

Yooz Rising Training - Business Edition

Module 5: Purchase Management Settings

■ Objectives of this training

- Provide the knowledge to setup Purchase management in Yooz Rising.

■ Prerequisites

- Having completed the "Organisational Units and Master database", "User management", "Approval process management" and "Complementary Settings" modules (module 1, module 2, module 3 and module 4).

■ Targeted audience

- This training is intended for the Administrators of the Purchase process.

■ Duration

- 45 minutes.

■ Introduction

- Prerequisites of Purchase management in Yooz
- The Purchase-to-Pay (P2P) process in Yooz Rising

■ Settings

- Purchase management process global settings
 - How to activate the Purchase management process in Yooz
 - Purchase order management
 - Settings of the Purchase requisition management
 - Settings of the Purchase Order
 - Purchase order number generation
 - Settings of the Budget management
 - Settings of the Goods reception
 - Settings of the Purchase orders / invoices matching

Not available yet

■ Settings (next)

- Settings of the Users for Purchase management purposes
 - Management of the Roles related to the purchasing process
- Settings of the Master data for Purchase management purposes
 - Creation of the delivery and billing addresses
 - Management of the Item database
 - Import of the Item database
- Process settings for Purchase management purposes
 - Purchase requisition and Purchase order processes in detail in Yooz Rising
 - Purchase requisition process management
 - Purchase order process management
 - Purchase order Import process in detail in Yooz Rising
 - Purchase order Import
 - Purchase order invoice matching process in detail in Yooz Rising
 - Purchase order invoice process management

■ Questions/Answers

Introduction

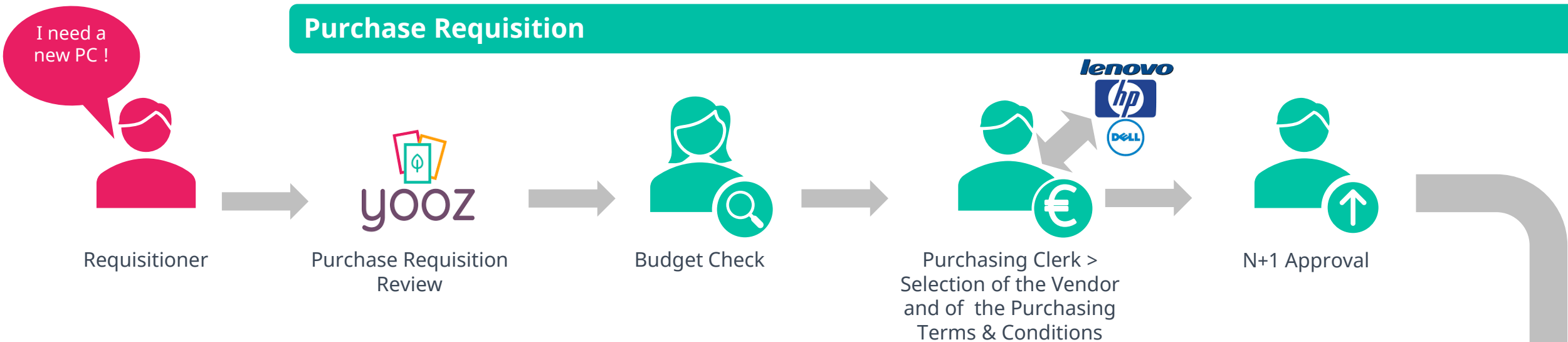
Prerequisites of Purchase management in Yooz

- In order to implement the Purchase management process mentioned in this training, you will have to ensure that your Yooz application meet the following requirements:
 - Business Edition
 - « Purchase » add-on activated
 - Purchase management activated
 - « Dynamic Workflow » add-on highly recommended.

- This deck covers the main steps allowing to implement an overall « Purchase-To-Pay » process based on Purchase Orders generated by Yooz.

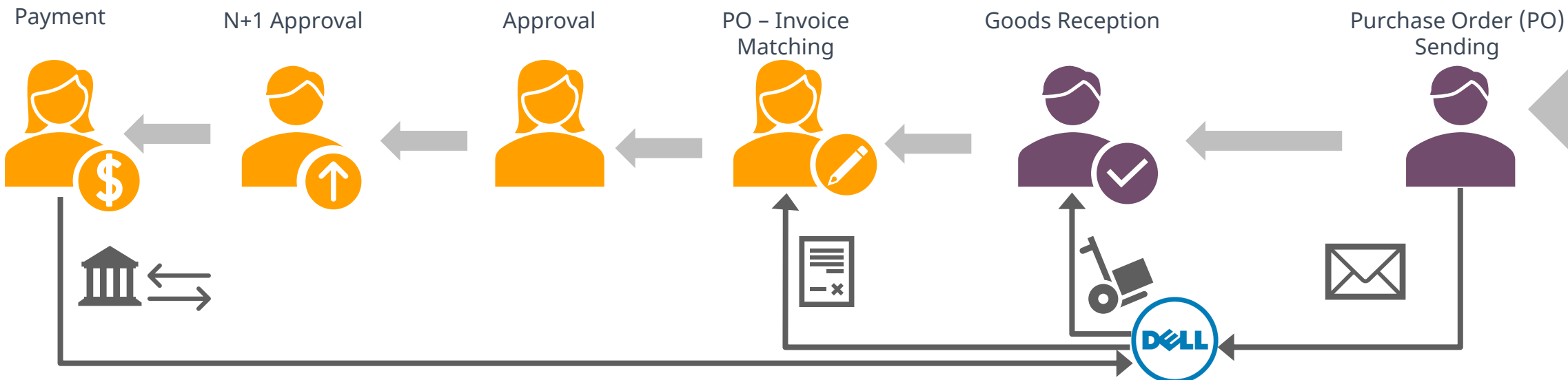
The Purchase-to-Pay (P2P) process in Yooz Rising

Purchase Requisition



Purchase order / Invoice matching

Purchase order



Purchase management process global settings

< Parameters & Preferences < Documents processing preferences

Purchase orders

Configure the behavior of the application for purchase requests, purchase orders and PO-based invoices

Budget configuration

Enable and configure budget tracking

Not available yet

Desactivated >

Goods reception configuration

Enable and configure goods reception

Activated >

Purchase request configuration

Enable and configure the Yooz purchase order generation process following the approval of a purchase request

Activated >

External purchase orders import

>

Purchase orders / invoices matching

>

Click here to activate the Purchase request configuration.

