

# Vroozi Invoice User Guide

Guide covering the various functionality and workflows available in Vroozi Invoice.

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## Vroozi Invoicing Terminology

**Hopper:** Central receiver for all incoming supplier invoices. Invoices may be sent via cXML, emailed PDF and the Vroozi Supplier Portal.

**Perfect Invoice:** An invoice without any exceptions or alerts.

**Tolerance:** Defined value or quantity in which a buying organization identifies a mismatch between the PO submitted to a Supplier and the Supplier's invoice may diverge. A breach of enabled tolerances will result in an Exception alert at the invoice level.

**<u>Alert</u>:** An Alert is displayed when a value on an invoice line-item (e.g. price, quantity, etc.) is within the defined tolerance but triggers a different tolerance to be breached, thus creating an exception.

**Exception:** Notification that an invoice line item exceeds any defined tolerances.

**<u>Credit Memo:</u>** A statement of credit owed, typically initiated by the supplier.

**Debit Memo:** A statement of a 'credit', that the buying organization creates typically created proactively by the buying organization.



## User Roles

Role	Additional Role Allowances	Description
Accounts Payable Approver	<ul> <li>Allow for coding of invoice</li> <li>Allow for editing an invoice during approval</li> </ul>	Approve or reject an invoice. *Role only applicable if admin requires buying organization to manually approve invoices.
Accounts Payable Auditor	NA	Retrieve, view and run reports on specific invoices in the following statuses 1. Posted 2. Paid 3. Partially Paid *Can be restricted to view specific business units or locations based on company code allocations. *Cannot be designated as an exception handler.
Accounts Payable Manager	NA	View all invoices in the system. They can intercept, code, approve and post invoices to the financial system.
Accounts Payable Processor	<ul> <li>Allow for coding of an invoice</li> </ul>	Process and submit invoices for coding and approval, assign invoices to other AP processors or managers. park invoices Submit invoices for Exception Handling *Only have access to your own invoices.

## Invoice Flows

### CREATE A NEW VROOZI PO BASED INVOICE

Create a new Vroozi PO based Invoice, using an attachment from the Hopper.



Task Performed by: AP Processor, AP Manager, Administrator

#### Steps:

1. In the 'Inbox', otherwise referred to as the 'Hopper', click on the sender name to view the supplier document.

•		VRO	<mark>)</mark> Zi°				
		Inbox & Incoming documents that need processing a	Tasks ind tasks assig	ned to you fo	r compl	letion	
	Document Inbox	Archive 🗿				Tasks	
Q Search by Sender Name, S	Sender Email and Subject		Q. Search b	y Invoice #, S	upplier	Invoice # and Supplier Name	
Sender 💭	Subject 🐡	Date 🤤	Ser	der Invoice	г¢.	Supplier 💭	Assigned On 🤤
Husnain Mustafa	Supplier Portal	08/26/2019 4:31 AM	±0 s	900000	0162	ahmed.habib724	06/13/2019 5:43 AM \$11.94
Testdfgh	Sent via cXML	11/27/2018 1:50 AM	40 s	900000	0161	ahmed.habib724	06/13/2019 5:36 AM \$11.94
Arish-cXML	Sent via cXML	11/27/2018 1:50 AM	±0 s	900000	0160	ahmed.habib724	06/13/2019 5:24 AM \$11.94

2. From the preview screen, preview other invoices using 'Previous' and 'Next' or Select 'Create Invoice' to move forward with processing of the current document.

REFINE <	Previous Next E	:Towing.pdf		Create Invoice
KCTowing pdf		KC Towing 8951 W. Camino De ORO Peoria AZ, 285383-1415 (800) 435-2000	INVOICE No 97427453 DATE: September 24, 2018 PO: 2000002133	
F-1 Curricular Practicel Training (CPT) Application (1).pdf		Billing Address: 4135 S. 100° E Ave, Tulsa OK 74146 (417) 369-1400	Delivery Address: 6500 SVM Montana Peoria A ZE 5383-1415 (212) 369-1400	

- **3.** Enter the relevant Purchase Order # from the supplier invoice attachment. The Company Code, Supplier, Payment Terms (if it is set), and the line item fields are then populated with the values from the PO.
- 4. Manually fill out the mandatory and other relevant fields that did not populate from the PO by referring to Invoice attachment on the left -- Supplier Invoice #, Invoice Date, Payment Terms (if not already set), Shipping Charges (optional), Tax (optional), Notes About Invoice (optional), and Invoice Total.
  - PO based invoices will default to the currency of the PO. Non-PO based invoices will still require manual selection.



ell_Dell-Inv05_10-09-2018.pdf 🔻					٩	Û	\$1,2	99.00 (	JSD	Ivan Darrin sharda.son +1 (646) 55	9 i@mobileprogr 5-1212	ammini	glic.com			
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E: supportiveoz.com	Delive	ry Arithma					De	ment D	5 ue Date * ⑦	10/09/20 Notes Abou	18 It Invoice		Net 7 Day	rs		1
Viscuti Headquarter 15000 Vienaus Bivd STE 201 Sherman Daks, CA 91403-6460 US P: +1 (888) 345-2119	Vrozzi 15000 Sherm US P:+1 (	Headquarte Ventura Bivi an Oaks, CA 888) 345-21	r d STE 201 A 91403-5r 119	50			10	/16/20	18	Net Due i	n 7 Days				,	
E: employeellivrooit.com Comments or special instructions: Net Due	in 7 Days	oyee (5 v100	10.00m				Curr	oice It the inv rency *	ems & Totals nice item details and to ⑦	als from your Im	nice					5
1 Del Precision Million Mobile	Workstation	EA R	1 U	1,299.00 USD	1050		s	SD	~							
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If you have any questions concerning this	woice, ple Page 1 of	1 +1 (81	8) 555-41	87					Delete				Submit			

#### CREATE A NEW VROOZI PO BASED INVOICE FROM A DOCUMENT

Create a new Vroozi PO based Invoice (using a document in your computer)

Task Performed by: AP Processor, AP Manager, Administrator

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🗅 indus 🕢 🖪 🖸	1 miles		Inbox &	x & Tas	s		- Index	
Create Invoice	_	1.011	ig involves machiev processing a	ing and tas	i assigned	w yw w con	100 AU	
① Resolve Invoices		Invoice Inbox	Archive 🔕	9			Tasks	
Code Invoices	Q. Search by Sender Name, Sender Email			Q				
Approve involces	Sender 💭	Subject 💭	Date 🤤		Sende	Invoice # 🔅	Supplier 💭	Assigned On 🤤
Track Involces	Nichole Whitaker -nichole whitaker@woozi.com+	2063108049	01/08/2019 2:14 PM	đ	3	900000025	Staples	12/20/2018 3:00 PM
Post invoices (10)	Deepak Mohan Kumar «deepak mohankumangivroozi.com»	Test Invoices - '100038.docx'	01/03/2019 2:30 PM	山	s	900000083	JA Building Services	08/14/2018 5:33 AM \$1,525.00
A Document Flow	Deepak Mohan Kumar «deepak moharikuman@woozi.com»	Test Invoices - '100013.docx'	01/03/2019 2:30 PM	۵	s	9000000083	Staples-10	08/14/2018 4:20 AM
Shipment Notices	Nichole Whitaker -nichole whitaker@woszi.com-	involoe	01/03/2019 1:06 PM	1-3	ra			
	1-4 of 4							

