

Vroozzi Invoice User Roles

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Accounts Payable (AP) Approver

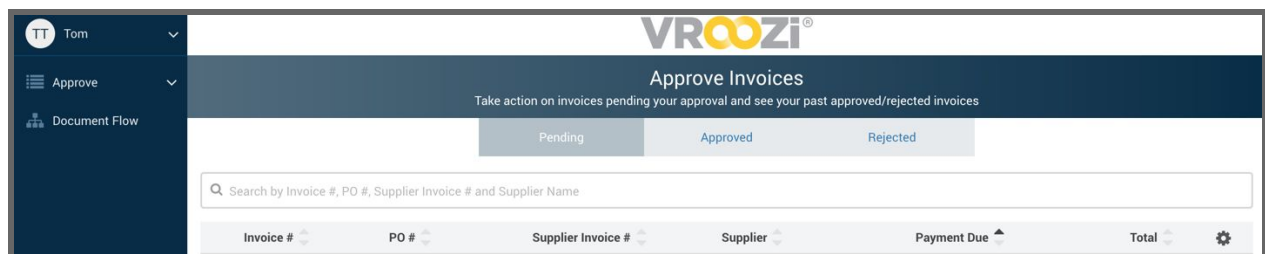
FUNCTION

Review Invoices submitted for approval, and 'approve' or 'reject' them.

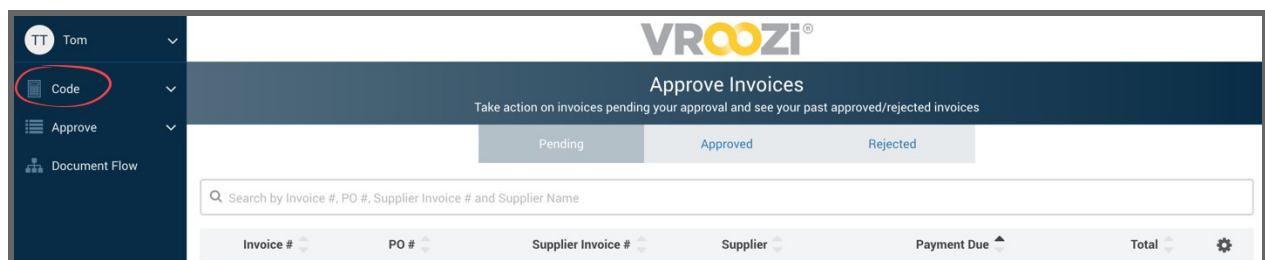
*PERMISSIONS

1. **Code AP Documents:** If 'coding' permission is assigned to AP Approvers, they can enter or modify Invoice accounting information.
2. **Edit Invoices Upon Approval:** If 'editing' permission is assigned to AP Approvers, they can modify the information on an Invoice when it is submitted to them for approval.

NAVIGATION PANEL & HOME SCREEN



With Coding Permission:



NAVIGATION PANEL EXPLAINED

Approve

Repository for each AP Approver to access their assigned invoices.

Status	Explanation
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Pending	Awaiting approval
Approved	Invoices that have been <i>approved</i> by the individual approver.
Rejected	Invoices that have been <i>rejected</i> by the individual approver.

Code

Repository of invoices awaiting each AP Coder before they can be approved for payment.

Document Flow

The *Document Flow* function allows managers to view details for any document and its *Related Documents*. It can also display a diagram of where a document is in the purchasing process lifecycle. Search by document type or number.

Accounts Payable (AP) Auditor

FUNCTIONS

Retrieve, view and run reports on specific invoices in the following statuses

- Posted
- Paid *
- Partially Paid*

*Paid and Partially Paid is only enabled if Payments is enabled by Vroozi at the request of an organization's administrators.

If Credit Memo Functionality is enabled - Tracking of Posted Memos will also be a function. 'Track Memos' will be an additional category in an Auditor's Navigation panel.

PERMISSIONS

AP auditors can only view invoices from the specific business units or locations assigned to them. Similarly, auditors can only access invoices that have been processed.

