Cloud P2P Automation. Easy. Powerful. Smart.

Yooz Rising training – Business Edition

Module 7: Document Review

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Objective and duration of the training

- Objective of the training
  - Provide the knowledge allowing to review documents in Yooz Rising.
- Prerequisite
  - None.
- Targeted audience
  - This training is for accountants.
- Duration
  - 45 minutes.

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Training plan (1/2)

- Access and introduction to the screens
  - Introduction to the Workspace « My Tasks »
  - Customization of the Workspace « My Tasks »
  - Completed documents
- Coding your documents
  - Invoices Review screen
  - Documents' header
  - Optimization of the Third-party sheet
  - Allocation of invoices and click&reco
  - Other documents
- Interactions et actions
  - Inside task action buttons
  - History of the document
  - Attachment of a document
  - PDF display
  - Error message
  - Highlight colors
- Export your documents
- Questions / Answers

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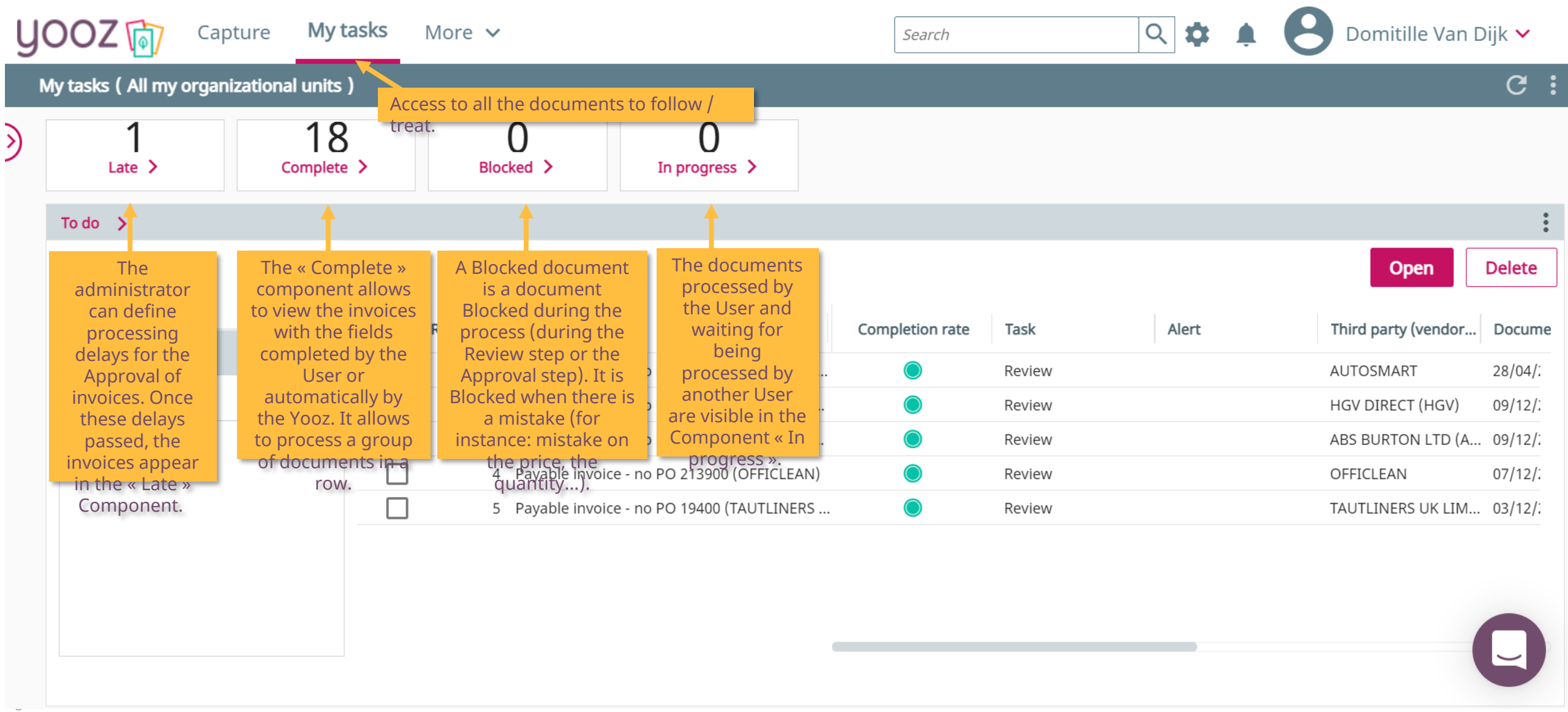
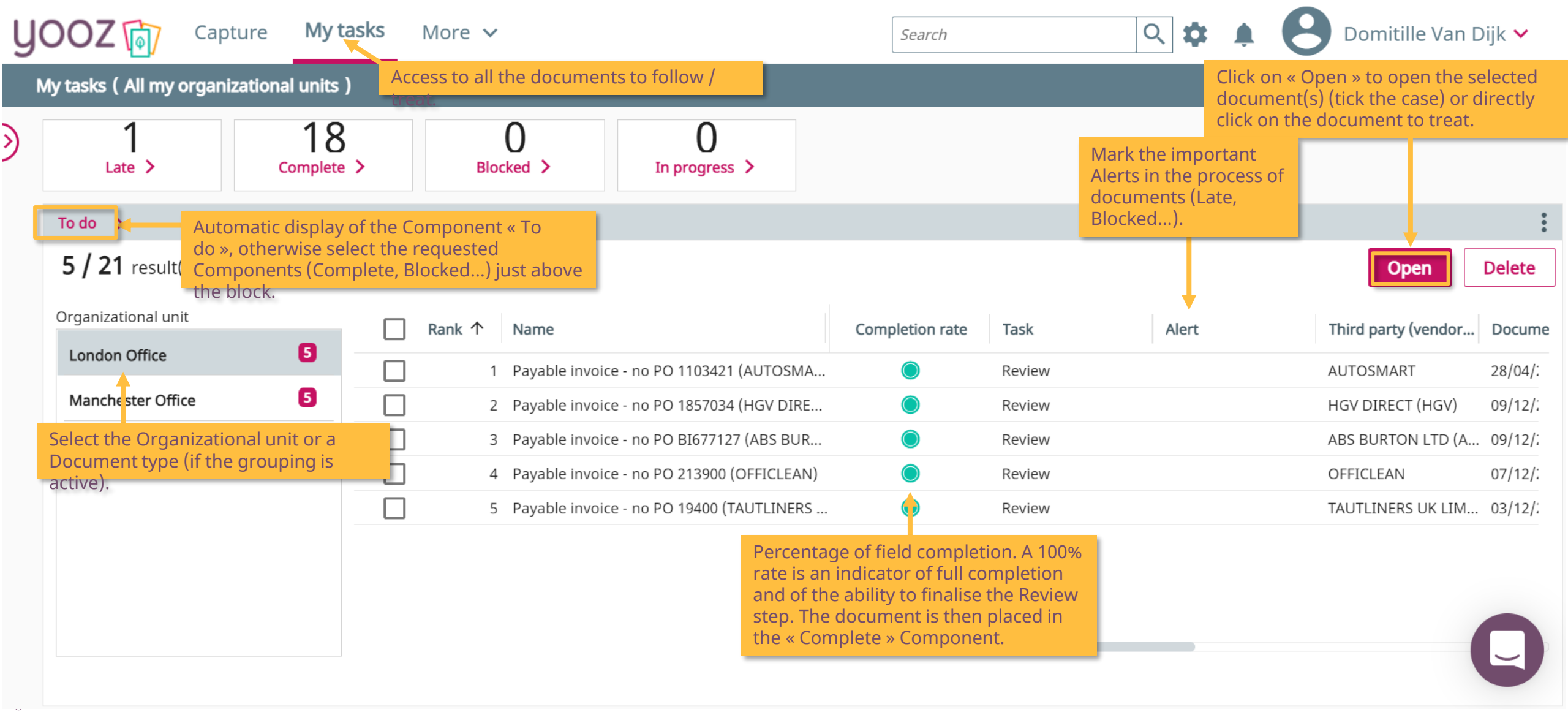
Access and introduction to the User interface

Workspace « My tasks » (1/2)



Workspace « My tasks» (2/2)



Filter documents

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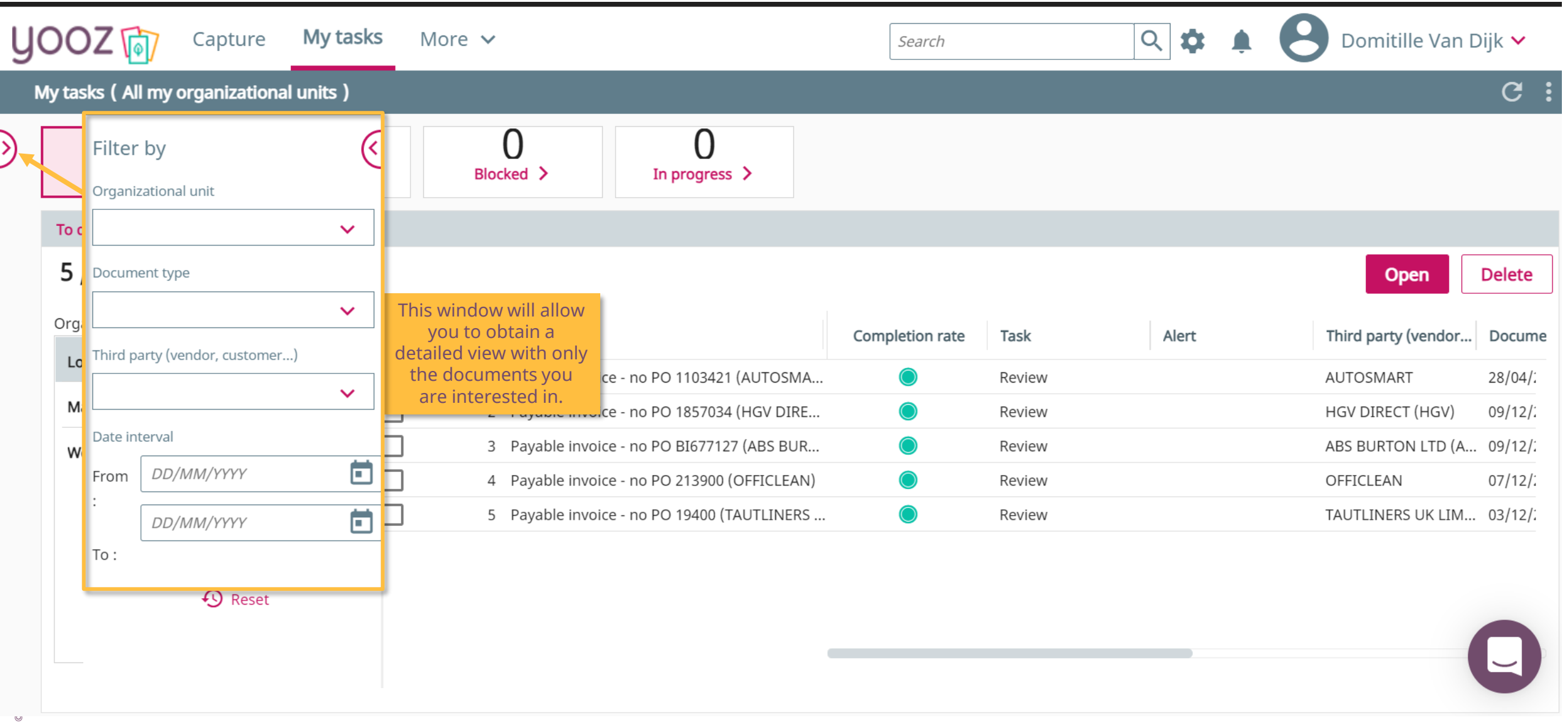
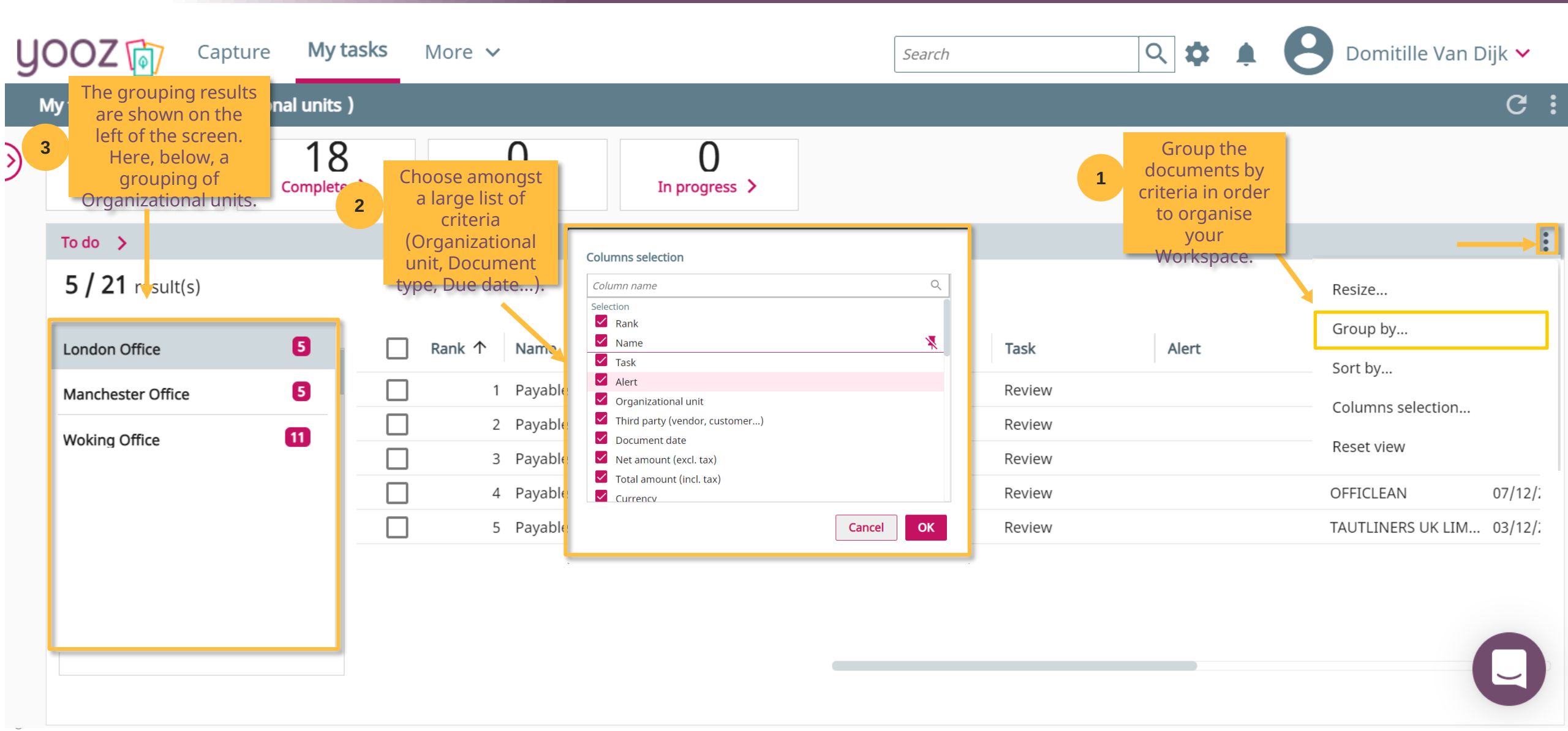
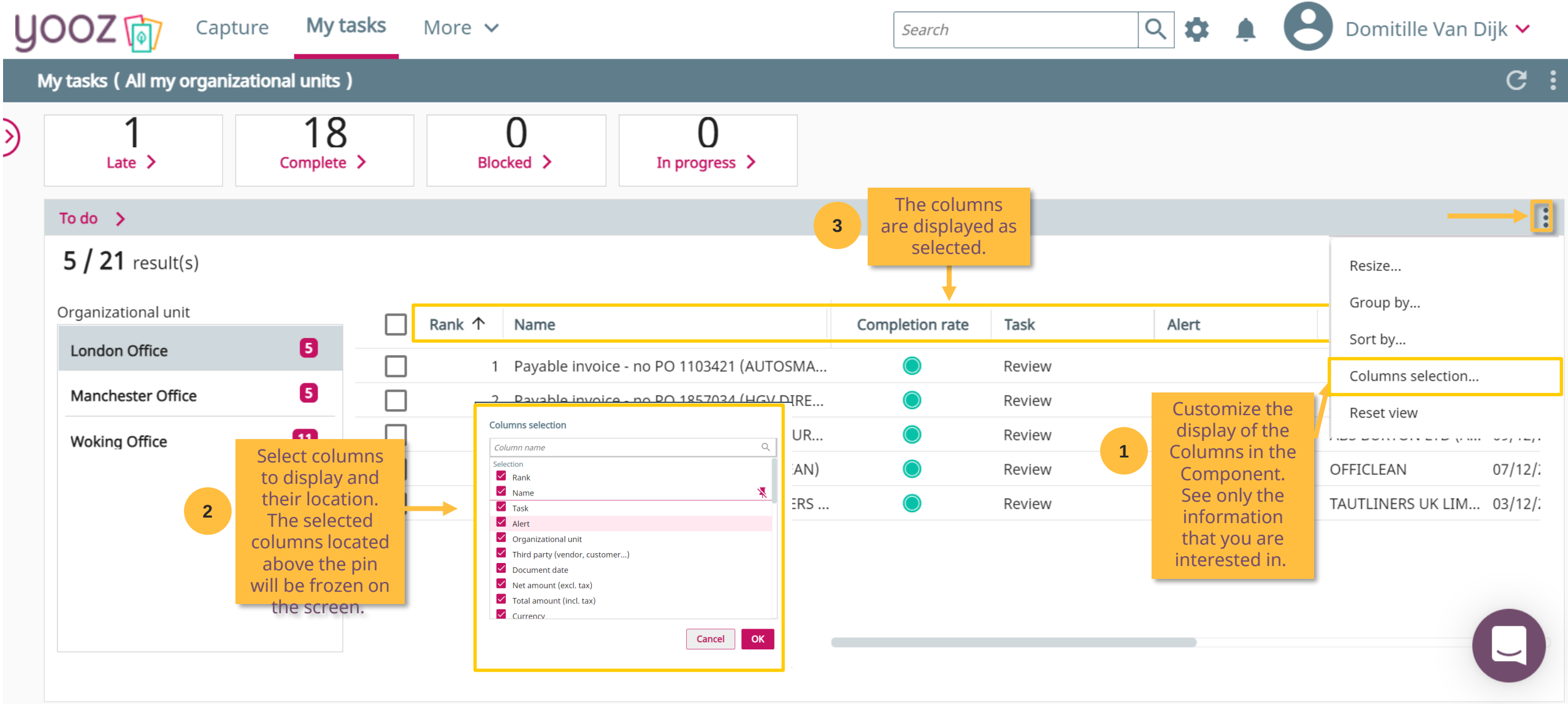


