

November 10, 2023

Vroozi December 2023 Release Preview

Table of Contents:

Vroozi Purchase (Administrator)	2
Ensuring Accounting Accuracy using Accounting Validation	2
New Dynamic Financial Review Workflow	5
Vroozi Purchase (Requesters, Approvers, Buyers, and Central Receivers)	8
Vroozi Accounting Validation for Purchasing Documents	8
Vroozi Purchase (Suppliers)	11
Improved System Messaging to Suppliers Confirming POs via Email	11
Successful confirmation	12
PO already confirmed	13
Error	15
Vroozi Invoice (AP Processor, AP Approvers, AP Coders and AP Managers)	16
New Financial Review for Invoices	16
Vroozi Accounting Validations for Invoice Documents	17
Resolutions	19

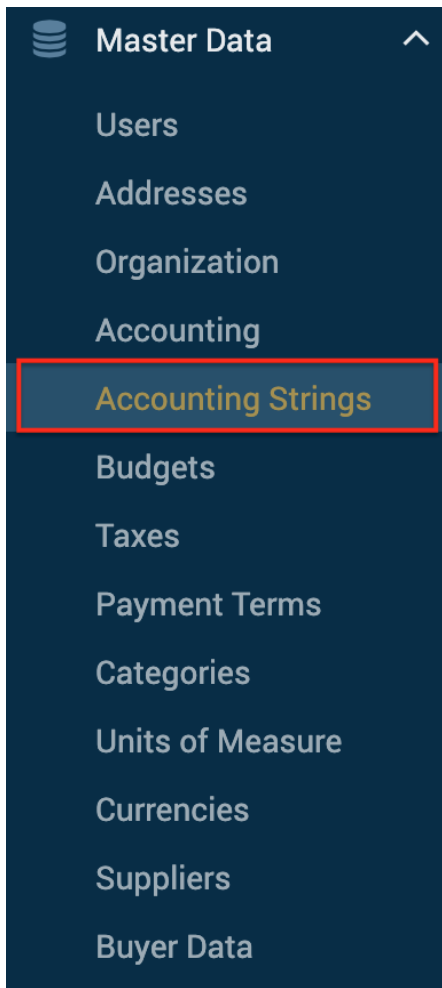
Please see the descriptions below for the Vroozi SpendTech™ module enhancements coming early December 2023*. The Vroozi early release preview offers descriptions of enhancements, application fixes, new features and new modules when applicable. To ensure your continued success, release notes with the features that will be deployed into production will be provided closer to the release date. Early access for review and testing will be available in Vroozi customer test environments (System Name: SOCI or PERF) on November 10th, 2023*.

**Date to be announced. Targeting around December 1, but we want to avoid being so close to the end or beginning of a month. Vroozi customers will be notified.*

Vroozi Purchase (Administrator)

ENSURING ACCOUNTING ACCURACY USING ACCOUNTING VALIDATION

Accounting Validation ensures accounting accuracy for all transactions by having the documents (purchasing and invoice documents) follow valid accounting strings (ie: a valid combination of accounting objects). If a company decides to enable this feature, a new sub-menu item, "Accounting Strings", will be available in the Admin panel under Master Data



This menu option reveals the valid Accounting Strings in the system that will be used in the Accounting Validation check.

Accounting Strings

Accounting Strings									
<input type="text" value="Search by String Name or Description."/>									
<input type="checkbox"/> String Name	Description	Company Code	Cost Center	GL Account	Location	Duration	Created Da	Status	Action
<input type="checkbox"/> MSK_CC_001-1698731...	N/A	MSK_CC_001 - company	MSK_cc_001 - cost center	N/A	N/A	10/10/2023 - 07/29/2024	10/31/202	Active	
<input type="checkbox"/> sh10-1698405566020-1	N/A	sh10 - tenth	N/A	N/A	N/A	08/18/2023 - 11/29/2023	10/27/202	Active	
<input type="checkbox"/> CC MIA 006-169805175...	Iqtidar Comp 006	CC MIA 006 - Iqtidar Company 006	CC_MIA_006 - CC MIA Iqtidar 006	GL_MIA_006 - MIA Iqtidar GL Account 006	006_LOC_MIA	N/A - N/A	10/23/202	Active	
<input type="checkbox"/> HEB-Master-22206-169...	N/A	HEB-Master-22206 - Master data created for testing HEB	Cost_22206_22225 - using script 22225	GL_22206_22225 - using script 22225	LOC_All_CC_22225 - Location description.	N/A - N/A	10/19/202	Active	
<input type="checkbox"/> HEB-Master-22206-169...	N/A	HEB-Master-22206 - Master data created for testing HEB	Cost_22206_22227 - using script 22227	GL_22206_22227 - using script 22227	LOC_All_CC_22227 - Location description.	N/A - N/A	10/19/202	Active	

With this release, purchasing and invoice documents will be validated against combinations of Company Code, Cost Center, GL Account and Location. More accounting objects will be added to the strings in future releases.

