

Yooz Rising Training – Business Edition

Module 3: Approval processes management

Objective and duration of the training

■ Objective of the training

- Discover and configure the Processes & Workflows to process documents in Yooz Rising.

■ Prerequisite

- Completion of the module 1 « Organizational units and Masterdata » and the module 2 « User management ».

■ Targeted audience

- This training is for administrators.

■ Duration

- 45 minutes.

■ Introduction

■ Processes & Workflows management

- Access path
- Dashboard

■ Global Settings

■ Phase Settings

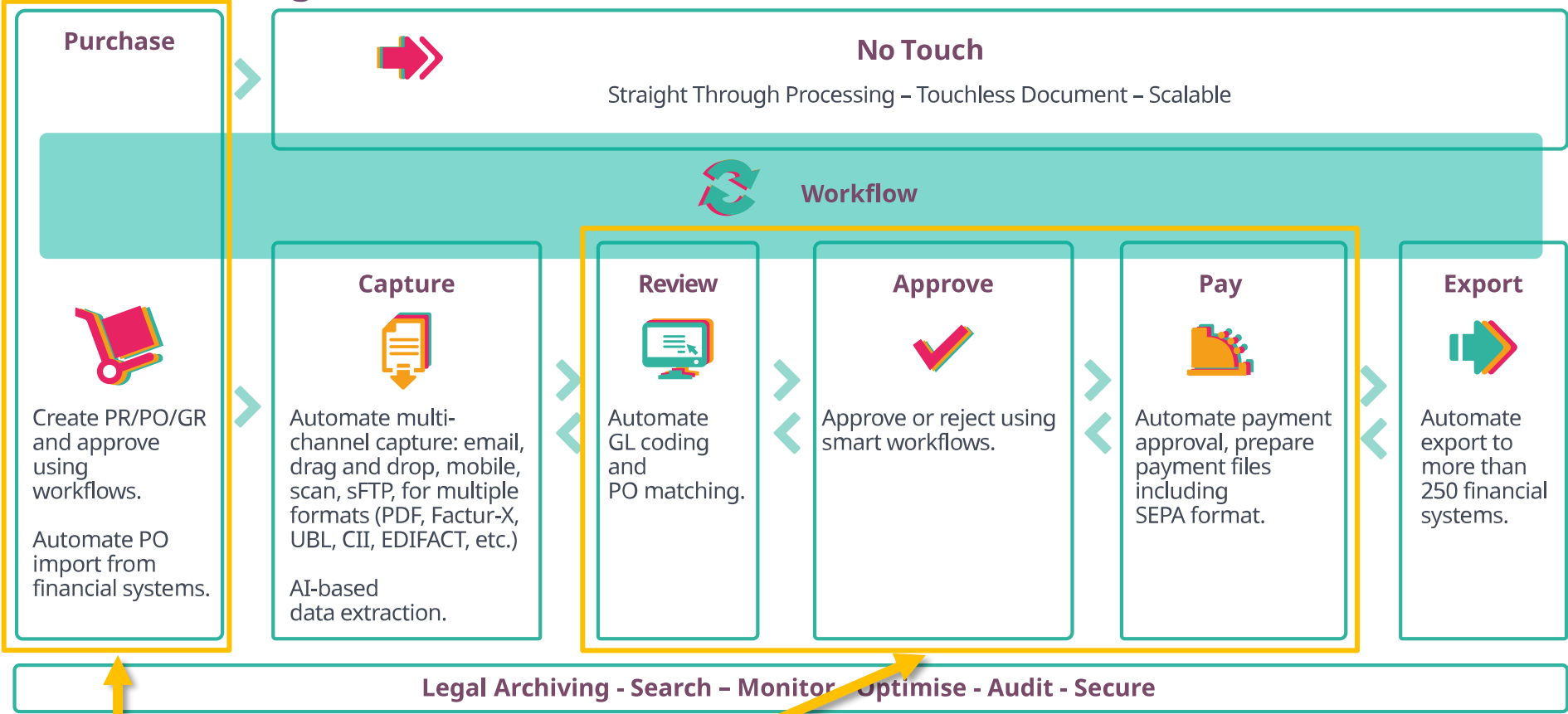
■ Step Settings

■ Route Settings

- Definition
- Creation
- Priority management
- Duplication
- Duplication on the same Step
- Replication on another Step

Introduction

- The purpose of this presentation is to detail the functionalities for managing document Processes & Workflows in Yooz Rising.



Processes & Workflows management is divided into major distinct steps after the Capture (invoices) or creation (Purchase Requisition) of the document.

■ Phase

- Describes the main Phases of document processing: Review, Approval, Payment.

■ Step

- Divides a Phase into different Steps: for example, the approval Phase can be divided into 3 approval Steps : level 1, level 2, level 3...

■ Route

- Path traveled by a document within a Step. The Route leads the document to a Recipient.

■ Conditions / Criteria

- Distinctive elements characterizing a route. For a document to use it, it must meet all the criteria.

■ Operator

- Functionality that applies to the selected criteria to determine the scope of the values that will be associated with it (Equal, Different, Included in, etc..).

■ Value

- Value that applies to the Condition / Criteria.

■ Priority

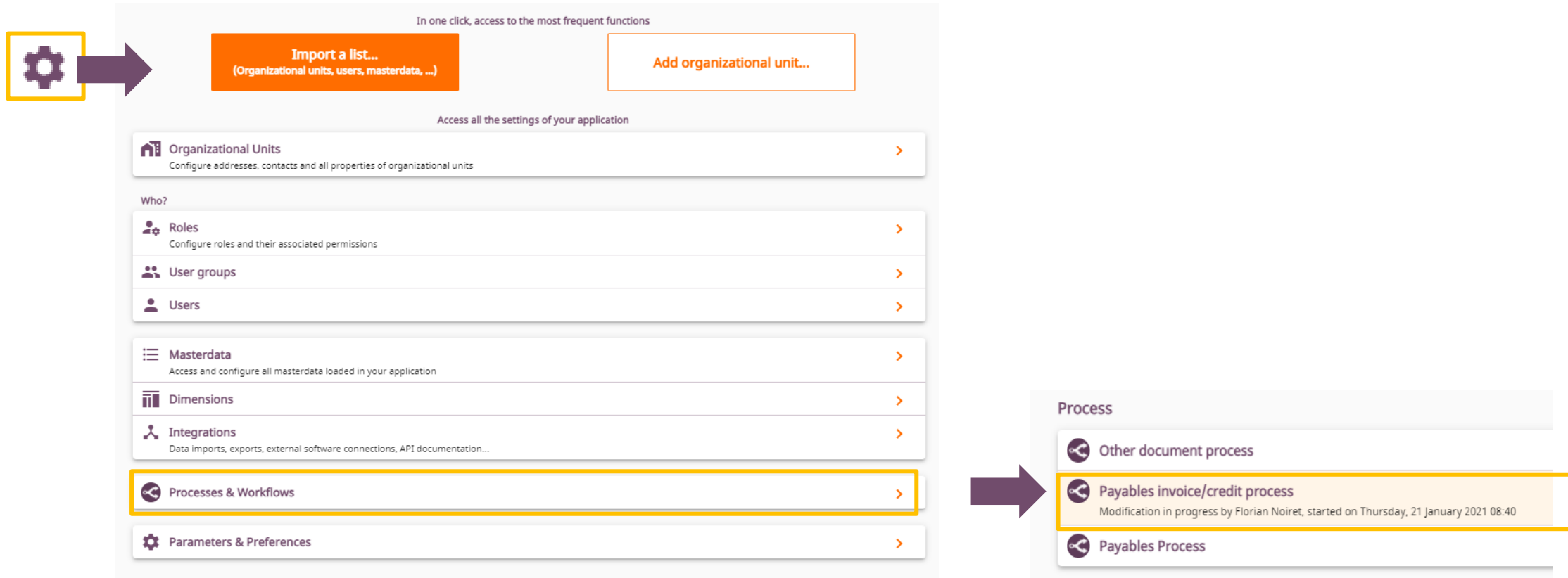
- Priority order of a Route.

■ Recipient

- User to whom a document is intended for according to the Criteria of the Route.

Processes & Workflow management

- Reminder: To access the Settings management, the User must have the appropriate Roles / permissions.



- In this presentation, we exclusively explore the management of Payables invoice Processes & Workflows. However, the method of administration will be the same regardless of the selected Process.

Close

Apply

Saves all changes and manages Processes.

