational units.


■ Create a Dimension






yooz  Capture My tasks My exports Statistics    Domitille Van Dijk 

< London Office Default dimension set   

2 result(s)

Name	↑	Code	Contains	Export rank	Display rank	Required?	Memorize?
 Cost Code		2	3 elements	-1	-1	×	×
 Department		1	5 elements	-1	-1	×	×


Create a Dimension 

yooz  Capture My tasks My exports Statistics    Domitille Van Dijk 

< Default dimension set Create


Properties *

Cancel Create

Properties 

Code *

Name *


Component type 





Export rank

Display rank

Required? ☐



Memorize? ☐


Capture
My tasks
My exports
Statistics






Domitille Van Dijk





< London Office
Default dimension set
+

2 result(s)

Name	↑	Code	Contains	Export rank	Display rank	Required?	Memorize?
 Cost Code		2	3 elements	-1	-1	×	×
 Department			5 elements	-1	-1	×	×

Open the Dimension to add sections to it.


Capture
My tasks
My exports
Statistics










Domitille Van Dijk

< London Office
< Default dimension set
Cost Code
+

3 result(s)

Name	↑	Code	Concerned organiz...
Hotel		03	All
Restaurant		02	All
Travel		01	All

Create new sections for the Dimension.

yooz  Capture My tasks My exports Statistics    Domitille Van Dijk 

< Cost Code Create

Properties * Restrict visibility






Properties

Code *

Name *

Cancel Create

Fill in the Code and the Name of the section (as displayed in your accounting tool).


yooz  Capture My tasks My exports Statistics    Domitille Van Dijk 



< Cost Code Create

Properties * Restrict visibility

Restrict visibility

Restrict visibility to some organizational units?

If empty, applies to all 

Restrict visibility to some or  

☐ (?)

☐ London Office

☐ Manchester Office

☐ Woking Office

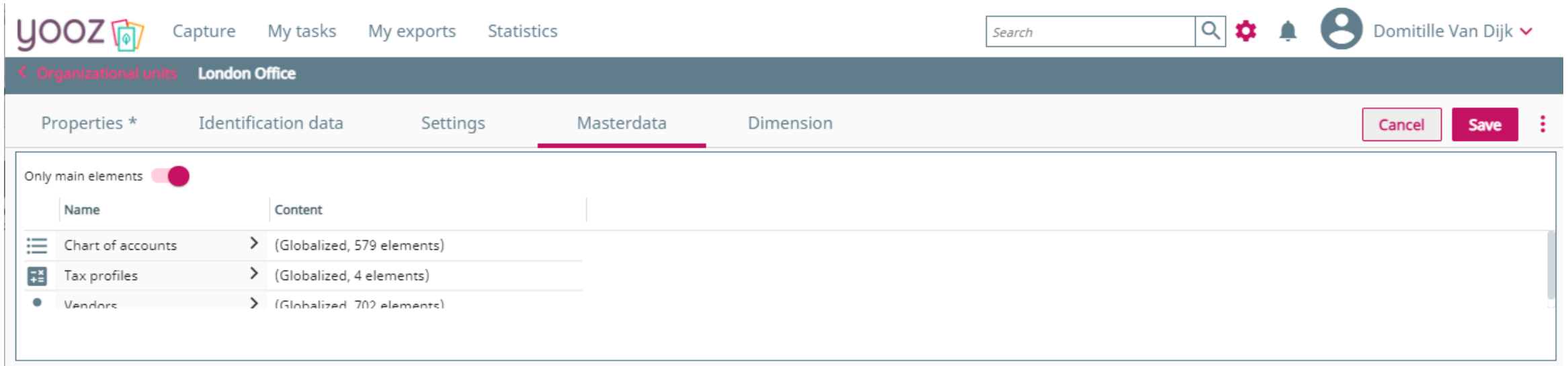
Cancel Create

Select which Organizational units will use this section.




Your Masterdata

The Organizational unit Masterdata (1/2)

- On your Organizational unit, click on the « Masterdata » tab. You will find in here the Masterdata of your Organizational unit.