- 1. Click 'Create Invoice' on the blue navigation bar to the left.
- 2. Select 'Upload attachment' and select the relevant Invoice document from your computer. Once selected, the PDF copy of the document will be visible on the left half of the screen.
- **3.** To add multiple documents (e.g. supporting documentation) to the Invoice, click on the 'paperclip' icon above the attached Invoice document. There is no restriction on the number of documents that can be uploaded/attached to an Invoice in Vroozi.
- **4.** Enter the relevant *Purchase Order #* from the supplier invoice attachment. The *Company Code*, *Supplier*, *Payment Terms (if set)*, and the *line item* fields are then populated with the values from the PO.
- 5. Manually fill out the mandatory and other relevant fields in the 'Create Invoice' page by referring to Invoice attachment on the left -- Supplier Invoice #, Invoice Date, Payment Terms (if not already set), Shipping Charges (optional), Tax (optional), Notes About Invoice (optional), and Invoice Total.'



8134742.pdf <del>•</del>						00	Û	Supp	lier Inv	oice # •	n ľ	nvoice Date *		P	ayment Tem	<b>15 *</b>	0	2
	<b>6</b> 00-80				17 1754742 1754742 1940612517	NVOICE atomer ID: 315650 Page 1 of 1		Paym	ent Du	e Date • ()		iotes About Invoice Enter a note	,			- 47		J
CUMMING GA	30040			AU	Mail Payments TOMATIONDIREC P.O. BOX 400 ATLANTA, GA 300	Tel T.COM, INC. 1417 184-3417 Irect.com		<b>Invo</b> Enter	ice Ite	ems & Totals sice item details and to	cals from	your Invoice						
WA TO: TWO BIT O	INCLIS		SHP TO: THO BIT 674 SO/	CRCUS	Pay online Mp./www.automationsin	- /			•	Description	G/L	Account	Price	Qty	Total (excl. tax)	Acti	ons	
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Onter Date 801-0017 16-15-05	drater No 6235043	-	PO 1 2000	Kunder Kollor P				٨	dd lter	n Apply to A	6 (	elete item(s)						
Ann 10	here description Certier: /	edfix 2Day	Quantity Shipped Tracking A	Anking 008	Unit Price	Extended Price						Subtotal (USD)			\$417.00	_		
CO-100ME-D	CUCK Ethernet Basic PL required, Ethernet and se Discrete Input & point, D Culture & discrete value.	C. 24 VDC naligorta. 2. Otacimete	3	3000 EA	138.00	417.00						Shipping Charg	es (USD)		\$0.00			
Total Lines	Due Deter 1	54.0017	Terms.		BUB-TOTAL: TAX: AMOUNT OUE	#17.00 0.00 #17.00					-	Tax (USD)			\$0.00			
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									• Ple	tase fill out the folio oice Date, Payment (	wing req lue Date,	uired field(s): Supplier Invoice #, I	invoice Total					

6. Enter appropriate Subtotal, tax & Invoice totals.



7. 'Save' or 'Submit'.



### CREATE A NEW INVOICE NOT ASSOCIATED WITH A VROOZI PO (NON-PO BASED)

Task Performed by: AP Processor, AP Manager

#### Steps:

 'Create Invoice' in the blue navigation bar and upload an Invoice document from your computer on the 'Create Invoice' page. (right)

OR

On the Inbox page, click on any email (in the 'Sent By' field) on

reate and Edit Invoice		VRO	Zi				Expa	and 🧨
	<sup>⑦</sup> Invoice 90000	00054					Created on 12/06/20	18
	Purchase Order Link Enter your Vroozi PO Numb	er to automatically link it to	the Invoice			Enter PO number	(	ב
	Invoice Overview Enter the Payment Information	tion for this Invoice						
	Supplier Invoice # *		Invoice Date *			Payment Terms *		
	Enter supplier invoice #						~	·
	Payment Due Date *		Notes to AP					
1	MM/DD/YYYY		Enter a note					ß
Drop Files to Attach	Invoice Items & Tota Enter the invoice item detai	<b>als</b> Is and totals from your Invo	ice					
below	# Description		Price	Qty	Tax	Total ③	Actions	
Upload attachment			No invoice it	ems have bee	n added yet			
	Add Item Dele	te Item(s)			Subt	otal (AED)	\$0,00	
					Shipp	oing Charges (AED)	\$0,00	
					Tax (	AED)	\$0,00	
							<b>1</b> \$2.00	
		De	lete		Sul	bmit	30,00	

'Incoming Invoices' (also referred to as the 'Hopper') and select the Invoice document to be attached to the Invoice after previewing Invoices on the 'Preview' page.

- 2. Manually fill out all the fields on the 'Create Invoice' page -- Company Code, Supplier, Supplier Invoice #, Invoice Date, Payment Terms (if not already set), Payment Due Date, Shipping Charges (optional), Tax (optional), line item info, Notes About Invoice (optional), and Invoice Total.
- 3. 'Save' or 'Submit'

### 'Assign' or 'Park' Invoice

Task Performed by: AP Processor, AP Manager

#### Steps:

- 1. Create a new Invoice or open up an existing Invoice in 'Draft' status.
- **2.** Enter the requisite data on the 'Create/Edit' Invoice page. This step is optional. You will be able to 'Assign' or 'Park' an Invoice even without entering any data on the Invoice.



**3.** Click 'Submit'. You will be able to see 'Assign' and 'Park', along with other options (if applicable). If you choose to 'Assign' an Invoice to another AP Processor or Manager, select the name of the AP Processor or Manager that you would like to assign it to, from the drop-down list. If you choose to 'Park' the Invoice, it will not require you to shortlist another AP User.

							۲
Back to search     Sender TT Training Tr.     Yesterday at	ainer 1 <i>0:03 AM</i>			Assignee	Unassigned	Assign	to me
Invoice 90000000 Purchase Order Link	)65	link it to the Invoice		20000	Assign to me Sambhu Proces Paul Manager Sambhu Manag	sor er AP	; - 🏕
PO Subtotal \$130.08 USD		Requester Details Nicwhit Tester Nichole.Whitaker+Off –	iceRequester@v	pozi.com	rahul APM Nichole Whitake Danyal Shahid	er	
Invoice Overview	formation fo	r this Invoice					
Company Code *	?	Supplier *	?	Supplier	Account # 🕐		Ø

An invoice can also be assigned to another user without any action being taken. This can be achieved at the top of the electronic invoice screen. (shown below.)