■ Customise the Purchase order creation

< Parameters & Preferences < Documents processing preferences < Purchase orders

Purchase request configuration ☒

Enable and configure the Yooz purchase order generation process following the approval of a purchase request

1 Use this button to activate the Purchase order management.

2 Activate this button if taxes have to be entered on the purchase request.

☒ Require the user to enter taxes on the purchase request

☐ Add items from the purchase request to the masterdata item list

Thousands separator on the purchase order document
Comma (,)

Purchase order document language
User language

☐ Enable automatic sending by default on the purchase request

☒ Activate Yooz banner on purchase order emails

3 Activate this button to automatically complete the masterdata item list.

Purchase requisition creation / review.

"Reply to" email address in case of automatic sending of purchase order document (PDF)

Purchase requisition logo
YOOZlogo.png [\(Remove\)](#)

Purchase requisition report

File to add before the report

File to add after the report

Footer 1

Footer 2

■ Customise your Purchase requisition

< Parameters & Preferences < Documents processing preferences < Purchase orders

Purchase request configuration

Enable and configure the Yooz purchase order generation process following the approval of a purchase request

☒ Require the user to enter taxes on the purchase request

☐ Add items from the purchase request to the masterdata item list

Thousands separator on the purchase order document

Purchase order document language

☐ Enable automatic sending by default on the purchase request

☒ Activate the Yooz banner on purchase order emails

"Reply to" email address in case of automatic sending of purchase order document (PDF)

Purchase requisition logo

Purchase requisition report

File to add before the report

File to add after the report

Footer 1

Footer 2

1 Enable automatic sending of the Purchase request and setup a REPLY-TO email.

3 Import customised documents (GTC,...) to be included before or after the Purchase requisition, in PDF format.

6 Fill in the footer information with a maximum of 4 lines (120 characters per line).

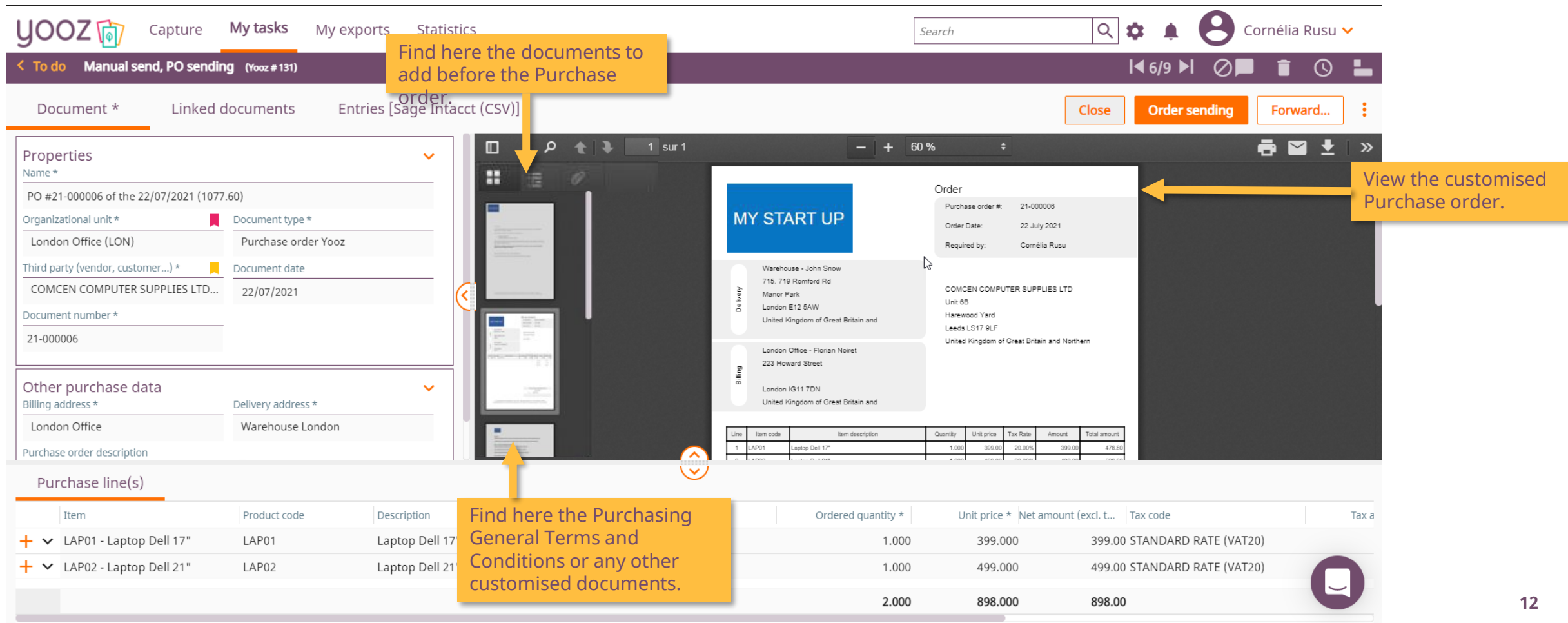
2 A Yooz banner will be displayed in the email's signature sent to the vendor.
Sending the PDF to the vendor

5 The Purchase requisition format can be customised and imported here by your Project Manager Yooz.

Purchase requisition generated in PDF format.

4 Import a logo in GIF format.

- Example of a Purchase order preceded and/or followed by your customised documents.



The screenshot displays the yooz web application interface for managing purchase orders. The top navigation bar includes 'Capture', 'My tasks', 'My exports', and 'Statistics'. The user is logged in as 'Cornélia Rusu'. The main section is titled 'Manual send, PO sending (Yooz # 131)' and shows a 'Document *' tab with 'Linked documents' and 'Entries [Sage Intacct (CSV)]'.

Annotations highlight key features:

- Find here the documents to add before the Purchase order.** Points to the 'Linked documents' section.
- View the customised Purchase order.** Points to the 'Order' details panel on the right.
- Find here the Purchasing General Terms and Conditions or any other customised documents.** Points to the 'Purchase line(s)' table at the bottom.

