



## FOUNDATION YOOZ REQUISITIONER INSTRUCTIONS

- 1. Overview of Yooz** - Yooz is an advanced accounts payable automation system designed to enhance efficiency and accuracy in processing payment requests (reimbursement requests) from the University, significantly streamlining workflows for the Foundation and University. The system captures transaction data, including gift index codes, supporting documentation, and approvals. It also retains historical payment requests for future user reference.
- 2. Foundation Payment Request Policy** - The policy governing Foundation payment requests can be found here: <https://supportum.org/aboutus/campus-administrative-forms>
- 3.** There are several training videos available for Yooz that are a good companion to these instructions. Please email [accountspayable@supportum.org](mailto:accountspayable@supportum.org) for links to the most updated versions of the videos.
- 4. Accessing the Yooz system**

  - A. Open your internet browser and go to: <https://us1.getyooz.com/#/>
  - B. Use your @mso.umt.edu email alias to log in, even if it is not your regularly used email address.
- 5. Navigating Yooz**

  - A. Upon logging in, you will be directed to the “My tasks” page, where you can:
    - a. Create a purchase request.
    - b. Review unsubmitted requests.
    - c. Access blocked requests.
    - d. Access in progress requests.
  - B. **Unsubmitted requests** – A purchase request that has been created but not yet submitted will appear on the “My tasks” page as a to-do item.
  - C. **Blocked requests** - To access “Blocked” purchase requests, click the “Blocked” button on the “My tasks” page.

The “block” request function should not be used as we risk purchase requests being put on hold indefinitely in error. Requests blocked in error should be “unblocked.”

- D. **In progress requests** - To access “In progress” purchase requests, click the “In progress” button on the “My tasks” page.

In-progress purchase requests are those you have created and submitted for approval. Once the requests have been approved by both the fund approver and Foundation Accounts Payable, they will be processed for payment and will no longer appear under the “In progress” button.

6. **Submitting a Payment Request via Yooz** - To request a payment from the Foundation you will create and submit a “Purchase request” from within Yooz.

A. **Quick Steps:**

- a. Click the "Purchase request" button.
- b. Drag and drop supporting documentation onto the purchase request screen, then click the "Import" button.
- c. Complete the form fields in the purchase request.
- d. Click the "Submit" button.
- e. Select the appropriate approver and click the "Confirm" button.
- f. You're done, the request will now go the approver and then Foundation Accounts Payable!

B. **Detailed Instructions**

- a. Retrieve the necessary supporting documentation from UMDW. Save each PDF individually with a meaningful name, such as month\_year\_fund number (e.g., April\_25\_2MV).
- b. Click the "Purchase request" button in Yooz.
- c. Drag and drop your first supporting document file into the new purchase request. You can add multiple files, which will appear as additional tabs in the purchase request. After dragging and dropping, a pop-up will prompt you to click the "Import" button.
- d. Complete the fields in the "Other purchase data" and "Purchase line(s)" sections.
  1. Yooz has OCR functionality that allows you to select data for the form fields from the supporting documentation you previously uploaded.
  2. To utilize the OCR technology, you need a PDF with recognizable text, which happens automatically when you print from UMDW to PDF. If you

print to paper and then scan, OCR must be completed manually, which is likely not time effective. Therefore, it is best to keep the PDF digital.