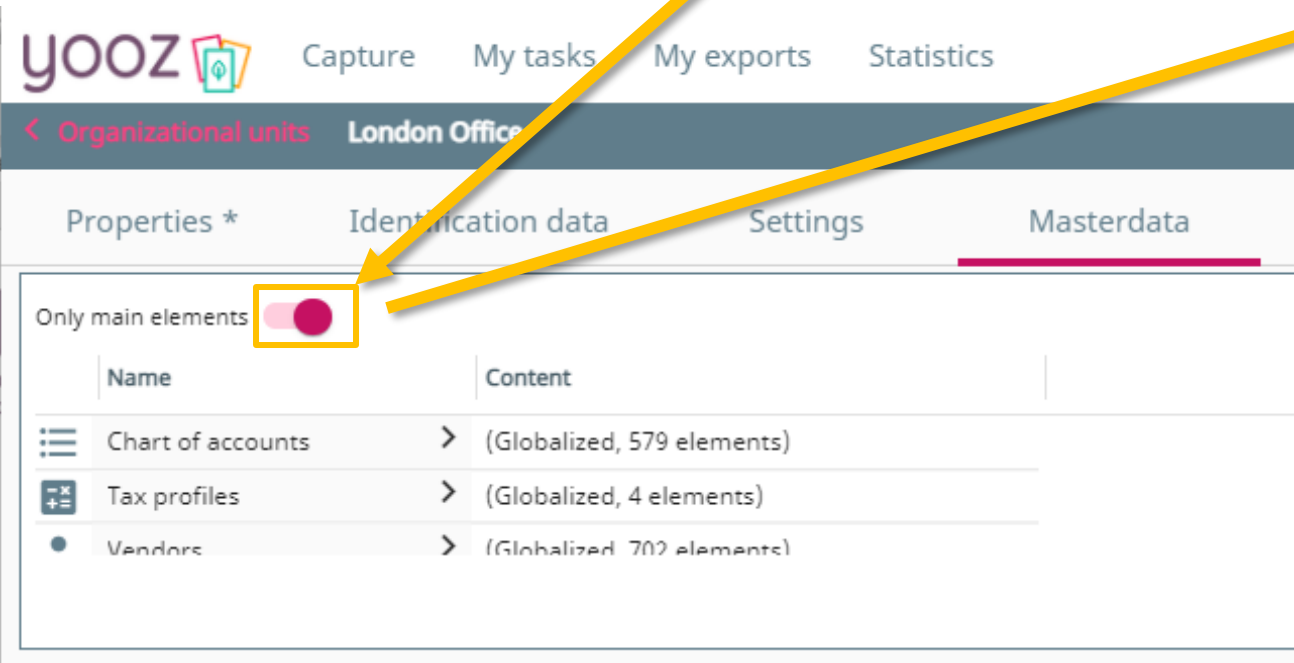


The screenshot displays the yooz application interface. At the top, the navigation bar includes the yooz logo, links for 'Capture', 'My tasks', 'My exports', and 'Statistics', a search bar, and user profile information for 'Domitille Van Dijk'. Below this, a breadcrumb trail shows '< Organizational units' and 'London Office'. The main content area features a tabbed interface with 'Properties *', 'Identification data', 'Settings', 'Masterdata' (the active tab), and 'Dimension'. On the right of the tabs are 'Cancel' and 'Save' buttons. The 'Masterdata' tab contains a toggle for 'Only main elements' which is turned on. Below the toggle is a table with two columns: 'Name' and 'Content'.

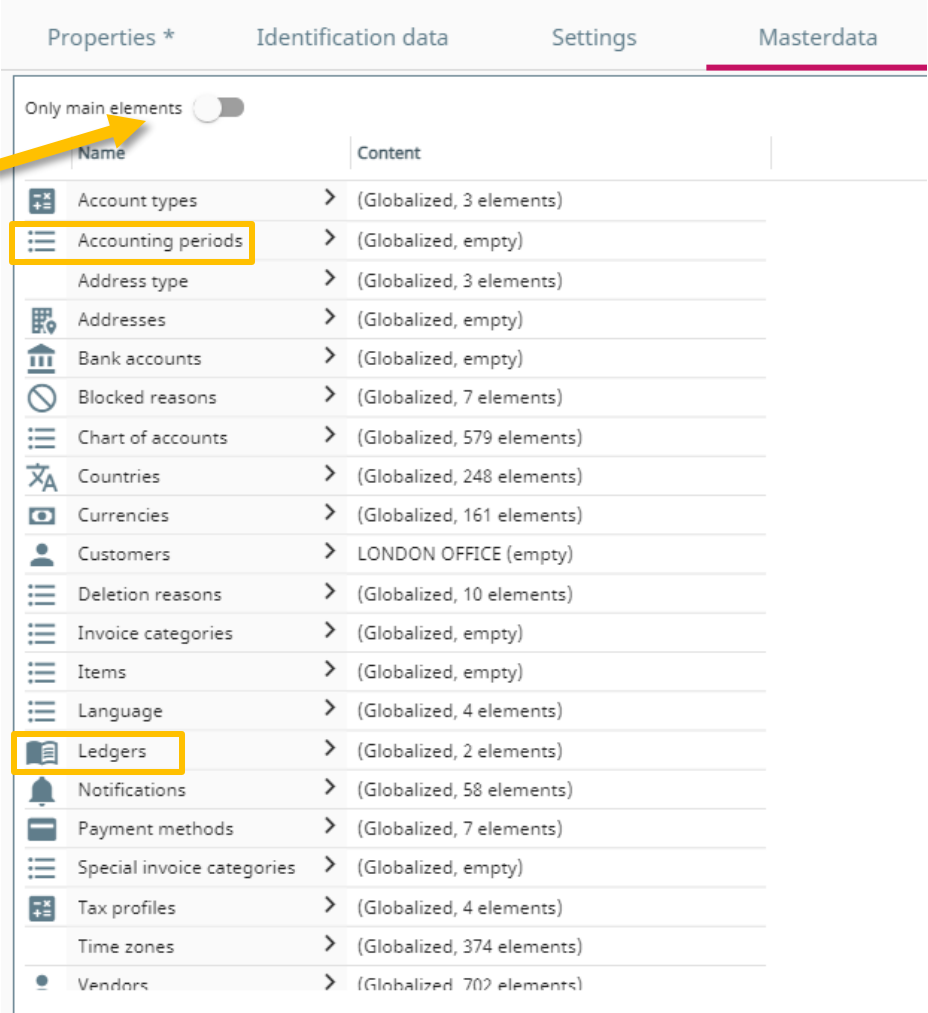
Name	Content
 Chart of accounts	> (Globalized, 579 elements)
 Tax profiles	> (Globalized, 4 elements)
 Vendors	> (Globalized, 702 elements)