Order Details:

- Purchase order #: 21-000006
- Order Date: 22 July 2021
- Required by: Cornélia Rusu

Delivery Address:

Warehouse - John Snow
715, 719 Romford Rd
Manor Park
London E12 5AW
United Kingdom of Great Britain and Northern Ireland

Billing Address:

London Office - Florian Noirot
223 Howard Street
London IG11 7DN
United Kingdom of Great Britain and Northern Ireland

COMCEN COMPUTER SUPPLIES LTD
Unit 6B
Harewood Yard
Leeds LS17 9LF
United Kingdom of Great Britain and Northern Ireland

Purchase line(s) Table:

Item	Product code	Description	Ordered quantity *	Unit price *	Net amount (excl. t...)	Tax code	Tax a
+ LAP01 - Laptop Dell 17"	LAP01	Laptop Dell 17"	1.000	399.000	399.00	STANDARD RATE (VAT20)	
+ LAP02 - Laptop Dell 21"	LAP02	Laptop Dell 21"	1.000	499.000	499.00	STANDARD RATE (VAT20)	
			2.000	898.000	898.00		

Settings of the Purchase requisition management 3/3

Example of a customised Purchase order

Your logo. →

MY START UP

Delivery

Warehouse - John Snow
715, 719 Romford Rd
Manor Park
London E12 5AW
United Kingdom of Great Britain and

Billing

London Office - Florian Noiret
223 Howard Street
London IG11 7DN
United Kingdom of Great Britain and

Order

Purchase order #: 21-000006

Order Date: 22 July 2021

Required by: Cornélia Rusu

COMCEN COMPUTER SUPPLIES LTD

Unit 6B

Harewood Yard

Leeds LS17 9LF

United Kingdom of Great Britain and Northern

Line	Item code	Item description	Quantity	Unit price	Tax Rate	Amount	Total amount
1	LAP01	Laptop Dell 17"	1.000	399.00	20.00%	399.00	478.80
2	LAP02	Laptop Dell 21"	1.000	499.00	20.00%	499.00	598.80
Sub Total						898.00	£
Tax						179.60	£
Total						1077.60	£

Final approving by

Rusu Cornélia

The 22/07/2021

Customised footer. →

Unit C5 Nib, Block C, Dukes Court, Dukes Street Woking, Surrey, GU21 5BH, UK
tel: (+44) 000 000 000 Business ID: 000 000 000 000
e-mail: invoices@mystartup.com

Example of a standard Purchase order

→ The Yooz logo will be displayed by default.

yooz 

Cloud P2P Automation. Easy. Powerful. Smart.

Order

Purchase order #: 21-000007

Order Date: 22 July 2021

Required by: Cornélia Rusu

COMCEN COMPUTER SUPPLIES LTD

Unit 6B

Harewood Yard

Leeds LS17 9LF

United Kingdom of Great Britain and Northern

Delivery

Warehouse - John Snow
715, 719 Romford Rd
Manor Park
London E12 5AW
United Kingdom of Great Britain and

Billing

London Office - Florian Noiret
223 Howard Street
London IG11 7DN
United Kingdom of Great Britain and

Line	Item code	Item description	Quantity	Unit price	Tax Rate	Amount	Total amount
1	LAP01	Laptop Dell 17"	1.000	399.00	20.00%	399.00	478.80
2	LAP02	Laptop Dell 21"	1.000	499.00	20.00%	499.00	598.80
Sub Total						898.00	£
Tax						179.60	£
Total						1077.60	£

Final approving by

Rusu Cornélia

The 22/07/2021

→ The footer is empty by default. It must be completed in the Settings.

- Customise your Purchase order number by setting up elements which will be concatenated in the following order:

- From the top to the bottom
- From the left to the right
- Separated by the character of your choice.

Cancel Save

< Parameters & Preferences < Documents processing preferences < Purchase orders < Purchase request configuration

Purchase order number configuration

☒ Insert organizational unit code
 ☐ Insert subsidiary code
 Prefix of the number: AA

Year index: AA
 Number of digits in the number: 6
 Reset the purchase order number counter to 0: Year

Field separator: Underscore
 Initial order number:

Order

Purchase order #:

21-000006

Order Date:

22 July 2021

Example of a customised Purchase order number.

■ Activate budget configuration

Not available yet

< Parameters & Preferences < Documents processing preferences < Purchase orders

Budget configuration ☐

Enable and configure budget tracking



Request approval from the budget manager
if over budget

Percentage of budget used triggering a notification

80

■ Activate Goods Reception

- Go to Settings / Parameters & Preferences / Document Processing Preferences / Purchase orders / Goods reception configuration

< Parameters & Preferences < Documents processing preferences < Purchase orders

Goods reception configuration ☒ **Activate reception**

Enable and configure goods reception

Activate to allow the Goods Reception in Yooz Rising - for a PO created in Yooz

☒ Generate a goods reception task when on purchase orders created in Yooz

Activate to display a button in the PR form and enable default receipt on it.

☒ Enable goods reception by default on the purchase request

Enable goods reception for imported purchase orders from external systems

Activate to allow the Goods Reception on PO imported from a third-party system.

Activate or deactivate manually the reception when creating the PR

Document * Entries [Yooz Standard CSV V1]

Properties

Name * Purchase request from Accountant on 01/13/2022 (1871.50)

Organizational unit * YOOZUS - USA YOOZDEMO

Document type * Purchase request

Goods to be received? ☒ To be sent automatically? ☐

■ Settings of the gap when matching the Purchase orders and invoices

< Parameters & Preferences < Documents processing preferences < Purchase orders
Purchase orders / invoices matching

Invoice/PO gap tolerance amount	Invoice/PO gap tolerance percentage
0.00	0.00

Allows to define a gap tolerance amount or percentage, between the Purchase order and the Invoice when matching these two documents.
If you fill in the two fields, Yooz will alert when a gap tolerance is exceeded.
If you only fill in one of these fields, Yooz will alert you if this specific field is exceeded.

Settings of the Users for Purchase management purposes

Management of the Roles related to the purchasing process

Role	Tasks	Permissions allowed	Workspaces accessible
Administrator	Admin tasks	Settings and customisation	Settings
Requisitioner	Creation and Review of the Purchase requisition	Create and Review Purchase requisitions	My Tasks
Purchasing Clerk	Purchase requisition assessment	View, modify, approve a Purchase requisition	My Tasks
Administrator of the Purchase order	Purchase Order sending and Goods reception	Modify the data of a Purchase order and clear open good reception	My Tasks
Approver	Purchase requisition, Purchase Order and/or Invoice Approval.	View, Approve a Purchase requisition, a Purchase order or an Invoice.	My Tasks

Settings of the Master data for Purchase management purposes

Creation of the delivery and billing addresses

- The creation of your delivery and billing addresses is a mandatory step for the Purchase requisition.