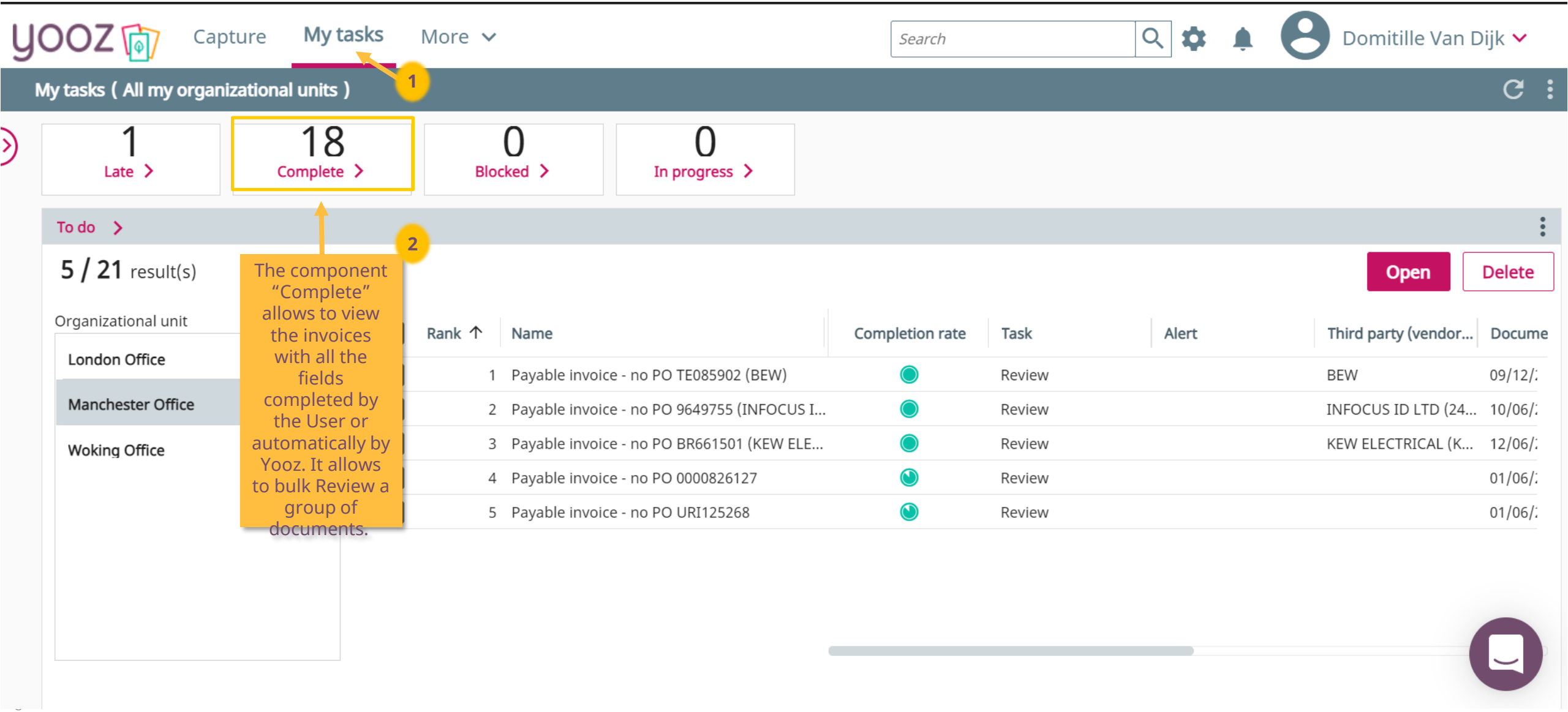
Group the documents



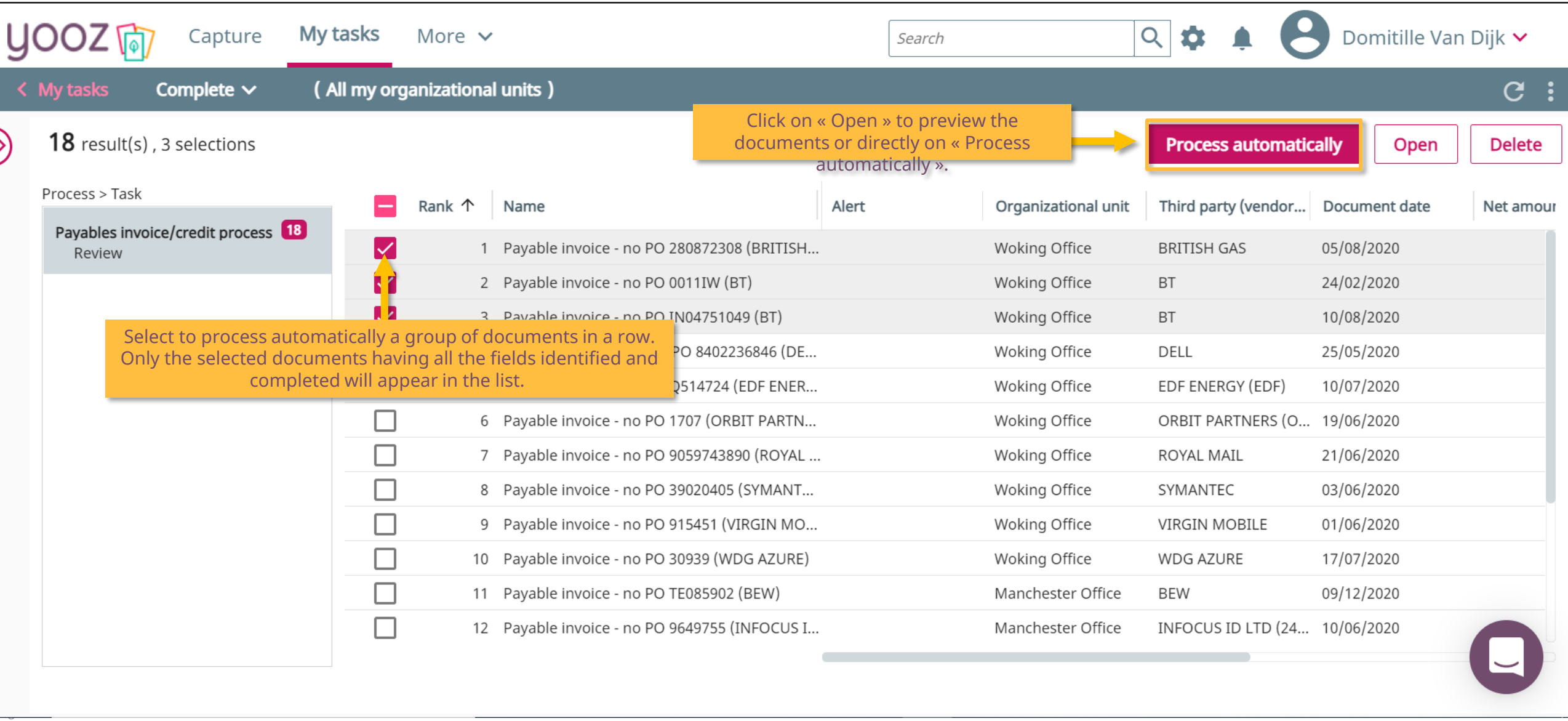
Customize columns to display



Component «Complete» (1/2)



Component «Complete» (2/2)