- Yooz enables each application to generate standard or personalized applications.


Switch the button off to display all Masterdata such as Accounting periods or Ledgers for example.







	Name	Content
	Chart of accounts	> (Globalized, 579 elements)
	Tax profiles	> (Globalized, 4 elements)
	Vendors	> (Globalized, 702 elements)



	Name	Content
	Account types	> (Globalized, 3 elements)
	Accounting periods	> (Globalized, empty)
	Address type	> (Globalized, 3 elements)
	Addresses	> (Globalized, empty)
	Bank accounts	> (Globalized, empty)
	Blocked reasons	> (Globalized, 7 elements)
	Chart of accounts	> (Globalized, 579 elements)
	Countries	> (Globalized, 248 elements)
	Currencies	> (Globalized, 161 elements)
	Customers	> LONDON OFFICE (empty)
	Deletion reasons	> (Globalized, 10 elements)
	Invoice categories	> (Globalized, empty)
	Items	> (Globalized, empty)
	Language	> (Globalized, 4 elements)
	Ledgers	> (Globalized, 2 elements)
	Notifications	> (Globalized, 58 elements)
	Payment methods	> (Globalized, 7 elements)
	Special invoice categories	> (Globalized, empty)
	Tax profiles	> (Globalized, 4 elements)
	Time zones	> (Globalized, 374 elements)
	Vendors	> (Globalized, 702 elements)

yooz  Capture My tasks My exports Statistics

Search     Domitille Van Dijk ▾



















Settings

In one click, access to the most frequent functions


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

Add organizational unit...

Access all the settings of your application

-  **Organizational Units** 
Configure addresses, contacts and all properties of organizational units
- Who?
 -  **Roles** 
Configure roles and their associated permissions
 -  **User groups** 
 -  **Users** 
-  **Masterdata** 
Access and configure all masterdata loaded in your application
-  **Dimensions** 
-  **Integrations** 
Data imports, exports, external software connections, API documentation...
-  **Processes & Workflows** 
-  **Parameters & Preferences** 

Access your Masterdata.





















Editing your Masterdata (1/2)

Masterdata

Access and configure all masterdata loaded in your application

Only main elements ☐

21 result(s)


Name	↑	Contains	Concerned organizational units
 Account types	>	3 elements	All
 Accounting periods	>	0 elements	All
Address type	>	3 elements	All
 Addresses	>	0 elements	All
 Bank accounts	>	0 elements	All
 Blocked reasons	>	7 elements	All
 Chart of accounts	>	579 elements	All
 Countries	>	248 elements	All
 Currencies	>	161 elements	All
 Customers	>	0 elements (3 maste.	Managed in masterdata
 Deletion reasons	>	10 elements	All
 Invoice categories	>	0 elements	All
 Items	>	0 elements	All
 Language	>	4 elements	All
 Ledgers	>	2 elements	All
 Notifications	>	58 elements	All
 Payment methods	>	7 elements	All
 Special invoice categories	>	0 elements	All
 Tax profiles	>	4 elements	All
Time zones	>	374 elements	All





A Masterdata can be global, dedicated to an Organizational unit or shared by several Organizational units.

« Managed in masterdata » means that these Masterdata are managed at a « Dedicated » level by the Organizational unit.



Click on the pencil to rename the group of Masterdata.

Click on the name of the Group to open it and edit the content (cf. next slide).


