

# Support & updates

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## Accelerating invoice cycles in Perk: Getting started as an invoice processor

As part of a coordinated effort with your account administrator, you'll soon switch over to Perk for invoice processing. You'll find Perk isn't too different from Yokoy — your core tasks are the same, and all the functionality you relied on is still there. Here are the key things to know to get started.

### Finding your invoice processing pages

In Perk, your main pages are under the **Invoices** menu. Use the table below to find where everything from Yokoy now lives.

In Yokoy	Now in Perk
Invoice processor > Invoices	Invoices > Invoice processor > Invoices
Invoice processor > Suppliers	Invoices > Invoice processor > Suppliers
Invoice processor > Purchase orders	Invoices > Invoice processor > Purchase orders
Manager > Approvals, Manager > Search	Spend > Approvals > Approvals list or Search
Finance > Analytics	Analyze > Spend analytics
Submitter > Invoices	Spend > Expenses > Invoices
Finance > Review, Finance > Export, Finance > Search	Finance > Review > Expenses and invoices, Finance > Review > Export, Finance > Review > Search
Audit > Search	Finance > Audit > Search

You also have access to **My tasks**, which gives you a quick view of everything waiting for your attention as well as allow you to upload new invoices.

**Note:** In the My tasks, Approvals list, Review and Export pages, you may see tabs for expenses even though your company doesn't use Perk for expense processing. Any actions performed using these tabs won't work.

## Managing invoices

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Managing invoices in Perk works the same way as in Yokoy. Go to **Invoices > Invoice processor > Invoices** to see all invoices for your company, at any stage in the approval process.

From there, you can:

- [Upload a new invoice](#) directly.
- [Edit and code invoice content, then submit it for approval.](#)
- [Recall an invoice you've already submitted.](#)
- [Forward an invoice to another submitter.](#)
- View and monitor [uploaded invoices](#) and [approved invoices](#).

You can also [send invoices via email](#) — this works the same way as in Yokoy. For step-by-step instructions on all invoice tasks, see [Process and code invoices](#).

**Tip:** Perk can automatically [detect specific keywords on invoices](#) to help with coding.

## Managing suppliers and purchase orders

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Supplier and purchase order management works the same way as in Yokoy.

- **Suppliers:** Go to **Invoices > Invoice processor > Suppliers** to manage [supplier data and settings](#).
- **Purchase orders:** Go to **Invoices > Invoice processor > Purchase orders** to view imported purchase orders and their associated goods receipts. This section only appears if purchase orders are turned on for your company.  
For more information on PO matching, see [Matching invoices with POs – 2-way matching](#), [Match invoices with POs and GRs – 3-way matching](#), and [Matching statuses for POs and GRs](#).

## Approving invoices

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If you're also responsible for approving invoices, you can [review and approve submitted invoices](#) from **Spend > Approvals > Approvals list**.

As an approver, you can also [add supporting documents to invoices](#) before approving them.

## Using Perk on mobile

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Instead of using the Yokoy mobile app, you now use the Perk app. You can download it from the App Store or Google Play Store.

**Warning:** You can't upload or check invoices in the Perk mobile app. To verify or submit invoices, use the Perk web app or sign into Perk using your mobile device's browser.

If you're an approver, you can still [review and action invoices from the approvals inbox](#) in the mobile app.

## Invoice settings for account admins

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Previously as an invoice processor, you might have been able to manage invoice settings if you were granted additional permissions in Yokoy.

In Perk, you need to be an [account admin](#) to perform this task. Here's where to find the relevant configuration pages in Perk:

- **Settings > Supplier invoices > Invoice settings** — See [Invoice settings](#) for invoice categories, payment terms, business rules, and more.
- **Settings > Supplier invoices > Business rules** — See [Configure invoice checks and dismissibility](#).

For a list of other key changes when upgrading from Yokoy to Perk, see [Yokoy vs. Perk: key changes](#).

## Related articles

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- [Roles and permissions](#)
- [Cost objects on Perk](#)
- [Set up travel, expense, and invoice custom fields](#)
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