< Process

Payables invoice/credit process

Draft, automatic recording

Properties

Phase: Review

Steps: 1

Review

Approval

Payment approval

Approve payment 2

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)

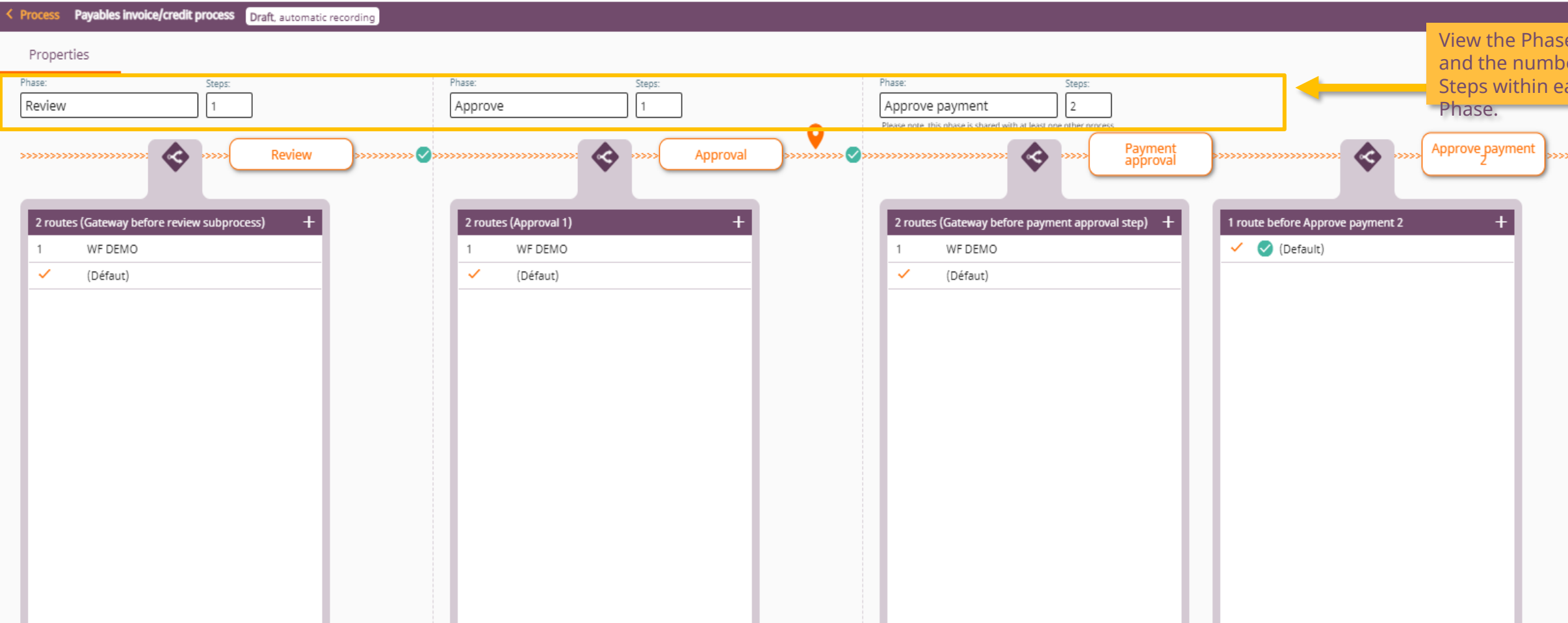
1 route before Approve payment 2

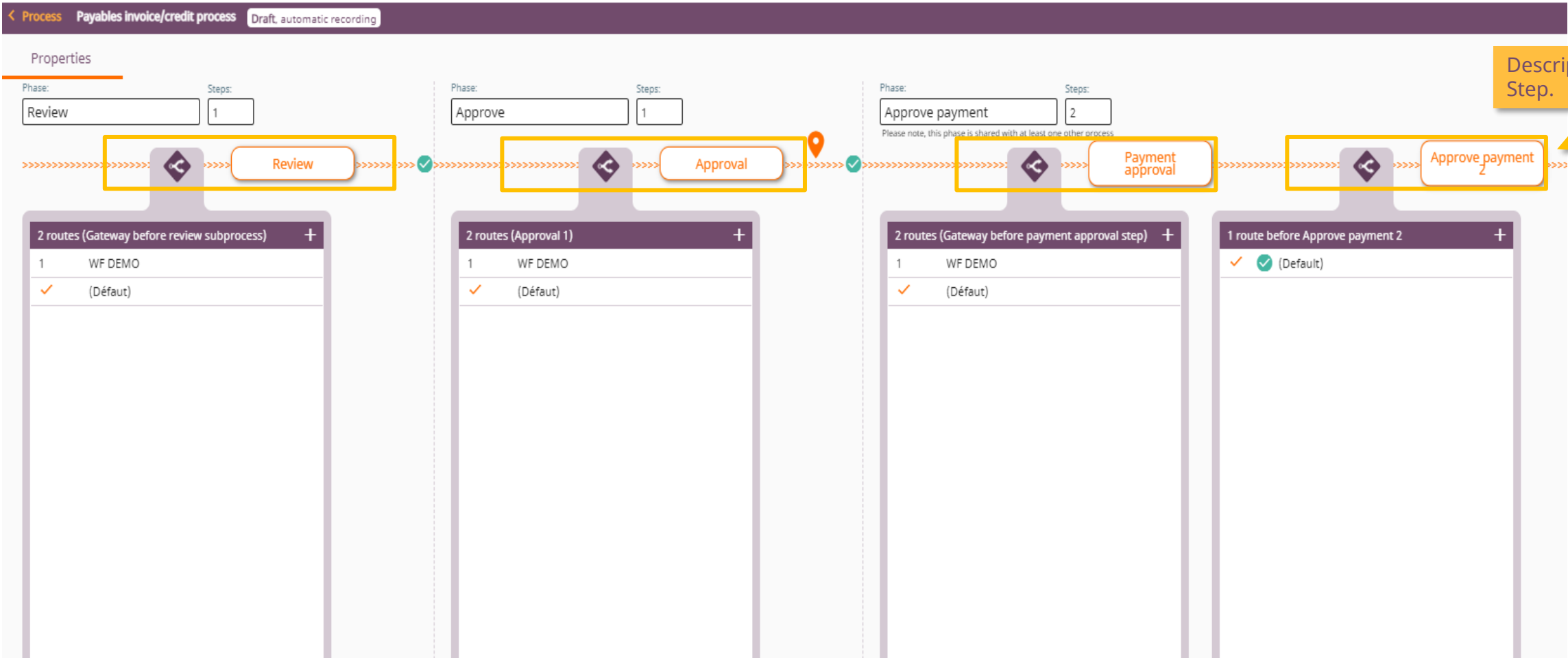
✓ (Default)