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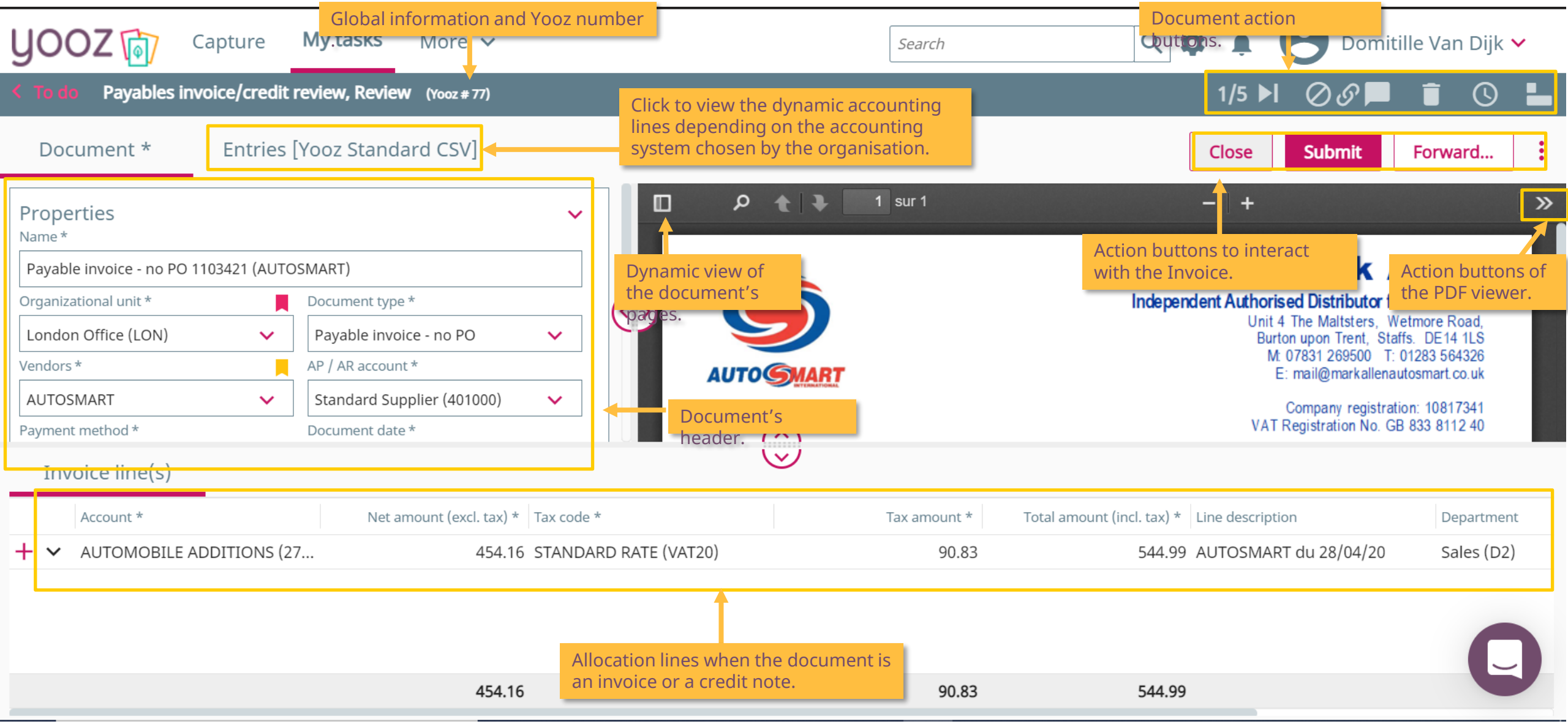
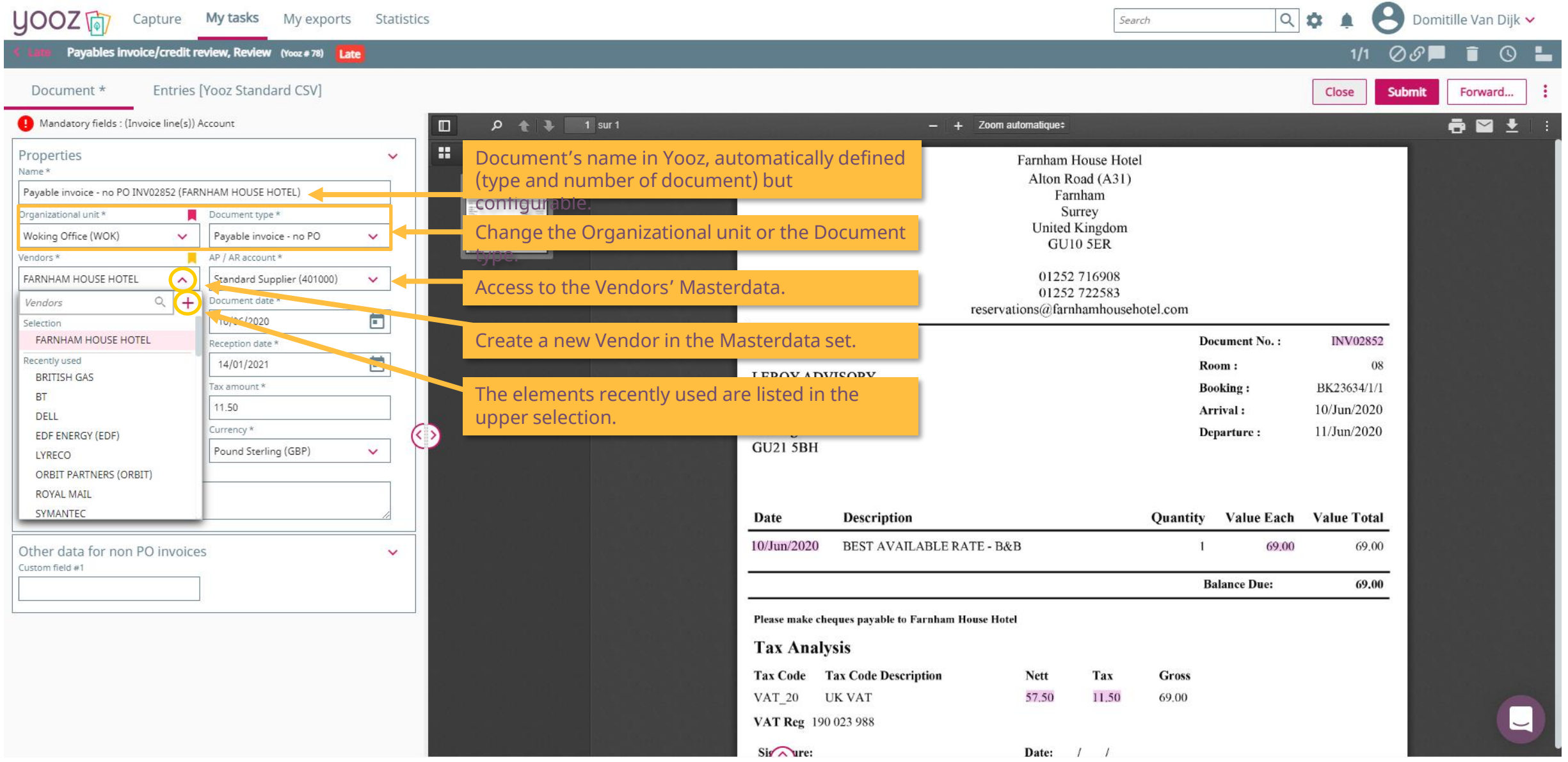
Reviewing documents

Invoices' Review screen



Document's header



Document's name in Yooz, automatically defined (type and number of document) but configurable.

Change the Organizational unit or the Document type.

Access to the Vendors' Masterdata.

Create a new Vendor in the Masterdata set.

The elements recently used are listed in the upper selection.

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Optimization of the vendor profile

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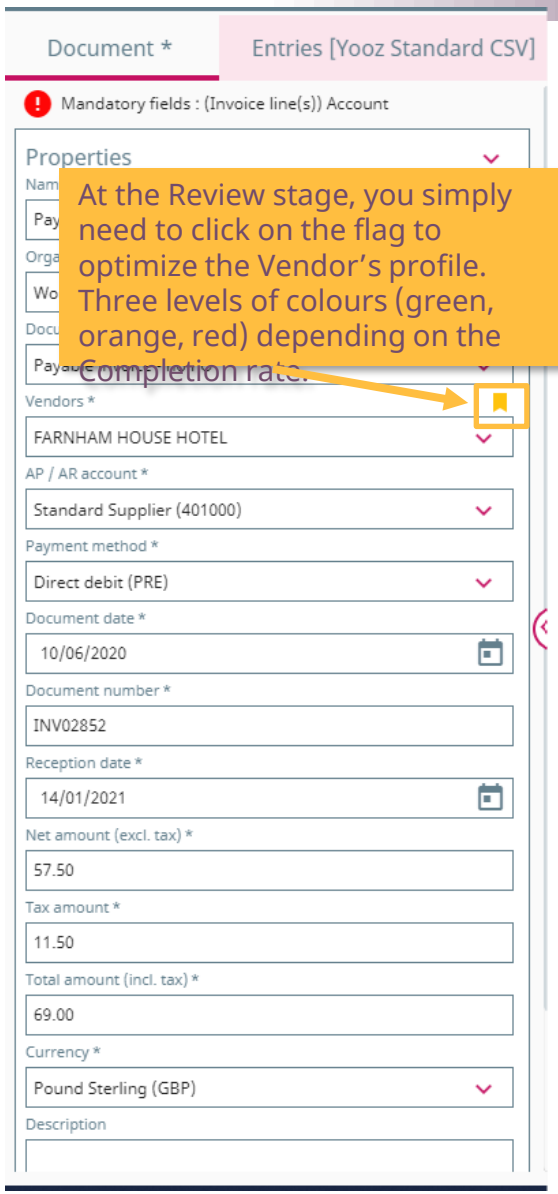
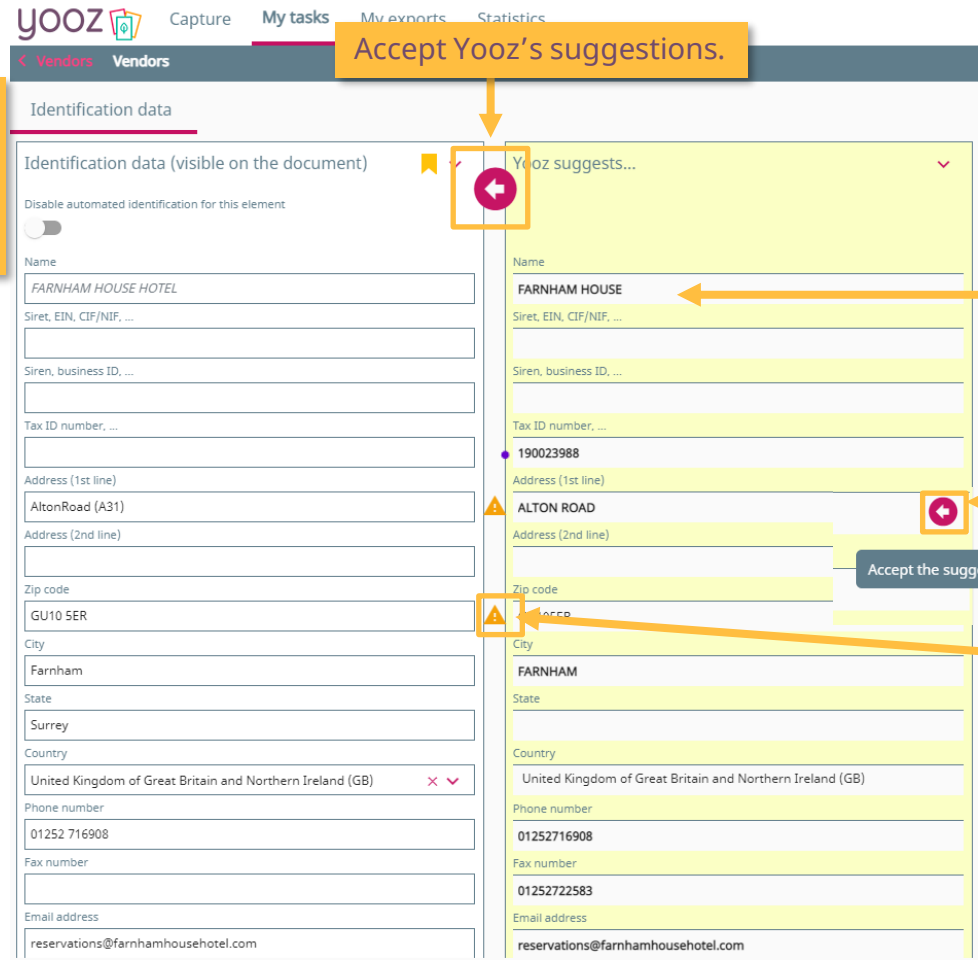
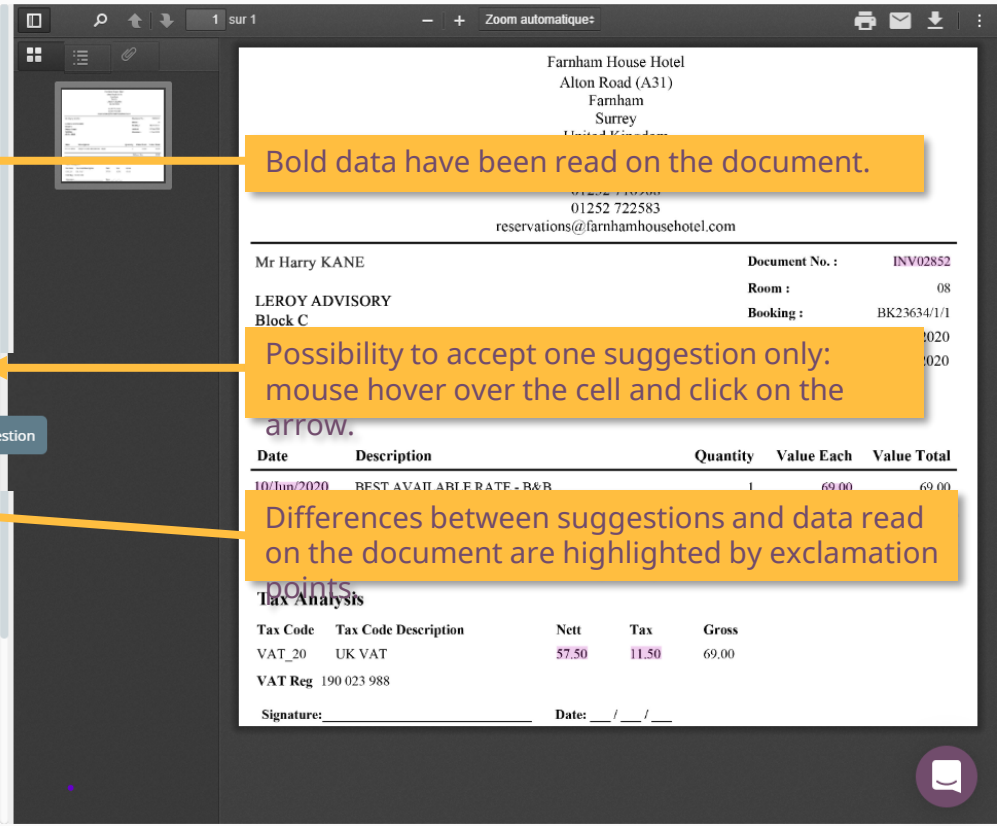
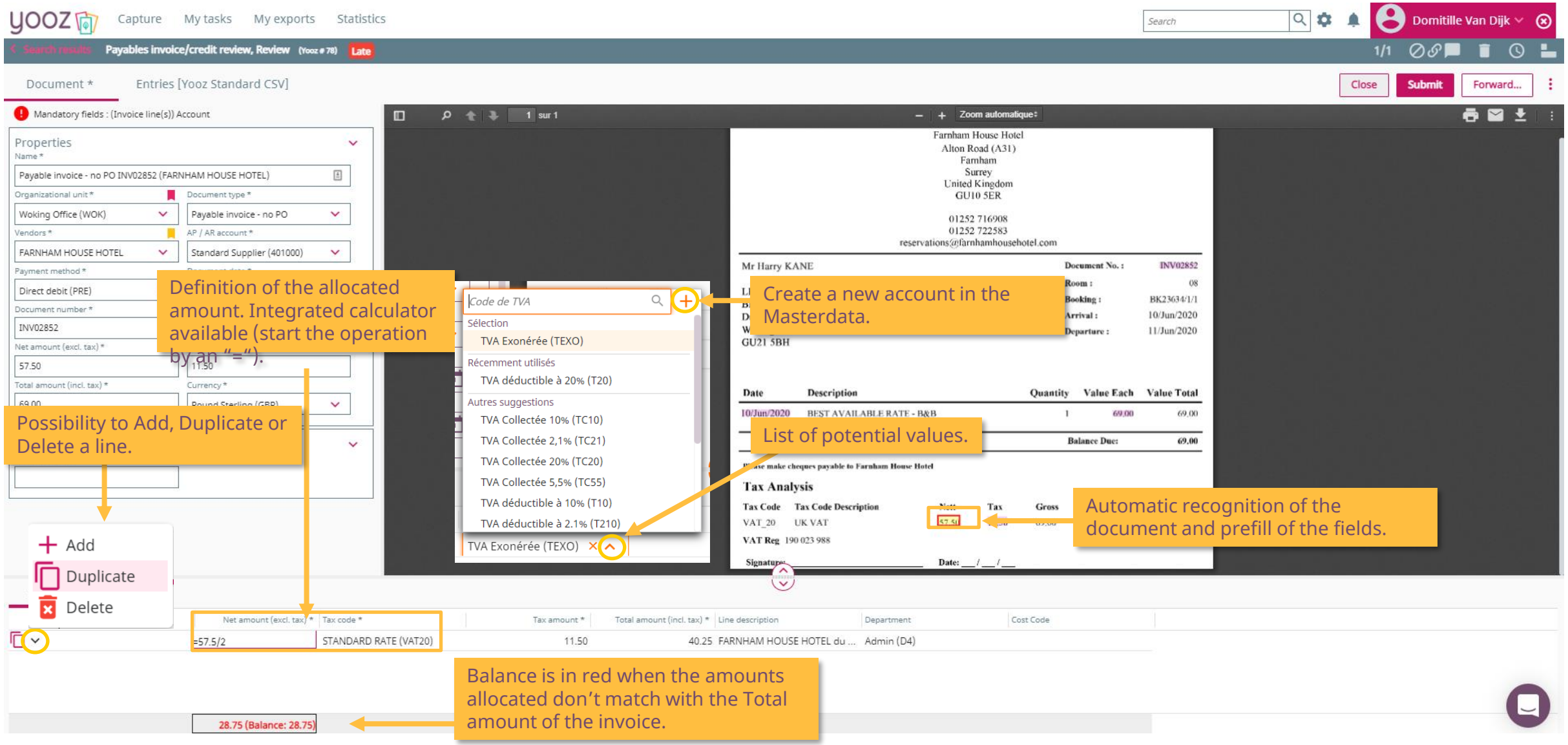






