yokoy

TRAINING BLUEPRINT – MODULE 1 & 2

INTRODUCTION & SUBMITTING EXPENSES

Put your spend management on autopilot

Purpose of this Document

During its implementation projects, Yokoy follows a "Train-the-Trainer" approach. Yokoy clients define Yokoy Knowledge Champions who facilitate training sessions across the client user population.

The purpose of this document is to provide Yokoy Knowledge Champions with a blueprint on how to structure training sessions.

The following pages walk through the sections Yokoy proposes to cover during training sessions. They are to be read as a supplement to the "Train-the-Trainer" sessions provided by the Yokoy Onboarding Manager during the implementation phase.

Context from the "Train-the-Trainer" sessions is essential when reading this document.

Legend of This Document

Number of chapter in the top right corner

Notes helping trainers to cover all relevant topics

Available on web app

Available on mobile app

Company-specific settings

2

Trainer Instructions

The trainers should consider User Awareness and Change Management Aspects when preparing their trainings in order to explain users WHY Yokoy has been implemented and WHY users benefit from Yokoy.

Trainers should ensure that users understand the benefits of Yokoy to sensitize the users for the new solution and in order that users accept the new tool.

Trainers may show users a video about Yokoy in the beginning of the training:
https://www.youtube.com/watch?v=xD87wVNzZdw

Module 1: CORE - Yokoy Introduction

Contents Module 1

Notes to instructor:
- Introduce audience to the Yokoy implementation project
- Explain how Yokoy digitizes the expense process

1

Welcome to Yokoy

Yokoy is a spend management tool that automates your work – whether you are an employee, manager or belong to the finance team. It supports you from digitizing a receipt to the finance booking, reimbursement and archiving.
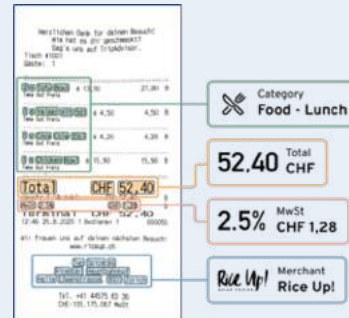
How does Yokoy work?

1 Scan:
Yokoy processes the scanned image.

2 Process:
Yokoy extracts text and numbers through the AI-based OCR (optical character recognition) and converts the image into machine-encoded text.

3 Analysis:
Yokoy extracts information from the words and numbers and validates over 300 data points in one single receipt.

4 Validate:
The information is subsequently used to check relevant policies, calculate fraud potential and much more. Yokoy uses a self-learning model that enhances the accuracy with every additional expense.

Auto-Creation of Expense Report

By uploading a receipt Yokoy creates an expense report based on Optical Character Recognition (OCR):

- Read-out of all relevant data

- Categorization

- Currency conversion

- Automated report creation

- Real-time policy check

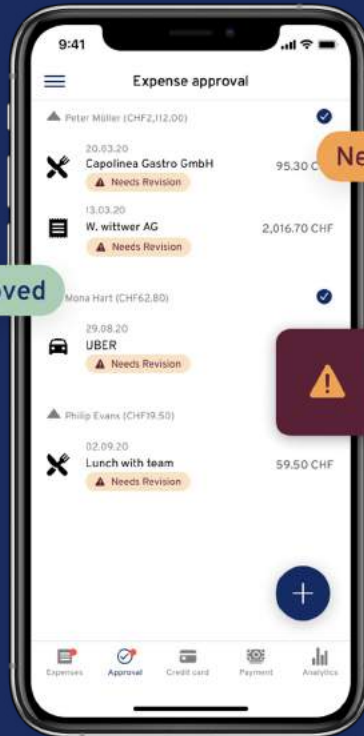**Same process for expenses paid privately or with company credit card**

Validation of Expense Report

After creating an expense report, the Artificial Intelligence engine checks:

- Policy / rule compliance

- Thresholds

- Fraud detection incl. duplicates

Expenses with rule breaches and fraud potential are sent to the responsible Manager(s) including a warning.