### SUBMIT INVOICE FOR 'CODING'

Task Performed by: AP Processor, AP Manager

#### Steps:

- Perform all required steps to create a new Invoice.
- 2. Once you click 'Submit' the 'Invoice Destination' pop-up will appear.

Linguage of the local division of the local				Brysice BrSkTk2	INVOICE Customer ID 31:560	•	Description	G/L Account	Invoice Destination
NOR - L'OPING	74 70. 040			AUTOMATICAMA AUTOMATICAMA P.O. BOX ATLANTA GA	Page 1 (21 ECT.COM, INC. 402417 30364-3417	1	Right Arm Welding Pad	-	Please choose next action Assign
BILL TO: TWO BIT CIR	CUS		SHIP TO: TWO BIT CIPCL 61% SOUTH AVE	Www.automatic Pay on Hip Inwe adored	ine at: nated.com	2	Left Arm Welding Pad	52005 - CGS - Repairs & Maintenan	Invoice is assigned to another AP User for further act Exception Handling Invoice is submitted to another User for reconciliation
LOS ANGELE	8. CA 90001		LOS AVOILLES.	CA 90091				ce	Coding Invoice is submitted to an AP User for coding
Onder Date 6/01/2017 16:13/29 Asm ID	Order No 6255043 Ren Description Carrier: Fo	Ge 20ay	PO Number 200000000 Guentity Shipped Tracking J: 4000	7 Pricing Shift OOM Price DED0528	Estended Price	oo ite	Subt	otal (USD)	O Park Invoice is placed on hold under the "Parked" status tab
CO-10DME-0 C	<ol> <li>CK Ethernel Basic PLC, spured, Ethernel and seria tecrete input 8-point, OC, Mput 8-point, reay.</li> </ol>	24 VOC rjena, Cecrete	3-5000	EA 138.00	417.00		Ship	ping Charges (l	
Tate Lines 1	Due date: 104	katir?	Terma Net 2	BUB-FOTAL FAX: AMOUNT DUE: US Delays	417.00 8.00 417.00		Tax (	USD)	Comments
							Invo	ice Total(USD)	
							Dalata	(All changes say	

**3.** On the 'Invoice Destination' pop-up select 'Coding'. The Target User field may be pre-populated based on what is configured by the Admin; if not, select a



User from the Target User drop-down to send the Invoice to.

- **4.** Enter comments/instructions on the Comments field. This is optional.
- 5. Click 'Submit'. The Invoice will transition to 'Coding' status.

### 'CODE' AN INVOICE

Task Performed by: AP Processor or AP Approver (with coding permissions)

#### Steps:

1. Click 'Code Invoices' on the left side navigation bar

OR

Navigate to the 'Inbox', locate the Invoice that you want to 'code' from the 'Tasks' section on the left, and click on the Invoice Number.

\$	Description		Price	Qty	Тах	Total 🕐	Code	ltem
1	Remanufactured UG5530 Laser Toner, 10000 Yiel	d, Black	\$96.17	5	\$0.00	\$480.85	$\sim$	
		Subtotal (USI	D)		\$48	0.85		
		Shipping Cha	rges (USD)		s	0.00		
		Tax (USD)			\$	0.00		
		Invoice Tota	I (USD)*		\$48	0.85		

- 2. If you navigated to the 'Code Invoices' page, clicking on the Invoice Number.
- **3.** On the 'Invoice Details' page, scroll down to the line-item and click the 'calculator' icon located on the far right of the line-item.

ise enter your invoice item deta	ills below						
escription •	Price •		Quantity *		UoM •		
test		\$100.00			1 EA - Each		~
ax Code	Tax		Shipping Charges		Split Account	Assignment	
sep 4 - testing	~	\$0.00			0.00 None		~
icc. Category		Cost Center		GL Accou	nt		
Cost Center		✓ Sep 7 - test		Enter	SL account		
fant							
Enter plant	~						
						0	3
test sep 4 - Sept	ember 4		\$100.00	1	\$0.00	\$100.00 🗸	1

- **4.** Enter the accounting information and click on the 'tick' icon.
- 5. Select destination (typically Return) and 'Submit'.



Invoice Overview				2
The Supplier and Payment Informati	on for this Invoice			
Company Code	Supplier		Supplier Account #	6
543213 - Marketing	247T001 - Office Supply	Inc	-	
				Ø
Supplier Invoice #	Invoice Date		Payment Terms	
900000031	11/05/2018		NET 65	
Payment Due Date	Notes About Invoice			
01/09/2019	-			
Invoice Items & Totals				
The invoice item details and totals for	or this Invoice			
# Description		Drio		
		FIIC	Invoice Destination	
1 Remanufactured UG5530	Laser Toper 10000 Yield Black	\$96.1	Invoice Destination	×
1 Remanufactured UG5530	Laser Toner, 10000 Yield, Black	\$96.1	Invoice Destination	×
1 Remanufactured UG5530	Laser Toner, 10000 Yield, Black Subtotal (U	\$96.1 SD)	Next Action  Return  R	and the leavaire
1 Remanufactured UG5530	Laser Toner, 10000 Yield, Black Subtotal (U	\$96.1 SD)	Next Action  Return  Invoice is returned to AP User who submit	ed the Invoice
1 Remanufactured UG5530	Laser Toner, 10000 Yield, Black Subtotal (U Shipping Cl	\$96.1 SD)	Invoice Destination Next Action Return Invoice is returned to AP User who submitt Updated the plant code	ed the Invoice
1 Remanufactured UG5530	Laser Toner, 10000 Yield, Black Subtotal (U Shipping Cł	\$96.1 SD) harges (US	Next Action Return Invoice is returned to AP User who submitt Updated the plant code	ed the Invoice
1 Remanufactured UG5530	Laser Toner, 10000 Yield, Black Subtotal (U Shipping Cl Tax (USD)	\$96.11 SD) harges (US	Invoice Destination Next Action Return Invoice is returned to AP User who submit Updated the plant code	ed the Invoice
1 Remanufactured UG5530	Laser Toner, 10000 Yield, Black Subtotal (U Shipping Cl Tax (USD)	\$96.1 SD) harges (US	Invoice Destination Next Action Return Invoice is returned to AP User who submit Updated the plant code	ed the Invoice
1 Remanufactured UG5530	Laser Toner, 10000 Yield, Black Subtotal (U Shipping Cl Tax (USD) Invoice Tof	\$96.1 SD) harges (US	Invoice Destination Next Action Read Back State	ed the invoice
1 Remanufactured UG5530	Laser Toner, 10000 Yield, Black Subtotal (U Shipping Cl Tax (USD) Invoice Tot	\$96.1 SD) harges (US	Invoice Destination Next Action Peter Invoice Action Peter Invoice Action 40 User who subert Updated the plant code	ed the Invoice
1 Remanufactured UG5530	Laser Tone: 10000 Yield, Black Subtotal (U Shipping Cl Tax (USD) Invoice Tot Delete	\$96.1 SD) harges (US	Invoice Destination  Next Action  Reum Reveal is returned to AP User who subwrit  Updated the plant code  Submit	ed the Invoice

**6.** The AP Processor can then view the Invoice in his/her 'Tasks' on the Invoice page.

#### EDIT LINE ITEM DATA

Task Performed by: AP Processor, AP Manager, Administrator

- 1. Navigate to the 'Create/Edit Invoice' page, select the relevant *Purchase Order #* from the drop-down menu. The *Company Code*, *Supplier, Payment Terms (if it is set)*, and the *line item* fields are then populated.
- **2.** Scroll down to the *line item* section and click on the 'pencil' icon on the right of the *line item* that you want to edit.