Accounting String
✕

String Name	-Master-22238-1698337867042-2618878 878
Description	-
Valid From	-
Valid To	-

Company Info

Company Code	Master-22238
---------------------	--------------

Accounting Info

Cost Center	Cost_22238_22241
GL Account	GL_22238_22239
Location	LOC_All_CC_22203 - Location description.

Cancel

In this release accounting strings cannot be created or updated from the User Interface (UI), but will need to be created and updated through a Vroozi API. Please see the [Accounting Strings API](#) documentation in our API library.

At this time, companies will need to request Vroozi Support to turn on this feature.

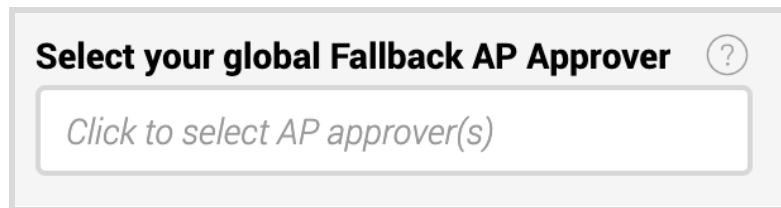
NEW DYNAMIC FINANCIAL REVIEW WORKFLOW

Vroozii developed a new dynamic workflow for Financial Review that will enable more customizable and flexible approval paths using the accounting and organizational objects. This is the first of multiple releases to expand the approval workflow capabilities.

The new workflow adds more workflow configurations so that companies can create approval paths based on accounting and organizational objects, in addition to paths based on a delegation of authority. The new workflow configuration can be applied to Purchase Request, PO Change Request, and Invoice approvals (Financial Reviews).

Note: This new workflow will replace the company's existing Financial Review and the Staircase approval must be selected. Once enabled, references to approver and next approver in the user profile will no longer be seen (ie: the former workflow configuration).

In addition to the Fallback Approver already configured in the workflow for Purchase Requests and PO Change Requests, the company will be able to define a fallback Accounts Payable (AP) Approver under Company => Workflow screen.



The image shows a rectangular box with a light gray border. At the top left, the text "Select your global Fallback AP Approver" is displayed in a bold, black font. To the right of this text is a small circular icon containing a question mark. Below the text is a white rectangular input field with a thin gray border. Inside the input field, the text "Click to select AP approver(s)" is written in a light gray, italicized font.

Admins can define the workflow paths in the Admin panel under a new section called “Approval Rules” within Company => Workflow.

Rule Name	Applies To	Condition(s)	Approval Chain	Status	Actions
<input type="checkbox"/> Requester Rule	Purchase Requests	Company Code	L1: Francesca Lombardi (\$10,000.00)	Active	

1-1 of 1

The Admin can add a new rule by clicking on the “Add Approval Rule” button. The workflow can be assigned to Purchase Requests, Change Requests, and Invoices.

Add Approval Rule ✕

Applies To *

Purchase Requests Change Requests Invoices

Rule Name *

Rule Description *

Condition(s) *

Approval Chain *

Under Condition(s) the admin defines the objects that trigger the workflow. The following financial and organizational objects can be selected for the workflow configuration:

- Company Code
- Plant
- Cost Center
- GL Account
- Location
- Project

Under “Approval Chain” the admin creates the list of approvers with their individual approval limits. Documents matching the conditions will be routed through the defined approval chain until the spend on the document is satisfied by the approver’s approval authority. If no matching rule is found, the document will be routed to the fallback approver.

If the document’s accounting or organizational objects change as it moves through the chain of approvers, the system will re-evaluate the document and change the approval path accordingly.

Also, the next approver is evaluated at each step of the approval. If any of the next approvers change in the approval rule while a document is in the workflow, the system will route the approval based on the updated approval path. Note: documents already with an approver will not change based on the approval rule change.

At this time, companies will need to request Vroozi Support to turn on this feature.