< Settings < Masterdata Addresses + ⋮

2 result(s)

Filter on an organization ▼

Name	↑	Code	Concerned organizational units
Billing address		SIEGEDELIV	All
Delivery address		BILLSIEGE	All

1 To create your addresses, go to Settings > Masterdata > Addresses then click on + to add a new address.

6 Allows to Restrict visibility of this address to an Organizational unit.

2 Fill in a Code and a Name which will allow to select the address from the creation form of the Purchase requisition.

3 Confirm the type of address (billing and/or delivery)

Allows to create a new address based on the current form.

5 Click on Save.

Addresses Yooz UK

Properties * Restrict visibility

Properties

Code * Yzuk

Name * Yooz UK

Is a billing address ☒

Is a delivery address ☒

Cancel Save Save as

Addresses

Recipient

Country United Kingdom of Great B... ✕ ▼

Address (1st line) Unit C5 Nib, Block C, Dukes Court,

Address (2nd line) Dukes Street Woking,

Zip code GU21 5BH

City Surrey

State

4 Complete the fields related to the address.

- The creation of the Item database is not mandatory, but it simplifies the data entry while creating the Purchase requisition.

< Settings < Masterdata Items

4 result(s) Filter

Name	Code	Concerned organizational units
Advertising banner 2m x 1m	AB21	All
Dell Router Wifi 6 Large Bande	RWDELL6	All
Laptop Latitude 7400 Config 1	LTPCOM1	All
Laptop Latitude 7410 Config 2	LTPCOM2	All

To create an Item database, go to Settings > Masterdata > Items, then click on the + to add a new Item.

Define the properties and characteristics of an Item.

Define analytical allocation by default.

Allows to Restrict visibility of the Item to an Organizational unit.

< Item Advertising banner 2m x 1m

Properties * Dimension Restrict visibility Cancel Save Save as ⋮

Properties

Code * ERP code

Name *

Item properties

Unit price Third party (vendor, customer...) Vendor item code

International item number URL Global trade item number

GL Account Tax code

Save here.

Allows to create a new Item based on the current Item form.

- The creation of the Item database is not mandatory, but it simplifies the data entry while creating the Purchase requisition.

< Items Advertising banner 2m x 1m

Properties * Dimension Restrict visibility Cancel Save Save as ⋮

Properties ⌵

Code * ERP code Name *

AB21 Advertising banner 2m x 1m

Item properties ⌵

Unit price Third party (vendor, customer...) Vendor item code International item number URL

999.000 Baches Publicitaires ✕ ⌵ BPTR2.1

Global trade item number GL Account Tax code

 PUBLICITÉ, PUBLICATIONS, ... ✕ ⌵ ⌵

Custom fields ⌵

Custom field #1 Custom field #2 Custom field #3 Custom field #4 Custom field #5

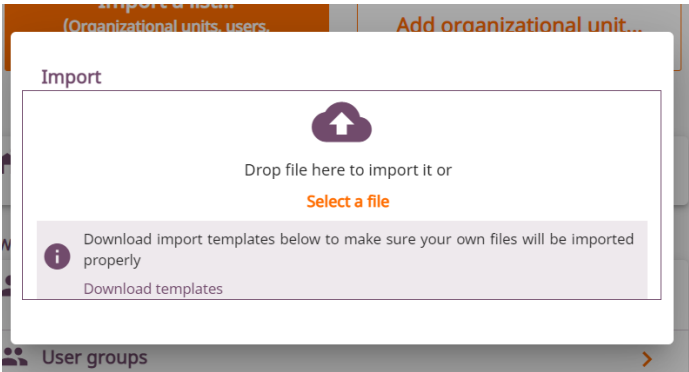
Custom field #6 Custom field #7 Custom field #8 Custom field #9 Custom field #10

Annotations:

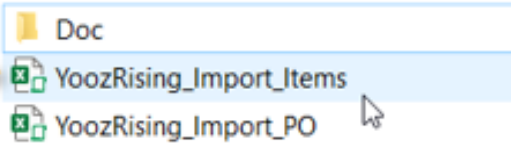
- Vendor.** (points to Third party field)
- Item code.** (points to Vendor item code field)
- Code EAN.** (points to International item number field)
- GTIN Code: Unique and globally known item code assigned to an item.** (points to Global trade item number field)
- Accounting allocation (Accounts and VAT) by default.** (points to GL Account field)
- Allows to setup Custom fields.** (points to Custom field #1 field)

■ Import an Item database from a file.


1 Import the Item database template suggested by Yooz by going to Settings > Import a list... > then click on Download templates.



2 Collect the YoozRising_Import_Item file in the « Doc » folder and use the document named: YoozRising_Item_Specifications.