**3.** Edit the *line item* fields that you want to modify. Line item and data is distributed into two tabs; 'General Information' and 'Accounting'. The split design is displayed when viewing and editing a line item. In either instance the view will default to the 'General Information' tab. Select 'Next' or click 'Accounting' to navigate there. Line item changes can be saved (check mark in bottom right corner) from either the 'General Information' or Accounting' view.



Type *         Description *         Price *         Quantity *           Product         Lenovo 1500         \$489.00         1           Category         Tax Code         Discount         Shipping Charges           44120000 - Office supplies an          \$0.00         \$25.00           Tax         UoM *         Company Code *           Plant             \$0.00         EA - EA         Vroozi Inc Vroozi Inc.         Vroozi Inc Vroozi Inc.            Shipping Address           VROOZI LABS, 13H GULBERG III, LAHORE, PUNJAB 54000 PK	$\rightarrow$	General Infor	rmation		_	Acco	unting	
Product      Lenovo 1500     \$489.00     1       Category     Tax Code     Discount     Shipping Charges       44120000 - Office supplies an      \$0.00     \$255.00       Tax     UoM *     Company Code *      Plant     (Company Code *     Plant       (Estimated Face S0.00)     EA - EA     Vroozi Inc Vroozi Inc.     Vroozi Inc Vroozi Inc.     Vroozi Inc Vroozi Inc.       Shipping Address      VROOZI LABS, 13H GULBERG III, LAHORE, PUNJAB 54000 PK	Type *	D	Jescription *		Price *		Quantity *	
Category         Tax Code         Discount         Shipping Charges           44120000 - Office supplies an          \$0.00         \$25.00           Tax         UoM *         Company Code *          Plant         (Company Code *          Plant         (Company Code *          Plant         (Company Code *          Plant         (Company Code *          Vroozi Inc Vroozi Inc.         Vroozi Inc Vroozi Inc.	Product	~	Lenovo 1500			\$489.00		1
44120000 - Office supplies an       \$0.00       \$25.00         Tax       UoM *       Company Code *        Plant          \$0.00       EA - EA       Vroozi Inc Vroozi Inc.       Vroozi Inc Vroozi Inc.         (Estimated Tax \$0.00)       EA - EA       Vroozi Inc Vroozi Inc.       Vroozi Inc Vroozi Inc.         Shipping Address       VROOZI LABS, 13H GULBERG III , LAHORE, PUNJAB 54000 PK	Category	т	ax Code		Discount		Shipping Charges	
Tax         UoM *         Company Code *         Plant         (           \$0.00         EA - EA         Vroozi Inc Vroozi Inc.         Vroozi Inc Vroozi Inc.         Vroozi Inc Vroozi Inc.           (Estimated Tax 50.00         Shipping Address         VROOZI LABS, 13H GULBERG III , LAHORE, PUNJAB 54000 PK	44120000 - Office s	upplies an		~		\$0.00		\$25.00
\$0.00         EA - EA         Vroozi Inc Vroozi Inc.         Vroozi Inc Vroozi Inc.           (Extimated Tax: \$0.00)         Shipping Address         VROOZI LABS, 13H GULBERG III, LAHORE, PUNJAB 54000 PK	Тах	u	JoM *		Company Code *		Plant	
(Estimated Tax 50.00) Shipping Address VROOZI LABS, 13H GULBERG III , LAHORE, PUNJAB 54000 PK		\$0.00	EA - EA	~	Vroozi Inc Vroozi Inc	D.	Vroozi Inc Vroo	ozi Inc.
Shipping Address VROOZI LABS VROOZI LABS, 13H GULBERG III , LAHORE, PUNJAB 54000 PK	(Estin	iated Tax: \$0.00)						
VROOZI LABS VROOZI LABS, 13H GULBERG III , LAHORE, PUNJAB 54000 PK	Shipping Address							
	VROOZI LABS				VROOZI LABS, 13H GU	LBERG III ,	LAHORE, PUNJAB 5	54000 PK
				Previou	is Next			- 🔿 🕅

**4.** Once complete, click on the checkmark icon. To cancel the changes performed, click the 'X' (cross) icon next to the 'tick' icon.

#### Use Tax Field and Distribution Calculation

Tax on the storage, use, or consumption of a taxable item or service on which sales tax has not been paid.

Use tax is a complementary or compensating tax to the sales tax. The 'Use Tax' field allows buying organizations to designate the tax amount that will be paid to the supplier or accrued and paid to the government at a later date. Any tax that is not due to the supplier will be auto suggested and manually entered in the 'Use Tax field' at the line item level.

• Use Tax will be calculated at the line item level, based on the Vertex Calculated sales tax or the supplier sales tax amount. Use Tax will then be aggregated at the invoice summary level, and be reflected in the Invoice total.

'le:	ase enter your invoice item	detail	s below						
ſ	Description *		Price *		Quantity *		Cat	legory	
	test			\$300.00			1	Animal hides and	skins and a
,	Vertex Tax Code	Тах		Shipping Charç	jes	Use Tax		Split Account A	ssignment
	000251 - Consumer Ele		\$17.50		\$0.00		\$0.00	) None	~
			(Vertex Tax: \$24.75)			(Expecte	ed Use Tax : \$7	.25)	
i	Acc. Category		Cost Center		GL Account		Loc	ation	
	Cost Center		060760 - Plant Sur	nnlies	53519 - Su	Innlies	0	0001 - Brownsvill	e 01

• If a line item has multiple split account distributions, the system will auto suggest the Use Tax Calculation based on the total % of the line item that is being applied to the specific split.