Vroozi Purchase (Requesters, Approvers, Buyers, and Central Receivers)

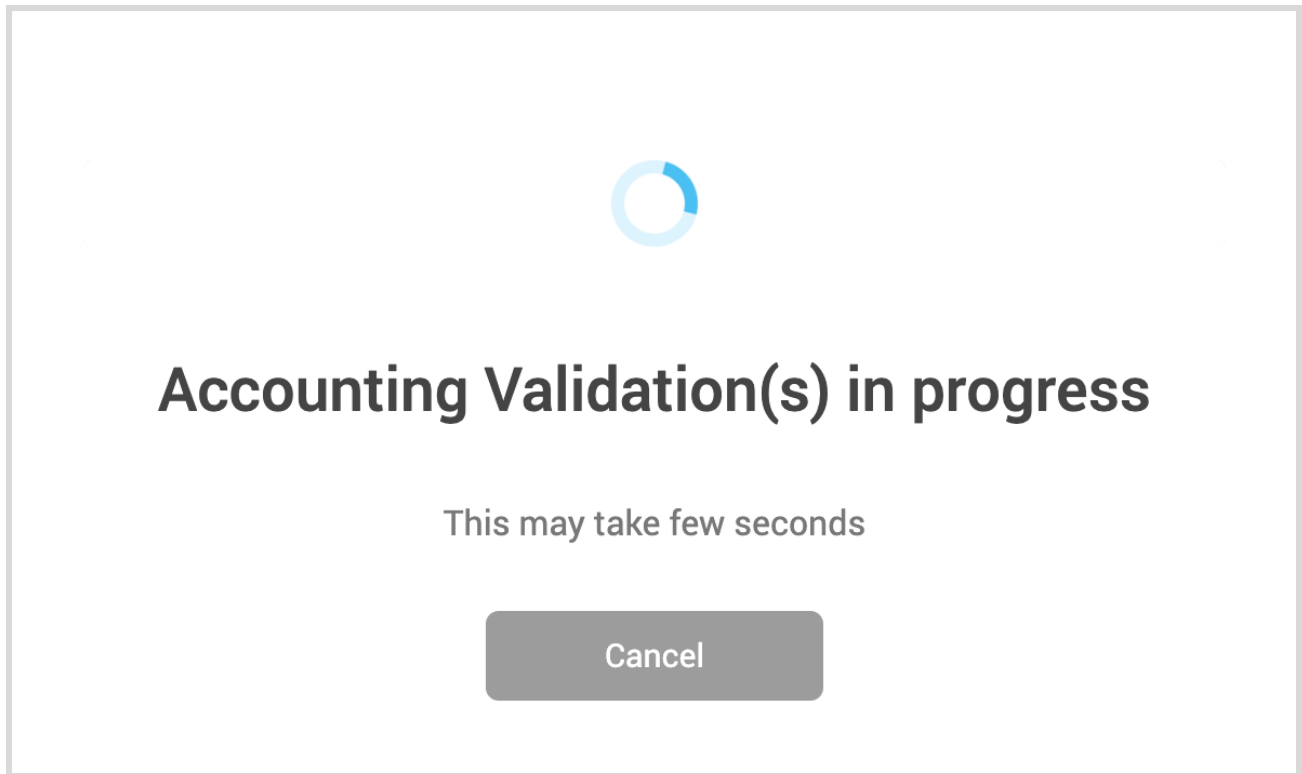
VROOZI ACCOUNTING VALIDATION FOR PURCHASING DOCUMENTS

Accounting Validation ensures accounting accuracy for purchasing transactions by having the documents follow valid accounting strings (ie: a valid combination of accounting objects). The validation will be done when a:

- Requester submits a Purchase Request (PR) for approval.
- Sourcing Approver tries to approve a Purchase Request (PR) or PO Change Request (POCR).

- Financial Approver tries to approve a PR or PO CR.
- User tries to submit a PO Change Request (POCR).
- Buyer tries to manually submit a PO.

The following message will appear when Accounting Validation is in progress:



When the validation is successful, the user will get the following message.



Success

Your purchase request has been submitted.

However, if the validation identifies errors in the accounting string, the user will get the following message



Accounting Validation(s) completed

One or more accounting strings are invalid

Close

and the system will identify the line items with the error.

- **Accounting String Error** - Line Item #1
The following Accounting String is not valid (does not exist)
 - Company Code = -Master-22201
 - Cost Center = Cost_22201_22232 - using script 22232
 - GL Account = GL_22201_22229 - using script 22229
 - Location = N/A

In this case the user will have to correct the error with a valid accounting string before they can proceed with the activity.

Vroozi Purchase (Suppliers)

IMPROVED SYSTEM MESSAGING TO SUPPLIERS CONFIRMING POs VIA EMAIL

This release introduces messaging improvements to make the confirmation status more clear to suppliers who use email to confirm Purchase Orders (POs). This reduces the supplier support calls from when the confirmation status was unclear.