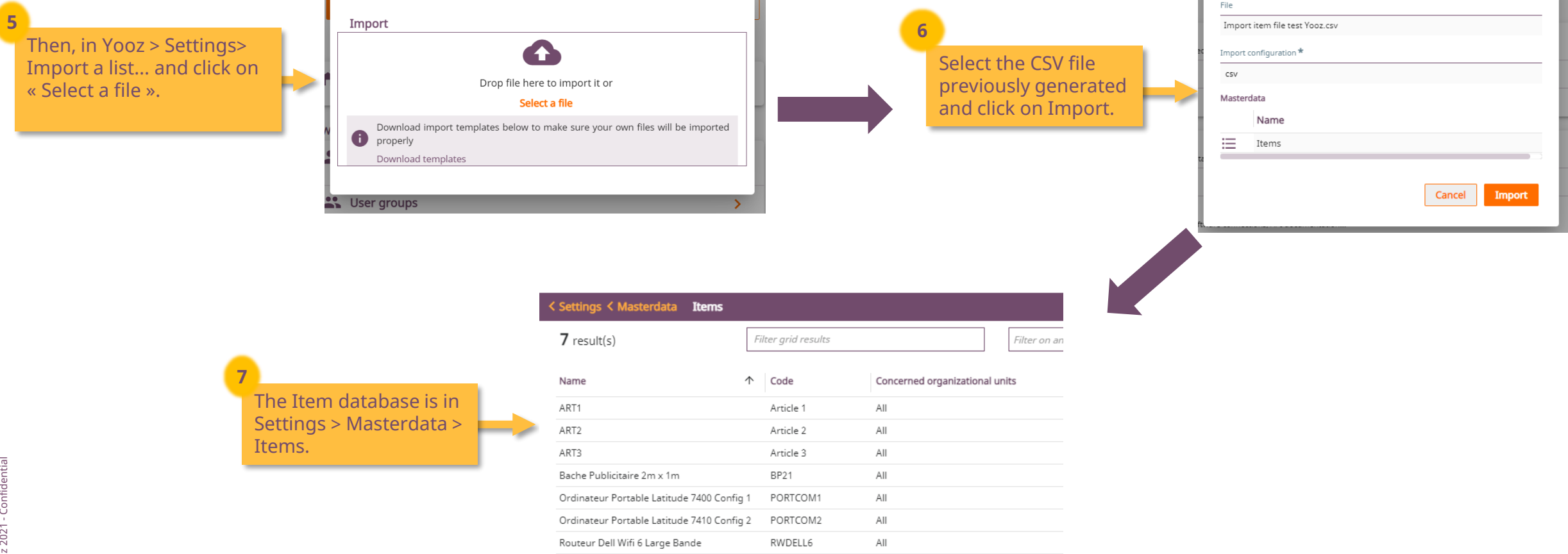


3 Complete the table. Only the Item code, Item description and Unit price columns are mandatory.

<div><div>yooz</div><div></div><div>Cloud ERP Automation. Easy. Powerful. Smart.</div></div>		<div>List of items to be created for purchase requisitions</div>		<div>format on your computer.</div>	
<div><div>Required Obligatoire Obligatoria</div><div>Optional Facultative Opcional</div><div>Optional but recommended Facultative mais préconisée Opcional pero recomendado</div></div>		<div>Generate the file for Yooz</div>		<div><div>Español</div><div>English</div><div>Français</div></div>	
		v20210611			
Item code		Associated Supplier Code		Item description	
Article 1				ART1	
Article 2				ART2	
Article 3				ART3	
				Unit price	
				25	
				30	
				150	
				Supplier item number	

4 Click on Generate the file for Yooz> save the CSV format on your computer.

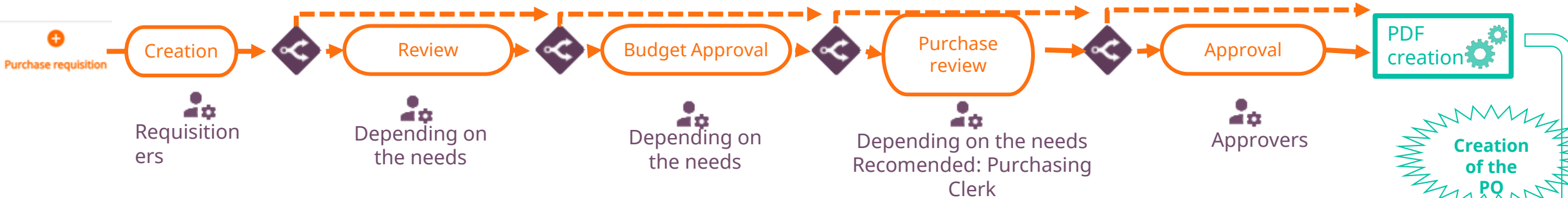
■ Access your Item database in Settings > Masterdata > Item.



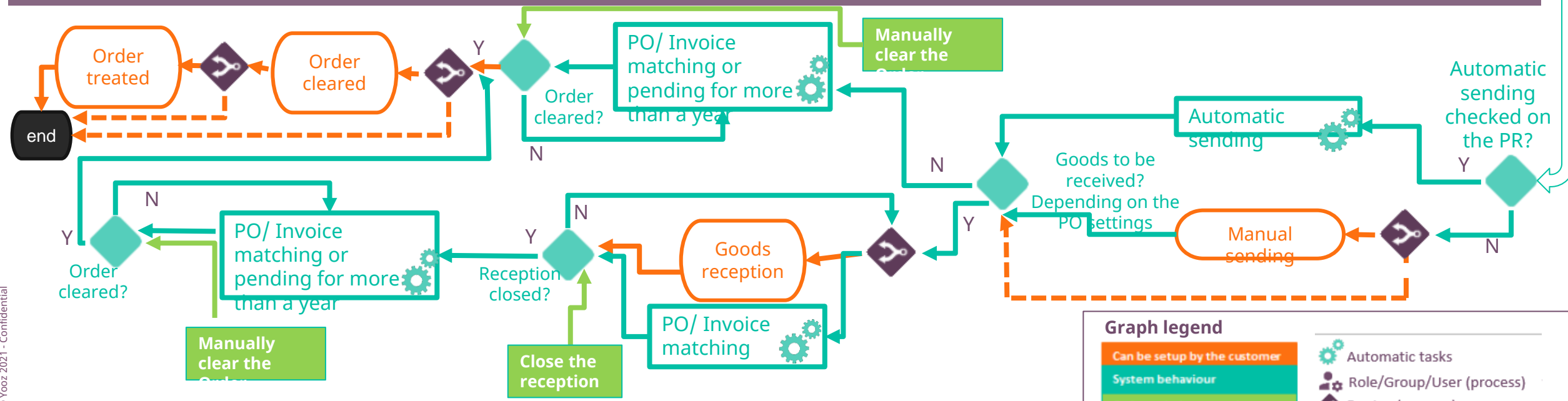
Process settings for Purchase management purposes

Purchase requisition and Purchase order processes in detail in Yooz Rising

Purchase Requisition (PR)



Purchaser Order (PO)