Description *		Price *	Quantity *		Category	/	
test		\$30	0.00	3	Anim	al hides and s	kins
Vertex Tax Code	Тах	Ship	ping Charges	Use Tax	S	plit Account Ass	signm
000251 - Consume		\$15.00	\$25.00	\$	9.75	By Quantity	~
		(Vertex Tax: \$74.25)		(Expected Use Tax	: \$59.25)		
Acc. Category #1		Cost Center #1	GL Account	t #1	Quantit	Dist. Amou	
Cost Center	~	060760 - Plant Supp	olies 53519 -	Supplies	2	\$626.67	圃
Location #1		Dist. Tax #1	Dist. Shippi	ing Charges #1	Dist. Use	Tax #1	
00001 - Brownsville	e 01	\$10	0.00	\$16.67		ę	\$6.50
Acc. Category #2		Cost Center #2	GL Account	t #2	Quantit	Dist. Amou	
Cost Center	~	Enter cost center	Enter GL	account	1	\$313.33	Ŵ
Location #2		Dist. Tax #2	Dist. Shippi	ing Charges #2	Dist. Use	Tax #2	
00013 - Rio Grande		Ś	5.00	\$8.33		ş	\$3.25

If Use Tax is defined at the invoice summary level, the system will not auto calculate the Use Tax at the line item level.

Currency *	~							
# Description	GL Account	Price	Qty	Tax	Total ⑦		Action	5
1 test	53519 - Supplies	\$6,007.00	1	\$0.00	\$6,007.00	$\sim$	<b>"</b>	Ŵ
Add item Apply to All	Delete Item(s)	Subtot	al (USD)		\$6,007.00			
		Shippir	ng Charge	s (USD)	\$25.00			
		Tax (US	SD)		\$0.00			
					(Vertex Tax: \$0.00)			
		Use Ta	x (USD)		\$60.00			
		Invoice	e Total (U	SD)*	\$6,032.00			
	(All	changes saved about 30s ag	o)					
	Delete							

### Adjust Tax & Shipping Distribution

Tax and Shipping distribution options are available at the invoice and memo creation screen allowing Processors to select from predefined distribution options.

Distribution settings can be accessed by clicking the Calculator icon next to the Tax & Shipping totals.





- 1. Enter appropriate Subtotal, tax & Invoice totals.
- **2.** 'Submit' and select a destination.

### SUBMIT INVOICE FOR 'READY TO POST'

Task Performed by: AP Processor, AP Manager

#### Steps:

- 1. Perform all the steps required to complete the invoice. Once you click on 'Submit' and the 'Invoice Destination' pop-up appears.
- 2. Select 'Ready To Post' then 'Submit' after entering any comments on the Comments field. The Invoice is auto- approved and available in the 'Ready To Post' page under the 'Ready for Posting' section.

### POST INVOICES TO ERP

#### Prerequisite: Invoice should have been approved by all Approvers.

Task Performed by: AP Manager

#### Steps:

- 1. On the left side navigation panel, click on 'Ready To Post'.
- **2.** From the 'Ready for posting' section on the left, select the Invoice(s) that you want to post. The selected Invoices will now show up in the 'Selected for



posting' section on the right.

- **3.** Once you have selected all the Invoices to post, select all the Invoices in the 'Selected for posting' section and then click 'Post'.
- **4.** The status of the selected Invoice(s) conversion into external payment system is not viewed in the 'Export Details' section. If the selected Invoice(s) fails to post, you can either choose to 'resend' (or re-post) the Invoices or edit the Invoice to correct any errors on the Invoice

### **POSTING ERRORS**

Within the 'Post Invoice' page, the 'Resend' feature can be found next to any Invoices that *Failed* to send. with added to the invoice line header of the 'Post Invoice' page.



Invo	ice Posting View					
0	Date 🤤	Invoice Number	Message Log 🗇	Status	Actions	
8	05/01/2020	9000017256	Vendor was not found => [hr 500].	Failed	Resend	
	05/01/2020	9000017255	Pending update from external system	Pending		•••
	05/01/2020	9000014048	Pending update from external system	Pending		
	05/01/2020	9000017250	Pending update from external system	Pending		
0	06/01/2020	9000017249	Vendor was not found -> [Stage Supplier].	Failed	Resend	

### **Re-INVOICING**

Check with your administrator to understand if re-invoicing has been enabled for your organization.

The need to re-invoice for an item(s) most frequently occurs when a Supplier as part of the *return to replacement* process, re-bills for the applicable items.

Without these configurations, a credit memo can be applied but a second invoice sent by the supplier for the rebilled items or services, can not be reflected in Vroozi. Instead you can directly post the invoice to your financial system or create the invoice as a Non-PO based invoice, referencing the PO number in an open free text field.

## Workflow with Re-invoicing enabled:

Once a credit memo is created and linked to a PO or Invoice, the settings for re-opening can be viewed directly below the linked documents. Example below is an

Credit Memo 9500000147 🖨						Po	osted
Linked Invoice and/or Purchase Order Original Invoice # -	Original PO # 2000001280						0
PO line-item(s) will re-open for invoicing	-						ER.
Memo Overview The Supplier and Payment Information for this Memo Cempany Code Viscesi Inc Viscesi Inc.	Supplier 5213050001 - Office Supply Inc	Supplier Memo # 34242222		N 1	femo Date 1/10/2020		् ् व
Posted Date 11/10/2020	Reason Returned items	Notes About Memo					-
Memo Items & Totals The mero item details and totals for this Memo Currency USD						Group by	PO V
PO # 2000001280							
# Description	GL Account		Price	Qty	Tax	Total 🕥	Actions
1 Inspiron 15 3000 Series	0000010001 - Equipment		\$-299.00	1	209.30	\$-299.00	×
				Subto	nal (USD)	\$-299.00	
				Disco	unt (USD)	\$0.00	
				Shipp	ing Charges (USD)	\$0.00	
				Tax (	USD)	\$-209.90	
				Mem	o Total (USD)	\$-508.30	



example of a buying organization that via the configurations has elected not to use the re-opening of the invoice tool.

In the scenario below demonstrates how the re-opening of a PO has been allowed. The Supplier's Invoice for the re-billed item can be referenced back to the PO. The invoice can then be keyed in as normal. Previously invoiced items can still be viewed by selecting 'Show invoiced items' above the line items in the right corner.

Below is a list of POs linked to	▶) o this invoice. Search by Pl	) # to add a new PO			Enter P	°O number			
P0 #	Requester   B	uyer					PO Total		
2000001280	Natalie Smith	(Requester)					\$1,704.30		
Is this a Final Invoice? 🕜									
Yes No									
Invoice Overview	at hele mostly a facility to be	des.							
Company Code *	() () () () () () () () () () () () () (	Supplier *			Supplier	Account #			
Vroozi Inc Vroozi Inc.		5213000001 - Office S	upply Inc		-				
Supplier Invoice # *		Invoice Date *			Payment	t Terms *			
9000006588		11/10/2020			Net 60	Days			
Payment Due Date *		Notes About Invoice							
01/09/2021		Enter a note							
Supplier Notes									
Re-billing of returned and	replaced laptop								
Invoice Items & Totals	S and totals from your Invoid	e					Grou	ip by Pi	) ~
Currency *									
USD - US DollarD	$\sim$								
PO # 2000001280							Show invo	biced ite	ems 1
# Description	GL A	count	Price	Qty	Тах	Total 🕐	Ac	tions	
1 Inspiron 15 300	00 Series 0000	010001 - Equipment	\$299.00	1	0.00	\$299.00	× ø	ආ	Ŵ

#### Supplier Portal Workflow

Suppliers in the *Vroozi Supplier Portal* the 'Flip to Invoice' option will not be available on POs opened back up for rebilling. Instead they need to select 'Create Invoice' and link to the PO. Once this has been done, the Invoice line items will only display the items reflected in the Credit Memo.