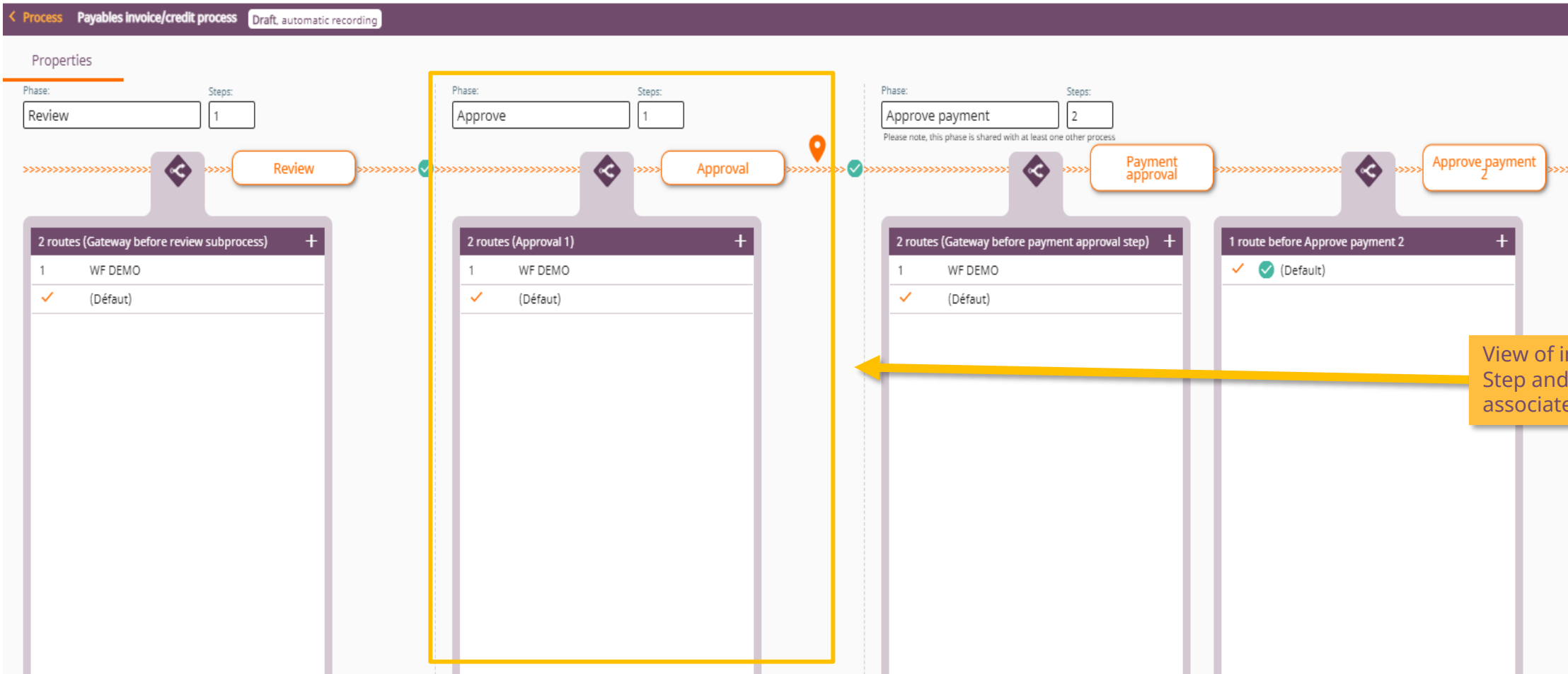
Import routes

Export routes

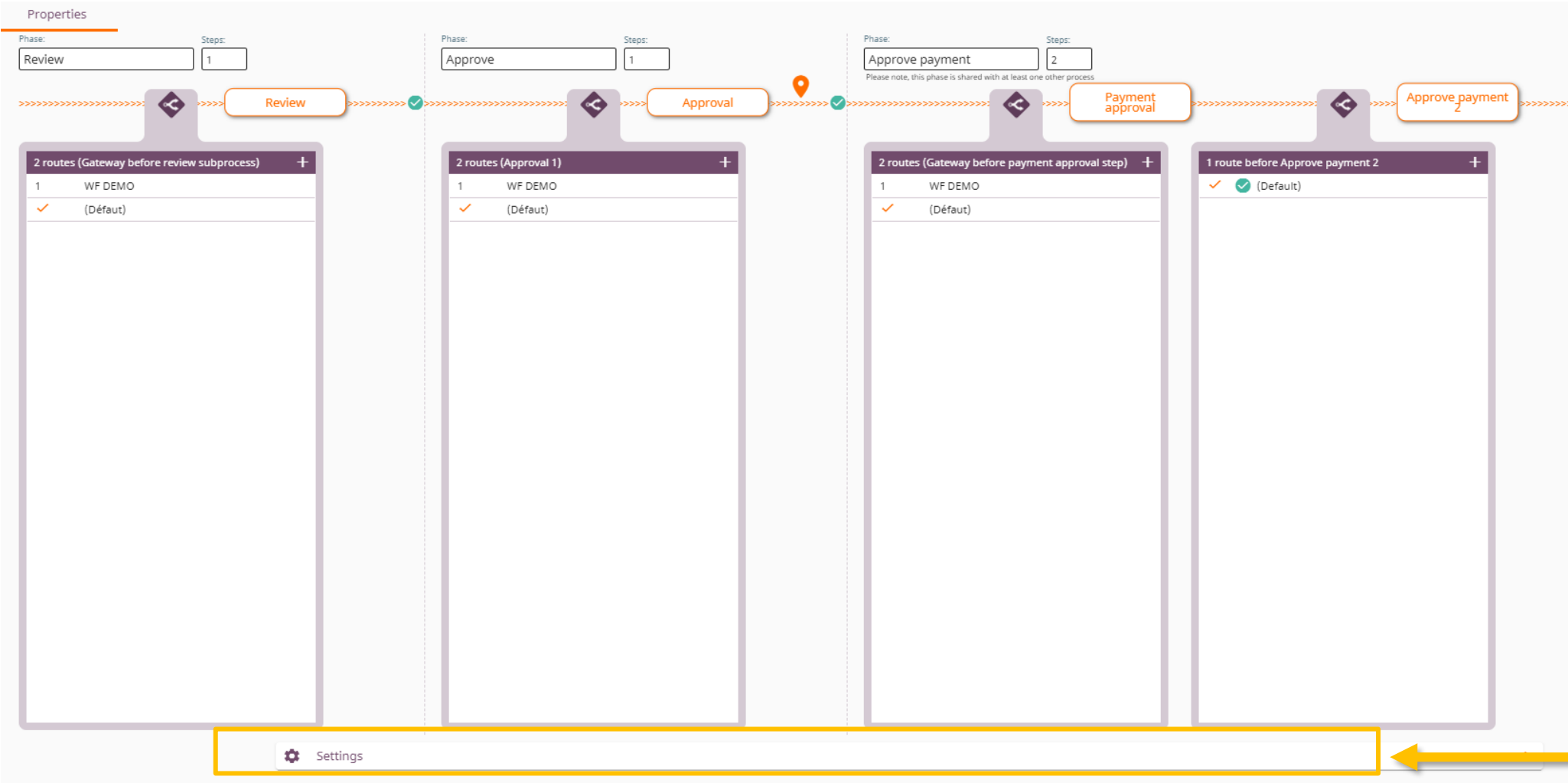
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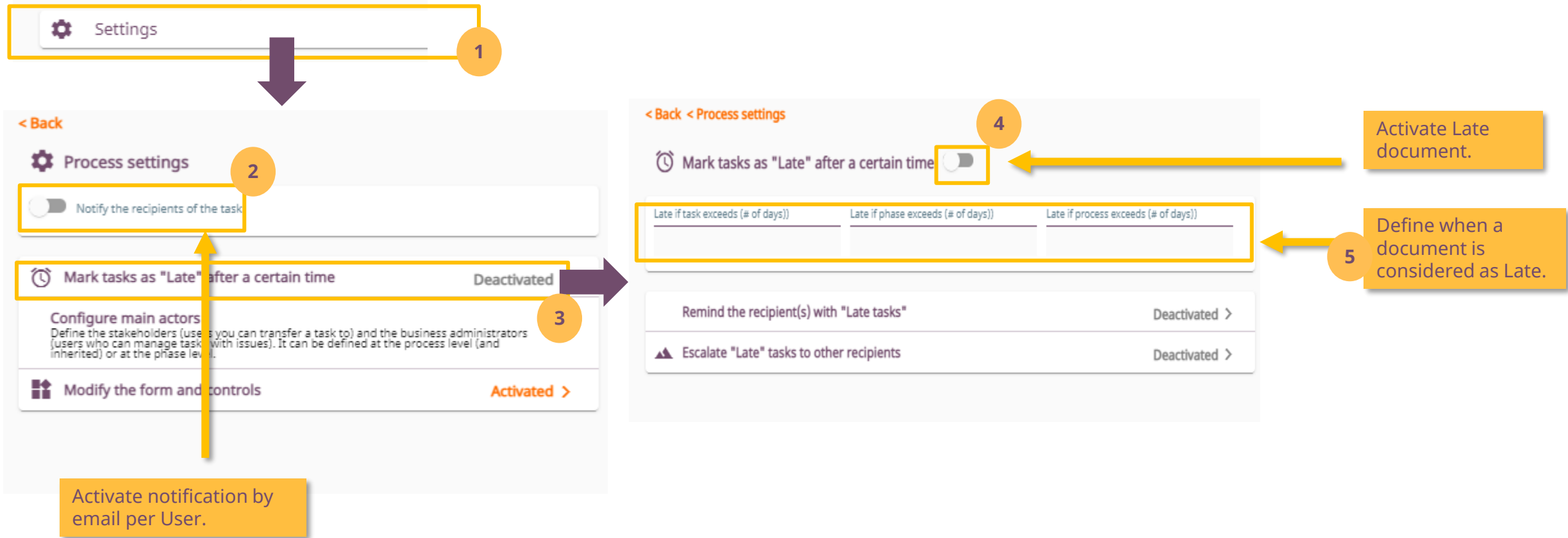
Access to the Processes & Workflows global Settings

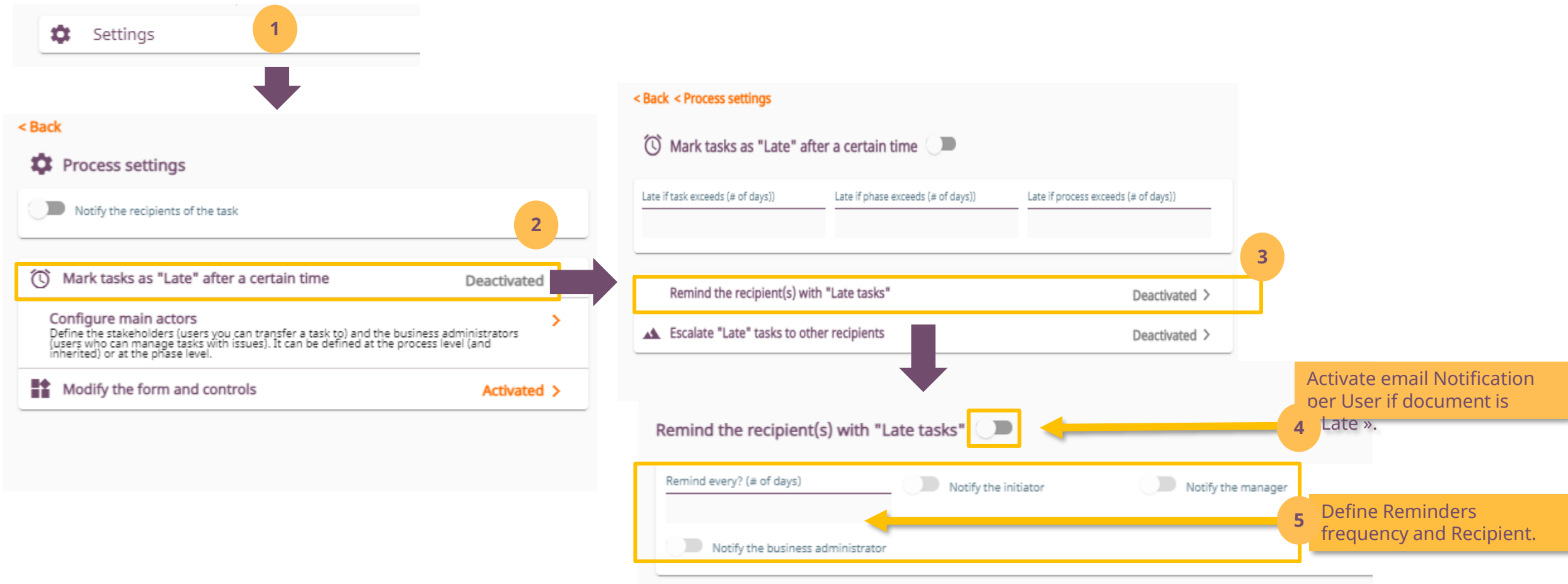


Global Settings for
the Processes &
Workflows.

