



TRAINING BLUEPRINT – MODULE 1

INTRODUCTION TO YOKOY INVOICE

**Automate your accounts payable
processes**

CONFIDENTIAL

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

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 so that they 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>



yokoy



Module 1: CORE - Yokoy Invoice Introduction

Contents Module 1

1. Welcome to Yokoy
2. Key Elements of Yokoy Invoice
3. The Journey of an Invoice
4. Benefits of Yokoy Invoice



- Introduce audience to the Yokoy
- Explain how Yokoy streamlines the invoice process

Welcome to Yokoy

Yokoy is a spend management solution that automates your work – whether you are an employee, manager or belong to the finance team. In this context, Yokoy Invoice supports you from digitizing an invoice and matching it with the corresponding documents all the way to the finance booking, payment, and archiving.

How does Yokoy work?

- 1 Scan:**
After an invoice has been imported in Yokoy, the system processes the document.



- 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 invoice (e.g., the supplier, date, purchase order number, amount, line items) and matches it to the respective supplier.

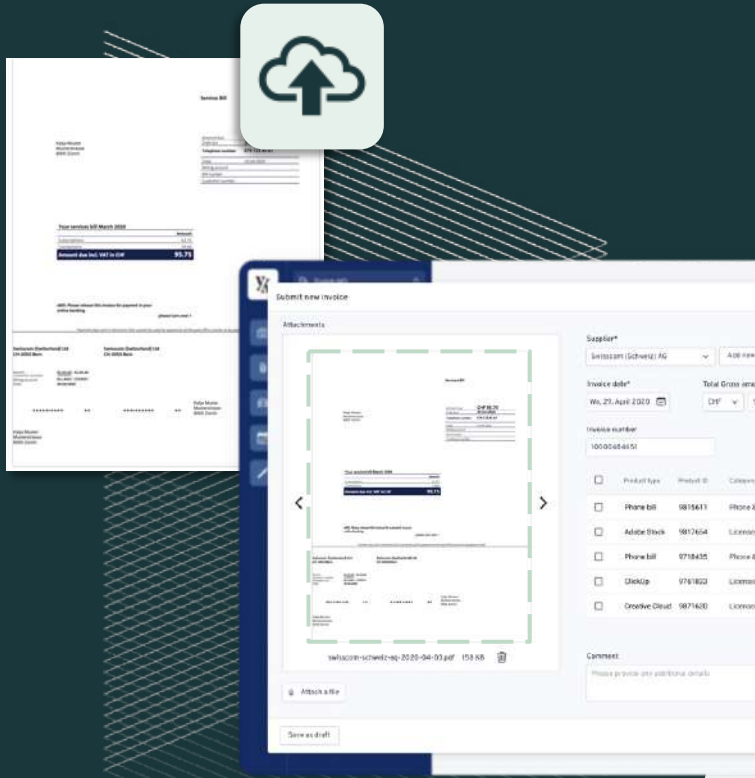


- 4 Validate:**
The information is subsequently used to validate invoice payment data and much more. Yokoy uses a self-learning model that enhances the accuracy with every additional invoice.



Notes to instructor:

- Explain Yokoy's key functionality to automatically extract data from uploaded invoices and how it performs real-time validation checks



Invoice Extraction & Validation

By uploading an invoice Yokoy is able to extract its data through Optical Character Recognition (OCR):

- Read-out of all relevant data
- Suggestion of General Ledger coding
- Supplier or PO matching

After extracting the data, the Artificial Intelligence validates the information:

- Validation of some invoice elements, e.g., IBANs
- Fraud detection incl. duplicates



Validation issues and fraud potential are displayed on the invoice in form of a warning and are visible to everyone being involved in the approval process.

Overview & Architecture

Notes to instructor:

- Explain that Yokoy is a cloud solution which is fully integrated in your company's ERP system
- State availability on web and mobile app
- Make sure that browser supports Yokoy



Web App

- Accessible via web browser
- Use Chrome, Safari, Firefox or MS Edge
- For Invoice Processor, Submitter, Manager, Finance, Admin, and HR user

Mobile App

- Available for iOS and Android
- Downloadable via App Store & Google Play Store
- For Manager user

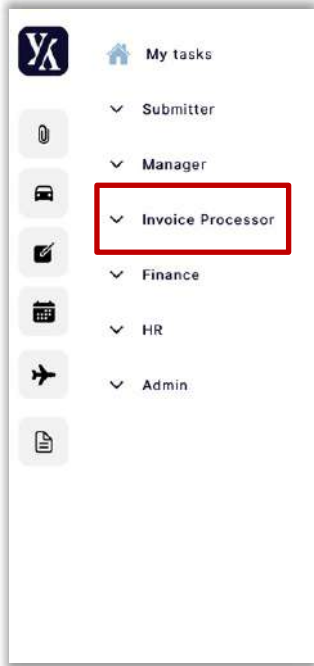
Cloud Solution

- Secure cloud environment
- Hosted on Google data centers in Europe

Yokoy is a secure cloud solution, which is fully integrated in your company's Finance and HR system. Depending on your user role, you are can use Yokoy from your desktop or phone.

- Explain the basic structure/ hierarchy of Yokoy
- Explain power role of Invoice Processor

Structure of Yokoy Invoice (I/II)



Submission & / or Approval Role

Back-Office Role

POWER ROLE



Invoice Processor

This user has access to all invoices of the legal entity, can upload, edit, submit, recall, send back, and view rejected invoices.