Above the line item description an 'Acknowledgement of Changes' message indicates that items from the linked PO have previously been Invoiced. To proceed forward, the supplier user must select 'Acknowledge Change'.

To view specific details of the proceeding invoice, users can click the carrot below the Acknowledgement button. *(next page)* 





0 #	# 200000128	0								
•	The associated acknowledge al	Purc I the	hase Order has been updated by the bu changes made to the items in this Invoi	yer. In order to p ce.	roceed with th	nis Invoice, pl	ease	Acknowledge (	Changes	
ote:	following item	s are	referenced by other Invoices linked to	the same PO. Ye	ou may choos	se to add any	of these t	Hide invo	piced iter	ns 🔺
	Invoice	#	Description		Price	Qty	Tax	Total 🕐	Actio	ns
	900000633 Posted	1	Inspiron 15 3000 Series		\$299.00	5	0.00	\$1,495.00	~	Ð
			lated.							
•	Item I has bee	a apr								
•	# Description	on		Price	Qty	Тах	т	iotal 🕐 🛛 Ad	tions	

Once 'Acknowledge Changes' is selected, the warning message will disappear. The invoiced items can still be viewed by selecting 'Show invoiced items'. *(shown below)* The invoice line items should then be edited to reflect only the re-billed items.

				Show invoiced items 💌
Price	Qty	Тах	Total 🕐	Actions
\$299.00	1	0.00	\$299.00	
	<b>Price</b> \$299.00	Price Qty \$299.00 1	Price         Ωty         Tax           \$299.00         1         0.00	Price         Qty         Tax         Total ()           \$299.00         1         0.00         \$299.00

### EDIT DOCUMENTS IN A POST-APPROVAL STATUS

If enabled by your Administrator, specified AP users will have the ability to re-open and edit invoices/memos in the allowed statuses. (*Approved, Ready to Post, Posting Failed* and *Posted*)

Changes can be initiated by selecting the edit icon directly above the document status. (on right)

Some changes, such as Price or Qty changes will reroute the document through 2/3-way match review and check against any

applicable tolerances. This may result in an additional approval workflow. Header level changes such as Supplier document number or payment terms will not require any additional approval or validation.





## Invoice Functionality

#### DESIGNATE INVOICE AS 'FINAL INVOICE'

AP Processors mayfinalize an invoice and close the related PO. The Final invoice indicator is located directly under the linked PO (as shown below). The indicator will default to 'No' but can be changed to Final Invoice by clicking 'Yes.'

Final Invoices are most often applied to Blanket or Service POs when the allocated PO amount is not representative of the Actual PO value. The PO actual amount is what the buying organization is invoiced for.

• For example the service PO may be for \$600 but the actual invoice may only come in at \$550. In this case the AP Processor can elect to close the invoice for receiving and future invoices created against the PO by selecting 'Final Invoice'.

Currently Final Invoice functionality does not apply to invoices with multiple POs. The final invoice indicator will appear on invoices with more than one PO but the toggle defaulted to 'No' cannot be changed as it could be for a single PO.

- 1. The PO will be closed for receiving, therefore no longer requiring a Goods Receipt.
- VROOZi **2.** If there are items Sender Pred Supplier 08/17/2020 10:23 PM Assignee (PA) Processor AP that have **not** been invoiced Created on 08/17/2020 When you set the Final Invoice indicator to Yes, the system will those remaining tly close the PO for invoicing, that is, it will not allow the PO to be refe Enter PO number Q 2. Update the PO to 'Invoiced' status immediately after the Final Invoice and a legitimate invoices associated to this PO are posted. If there is a discrepancy the received and invoiced quantities, the system will send an email to the Req requesting them to close the PO manually. items will be PO Total cancelled. \$6,269.84 Is this a Final Invoice? 🛞 Yes 📘 No The non Invoice Overview Enter the Supplier and Payment Information for this Inw Company Code \* Invoiced Supplier Account # Supplier \* 5213000001 - Office Supply Inc Vroozi Inc. - Vroozi Inc. items will Supplier Invoice # \* Payment Terms \* Invoice Date \* be 9000000625 08/17/2020 Net 60 Days removed Payment Due Date \* Notes About Invoice 10/16/2020 Enter a note from the PO.
  - The auditing trail will show the changes.



**Note:** After closing a PO for receiving and invoicing, if the PO still remains in another status besides INVOICED, an email is sent out to Requesters and/or Buyers with instructions on how to close the PO. This will ONLY happen if the amount received is higher than the amount of the 'Last Invoiced'.

Posted short closed invoices will display the message 'This is a Final Invoice' directly under the linked PO. (next page)



#### Additional Conditions

*If* other Invoices for the same PO are in progress under following statuses the system will display a warning message before marking invoice as 'Final Invoice'.

- DRAFT
- PARKED
- CODING
- EXCEPTION
- PENDING

- REJECTED
- APPROVED
- READY TO POST
- POSTING
- POSTING FAILED

#### Final Invoices from the Supplier Portal

In the event an Invoice is marked as a 'Final Invoice' by a supplier user in the Supplier Portal, AP Processors will see 2 identifiers on the Supplier's Invoice. (right)

- 1. Upon opening the Final Invoice indicator will already be flagged to 'Yes'.
- **2.** The Linked PO will reference the original PO total while the

						Created on 00/	15/2020
Invoice 900000063	8					Created on ony i	13/2020
Purchase Order Link(s)				Enter	PO number		Q
Below is a list of POs linked to this in PO #	roice. Search by PO Requester   Buy-	# to add a new PO er			F	PO Total	
2000001283	Requester Train	ing (Requester)			;	\$986.70 2	
Is this a Final Invoice? 🕐 Yes	No 1					$\wedge$	
Invoice Overview	-						
Enter the Supplier and Payment Infor Company Code *	mation for this Invoi	ice Supplier *	0	Supplie	r Account #		
Vroozi Inc Vroozi Inc.		5213000001 - Office Supply Inc		-			
Supplier Invoice # *		Invoice Date *		Payme	nt Terms *		
6542563653459		09/15/2020		Net 6	0 Days		
Payment Due Date *		Notes About Invoice					
		Enter a note					10
11/14/2020							
11/14/2020 Invoice Items & Totals Enter the invoice item details and tot	als from your Invoice	2				Group by PC	, .
II/14/2020 Invoice Items & Totals Enter the invoice item details and tot. Currency * USD - US DollarD	als from your Invoic. ?	e				Group by PO	
11/14/2020 Invoice Items & Totals Enter the invoice item details and tot. Currency * USD - US DollarD PO # 2000001283	als from your Invoic	e				Group by PC	
11/14/2020 Invoice Items & Totals Enter the invoice item details and tot. Currency * USD - US DollarD PO # 2000001283	als from your Invoic ⑦ V GL A	e .ccount	Price	Qty	Tax Total 🤇	Group by P(	8



Invoice total will reflect the short closed final invoice total.