Global Settings

■ Here we manage the Process settings of the global Processes & Workflows.








Settings


< 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 / allocation of the document.

1 Settings

2 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.

3 Modify the form and controls

Modify some data fields on the form Activated >

Disable certain validation rules Deactivated >

4

Document type *	Data block *	Data	Restriction
+ Payable invoice (or credit not...	Properties	Country	Read only
+ Payable invoice (or credit not...	Invoice data	User who created the initial re...	Read only
+ Payable invoice (or credit not...	Invoice lines	Purchase order, Line numberE...	Read only

5

Document type *

Payable invoice (or credit note) - no PO

Data block *

Invoice lines

Data

Purchase order or 6 other(s)

Restriction *

Read only

Condition

If empty, no condition (always true)

6

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

Cancel OK

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 Approval of a Step according to predefined criteria.

→ In other words, it's about creating exceptions to the rules.

1 Settings

2 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.

3 Modify the form and controls Activated

Modify some data fields on the form Activated >

Disable certain validation rules Deactivated >

4 +

Click on « + » to add a new rule

5

Document type *
Payable invoice - no PO

Validation rule *
IBAN is consistent

Condition
Third party (vendor, customer...) : 25-38 or 9 other(s)

Cancel OK

In this example, we can disable the IBAN consistency check when encountering a document identified in the Condition field as « Various suppliers ».

Phase Settings

- This is about managing the Settings of the different Phases of the Workflow.
- There are 3 types of Phase:

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

- Each of them can be configured the same way.
- We will take the example of the Approval Phase during this training. However the set-up method will be the same regardless of the Phase selected.

Phase and number of Steps

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 Approval 2 Approval 3

2 routes (Approval 1) +

1	WF DEMO
✓	(Défaut)

1 route before Approval 2 +

✓	✓ (Default)
---	-------------

1 route before Approval 3 +

✓	✓ (Default)
---	-------------

Each Step created will add as many columns on the dashboard, thus extending the view horizontally.

Phase: Steps:

Approval

2 routes (Approval 1) +

1	WF DEMO
✓	(Défaut)

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



< 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 >



Activate email Notifications for the User receiving a task.

Management of Late tasks, Actors, Forms and Control at the Phase level (1/2)


Phase: Steps:

Approval

2 routes (Approval 1) +


1	WF DEMO
✓	(Défaut)

< Back

 Phase settings: Approve


Sub-process used by this phase

☐ Notify the recipients of the task

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

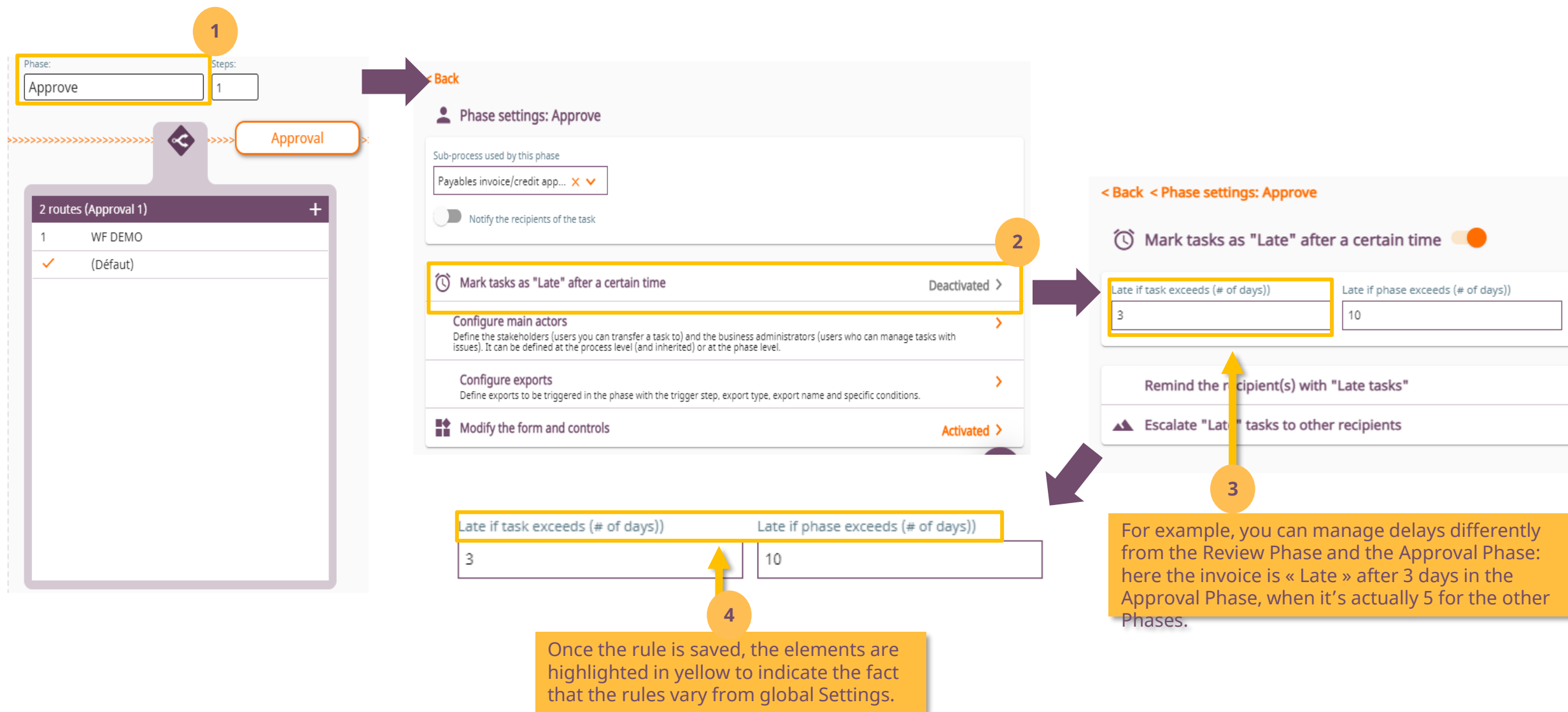
Configure main actors
Define the stakeholders (users you can transfer a task to) and the business administrators (users who can manage tasks with issues). It can be defined at the process level (and inherited) or at the phase level. >

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 >

These 3 configuration themes are identical to those encountered during global Settings section. If they are managed at the Phase level, they will be prioritized.

Management of Late tasks, Actors, Forms and Control at the Phase level (2/2)



Phase: Approve **Steps:** 1

Approval

2 routes (Approval 1)