Invoice Allocation



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Calculations in the Review screen

Capture | My tasks | More | Search | Domitille Van Dijk

Complete — Payables invoice/credit review, Review (Yooz # 63) — 1/18

Document * | Entries [Yooz Standard CSV] | Close | Submit | Forward...

Properties

Name *: Payable invoice - no PO 280872308 (BRITISH GAS)

Organizational unit *: Woking Office (WOK)

Document type *: Payable invoice - no PO

Vendors *: BRITISH GAS

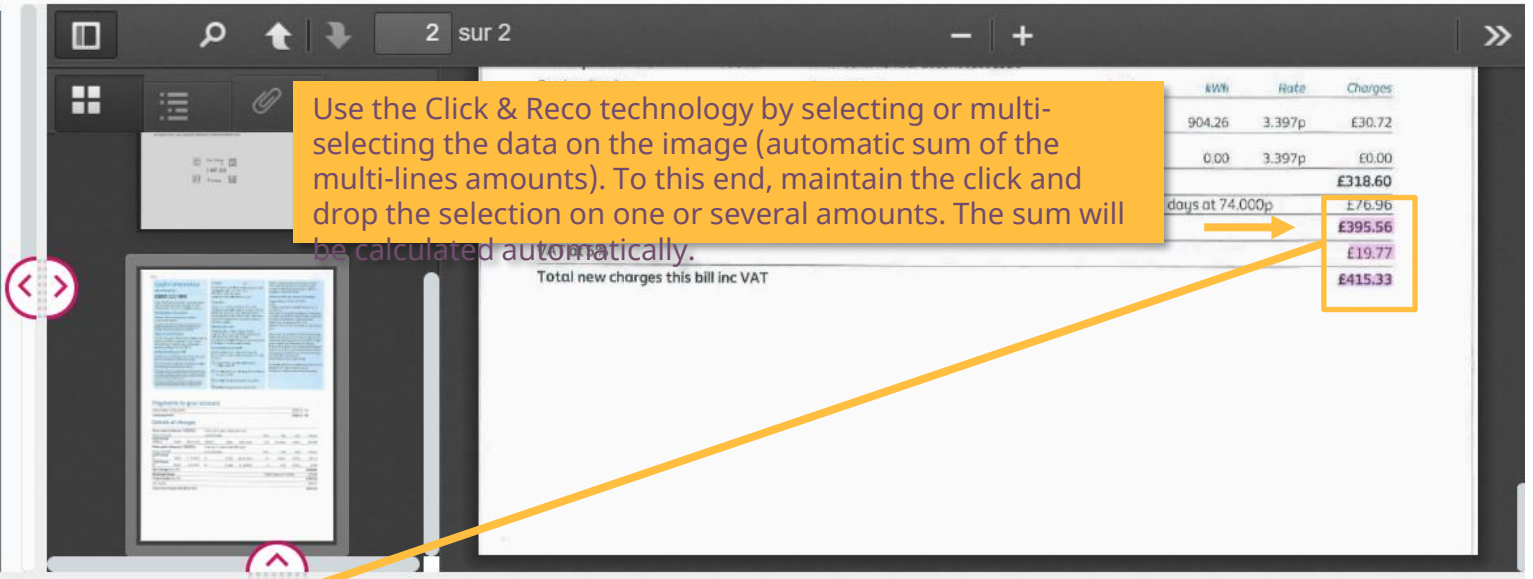
AP / AR account *: Standard Supplier (401000)

Payment method *: Direct debit (PRE)

Document date *: 05/08/2020

Document number *: 280872308

Reception date *: 06/01/2021



Use the Click & Reco technology by selecting or multi-selecting the data on the image (automatic sum of the multi-lines amounts). To this end, maintain the click and drop the selection on one or several amounts. The sum will be calculated automatically.

Invoice line(s)

Account *	Net amount (excl. tax) *	Tax code *	Tax amount *	Total amount (incl. tax) *	Line description	Department
ACCUMULATED DEPRECIATIO...	395.56	REDUCED RATE (VAT5)	19.77	415.33	British Gas du 05/08/20	Adm
	395.56		**19.77**	**415.33**		

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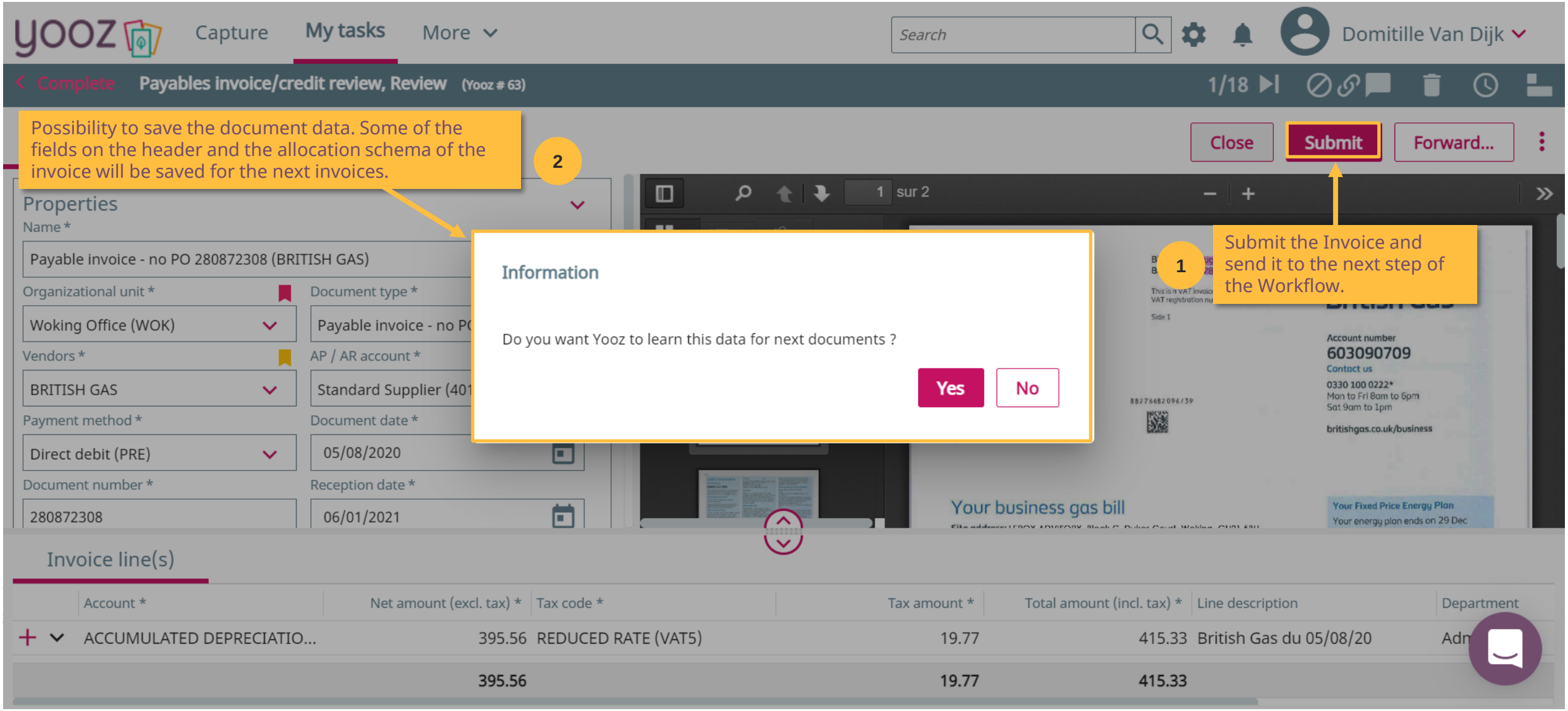
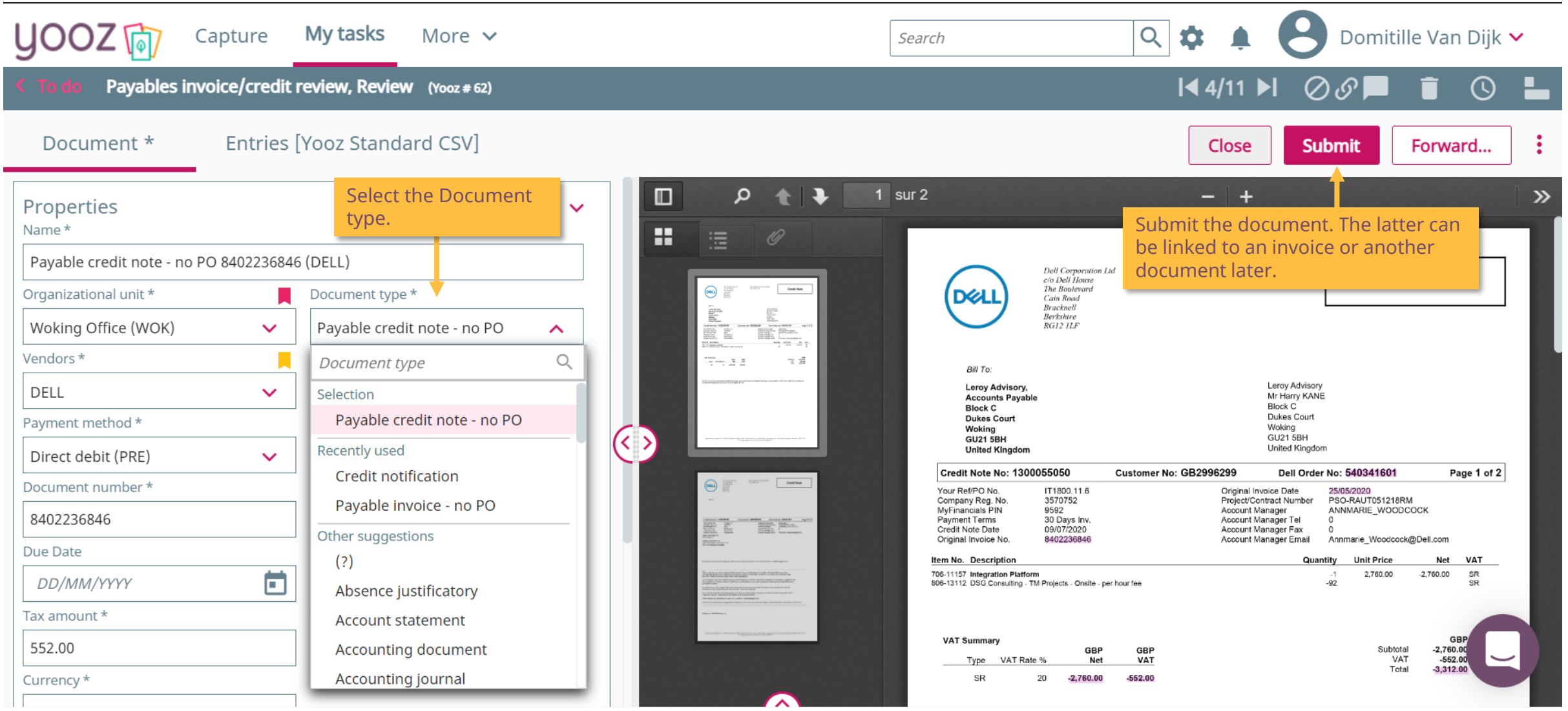
Invoice Review