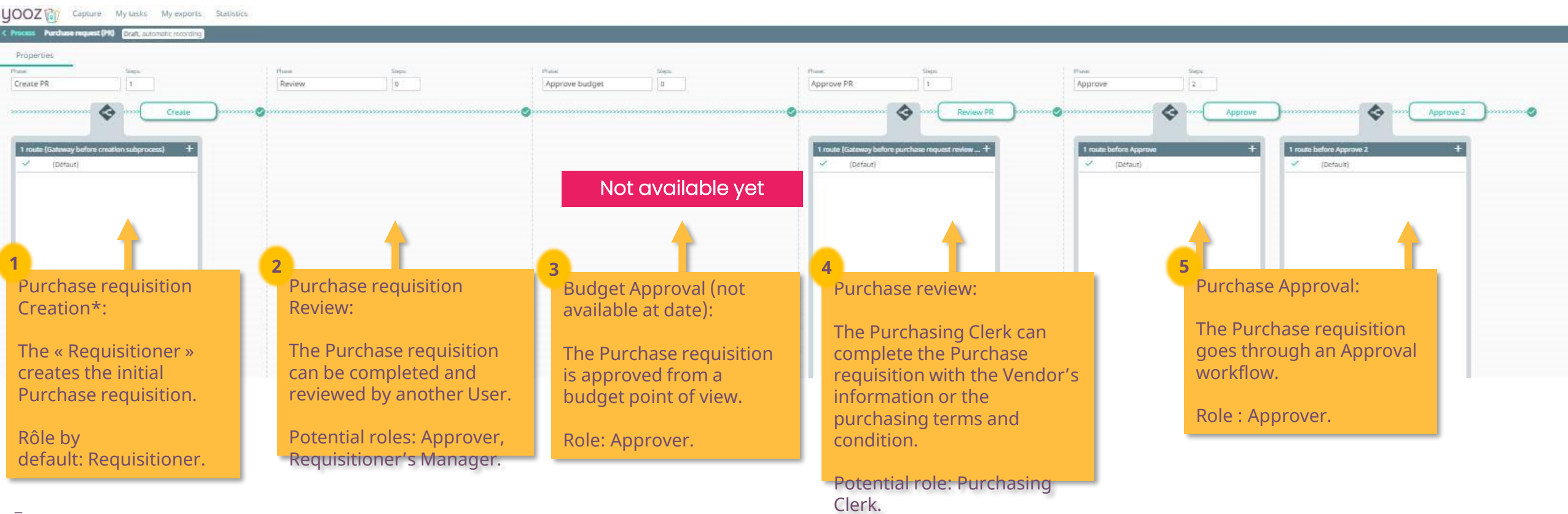


Graph legend

- Can be setup by the customer
- System behaviour
- Orders admin. operations
- Automatic tasks
- Role/Group/User (process)
- Routes (process)

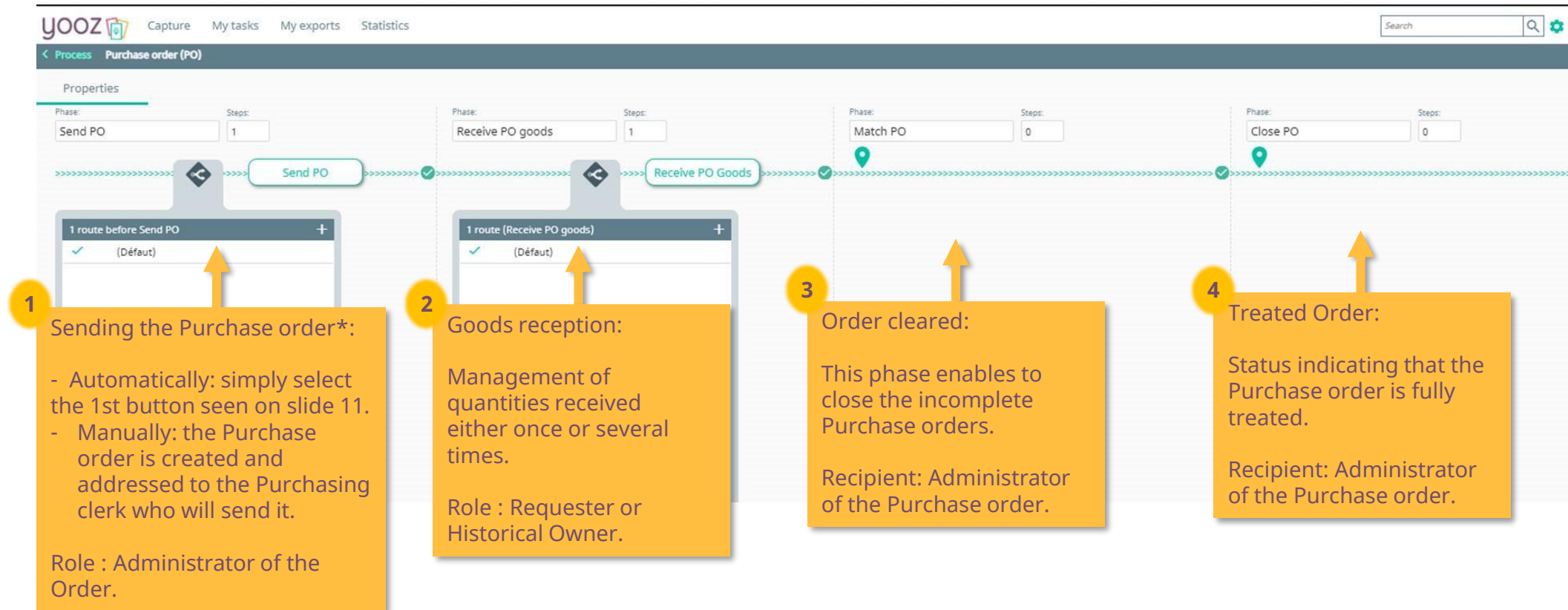
Purchase requisition process management

- Up to 5 possible phases to configure the Purchase requisition process.