1	WF DEMO
✓	(Défaut)

< Back

Phase settings: Approve

Sub-process used by this phase
Payables invoice/credit app... ✕ ▼

☐ 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 >

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

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

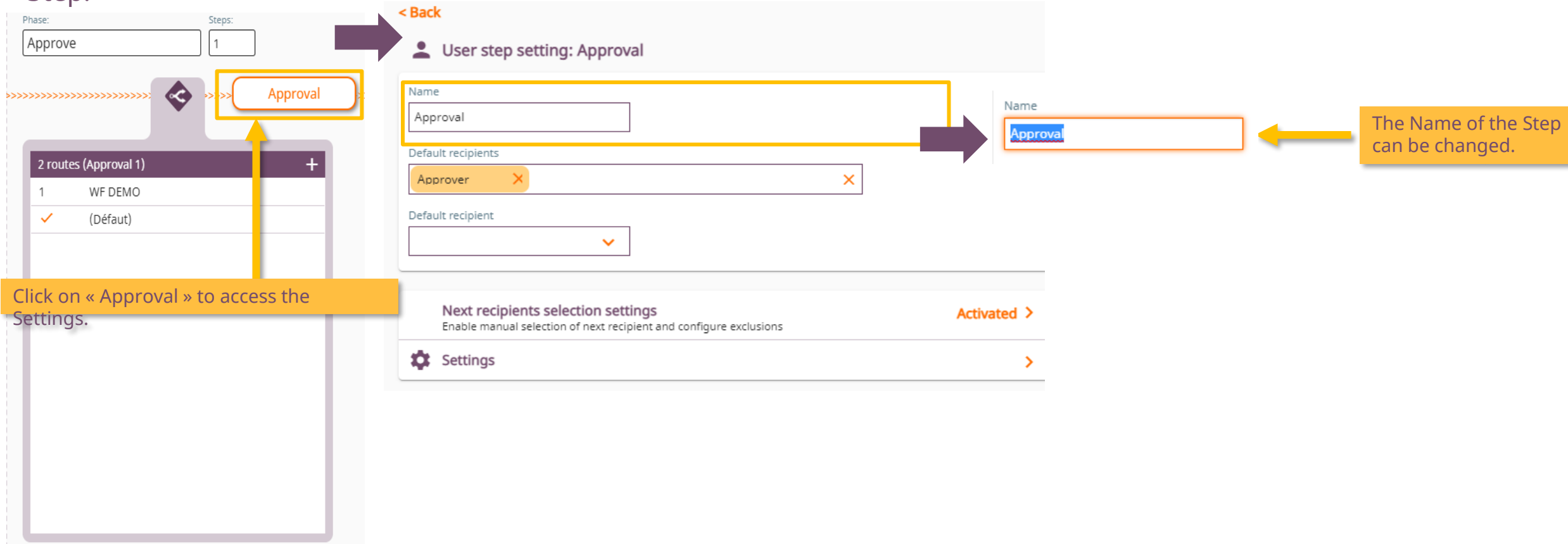
This part allows you to establish at which Approval Step an Export must be generated.

In this example:

- Accounting export is generated after the 1st Approval Step.
- Payment Export is generated after the 3rd Approval Step.

Steps Settings

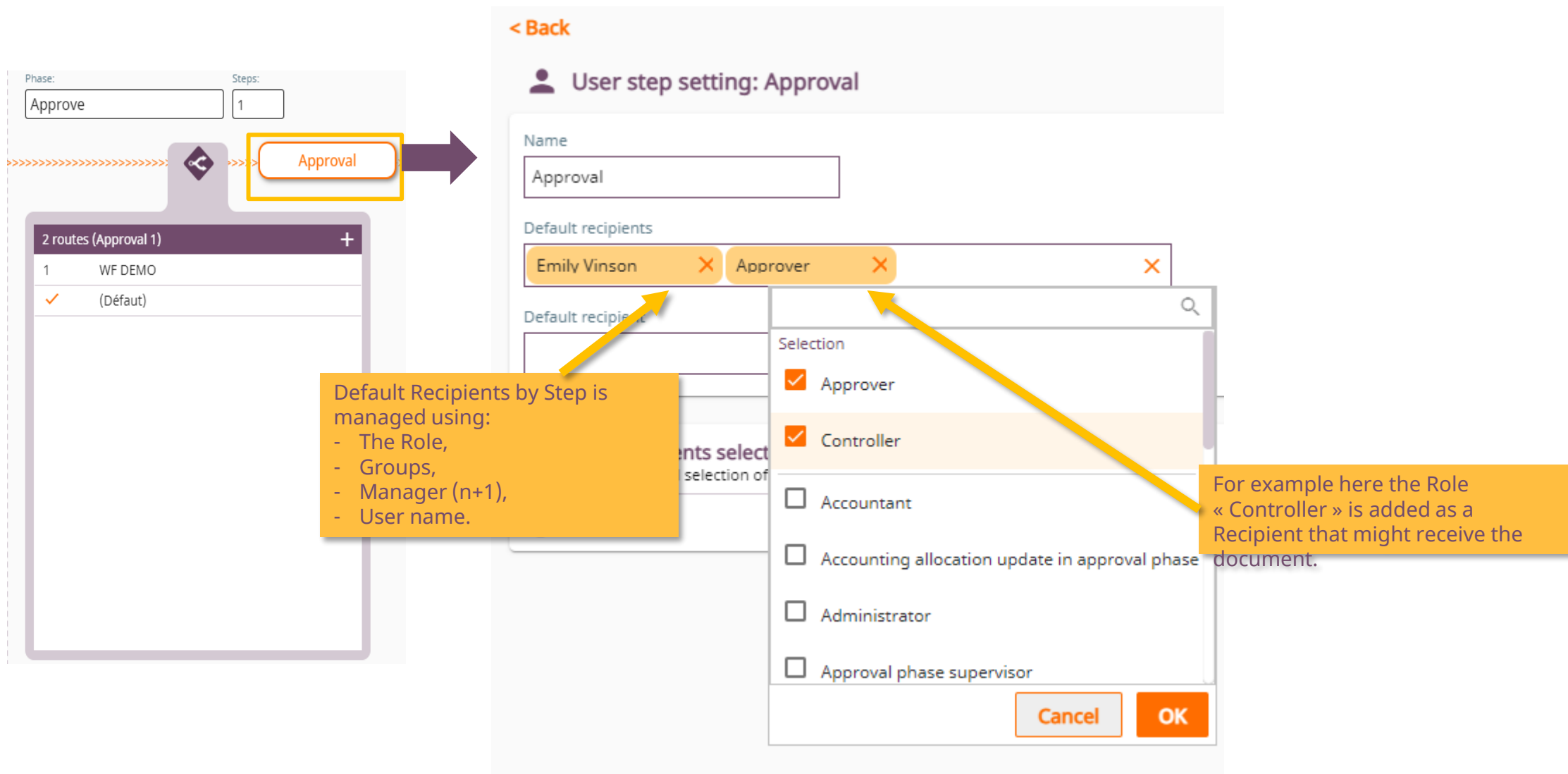
- Let's manage here the Settings of Processes & Workflows for each Step of each Phase: let's see here the 1st Approval Step.



The screenshot illustrates the process of configuring a workflow step. On the left, a workflow diagram shows a phase named 'Approve' with a single step '1'. A yellow box highlights the 'Approval' step, and a yellow arrow points to it with the text: 'Click on « Approval » to access the Settings.' Below this, a table lists the routes for 'Approval 1':

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

On the right, the 'User step setting: Approval' form is shown. It includes a 'Name' field containing 'Approval', a 'Default recipients' list with 'Approver', and a 'Default recipient' dropdown. A yellow box highlights the 'Name' field, and a yellow arrow points to it with the text: 'The Name of the Step can be changed.' Below the form, there are sections for 'Next recipients selection settings' (activated) and a 'Settings' link.



Phase: Steps:

Approval

2 routes (Approval 1) +

1	WF DEMO
✓	(Défaut)

Default Recipients by Step is managed using:

- The Role,
- Groups,
- Manager (n+1),
- User name.

< Back

User step setting: Approval

Name

Default recipients

Emily Vinson ✕ Approver ✕

Default recipient

Selection

- ☒ Approver
- ☒ Controller
- ☐ Accountant
- ☐ Accounting allocation update in approval phase
- ☐ Administrator
- ☐ Approval phase supervisor

Cancel OK

For example here the Role « Controller » is added as a Recipient that might receive the document.

Potential specificities of Recipients (1/2)

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
Enable manual selection of next recipient and configure exclusions

Settings

Activate this option to make it possible to manage the following elements:

- Skip the task under certain conditions,
- Be able to choose or exclude certain User from the default Step.