Processing other documents



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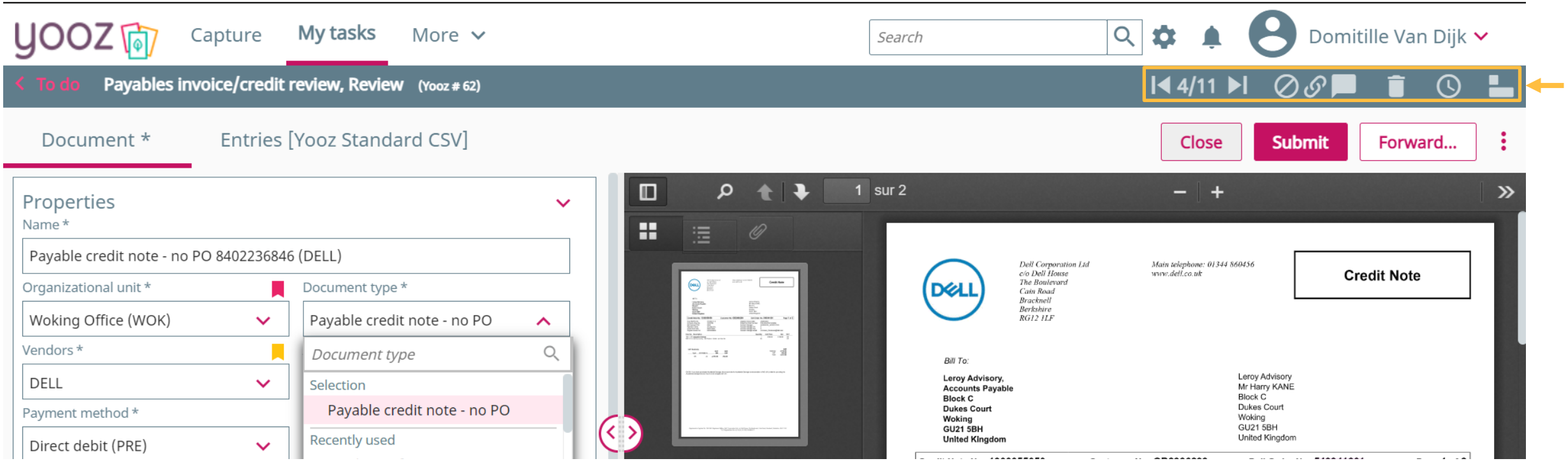
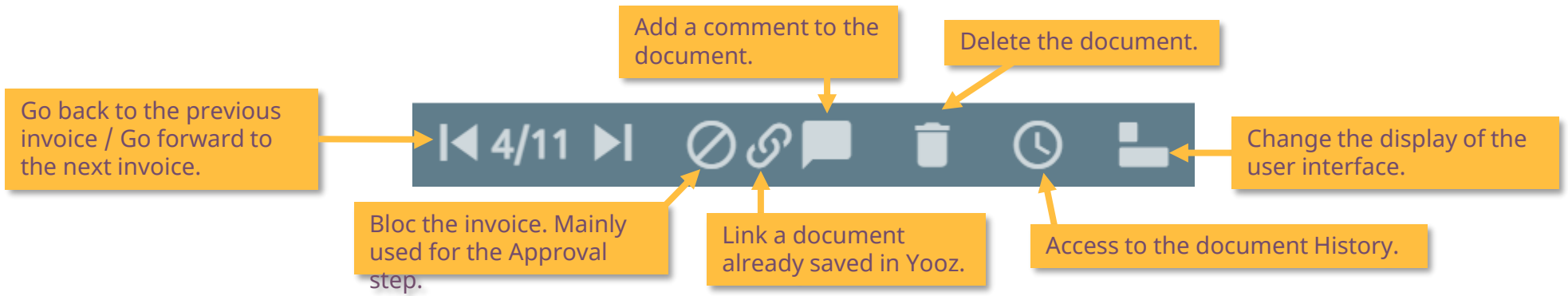
Interactions and actions

Document action buttons





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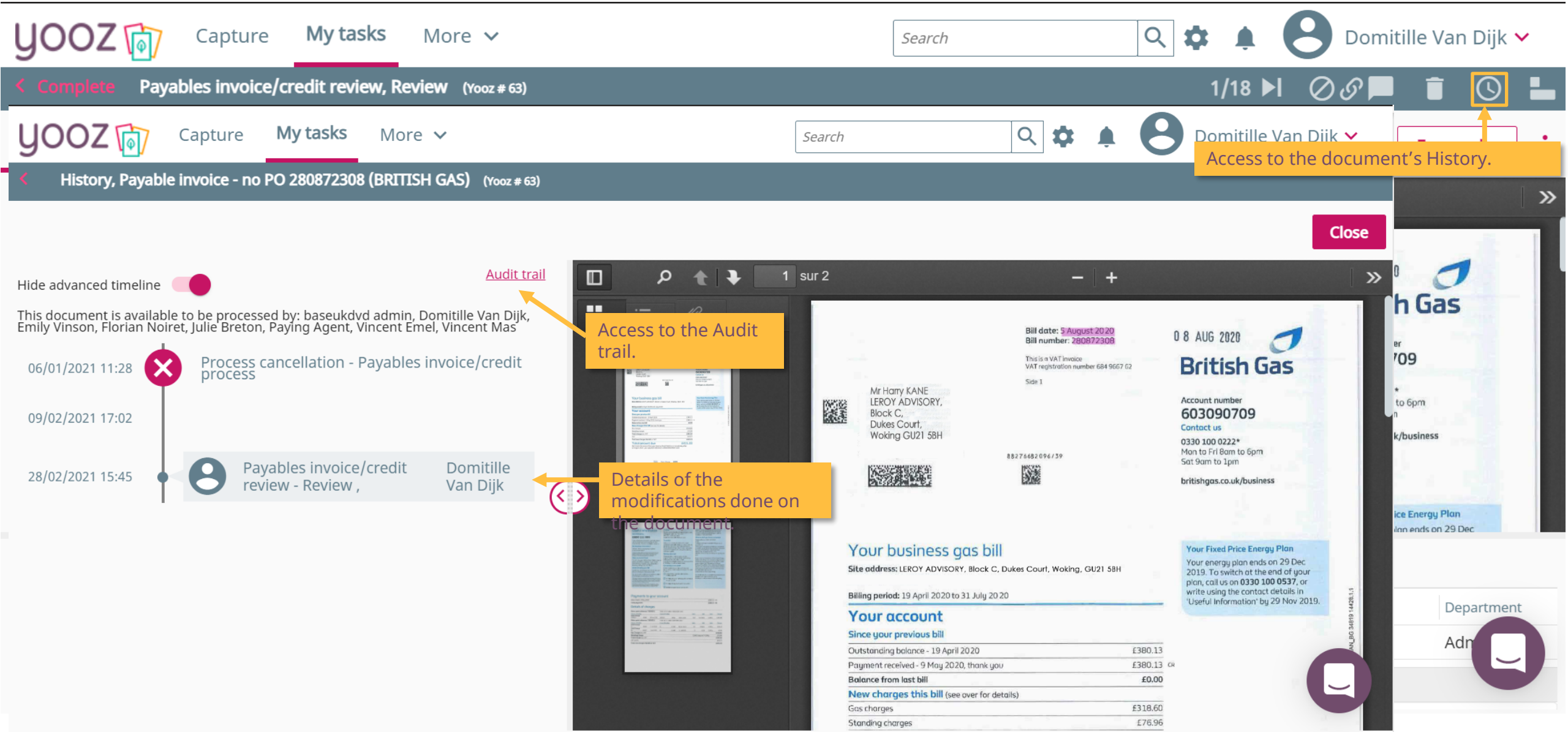
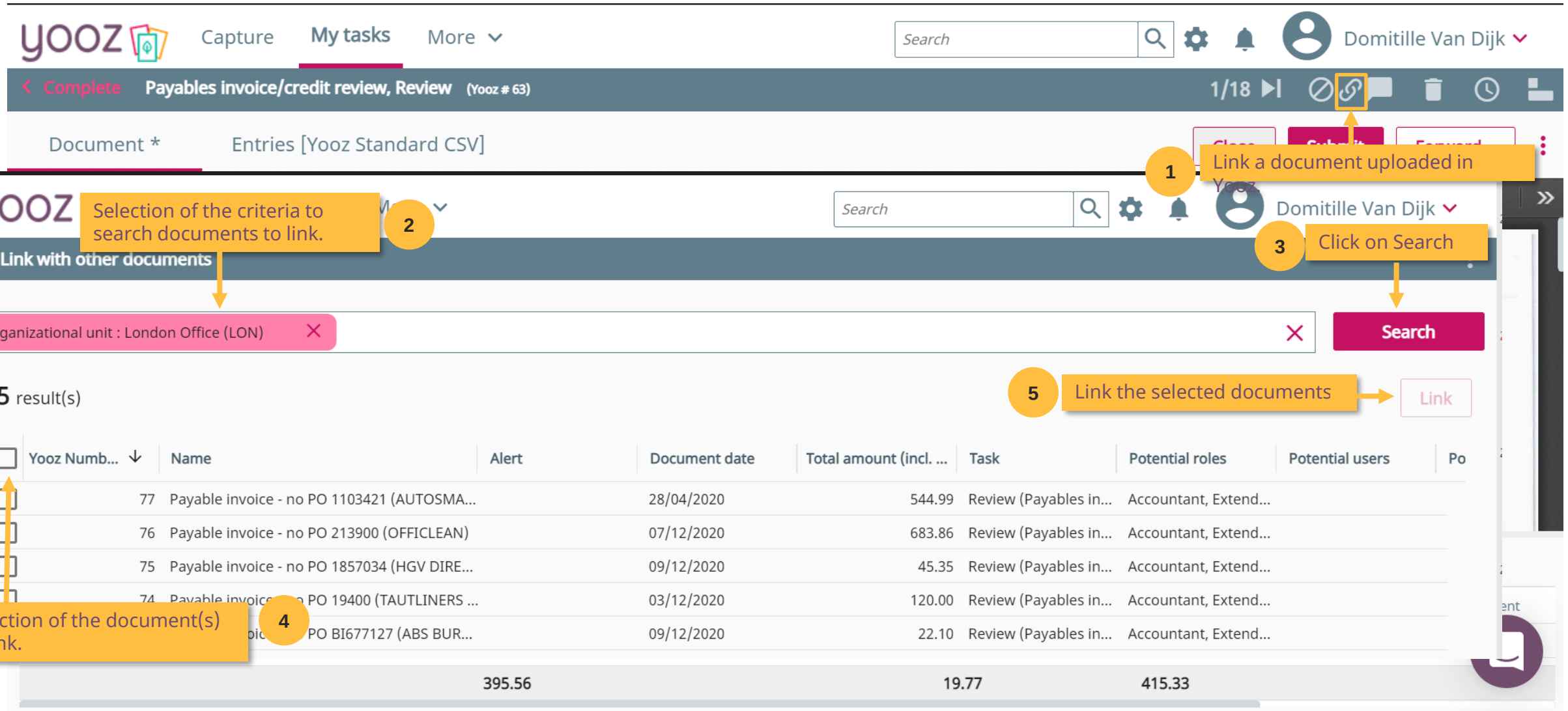
Documents History