Capture
My tasks
More ▾






Domitille Van Dijk ▾

< London Office
< Masterdata
Chart of accounts

579 result(s)

Filter grid results

Name	↑	Code	Concerned organiz...
ACCRUAL HOLIDAY PAY		53200300	All
ACCRUAL OVERTIME		53200200	All
ACCRUAL WEEK-IN-HAND		53200100	All
ACCRUED BONUS		53100000	All
ACCRUED EXPENSES		54100000	All
ACCRUED INTEREST		14450000	All
ACCRUED PAYROLL		53200000	All
ACCRUED TERMINATION ALLOW		62100000	All
ACCUMULATED DEPRECIATION (IFRS16)		30900000	All
ADVANCE RECEIVED		52700000	All 
ADVANCES TO EMPLOYEES		14420000	All
ADVERTISING		74500000	All
ADVERTISING		74204000	All
ADVERTISING-INTERNET / RADIO		74205000	All

Click here to create a new account.

Use the pencil to edit a section of your Masterdata (here for example the account 52700000).

Properties *

Restrict visibility

Cancel Save Save as ⋮

Account properties

Code *

52700000

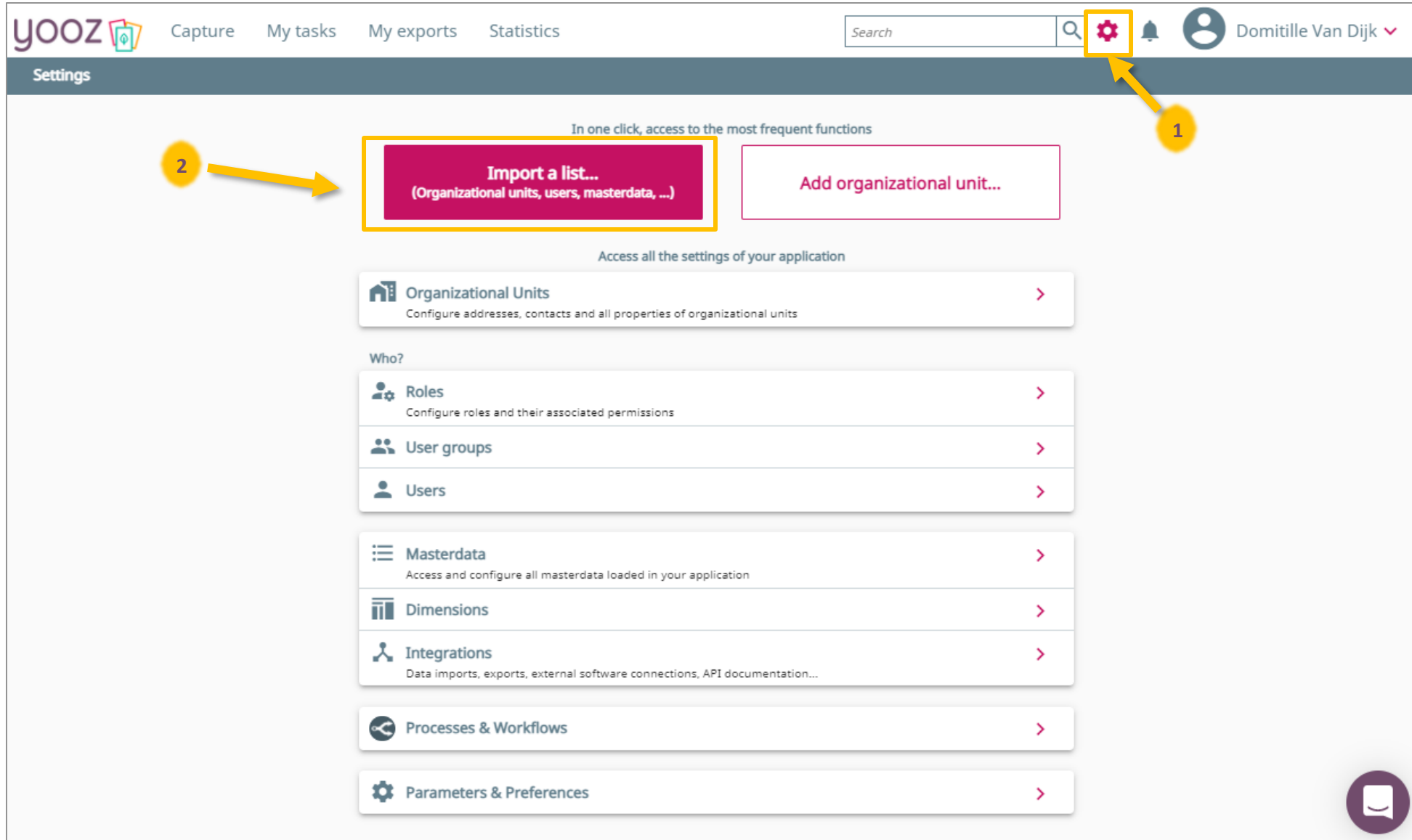
ERP code

Name *


ADVANCE RECEIVED






Classification *

Entry (VZ_ENTRY) ▾



The screenshot shows the yooz application interface. At the top, there is a navigation bar with the yooz logo, tabs for 'Capture', 'My tasks', 'My exports', and 'Statistics', a search bar, and a user profile for 'Domitille Van Dijk'. A yellow box labeled '1' highlights the settings gear icon in the top right. Below the navigation bar, the 'Settings' page is displayed. A yellow box labeled '2' points to the 'Import a list...' button, which is highlighted in pink and contains the text '(Organizational units, users, masterdata, ...)'