< Back < User step setting: Approval

Next recipients selection settings

Enable manual selection of next recipient and configure exclusions

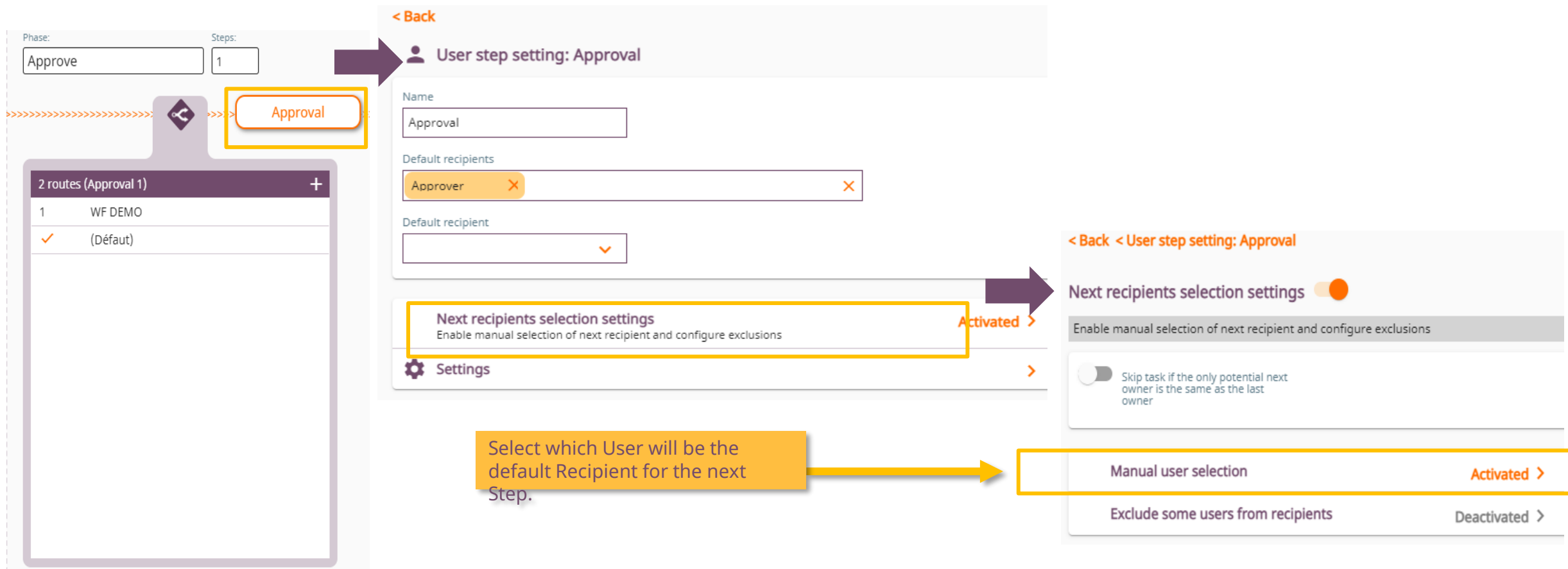
☒ Skip task if the only potential next owner is the same as the last owner

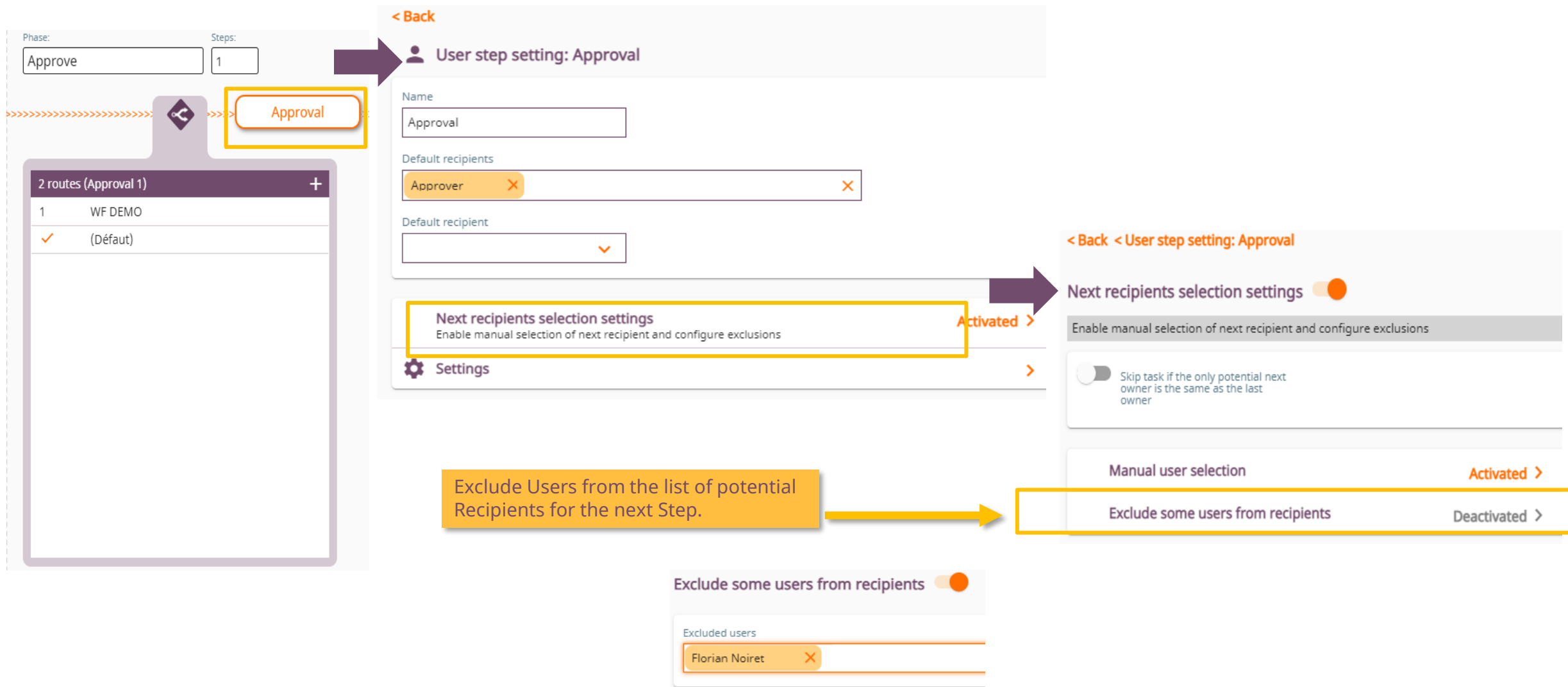
Manual user selection Activated >

Exclude some users from recipients Deactivated >

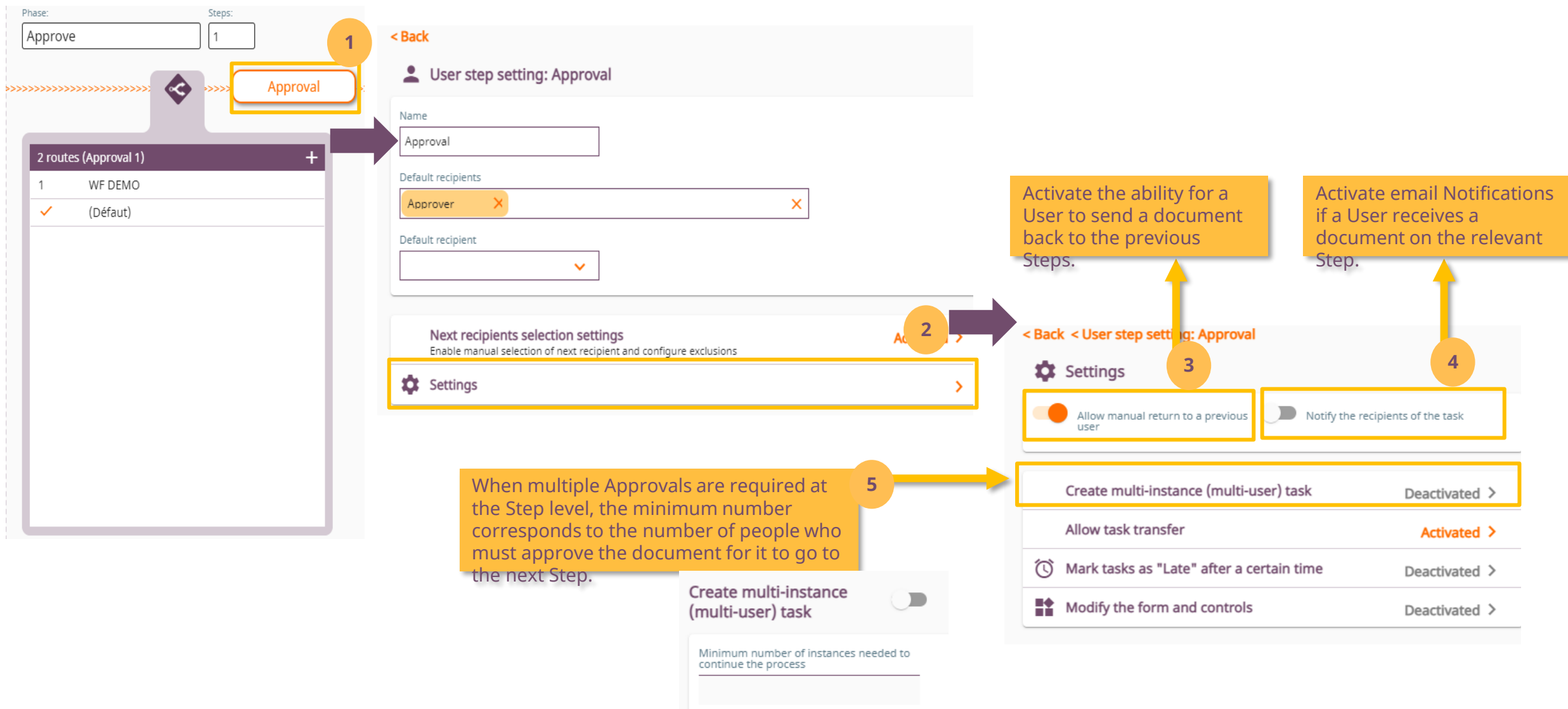
Avoid the "Approval twice" of a document by the same User when they approve over several consecutive Steps and when they are the unique Recipient of the document.