NAVIGATION PANEL & HOME SCREEN

Track Invoices		Track Invoices in 'Posted' status				
Posted		Access invoices created by all users				
Track Memos		<input type="text" value="Search by Invoice #, PO #, Supplier Invoice # and Supplier Name"/>				
Invoice #	PO #	Supplier Invoice #	Supplier	Batch #	Posted Date	
9000000127	2000000353	9000000127	Pizza Hut CXML	1552309552124	03/11/2019	...
9000000126	2000000352	9000000126	Pizza Hut CXML	1552308620715	03/11/2019	...
9000000118	2000000344	dvgdgdg	Pizza Hut CXML	1551880964807	03/06/2019	...
9000000117	2000000343	z vczzc	Pizza Hut CXML	1551880832328	03/06/2019	...
9000000116	2000000342	dgggcccc	Pizza Hut CXML	1551880663227	03/06/2019	...
9000000114	2000000340	dvsvd	Pizza Hut CXML	1551879713417	03/06/2019	...
9000000094	2000000251	vcbbffnh	Office Supply Inc	1551794469370	03/05/2019	...

NAVIGATION PANEL EXPLAINED

Track Invoices

Repository of invoices at various stages of processing. All Processors see only their own invoices.

Category	Explanation
Partially Paid	Some but not all of the items contained in the invoices have been paid
Paid	All items contained in the invoice have been paid.
Posted	Vroozzi AP Processing is complete and sent to external system to facilitate payment.

Document Flow

The *Document Flow* function allows users to view details for any document and its *Related Documents*. It can also display a diagram of where a document is in the purchasing process lifecycle. Search by document type or number.

Accounts Payable (AP) Processor

FUNCTIONS

- Create and submit Invoices including:
 - Submit Invoices for approval
 - Submit Invoices for coding
- Assign Invoices to other AP Processors or Managers
- Park Invoices
- Submit Invoices for Exception Handling.
- Track all Invoices assigned to them that have been submitted for exception
- Post AP documents (invoices and/or memos) - *If Automatic posting has been turned on at the Administrator level.*

PERMISSIONS

If 'Coding' role is assigned to AP Processors, they can enter or modify Invoice accounting information when it is submitted to them for Coding.

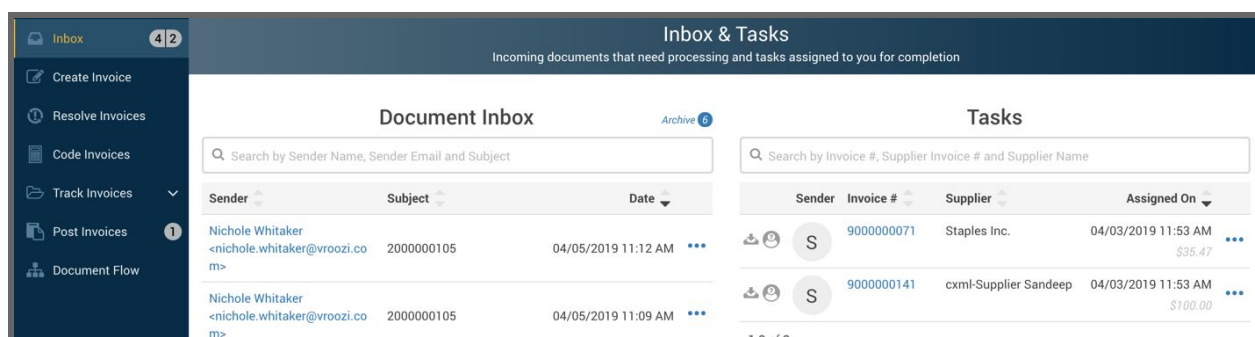
ADDITIONAL DETAILS

Unless multiple hops are used all AP Processors will see All incoming invoices. The differentiation or division of work must then be done using the search bar filters: Date, Supplier or Sender

The screenshot shows a web interface titled "Document Inbox" with an "Archive 0" indicator. Below the title is a search bar with the placeholder text "Search by Sender Name, Sender Email and Subject". To the left of the search bar is a "Narrow search by" dropdown menu. The menu is open, showing three options: "Sender", "E-mail" (which is highlighted in blue), and "Received Date". To the right of the search bar are two filter buttons: "Subject" and "Date". Below the search bar and filters, a message states "There are no incoming documents".