. To the right of this button is another pink button labeled 'Add organizational unit...'. Below these buttons, a section titled 'Access all the settings of your application' lists various settings categories, each with a right-pointing arrow: 'Organizational Units' (Configure addresses, contacts and all properties of organizational units), 'Who?' (a sub-section header), 'Roles' (Configure roles and their associated permissions), 'User groups', 'Users', 'Masterdata' (Access and configure all masterdata loaded in your application), 'Dimensions', 'Integrations' (Data imports, exports, external software connections, API documentation...), 'Processes & Workflows', and 'Parameters & Preferences'. A chat icon is visible in the bottom right corner.

yooz  Capture My tasks My exports Statistics

Search     Domitille Van Dijk 



Settings

In one click, access to the most frequent functions



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



Add organizational unit...



Access all the settings of your application



 **Organizational Units** 
Configure addresses, contacts and all properties of organizational units



Who?



 **Roles** 
Configure roles and their associated permissions



 **User groups** 



 **Users** 


 **Masterdata** 
Access and configure all masterdata loaded in your application

 **Dimensions** 

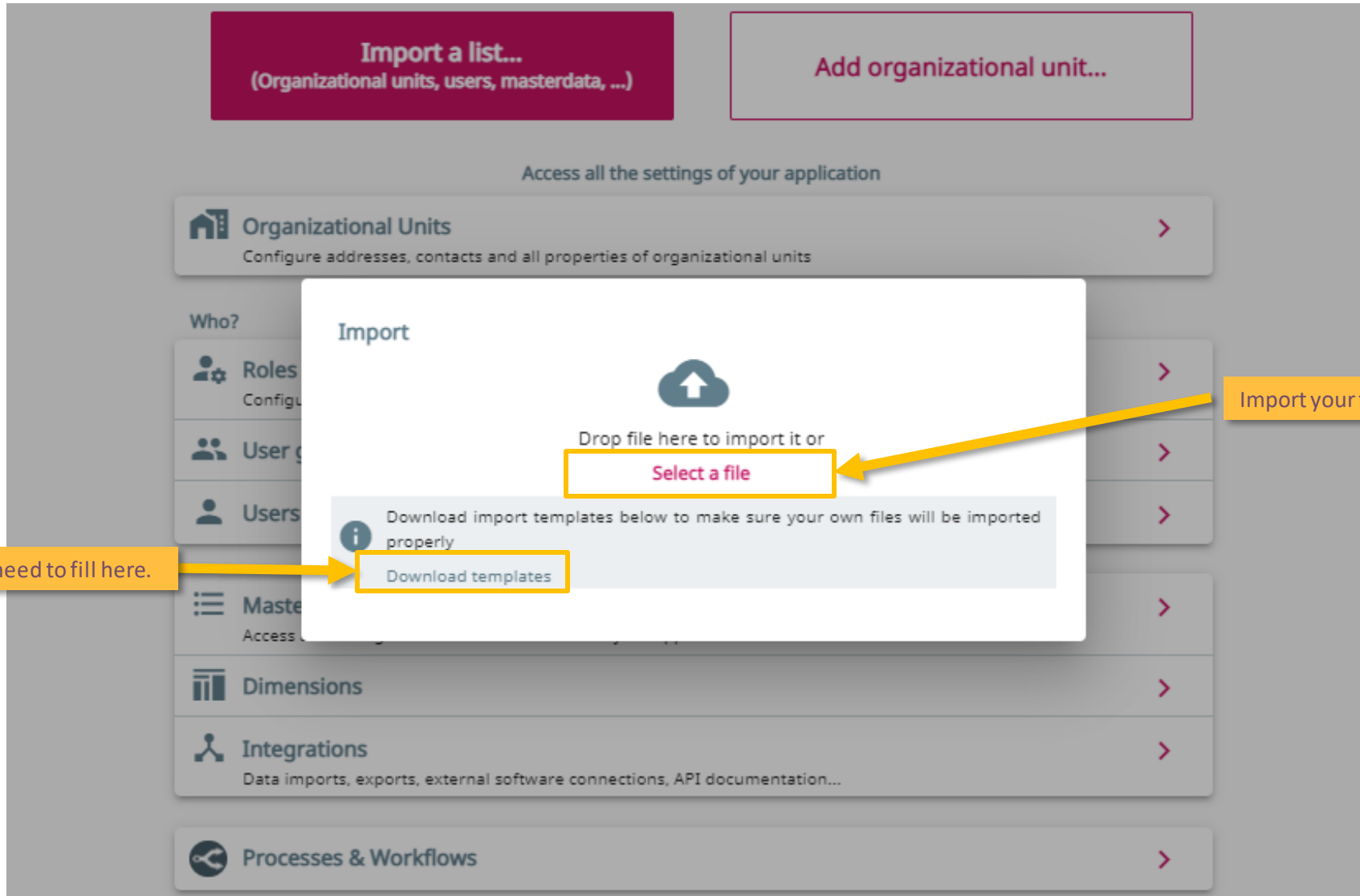
 **Integrations** 
Data imports, exports, external software connections, API documentation...