In existing functionality, if the Administrator has enabled PO Acknowledgement for emailed POs (ie: PO Output is email), suppliers can confirm POs directly from the email. Suppliers will see a “Confirm Order” button in the email.



You have received Purchase Order:
2000000302

11/15/2023

REQUESTED DELIVERY

1

ITEMS

\$25.00

TOTAL

Company : Acme Industries

Issue Date : 11/15/2023

Order Type : Standard

Buyer Name : Jack Black

Buyer Phone : -

Buyer Email : shay.ilahi@vroozi.com

Version : 1

Confirm Order

Now when the Supplier confirms the PO, suppliers will see the following new messages:

SUCCESSFUL CONFIRMATION



Purchase Order 2000003101 has been confirmed.

If you have any problems please contact Vroozi Support

1 (888) 912-8005 | support@vroozi.com | 6am-5pm PST Monday-Friday

PO ALREADY CONFIRMED



**Purchase Order 2000003101 has
already been confirmed.**

If you have any problems please contact Vroozi Support

1 (888) 912-8005 | support@vroozi.com | 6am-5pm PST Monday-Friday

ERROR

VROOZI®



Something went wrong. Unable to confirm the Purchase Order. Please try again later.

If you have any problems please contact Vroozi Support

1 (888) 912-8005 | support@vroozi.com | 6am-5pm PST Monday-Friday

Vroozi Invoice (AP Processor, AP Approvers, AP Coders and AP Managers)

NEW FINANCIAL REVIEW FOR INVOICES

A new Financial Approval is available for invoices that allow companies to create more flexible and configurable approval workflows based on accounting and organizational objects. See New Dynamic Financial Review Workflow under Vroozi Purchase (Administrator).

Once turned on, invoices that meet the workflow conditions will be assigned automatically to approvers based on the defined approval path and approval limits. Previously, AP Processors had to select an approver when submitting for approval.

Invoice Destination ✕

Next Action Show all actions

Submit For Approval
Invoice is submitted to AP Approver(s) for approval

User

Stage Financial & AP Approver 01 User

Comments

Submit

VROOZI ACCOUNTING VALIDATIONS FOR INVOICE DOCUMENTS

Accounting Validation ensures accounting accuracy for invoices by having the invoices and credit memos follow valid accounting strings (ie: a valid combination of accounting objects). The validation will be done when a:

- New Line item is saved.
- User tries to submit the Invoice for:
 - Approval
 - Exception Handling
 - Coding
- User clears the exception on the invoice.
- AP Approver approves the invoice.
- AP Coder does any coding

If the system identifies an invalid accounting string, then the user will receive an error message that identifies the line items and the problem.

USD - US DollarD

- **Accounting String Error** - Line Item #1
The following Accounting String is not valid (does not exist)
 - Company Code = 007 - Iqtidar Company 7
 - Cost Center = CC_007 - CC Iqtidar Company 7
 - GL Account = 007 - Iqtidar GL 7
 - Location = N/A

#	Description	GL Account	Price	Qty	Tax	Total	Actions
1	test	007 - Iqtidar GL 7	\$100.00	1	\$0.00	\$100.00	✓ ✎ 📄 🗑️

Drop Files to Attach
or select files from your system using the button below
Upload attachment

Auto Populate Totals
Enable or disable auto population of footer level totals

Subtotal (USD)	\$100.00
Discount (USD)	Value ▾ \$0.00
Calc. Discount (USD)	📊 \$0.00
Shipping Charges (USD) ⓘ	📊 \$0.00
Tax (USD)	📊 \$0.00

(All changes saved a few seconds ago.) (Estimated Tax: \$0.00)

Delete Submit For Exception Handling 🔍

On submit, if an accounting string has been deactivated, removed, or edited, the system displays this message to refresh the invoice.

Warning

The selected action is no longer allowed. Please refresh the document and try again.

Refresh Invoice

The user will then view the invoice with the error messages to fix the errors.

Resolutions

- When the minimum order quantity was missing in the catalog, the system would not allow a user to order less than 1 of that item. Now users will be able to order any quantity greater than 0 to include decimal quantities.
- Previously, Notes from Supplier were not displayed to the requester or buyer in the Bid view. The supplier notes will now be displayed when the buyer or requester reviews the bid.
- Users will be able to pick receipt dates older than 1 year. For customers who keep POs open for more than a year (eg: multi-year PO), the system will now allow users to create Goods Receipts against these POs as far back as the date the PO was sent to the supplier.