3. To complete a form field using OCR, place your cursor within the respective form field, then point and click to highlight the desired text in your supporting document. This feature works well for: gift index code, activity code, dollar amounts, and descriptions.
4. The system can also perform calculations using the OCR technology. Within an amount box of the purchase request, type = and select your first number, then type + and select the next number. You continue this process until all numbers are selected and then press Enter.
5. The "Fund purpose" box can be enlarged if needed to display the entire fund purpose
6. Within the "Purchase line(s)" section, additional lines can be added as needed. Clicking the  sign allows you to add a new blank line while selecting the  symbol will allow you to duplicate the previous line.
7. In the "Expense Type/Function" field, select the appropriate option: Capital, Operating Expenses, or Scholarship. Use Capital for expenses over \$5,000 with a multi-year useful life that the University tracks as an asset. Use Scholarship for expenses that are coded in Banner to the University's scholarship account. All other costs should be coded to Operating Expenses. Operating Expenses should be divided into separate lines for payroll expenses and all other operating expenses.
8. When completing the description field, if you have an error that looks like this: , it is likely that you have exceeded the 45-character limit and need to reduce the number of characters used.
9. The following are sample descriptions to use, but you are free to add more detail if needed. Payroll transactions must include the data shown in the example below.
  1. Payroll: BW10-12 LARSON, LUDWIG, TACK
  2. Operating Expenses: SEPTEMBER 2021 OPERATING EXPENSES
  3. Scholarships: FALL 2021 SCHOLARSHIP
  4. Capital: GAMBLE HALL ROOM 312 REMODEL
- e. After completing the form fields and ensuring all necessary backup is attached, click the "Submit" button in the upper right corner of the screen.
- f. After submitting, you will be prompted to select an approver. After selecting the approver, click the "Confirm" button.

- g. The purchase request has now been sent to the approver. The approver will get an email alerting them that they need to login into Yooz to approve the request.
- h. The approver can choose to approve or reject/send back the purchase request. A sent-back request will have a rejection alert and should have a comment from the approver explaining why they sent it back.
- i. You can monitor the status of their approval via the "In progress" section of the "My tasks" page.
- j. If you submit similar purchase requests each month, you can save time by duplicating a previous request. To do so, locate the previous request, open it, and select the "Duplicate" option in the upper-right corner. You will then need to update the supporting documentation and make any necessary changes before submitting the request.

## **7. Accessing Past Purchase Requests**

- A. **Search Function** - All purchase requests in Yooz can be found using the search function. To access the search function, click the small magnifying glass located in the upper-right corner of the "My tasks" page and then hit the large search button on the right side of the screen. You can add in an amount or text into the search field prior to hitting search to filter the results. The system will search all fields except the comment field.

Once the search results appear, you can either open a purchase request by clicking on the respective line or download the results as an Excel spreadsheet by clicking the "Download" button on the right side of the screen.

- 8. The default Yooz columns are not meaningful for how we have adapted Yooz. There is a video that gives step-by-step instructions on how to set up your columns. To customize the displayed columns please watch the video to ensure you hit the correct buttons as needed in the setup.
  - A. The table on the following page shows the columns you will want to have selected on each screen.

Column Selection	My		Search	Description
	tasks/ To do	In progress		
Yooz number	X	X	X	Users can cross reference this number to the document number in the Foundation's accounting records
Alert	X	X	X	Will show "Rejected" if a purchase request has been sent back for correction
Task	X	X	X	<b>Create:</b> this is the step where a purchase request is created, <b>Approve:</b> the request is waiting to be approved by the fund approver, <b>A/P Review:</b> The request has been approved by the department and has been sent to the Foundation, <b>if blank:</b> the request has completed the workflow, see the column named "Date (Other purchase data)" to see payment date to University
Recipients		X	X	Name of person that currently has the purchase request in their to-do list
Document creation date	X	X	X	
Created by		X	X	
Last comment	X	X	X	
Date (Other purchase data)			X	The date the payment was made to the University, will also match the date in the Foundation's accounting records
Gift index code (Other purchase data)	X	X	X	
Activity code (Other purchase data)	X	X	X	
Fund number and name (Other purchase data)	X	X	X	
Project code (if any) (Other purchase data)	X	X	X	

## 9. Definitions

- A. **University** - The University of Montana ("University")
- B. **Foundation** - The University of Montana Foundation ("Foundation")
- C. **Payment request** - A request from the University for a payment to be made, which is put onto a purchase request form in Yooz
- D. **Requisitioner** – The person who creates the purchase request within Yooz.
- E. **Approver** – A person authorized to approve the purchase. This may be the funds responsible party or their designee.