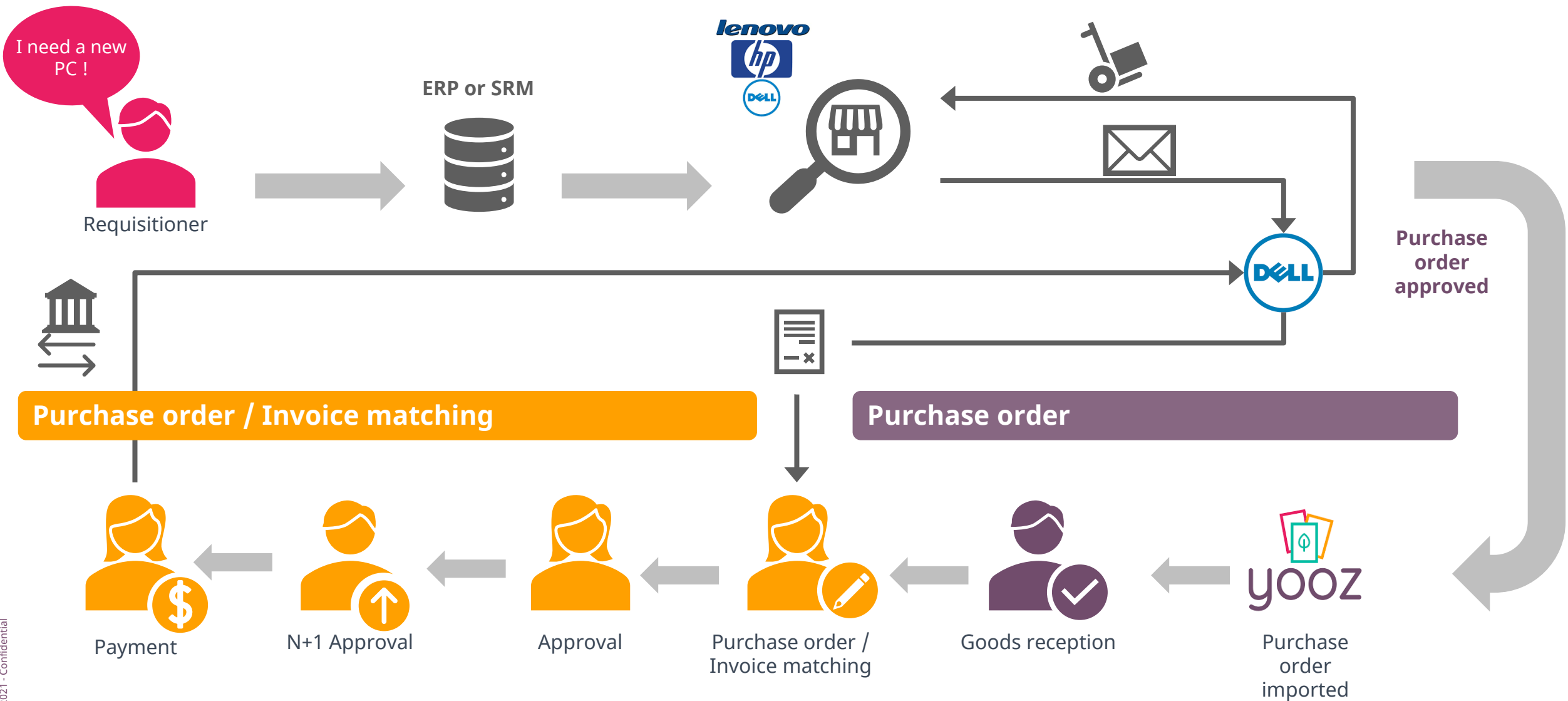
- Only the phases marked with a * are mandatory. Each phase can include up to 9 phases. Phases settings and administration are identical to the Purchase invoice process (module 3).

- Up to 4 possible phases to manage the Purchase order.

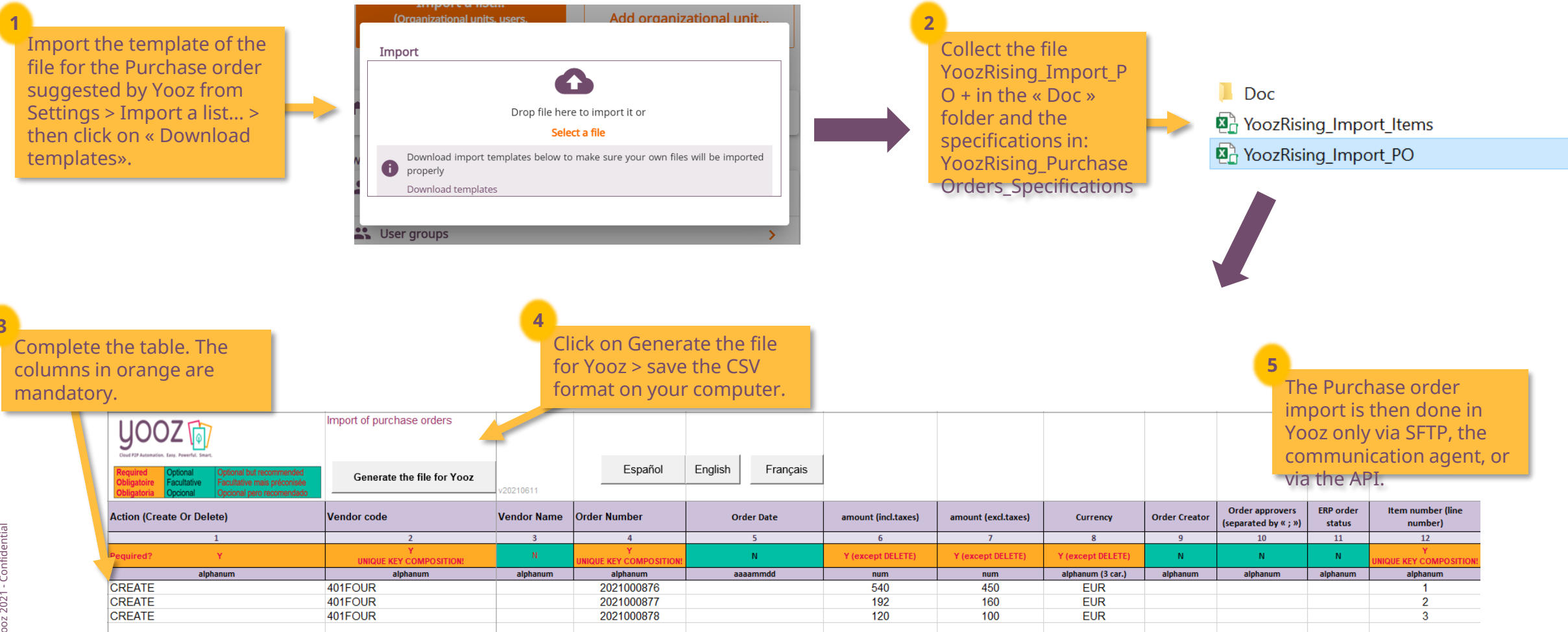


- Only the phases marked with a * are mandatory. Each phase can include up to 9 phases. Phases settings and administration are identical to the Purchase invoice process (module 3).