Attachment of a document



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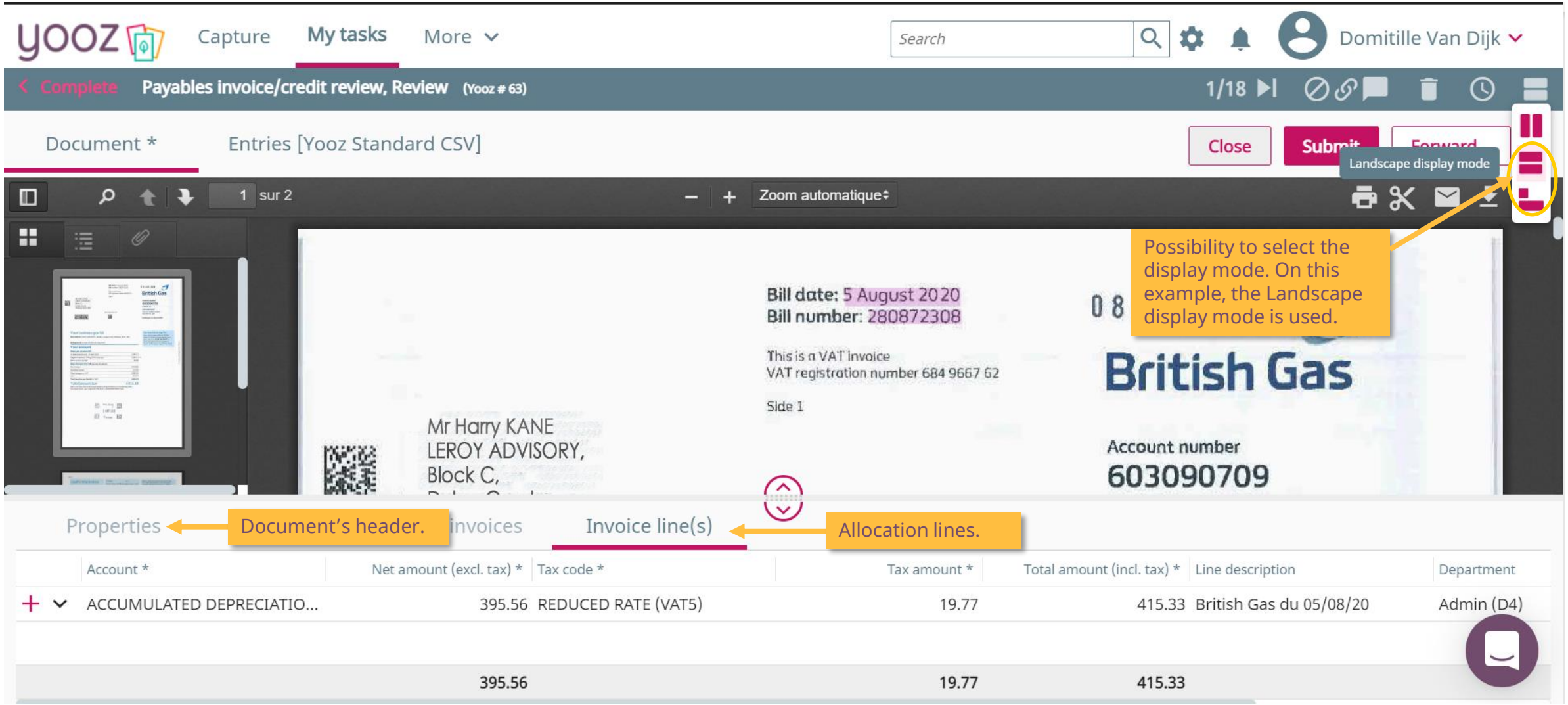
Display mode



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PDF viewer

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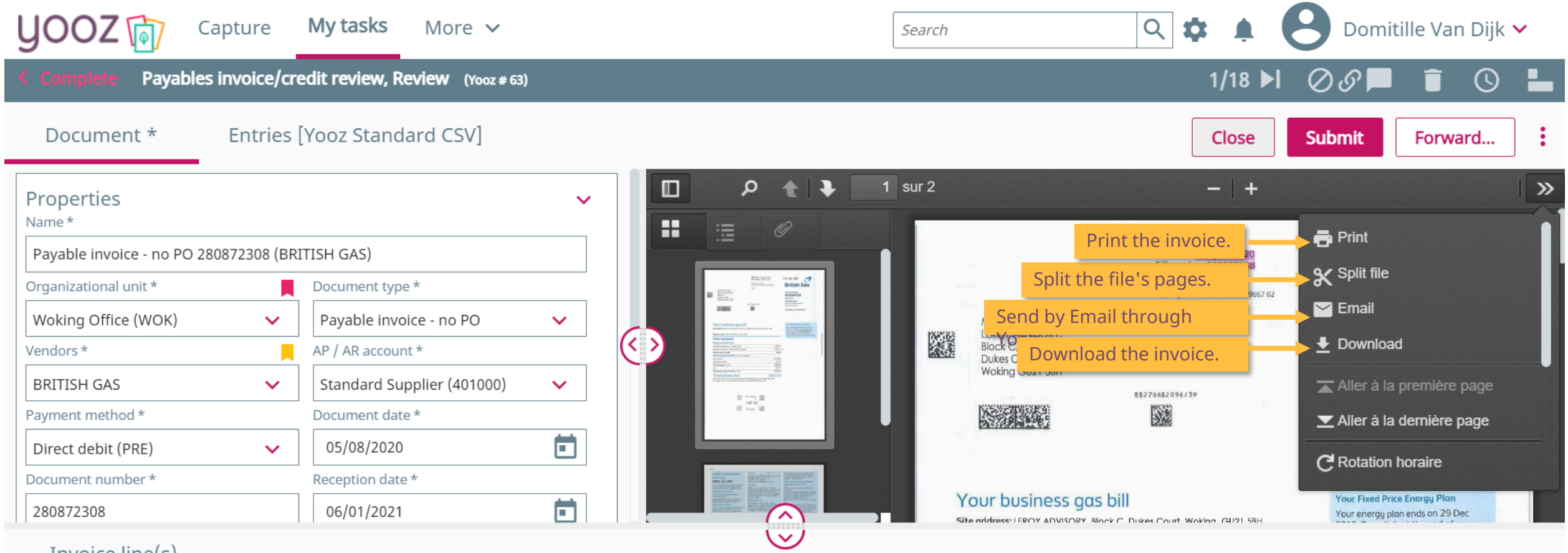

Invoice line(s)

Account *	Net amount (excl. tax) *	Tax code *	Tax amount *	Total amount (incl. tax) *	Line description	Department
ACCUMULATED DEPRECIATIO...	395.56	REDUCED RATE (VAT5)	19.77	415.33	British Gas du 05/08/20	Adm
	395.56		**19.77**	**415.33**		

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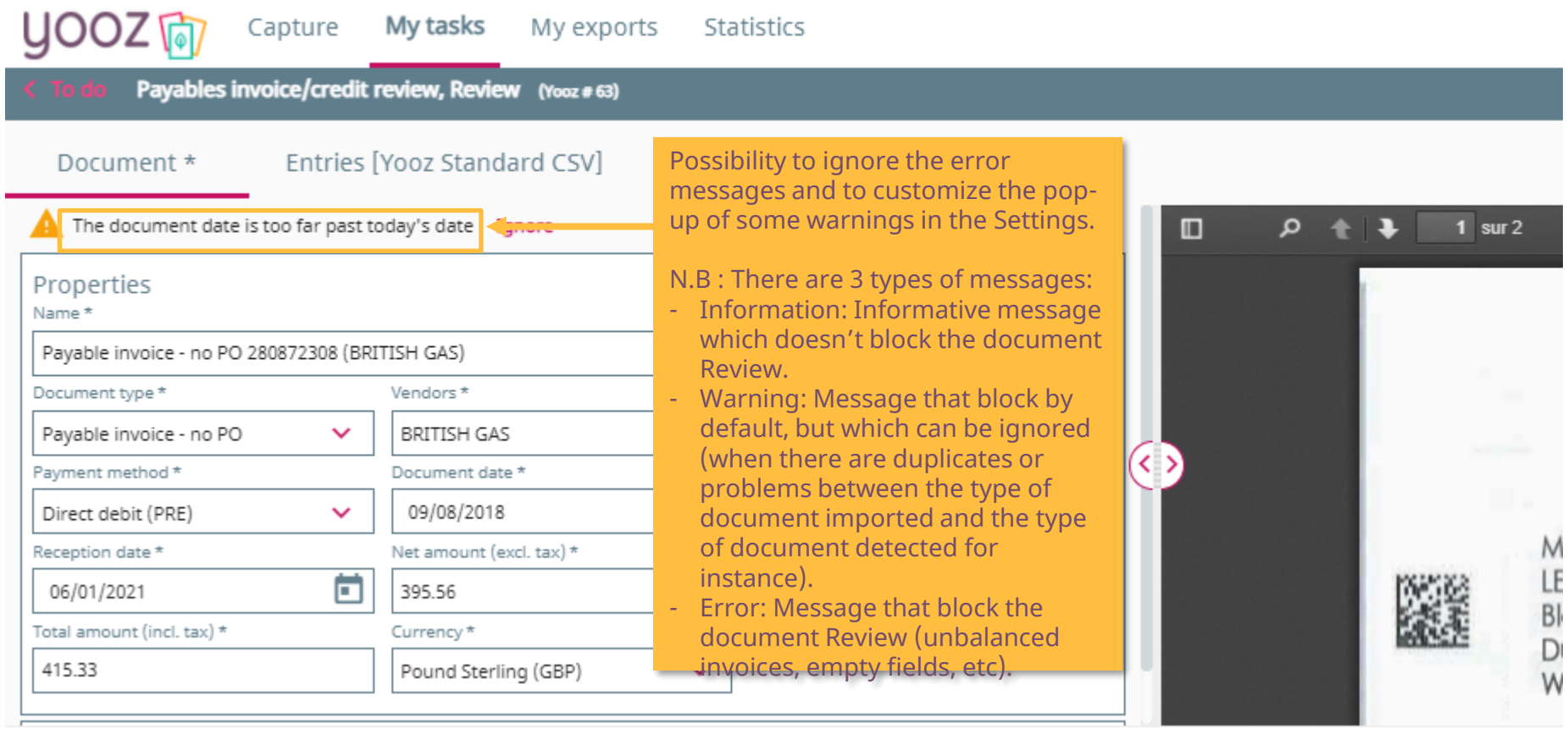
Error message



Possibility to ignore the error messages and to customize the pop-up of some warnings in the Settings.

N.B : There are 3 types of messages:

- Information: Informative message which doesn't block the document Review.
- Warning: Message that block by default, but which can be ignored (when there are duplicates or problems between the type of document imported and the type of document detected for instance).
- Error: Message that block the document Review (unbalanced invoices, empty fields, etc).

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Highlight color

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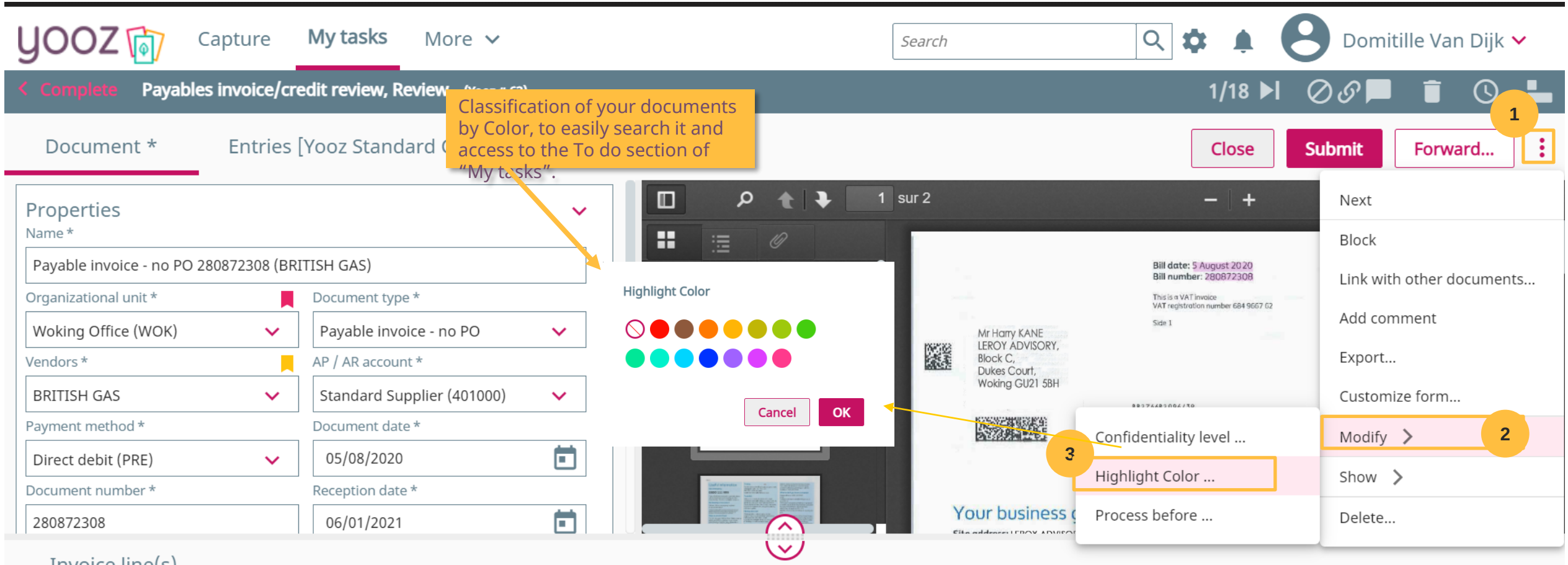

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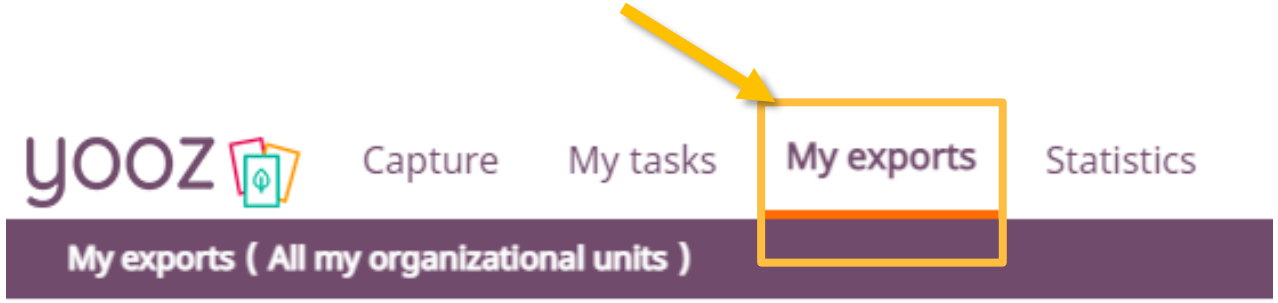
Accounting Export

How to find your Exports

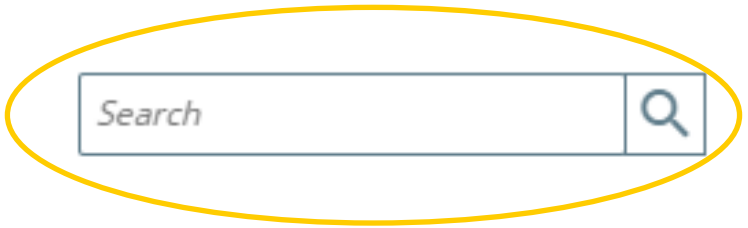
- Click on « My Exports » in the navigation bar:

Documents issued from the daily production:



- Use the Search bar:

Documents already imported and requiring to be reexported:



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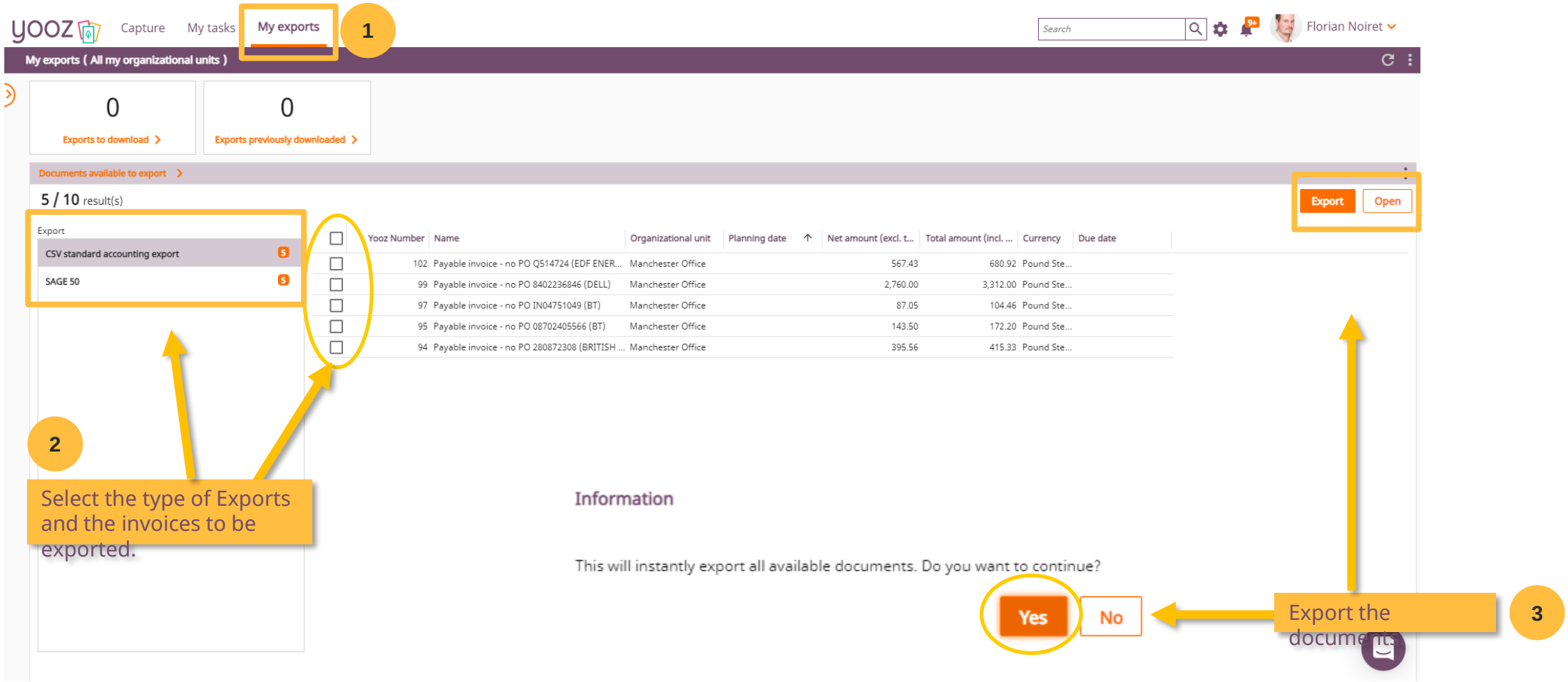
Export documents

Export documents from the Workspace « My Exports »



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Check your Exports files

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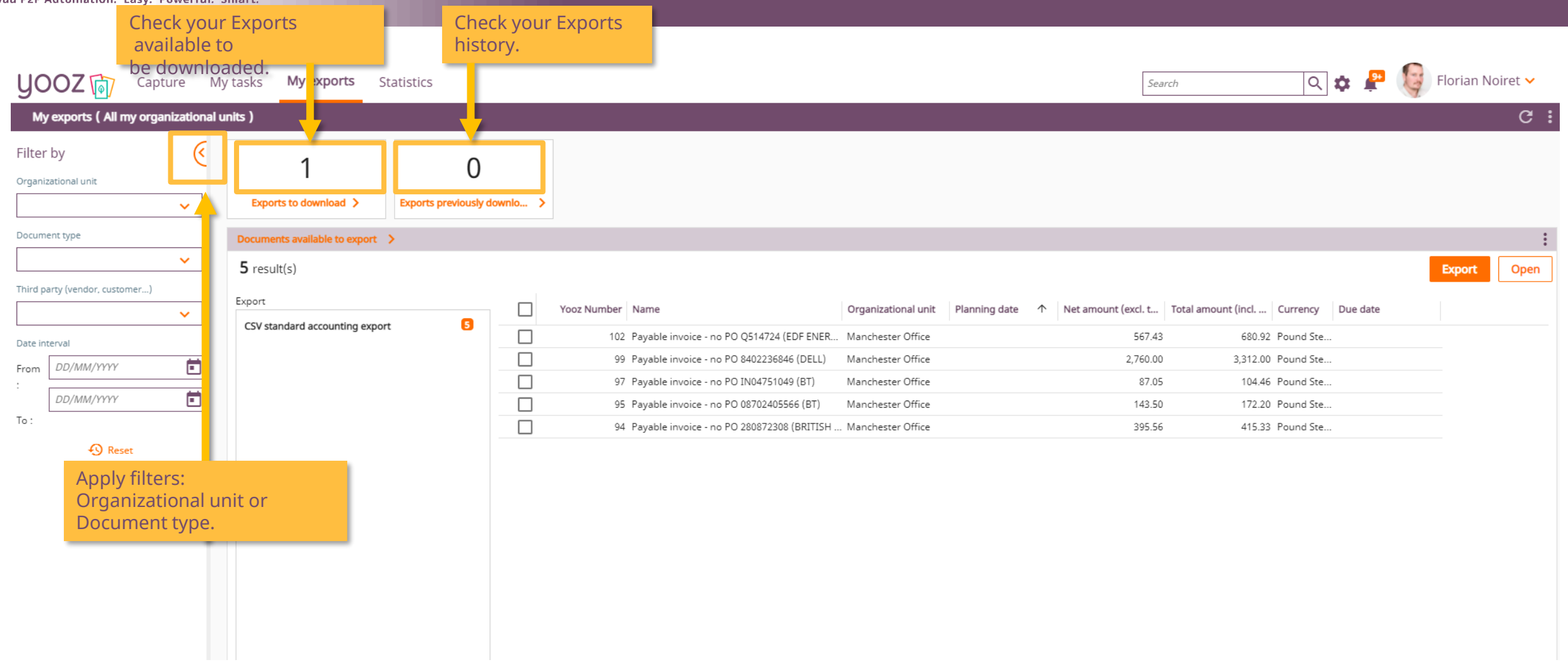

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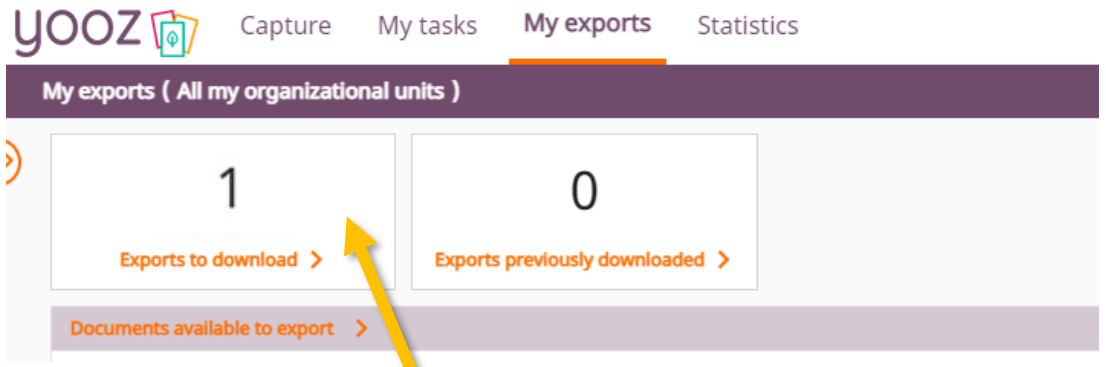
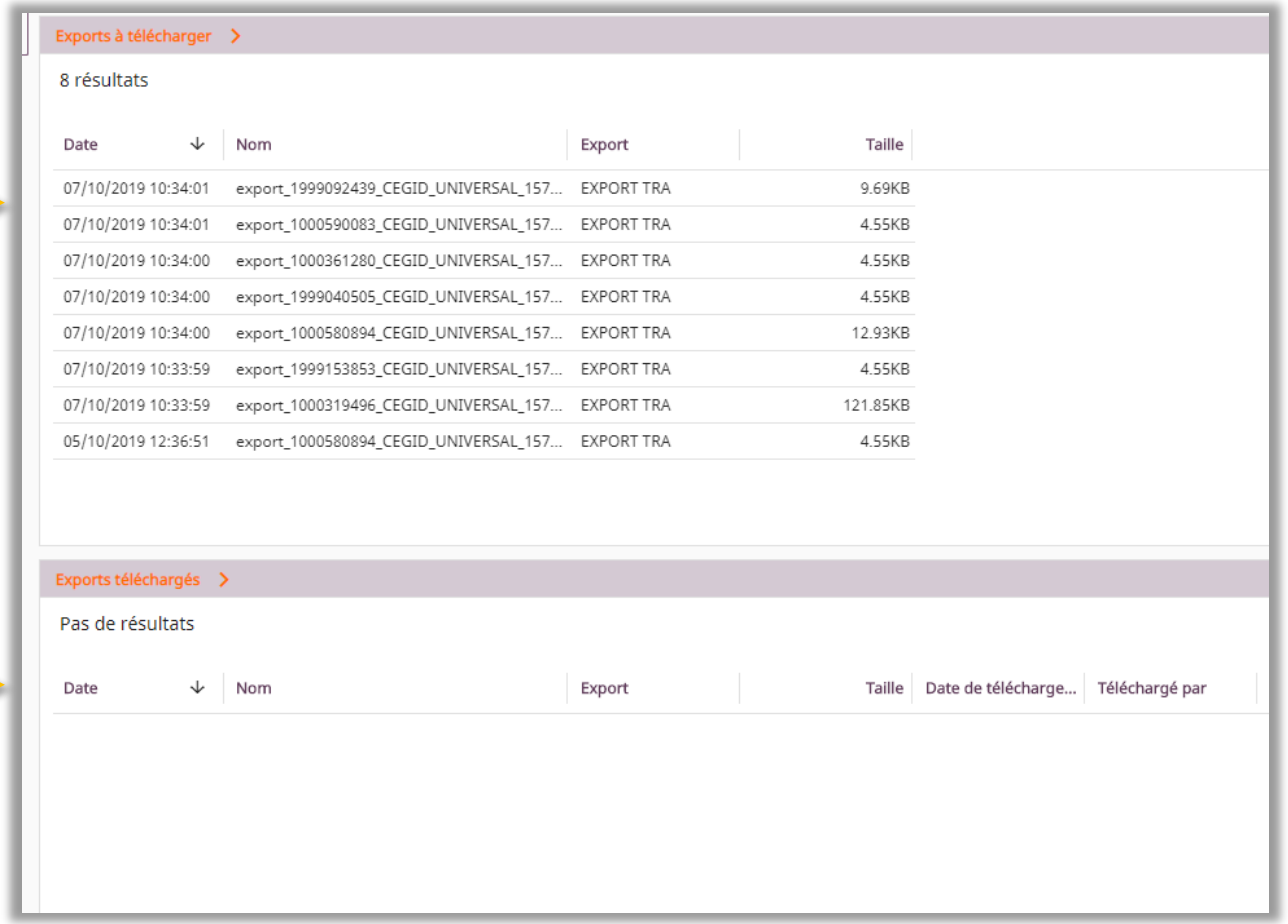
Download an Export file



Exports files ready to be downloaded.
Click and select the folder you want to download.



Exports files already downloaded can be viewed here and downloaded again.