In addition, this user can upload supplier information and manage supplier settings.

OTHER ROLES



Submitter



Manager



Finance

HR

Admin

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

Notes to instructor:

- Explain the other roles in Yokoy
- Explain how Yokoy looks different to each user, depending on his/ her role in the organization

Structure of Yokoy Invoice (II/II)



Submitter

This user can upload, edit, and reject invoices.*

Submission & / or
Approval Role



Manager

This user can view, edit, approve, and send back all invoices submitted to him/her.*



Finance

This user can view, edit, review, and send back all invoices of their legal entity as well as export them.

HR

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

Back-Office Role

Admin

This role controls the Yokoy setup/configuration settings.*

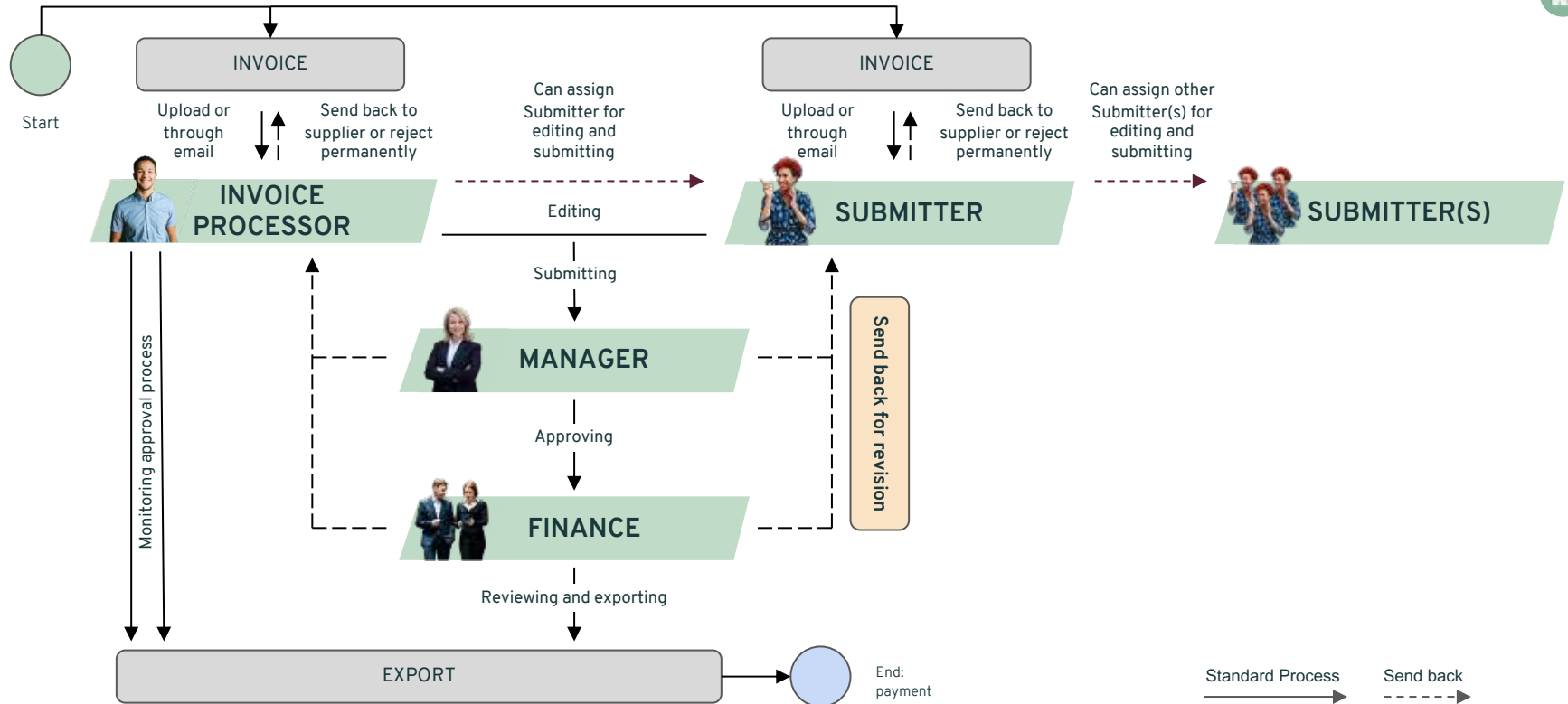
- The Yokoy tool is structured acc. to six different types of roles: Invoice Processor, Submitter, Manager, Finance, HR & Admin.
- Depending on your position in your company you are a Submitter or have multiple roles.

*Detailed responsibilities depend on company settings

Notes to instructor:

- Explain the journey of an invoice. Multiple users can upload and submit an invoice, but only Managers and Finance users can approve it or send it back.

The Journey of an Invoice



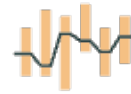
Notes to instructor:

- Make sure users understand the benefits of Yokoy in order to achieve user awareness!

Benefits of Yokoy

We look forward to going new ways together with you.

We trust you have the courage to break away from old processes and be open to new things!



Saves time



Easy to use



Reduces complexity & fraud



Saves cost

Thank you!

Yokoy Group AG
Förllibuckstrasse 181
8005 Zürich
Switzerland

+41 43 508 15 77
www.yokoy.io

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