#### 'COPY' FEATURE AT THE INVOICE LINE ITEM

To improve the speed of manually indexing a Non-PO invoice, the 'Copy Line Item' feature can be done on the Invoice draft. Similar to the existing 'Copy' functionality at the Requisition level, AP users can copy an existing line item on an Invoice.

As a user who is able to edit Invoice, Memo or Payment Request, Vroozi is now able to copy existing item(s) so that if you enter similar items more quickly. This will copy the items DNA data but it will not associate it to any existing Purchase Order.

#         Description         GL Account         Price         Qty         Tax         Total         Actions           1         Dell SE2717HX RVJXC 27" Full HD 1920 X 1080 Monitor         0000010001 - Equipment         \$149.99         10         149.99         \$1,499.90	PO # 20	000001307								
□       1       Dell SE2717HX RVJXC 27" Full HD 1920 X       0000010001 -       \$149.99       10       149.99       \$1,499.90       ✓   <	#	Description	GL Account	Price	Qty	Тах	Total 🕐		Actions	
	1	Dell SE2717HX RVJXC 27" Full HD 1920 X 1080 Monitor	0000010001 - Equipment	\$149.99	10	149.99	\$1,499.90	~		Û
	Apply	to All Delete Item(s)						1		

- **1.** Click the 'Copy' icon.
- 2. When selected, the system will prompt review of the duplicated line item. From here edits can be made. *(next page)*

PO # 2000001307									
# Description		GL Account		Price	Qty	Tax Total 🔿 Actions			
Dell SE2717HX RVJXC 27" Full HD	920 X 1080 Monitor	0000010001	- Equipment	\$149.99	10 1	49.99	\$1,499.90	v / 9	
Apply to All Delete Item(s)									
Non PO									
# Description	GL Account		Price	Qt	у	Тах		Total 🕐	Actions
Please enter your invoice item #1 details be	low								
General In			Acc	counting					
Shipping Address									
Vroozi HQ			Vroozi HQ, 15000	VENTURA E	BLVD , SHE	ERMAN	DAKS, CA 9140	3-2443 US	
Type *	Description *		Price *			Quant	iity *		
Product ~	Dell SE2717HX RVJXC 27*	Full HD 15			\$149.99				10
Category	Tax Code		Discount			Shipp	ing Charges		
44120000 - Office supplies and equi;	TX-100 - Tax code	~			\$0.00			\$0	.00
Tax	UoM *		Company Code *			Plant			
\$149.99	EA - EA	~	Vroozi Inc Vroo	zi Inc.		Vro	ozi Inc Vrooz	i Inc.	
		Previou	Next					2 0	8
Add Item Apply to All Delete I	em(s)								

**3.** Once the new line item is saved to the Invoice 'Draft' it will be displayed under the Non-PO header. If a new line item is added to a *PO based invoice* Processors will receive a warning that must be cleared before indexing can be complete.

	Total (U	SD)			\$1,64	9.89		
Non PO		- 6	3).					
Additional Line Item Alert - Line Item #1 Line item not present on PO (Within Tolerance)						Clea	r Alert	
Ø Description	GL Account	Price	Qty	Тах	Total 💿		Actions	
1 Dell SE2717HX RVJXC 27" Full HD 1920 X 1080 Monitor Copy	0000010001 - Equipment	\$149.99	10	149.99	\$1,499.90	~	1 2	۱ ۱
Add Item Apply to All Delete Item(s)								



The Invoice total will update to include the value of the newly added items.

# Description	GL Account	Price	Qty	Тах	Total 🕐		Act	tions	
1 Dell SE2717HX RVJXC 27" Full HD 1920 X 1080 Monitor Copy	0000010001 - Equipment	\$149.99	10	149.99	\$1,499.90	$\sim$		ළු	ť
Add Item Anniv to All Delete Item(s)	Subt	otal (USD)			\$1,499	9.90			
Job Item Joppiy to An	Disc	ount (USD)			\$0	0.00			
	Ship	ping Charges (U	JSD)		\$0	0.00			
	Тах	(USD)			\$149	9.99			
	Tota	I (USD)			\$1,649	9.89			
voice Totals	Subt	otal (USD)			\$2,999	9.80			
	Disc	ount (USD)			Value	~			
					S	0.00			
	Calc.	Discount (USD)			<b>F</b> \$(	0.00			
	Ship	ping Charges (L	JSD)		s s	0.00			
	Тах	(USD) *			\$29	9.98			
				(	Estimated Tax: \$2	99.98)			

### PO LOOKUP

Click the magnifying glass icon to the right of the PO field, doing so will open the PO Lookup options. Here you can narrow your search as needed.