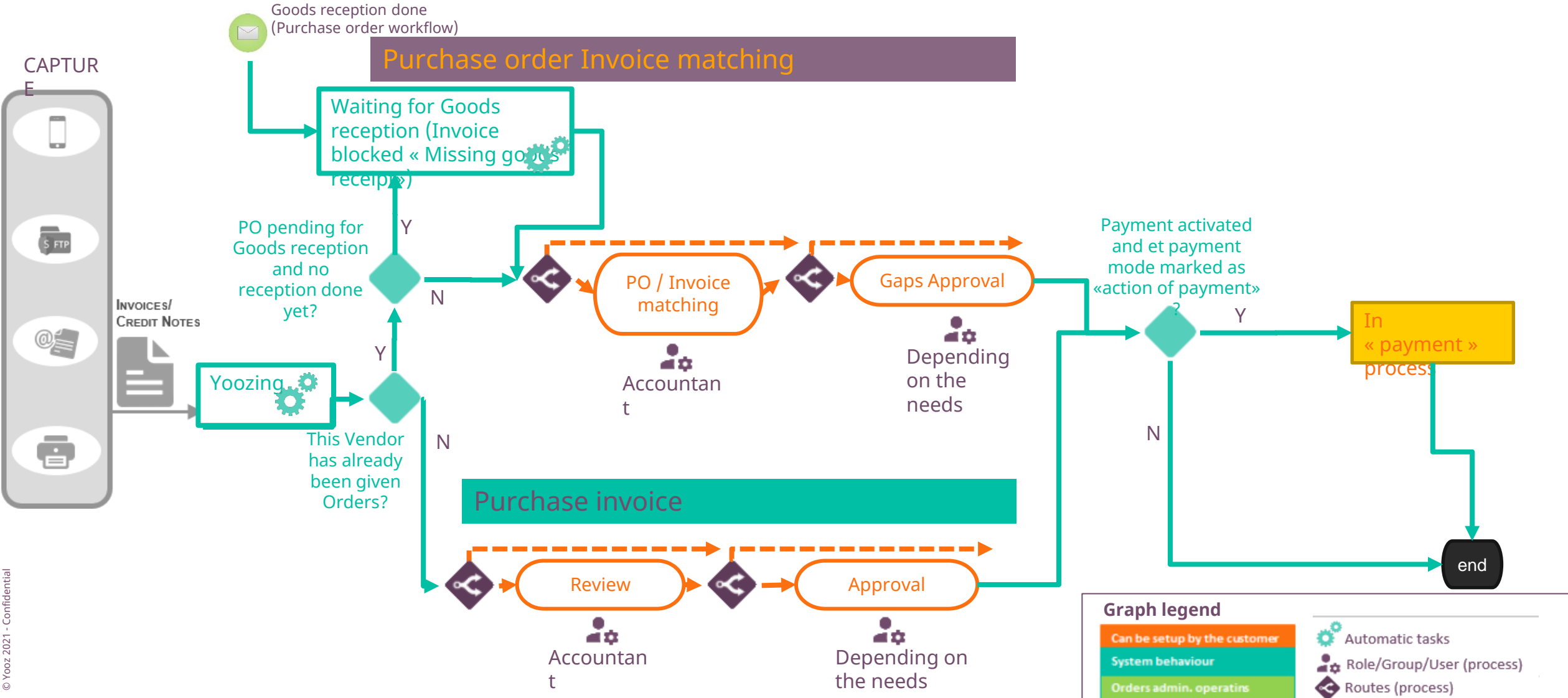
Purchase order Import process in detail in Yooz Rising



■ Import a Purchase order from a file.

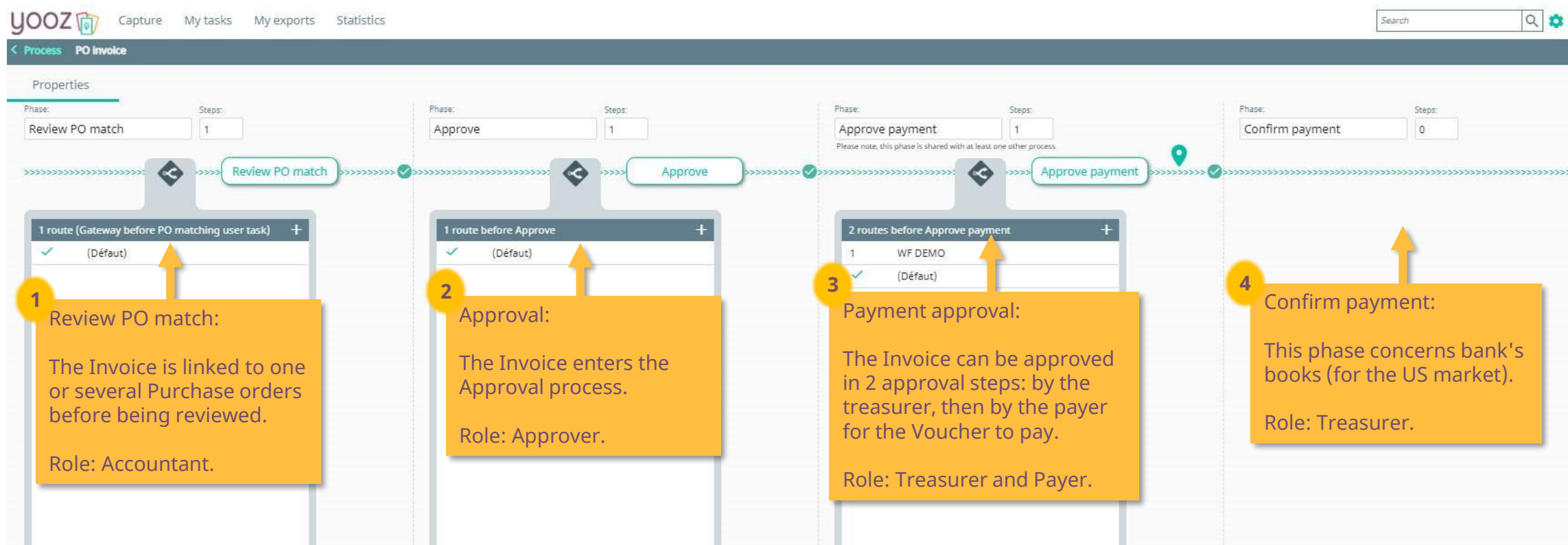


Purchase order Invoice matching process in detail in Yooz Rising



Purchase order Invoice process management

- Up to 4 possible phases to match Purchase order and Invoice.



- Only the phases marked with a * are mandatory. Phases settings and administration are identical to the Purchase invoice process (module 3).

Questions / Answers