Potential specificities of Recipients (2/2)





Specific case of parallel or « Multi-instance » Approvals



1 **Approval**

Phase: Approve Steps: 1

2 routes (Approval 1)

1	WF DEMO
✓	(Défaut)

User step setting: Approval

Name: Approval

Default recipients: Approver

Default recipient: [dropdown]

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

Settings

3 **Settings**

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

4 **Activate email Notifications if a User receives a document on the relevant Step.**

5 **Create multi-instance (multi-user) task**

When multiple Approvals are required at the Step level, the minimum number corresponds to the number of people who must approve the document for it to go to the next Step.

Create multi-instance (multi-user) task

Minimum number of instances needed to continue the process

Deactivated >

Activated >

Deactivated >

Deactivated >

Deactivated >

Activate the ability for a User to send a document back to the previous Steps.

Step 1: In the workflow editor, select the **Approval** step.

Step 2: In the **User step setting: Approval** page, click on **Settings** under **Next recipients selection settings**.

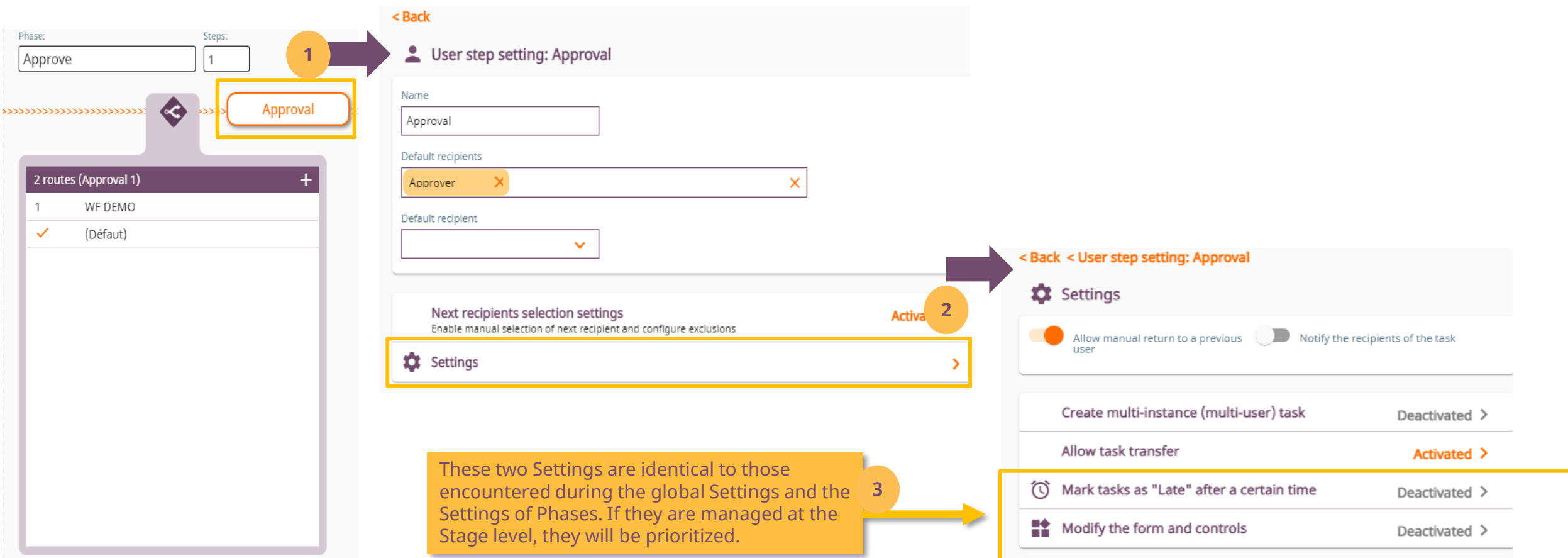
Step 3: In the **Settings** page, enable the **Allow task transfer** toggle. This gives the User the ability to transfer a document located in their tasks to another User (by name, by Roles, by Groups).

Allow task transfer

Users

Roles : Approver

Management of Late tasks, Actors, Forms and Controls at Stage level



Route Settings

- A route is used to define the path of a document according to determined Criteria.

Phase: Approve Steps: 1

Approval

2 routes (Approval 1)

1 WF DEMO (Défaut)

Route Gateway before review subproce... Default

Name * WF DEMO

Conditions

0.01 > BARCLAYS BANK CALL A/C <

Destination *

End phase

Cancel

OK

Activate this option to define this Route as the default Route that the documents take when arriving in the Phase, if no pre-defined Route corresponds to them.

Name of the Route.

Conditions for activating the Route (Criteria).

Next Step of the document when 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 an Approval Step.

Creating a new Route (1/2)

- The creation of Routes is to consider all the Workflow options based on specific Criteria.

1 Phase: Approve Steps: 1

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

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

4 Condition 1 : Depending on the type of Condition, the criteria is entered differently: here, the management of an amount Condition.

5 Condition 2 : Depending on the type of Condition, the criteria is entered differently: here, we used a keyword to find an account in the COA.

- This example of a Route uses 2 conditions. You can easily multiply them by as many as the selection Criteria you want to cross in order to establish the most precise Route. Click on the pencil to modify a Condition.

Creating a new Route (2/2)

Step 1: In the 'Routes' list, select the route you want to edit (e.g., 'Approval 1').

Step 2: In the 'Route Approval 1' configuration screen, define the conditions for the route. For example, 'Account (Invoice lines) : OFFICE EQUIP @ 1/4/XX (29000000)' and 'Net amount (excl. tax) : Greater than 1000'.

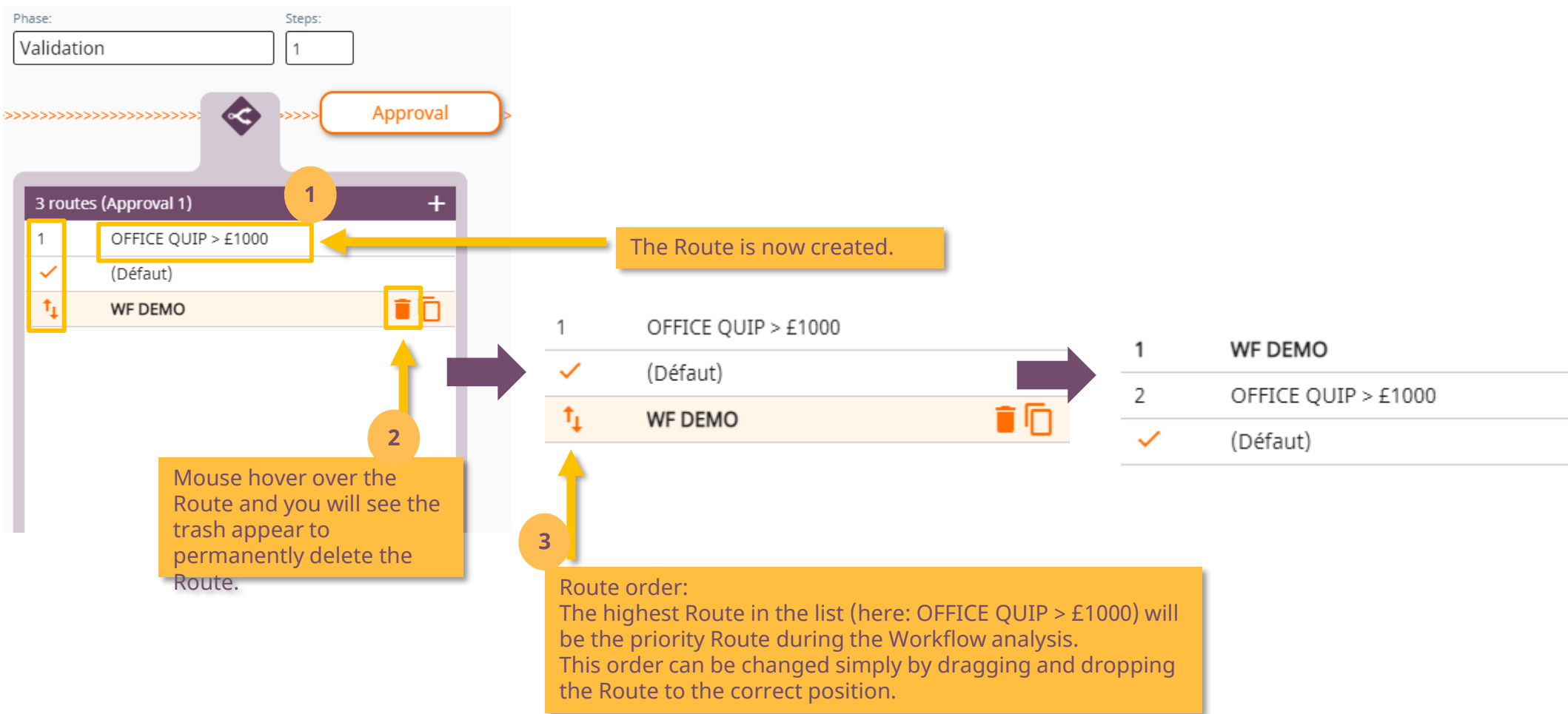
Step 3: Choose the next destination for the route. Options include 'Approval 1', 'Branch before Approval 2', 'Accounting export (DEMO ACCOUNTING EXPORT)', 'Accounting export (TEST EXPORT3)', and 'End phase'.