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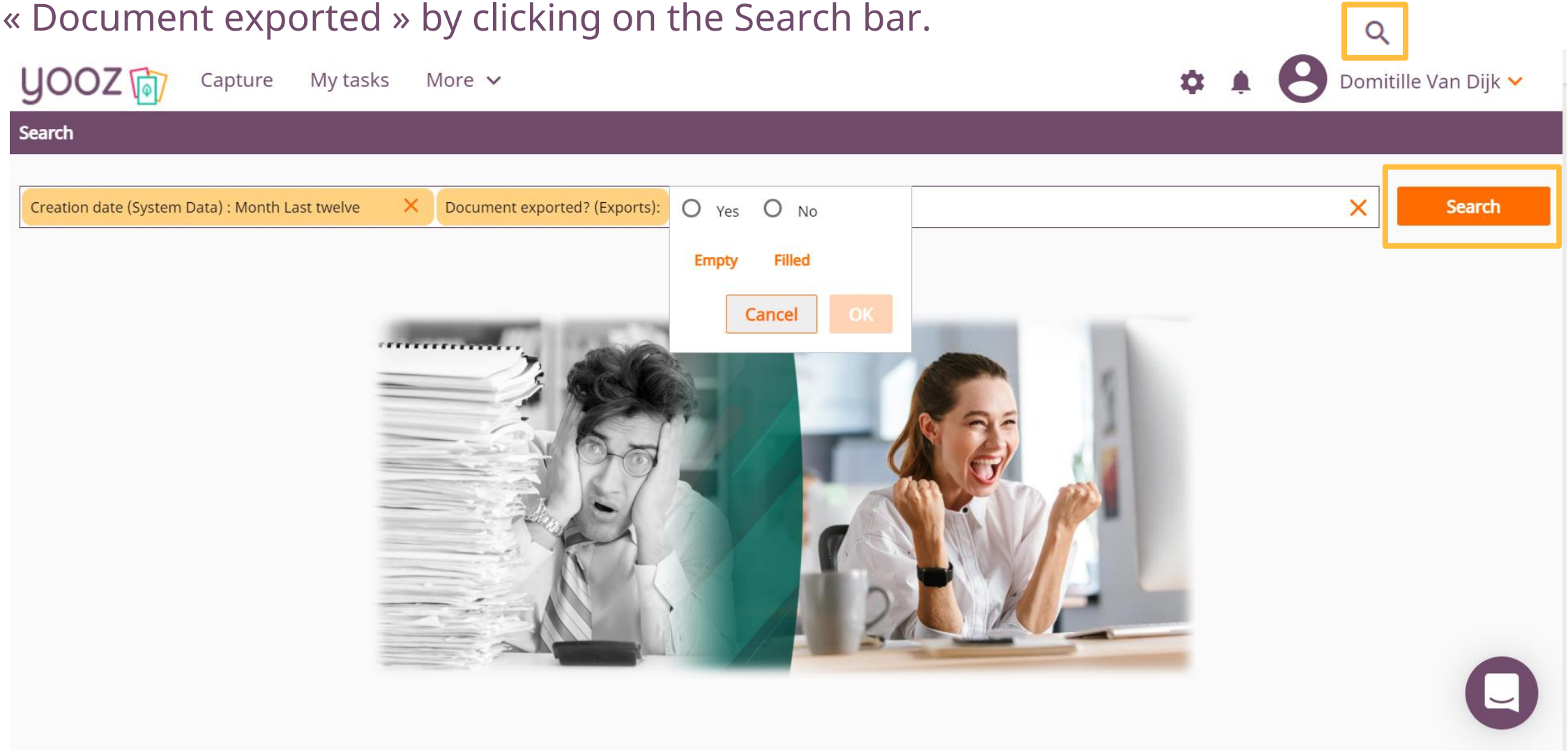
Search a document already exported

- To Export a document from the « Search » Workspace, add the Search criteria « Document exported » by clicking on the Search bar.



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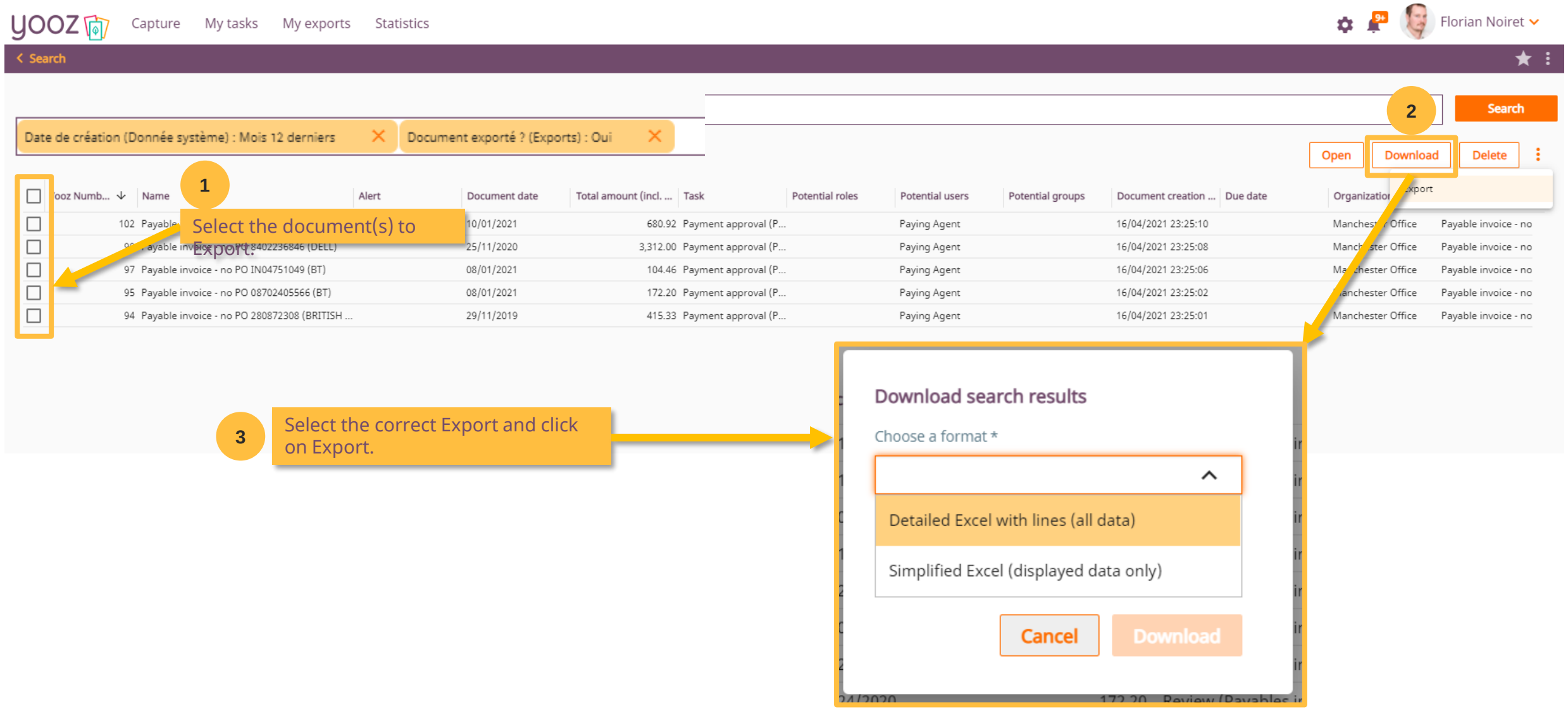
Export a document already exported (1/2)



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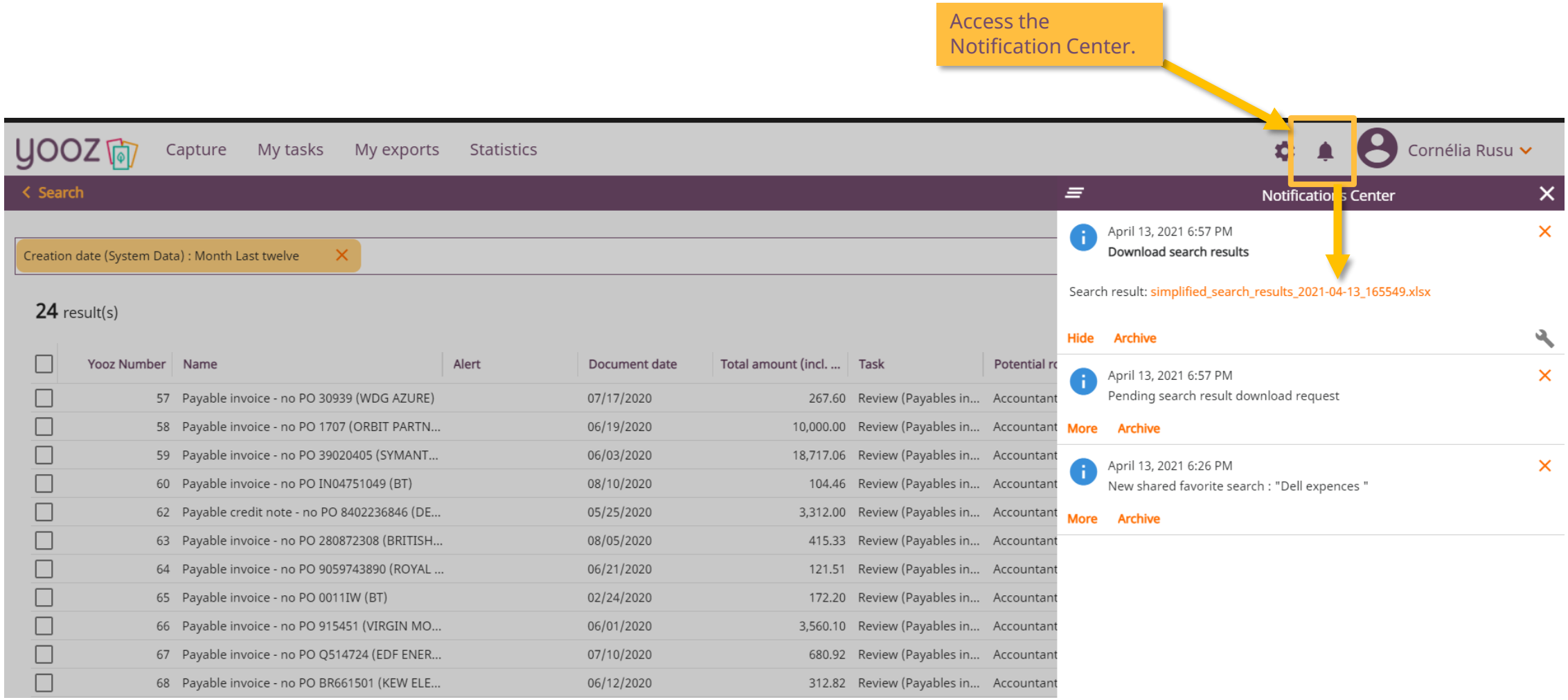
Export a document already exported (2/2)

- Your file will be available directly in the Notification Center.



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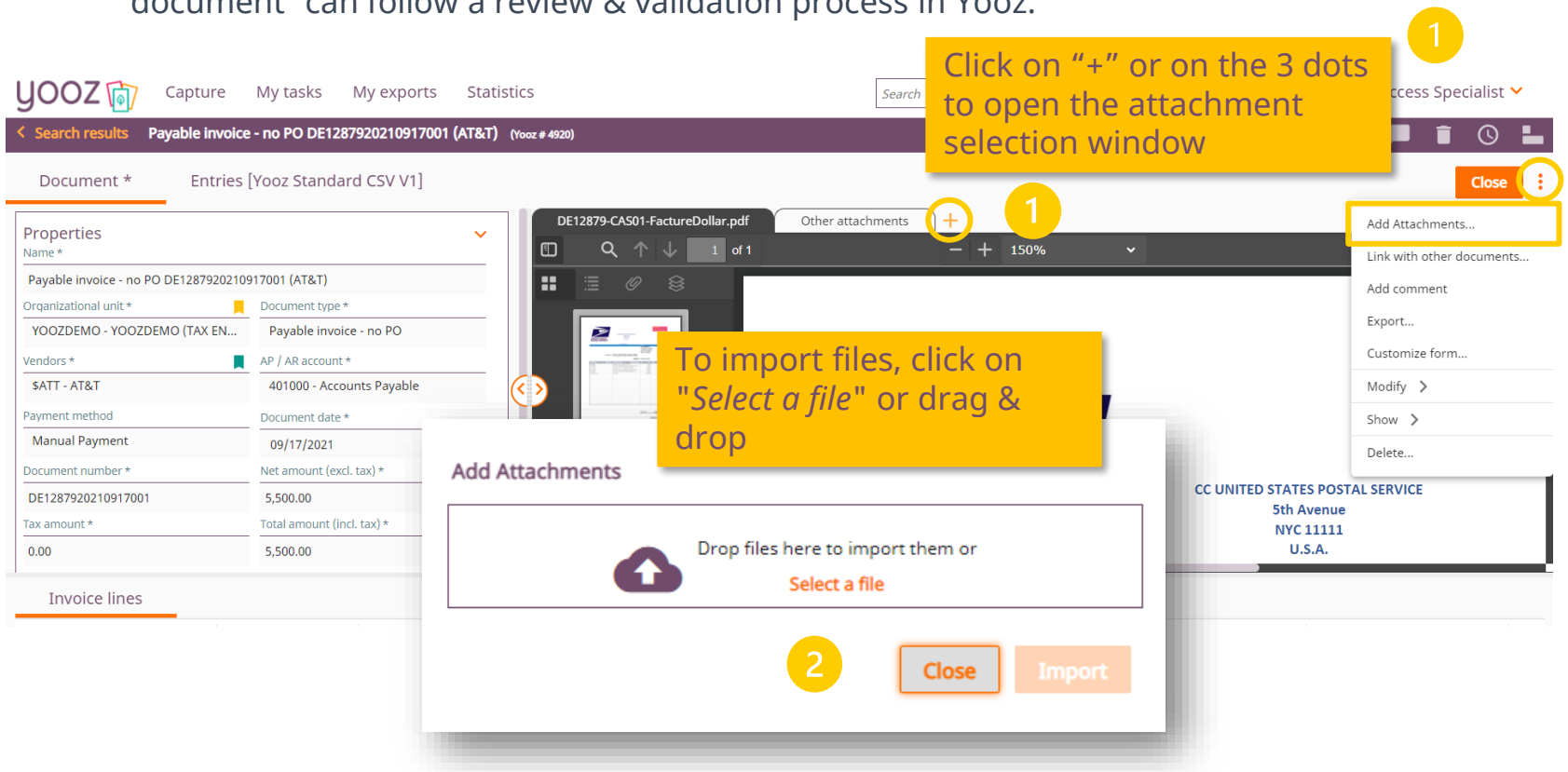
New feature: the Attachment Add-on

The Attachment Add-on

- An important factor in the review and approval process is to be able to rely on additional elements to support your decision. With the Attachment Add-on, these elements can now be added as attachments.
  - Attachments can be **added to a PR, to a PO, to an invoice…**
  - Attachments can be **.PDF, Word, Excel, images, voice memos, videos…**
  - An “attachment” is different from a “document” in Yooz. An “attachment” **cannot have its own review or validation process**. Only a “document” can follow a review & validation process in Yooz.



Interested ?

- Read these articles for more information:
- Attachment add-on – Users
- Attachment add-on – Admins
- If you wish to acquire the Attachment add-on, please reach out to Support

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Questions / Answers