 **Processes & Workflows** 

 **Parameters & Preferences** 



Importing a Masterdata list (1/2)



The screenshot shows the 'Import a list...' modal in the yooz application. The modal has a title 'Import' and a cloud upload icon. It contains the text 'Drop file here to import it or' followed by a red button labeled 'Select a file'. Below this is an information icon and the text 'Download import templates below to make sure your own files will be imported properly', followed by a button labeled 'Download templates'. The background shows the application settings menu with options like 'Organizational Units', 'Roles', 'User groups', 'Users', 'Masterdata', 'Dimensions', 'Integrations', and 'Processes & Workflows'.

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

Add organizational unit...

Access all the settings of your application

Organizational Units
Configure addresses, contacts and all properties of organizational units

Who?

Roles
Configure

User groups

Users

Masterdata
Access

Dimensions

Integrations
Data imports, exports, external software connections, API documentation...

Processes & Workflows

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

Import your file completed here.

Get the template you need to fill here.

■ Once your file uploaded:

Choose the concerned
Organizational unit.

View the type of Masterdata to
import in the Organizational unit.

Import

File

ChristopheWW.csv




Import configuration *

CSV

Organizational Unit *

London Office

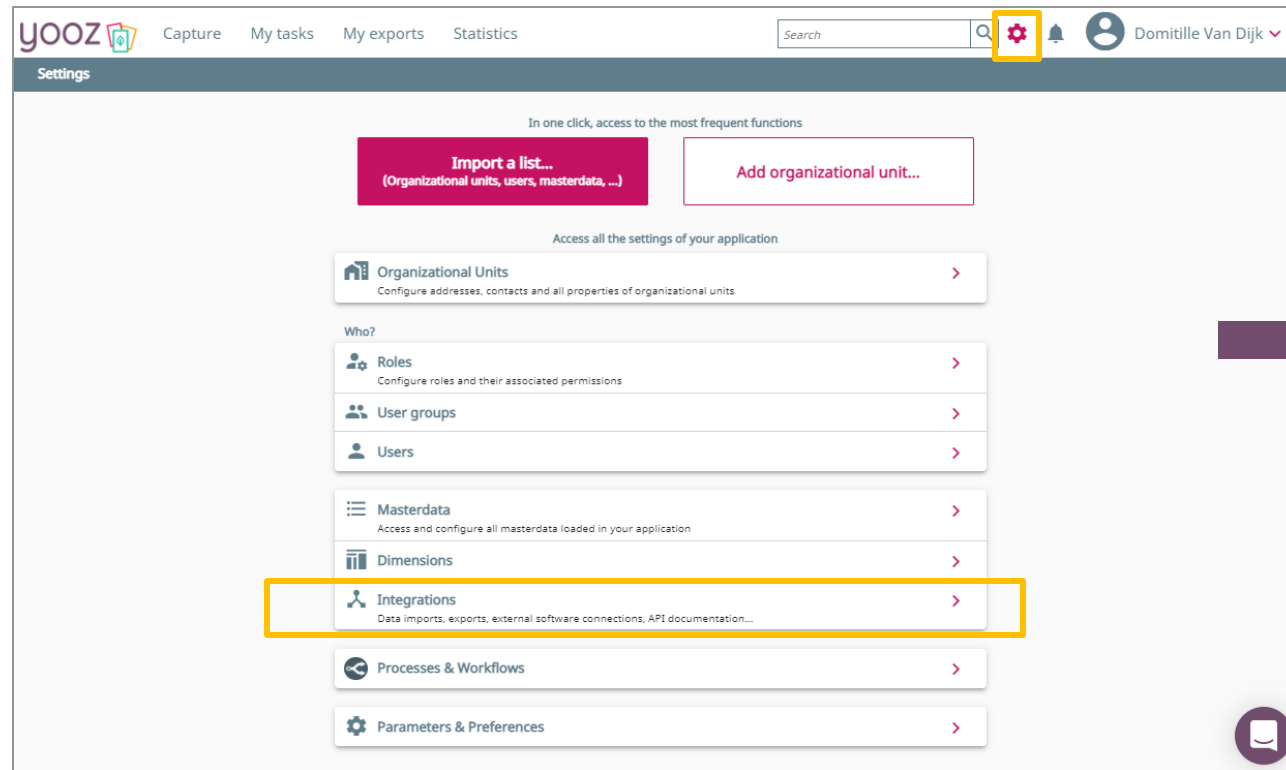
Masterdata

	Name	Content
	Vendors	Globalized
	Chart of accounts	Globalized
	Tax profiles	Globalized

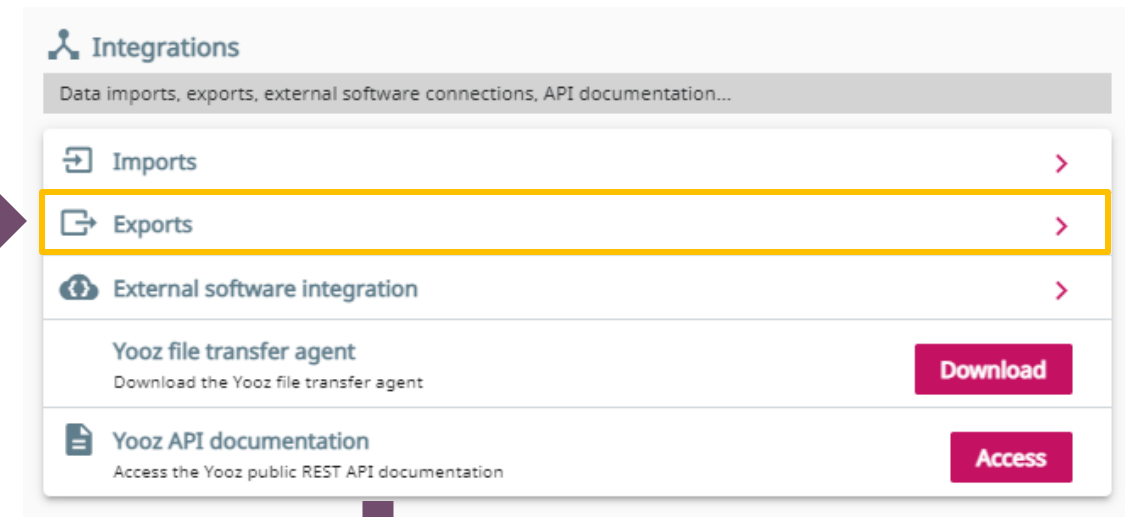
Cancel Import

Export settings

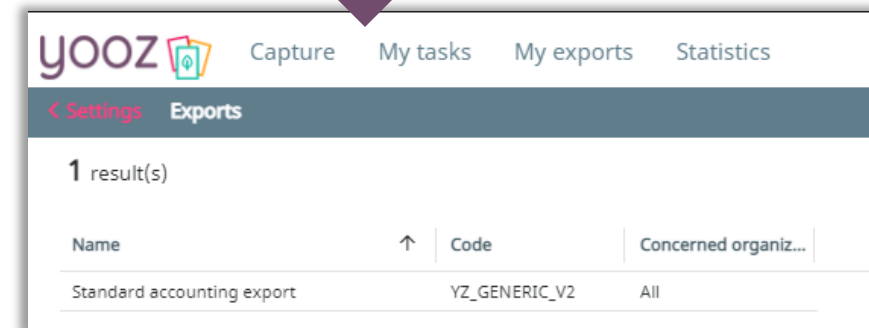
- In the Settings click on « Integrations » and then on « Exports ».



The screenshot shows the Yooz Settings page. At the top, there's a navigation bar with 'yooz', 'Capture', 'My tasks', 'My exports', and 'Statistics'. A search bar and a user profile 'Domitille Van Dijk' are on the right. Below the navigation bar, there's a 'Settings' section. It includes buttons for 'Import a list...' and 'Add organizational unit...'. A list of settings categories follows: 'Organizational Units', 'Who?' (with sub-items 'Roles', 'User groups', 'Users'), 'Masterdata', 'Dimensions', 'Integrations' (highlighted with a yellow box), 'Processes & Workflows', and 'Parameters & Preferences'.




The screenshot shows the Yooz Integrations page. It has a title 'Integrations' and a subtitle 'Data imports, exports, external software connections, API documentation...'. Below this, there are three main sections: 'Imports', 'Exports' (highlighted with a yellow box), and 'External software integration'. Under 'External software integration', there are two items: 'Yooz file transfer agent' with a 'Download' button, and 'Yooz API documentation' with an 'Access' button.