Overview & Architecture

Web App
- Accessible via web browser
- Use Chrome, Safari, Firefox or MS Edge
- For Submitter, Approver, Finance, Admin and HR user

Mobile App
- Available for iOS and Android
- Available via App Store & Google Play Store
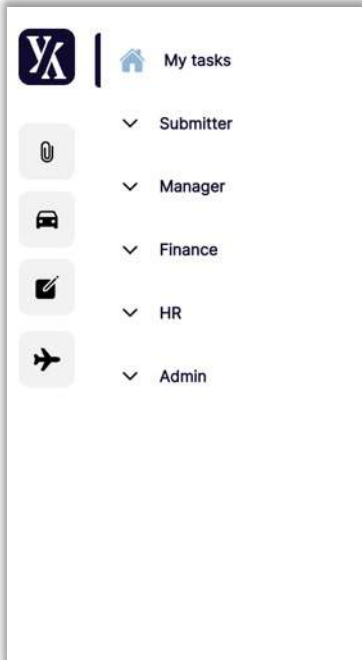- For Submitter and Manager

Cloud Solution
- Secured cloud environment
- Hosted on Google data centers in Europe

Yokoy is a secure cloud solution, which is fully integrated in the finance and HR system.
You are free to use Yokoy from your desktop or mobile.

Structure of Yokoy

My tasks
Submitter
Manager
Finance
HR
Admin

Submitter
Every Yokoy user can create new expense claims and view archived expenses

Manager
This user can view, approve or reject all expenses submitted to him/her or a dedicated cost center

Finance
This user has access to all expenses of the legal entity, can review or reject expenses as well as export them

HR
This role can view, edit, invite and deactivate all employees of the assigned legal entity

Admin
This role controls the Yokoy setup/configuration settings

- The Yokoy tool is structured according to five different types of roles: Submitter, Manager, Finance, HR & Admin.
- Depending on your position in your company you are a Submitter or have multiple roles.
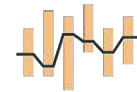
Benefits of Yokoy

We're going new ways together.

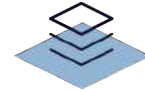Break away from old processes and be open to new things!

Saves time

Easy to use

Reduces complexity
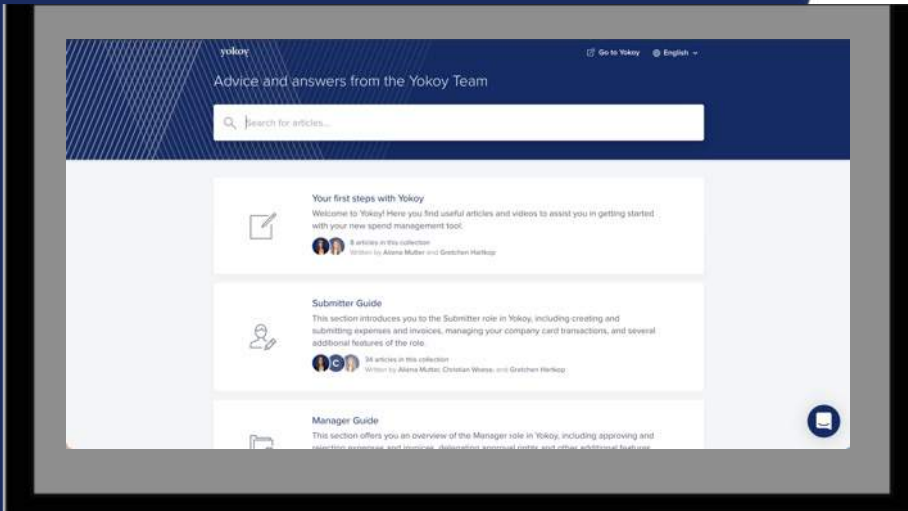
Notes to instructor:
- Show the Yokoy Help Center Online
- Show any internal resources on Yokoy (e.g., in the Intranet)
- Explain how to contact the internal Yokoy Knowledge Champions

Yokoy Help Center

For more information, please visit the Yokoy Help Center.

Here you find answers to a wide range of questions from your daily business with Yokoy as well as configuration guidelines for users with admin roles.

help.yokoy.ai

Thank you!

Yokoy Group AG
Förrlibuckstrasse 181
8005 Zürich
Switzerland

+41 43 508 15 77
www.yokoy.io

yokoy