Step 4: Select the recipients for the route. For example, 'Users : Julie Breton'.

Step 5: Choose 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).

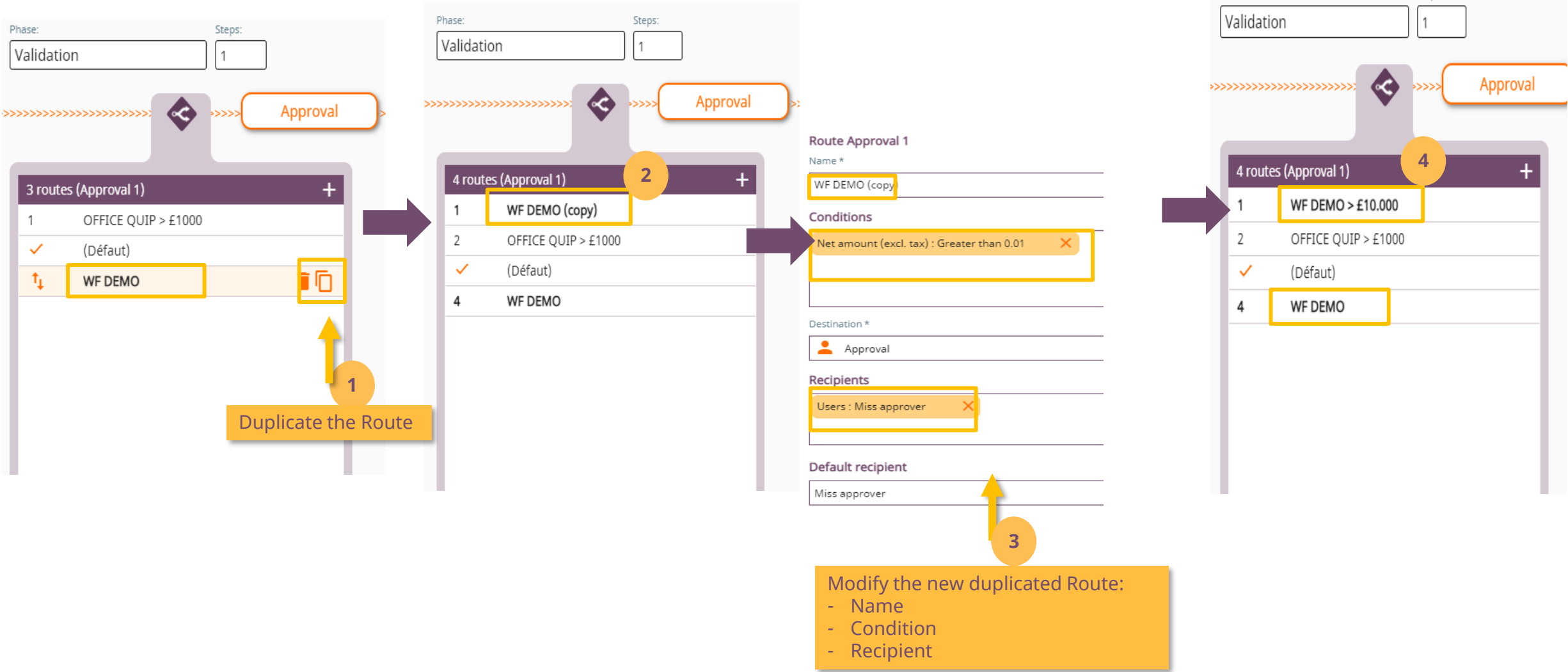
Selection: Florian Noiret (checked), Emily Vinson, Julie Breton, Miss approver, Paying Agent.

■ This example results in the following behavior: invoices for Office Equipment dimension with an amount greater than £1000 will go to Florian.



Duplicate a Route on the same Step

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



■ Every Route can be modified.

Phase:
Validation
Steps:
1

Approval

4 routes (Approval 1)

1
WF DEMO > £10.000
1
2
OFFICE QUIP > £1000
3
(Défaut)
4
WF DEMO

Route Approval 1
Default
Name *
OFFICE QUIP > £1000
2
Conditions
Account : OFFICE EQUIP @ 1/4/XX (29000000)
Net amount (excl. tax) : Greater than 1000
Destination *
End phase

Values
Between...and...
Greater than
1500
3
Here we change the amount from £1000 to £1500.
Empty
Filled
Reset
Cancel
OK

Route Approval 1
Name *
OFFICE QUIP > £1500
4
Do not forget to change the Name.
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 (Approval 1), we need then to create a Route on a another Step: the replication feature facilitates that.

Phase: Validation

Steps: 3

Approval

4 routes (Approval 1)

1 WF DEMO > £10.000

2 OFFICE QUIP > £1500

4 WF DEMO

1 route before Validation 2

(Default)

To replicate a Route, drag / drop the selected Route with the mouse 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

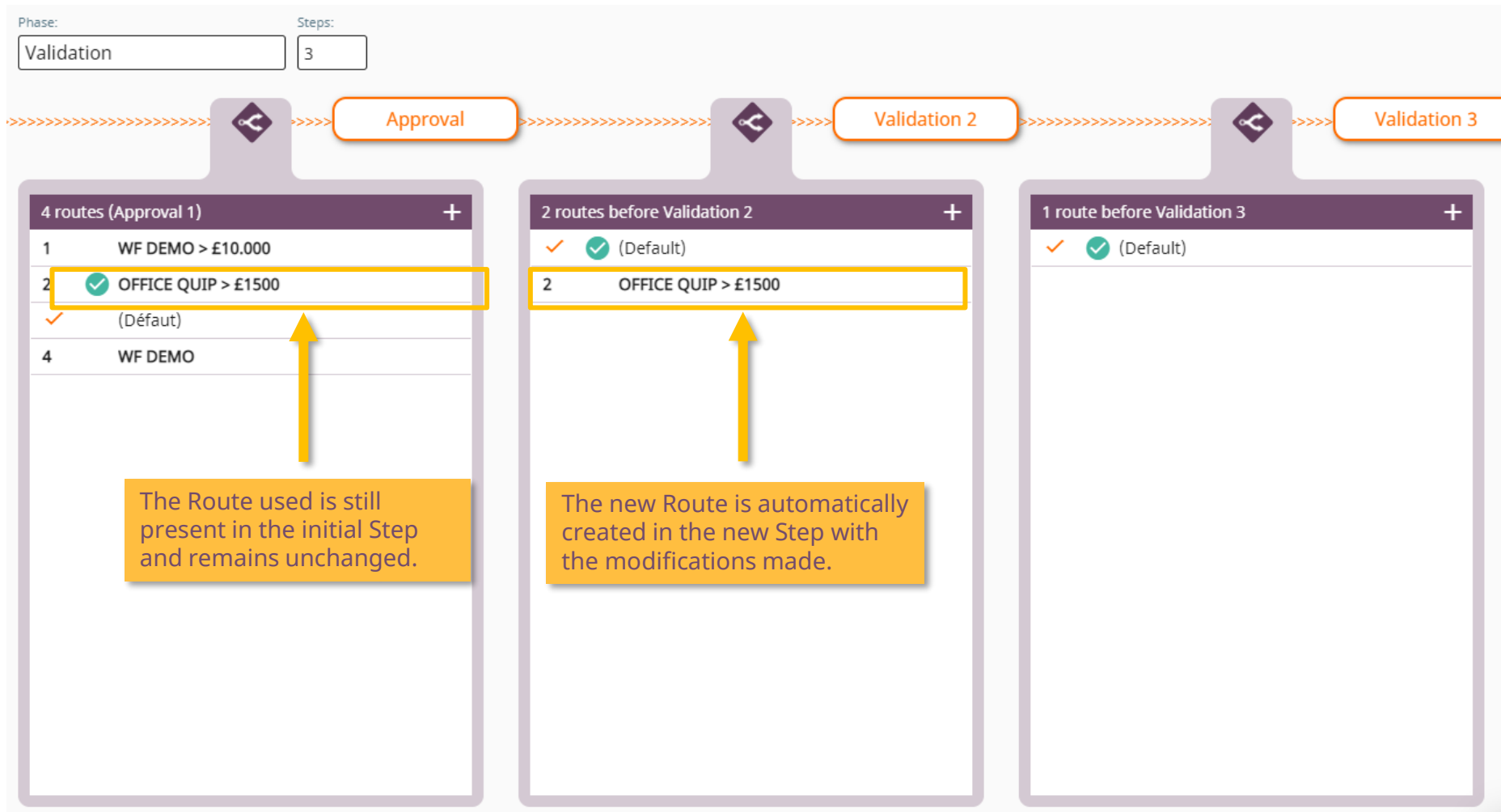
Emily Vinson

Default recipient

Cancel OK

Modify the replicated Route:

- Next step
- Recipient



Close Apply

After any operation on the various Routes, it is necessary to click on Apply in order to save the modifications.

Questions / Answers