The screenshot shows the Yooz Exports page. It has a navigation bar with 'yooz', 'Capture', 'My tasks', 'My exports', and 'Statistics'. Below the navigation bar, there's a 'Settings' section with a 'Exports' tab selected. It shows '1 result(s)' and a table with the following data:

Name	↑	Code	Concerned organiz...
Standard accounting export		YZ_GENERIC_V2	All

■ Create an Export by clicking on the « + » button.


[Capture](#)
[My tasks](#)
[My exports](#)
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Domitille Van Dijk

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Properties

Code *

Name *

1

Choose the adapter (the tool that will adapt your Export to the format required by your accounting software).

2

Document history and PDF document to attach to the Export.

Include document history

Include PDF document

Export properties

Adapter *

Required

Adapter service *

Required

Frequency

Manually

3

Allow manual export

Result visible only to the user who manually triggered the export

Export downloadable by the Yooz transfer agent

Export again when document sent back

Export recipients

Recipient user

Required

User group recipient

Required

Recipient role

Required

4

Pick the users allowed to consult or download the Export.

Automatic execution Frequency criteria:

- Manually: the Export is manually triggered.
- Instantly: when an invoice is saved, it generates automatically an accounts file.
- Once a day: automatic (triggered at night).
- Specific: following a specific cadence defined in advanced.

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■ When an Export is set up, its properties are then displayed :

■ Example Sage 50 :

Export properties

Add a word in archive name

Encoding type

UTF-8 


☐ Mono currency

Export properties

■ Example Quadra :

Export properties

Encoding type

UTF-8 

Custom "Yooz number" field

custbody_yoozurl

Custom "Payment mode" field

custbody_modedepaiementfournisse

Custom "Vendor category" field

custbody_categoriefournisseur

Line custom fields

☐ Draft mode

Consumer key


Consumer secret

Token ID

Token secret

Webservice URL

Netsuite account



■ Export DMS

Export properties ▼

Adapter *

Yooz Standard CSV ▼

Adapter service *

DMS export ▼

☒ Allow manual export

☐ Result visible only to the user who manually triggered the export

☒ Include document history

☐ Include PDF document

Frequency

Manually ▼

☒ Export downloadable by the Yooz transfer agent

☐ Allow to export automatically the same document several times

■ Export Payment

Export properties ▼

Adapter *

Yooz Standard CSV ▼

Adapter service *

Passed for payment ▼

☒ Allow manual export

☐ Result visible only to the user who manually triggered the export

☒ Include document history

☐ Include PDF document

Frequency

Manually ▼

☒ Export downloadable by the Yooz transfer agent

☐ Allow to export automatically the same document several times

- An Export is set by default on all organisations and all types of documents.
- To limit to certain organisations and certain type of documents click on « Restrict visibility » and then select to which Organizational units and which document types the restriction should apply to.

Properties *	Accounting reference number settings	Restrict visibility
<div><div><div>Restrict visibility</div><div>Restrict visibility to some organizational units?</div><div>If empty, applies to all ▼</div></div><div><div>Restrict visibility to some document types?</div><div>Invoice (or credit note) - all ... ✕ ▼</div></div></div>		

- On each Export, you can define the Accounting reference number settings (if your accounting tool does not set it automatically).

< Export Standard accounting export

Properties * Accounting reference number settings Restrict visibility

Cancel Save Save as

Accounting reference number configuration

Accounting sequence number activation ☐

Account payables sequence number prefix

Account receivables sequence number prefix

Month index

Number of characters used

Year index

Accounting sequence number suffix

Reset accounting sequence number

First accounting sequence number

Organizational unit

Ledger

Value

Name here the prefix of your account sequences.

Month index to consider: current month or the document month.

Limit the Number of characters used (expected from your accounting tool).

Year index can be:

- The current year,
- The document year,
- According to the indicated rate.

- On each Export, you can define the Accounting reference number settings (if your accounting tool does not set it automatically).

< Export Standard accounting export

Properties * Accounting reference number settings Restrict visibility

Cancel Save Save as

Accounting reference number configuration

Accounting sequence number activation ☐

Account payables sequence number prefix

Account receivables sequence number prefix

Month index

Number of characters used

Year index

Accounting sequence number suffix

Reset accounting sequence number

First accounting sequence number

Organizational unit

Ledger

Value

5

6

7

8

Name here the suffix of your Accounting sequence.

The accounting sequence number can be reset:

- Every Year,
- Every Day,
- Every Month.

Select here what reference to take for the first accounting sequence number.

Ledger: pick the ledger to impute (purchasing, sales...).

Questions / Answers