NAVIGATION PANEL & HOME SCREEN

Screen includes Code Invoices indicating the Coding permission has been added for this user.



NAVIGATION PANEL EXPLAINED

Inbox

Repository of all invoices

Create

Create Invoices or Memos using documents outside of the hopper.

Resolve Invoices

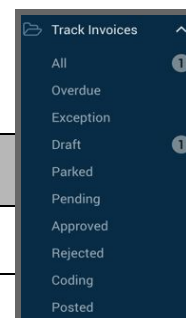
Repository of all Invoices awaiting exception resolution by the AP Processor.

Note: *This section will only be displayed if the AP Processor is designated as an Exception Handler

Track Invoices

Repository of invoices at various stages of processing. (AP Processors can only see their own invoices.)

Category	Explanation
All	Repository for Invoices created by all users
Overdue	Payment is past due
Exception	Undergoing AP Exception Handling



Draft	AP has begun processing
Parked	Held for processing
Pending	Awaiting approval
Approved	Approved for payment
Rejected	Rejected and sent back to invoice creator for reconciliation
Coding	Submitted for Coding
Posted	AP Processing is complete and sent to external service to facilitate payment
Partially Paid	Some but not all of the items contained in the invoices have been paid
Paid	All items in each invoice have been paid.

Track Memos *(If Memo functionality is enabled by the organization)*

Category	Explanation
All	All inclusive repository of memos created by all users
Draft	AP has begun processing
Parked	Held for processing
Approved	Approved for credit submission
Posted	Vroozzi AP Processing is complete and sent to external service to facilitate payment

Post Invoices

Includes repositories for all Posted Invoices and Memos.

Document Flow

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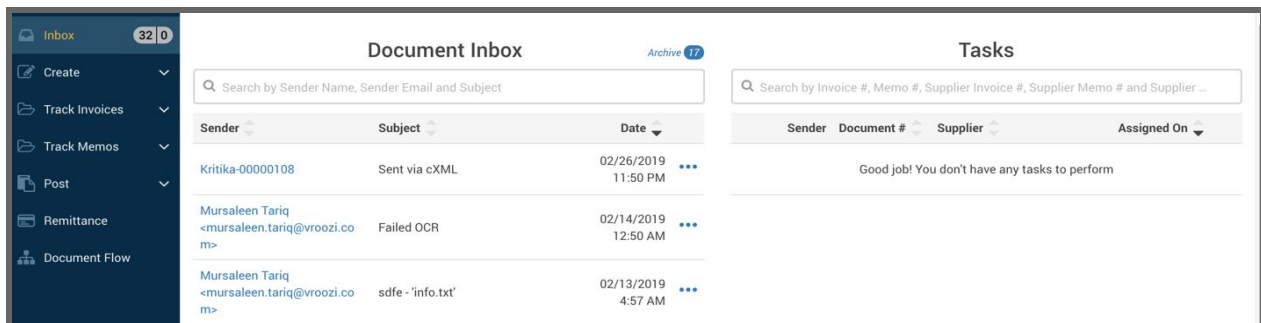
Accounts Payable (AP) Manager

All encompassing role with access to All Invoices submitted to the Hopper and all AP (invoices & memos) documents created in the system

FUNCTIONS

- Post Invoices to external system for payment
- Perform all the tasks that an AP Processor and Coder can do.
- Intercept, code and approve an Invoice that is pending approval from any AP Approver. Once an AP Manager intercepts and approves an Invoice it goes to 'approved' status and does not require approval from subsequent approvers, if any.

NAVIGATION PANEL & HOME SCREEN



NAVIGATION PANEL EXPLAINED

Inbox

Repository of all invoices

Create

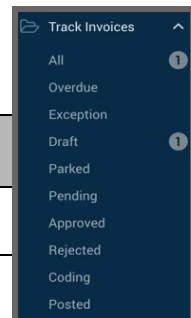
Create Invoices or Memos using documents outside of the hopper.

Resolve Invoices

Repository of all Invoices awaiting exception resolution.

Track Invoices

Repository of invoices at various stages of processing.



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