Q       Search by PO #, Requester and Supplier Name         PO # O PO Creation Date PO Amount Supplier / Request Name Status Action         2000002406       93/04/2019       \$12.00       101 COLLISION       Nan Darring 1000000131       Ordered 1         2000002406       02/25/2019       529.00       Apple       Sarah Toms 100000125       Submitted         2000002403       02/25/2019       \$1.00       Apple       Darren Crittendon       Disputted         2000002401       02/25/2019       \$1.00       Apple       Darren Crittendon       Disputted         2000002401       02/25/2019       \$1.00       Apple       Darren Crittendon       Disputted         2000002400       02/25/2019       \$1.00       Apple       Darren Crittendon       Disputted         2000002400       02/25/2019       \$1.00       Apple       Darren Crittendon       Disputted         2000002399       02/25/2019       \$1.00       Apple       Darren Crittendon       Disputted         2000002399       02/25/2019       \$1.00       Apple       Nan Darring 1000000116       Received       \$2         2000002399       02/25/2019       \$1.30.9       OfficeMax       Nvan Darring 1000000116       Received       \$2         2000002399       02/25/201	PO Looku Note: You are on	<b>p</b> ly able to reference appli	icable PO's in 'Orc	lered', 'Confirmed', 'Sh	ipped' and 'Received' status.		×					eated on 03/08/2019
P0 *         P0 Creation Date         P0 Amount         Supplier         Request Name         Status         Action           2000002406         03/04/2019         \$12.00         101 COLLSION         Ivan Darring 100000013         Ordered         \$           2000002406         03/04/2019         \$12.00         101 COLLSION         Ivan Darring 100000125         Submitted         \$           2000002404         02/25/2019         \$179.80         Apple         Sarah Toms 1000000124         Centimed         \$         Status         \$         <	Q Search by F	20 #, Requester and Sup	plier Name									
200002406       03/04/2019       \$12.00       101 COLLISION       Ivan Darring 100000131       Other       Supplier Account # *         200002405       02/25/2019       \$13.00       Apple       Sarah Toma 100000124       Centred       *         200002404       02/25/2019       \$13.00       Apple       Sarah Toma 100000124       Centred       *         200002402       02/25/2019       \$1.00       Apple       Darren Crittendon       Disputed       Sections         200002401       02/25/2019       \$1.00       Apple       Darren Crittendon       Desputed       Towocice         2000002400       02/25/2019       \$1.00       Apple       Darren Crittendon       Desputed       Towocice         2000002400       02/25/2019       \$1.00       Apple       Darren Crittendon       Desputed       Towocice         2000002400       02/25/2019       \$1.00       Apple       Darren Crittendon       Desputed       Towocice         2000002399       02/25/2019       \$1.3.99       OfficeDepot       Ivan Darring 1000000116       Faccined       Tomo         2000002397       02/25/2019       \$1.3.99       OfficeDepot       Ivan Darring 1000000124       Text       Subtoal (USD)       \$0.00         Subtoal (USD)	P0 # 🗘	PO Creation Date 🖕	PO Amount	Supplier 🌐	Request Name	Status	Action					1
200002405       02/25/2019       \$299.00       Apple       Sarah Toms 100000125       Sadanitte1         200002404       02/26/2019       \$179.80       Apple       Sarah Toms 100000124       Cestimmed       Image: Cestimmed <td>2000002406</td> <td>03/04/2019</td> <td>\$12.00</td> <td>101 COLLISION CENTER</td> <td>Ivan Darring 1000000131</td> <td>Ordered</td> <td>-5</td> <td>t comune code</td> <td></td> <td>③ Supp _</td> <td>lier Account # 🕐</td> <td></td>	2000002406	03/04/2019	\$12.00	101 COLLISION CENTER	Ivan Darring 1000000131	Ordered	-5	t comune code		③ Supp _	lier Account # 🕐	
2000002404       02/25/2019       \$179.80       Apple       Sarah Toms 100000124       Confirmed       \$1         200002403       02/25/2019       \$1.00       Apple       Daren Crittendon       Disputed       Disputed       Disputed         200002402       02/25/2019       \$1.00       Apple       Daren Crittendon       Disputed       Disputed       Disputed         200002401       02/25/2019       \$1.00       Apple       Daren Crittendon       Disputed       Disputed       Disputed         200002400       02/25/2019       \$1.00       Apple       Daren Crittendon       Disputed	2000002405	02/26/2019	\$299.00	Apple	Sarah Toms 1000000125	Submitted		company cour				
200002403         02/25/2019         \$1.00         Apple         Daren Crittendon 100000119         Disputed           200002402         02/25/2019         \$1.00         Apple         Daren Crittendon 1000004256         Disputed         Daren Crittendon 1000004256         Disputed           200002401         02/25/2019         \$1.00         Apple         Daren Crittendon 1000000116         Disputed         Disputed           200002309         02/25/2019         \$1.00         Apple         Daren Crittendon 1000000116         Disputed         Disputed           200002309         02/25/2019         \$1.00         Apple         Daren Crittendon 1000000116         Disputed         Disputed           200002399         02/25/2019         \$13.99         OfficeDepot OfficeMax         Ivan Darring 1000000114         Received         Team have been added yet           2000002397         02/25/2019         \$13.99         OfficeDepot OfficeMax         Ivan Darring 100000019         Daren         Team have been added yet           First         1         2         3         4         5         Last	2000002404	02/26/2019	\$179.80	Apple	Sarah Toms 1000000124	Confirmed	-5			Paym	ent Terms *	
2000002402         02/25/2019         \$1.00         Apple         Daren Crittendon 100000256         Dispute1           200002401         02/25/2019         \$1.00         Apple         Daren Crittendon 1000000118         Dispute1           200002400         02/25/2019         \$119.95         OfficeORport OfficeMax         Nvan Darring 1000000116         Received         \$1           2000002399         02/25/2019         \$230.15         OfficeORport OfficeMax         Ivan Darring 1000000116         Received         \$1           2000002397         02/25/2019         \$13.99         OfficeORport OfficeMax         Ivan Darring 1000000114         fectived         \$1           2000002397         02/25/2019         \$3.250.00         Best Buy Inc.         Ivan Darring 100000089         Date           First         1         2         4         6         Last         Subtotal (USD)         \$0.00	2000002403	02/26/2019	\$1.00	Apple	Darren Crittendon 1000000119	Disputed		Invoice				
2000002401         02/25/2019         \$1.00         Apple         Darren Crittendon 1000000118         Dasputed Incomposition         DasputedIncompositicon         DasputedIncomposition	2000002402	02/26/2019	\$1.00	Apple	Darren Crittendon 1000004256	Disputed		7 Days				
2000002400         02/25/2019         \$11.9.5         Office/Max         Ivan Darring 100000116         Received         1           200002399         02/25/2019         \$320.15         Office/Max         Ivan Darring 100000115         Received         1           2000002399         02/25/2019         \$13.99         Office/Poot Office/Max         Ivan Darring 1000000114         Received         1           2000002397         02/25/2019         \$13.99         Office/Poot Office/Max         Ivan Darring 100000019         Draft           2000002397         02/25/2019         \$3.250.00         Best Buy Inc.         Ivan Darring 100000009         Draft           First         1         2         3         4         5         Last	2000002401	02/26/2019	\$1.00	Apple	Darren Crittendon 1000000118	Disputed						
2000002399         02/25/2019         \$230.15         OfficeAppot OfficeMax         Ivan Darring 100000115         Faceired         1           2000002398         02/25/2019         \$13.99         OfficeDepot OfficeMax         Ivan Darring 1000000114         Faceired         1         Items have been added yet           2000002397         02/25/2019         \$3.3250.00         Best Buy Inc.         Ivan Darring 100000019         Draft           First         1         2         3         4         5         Last	n 2000002400	02/25/2019	\$119.95	OfficeDepot OfficeMax	Ivan Darring 1000000116	Received	-5					
2000002398         02/25/2019         \$13.99         OfficeDepot OfficeMax         Ivan Darring 1000000114         Received         \$1 Items have been added yet           2000002397         02/25/2019         \$3.25.00         Best Buy Inc.         Ivan Darring 10000009         Draft         Stubtotal (USD)         \$0.00           First         1         2         3         4         5         Last         Shipping Charges (USD)         \$0.00	2000002399	02/25/2019	\$230.15	OfficeDepot OfficeMax	Ivan Darring 1000000115	Received	-5	Price	Qty	Tax	Total 🕐	Actions
2000002397         02/25/2019         \$3,250.00         Best Buy Inc.         Ivan Darring 100000089         Dealt         Subtobal (USD)         \$0,00           First         1         2         3         4         5         Last         Shipping Charges (USD)         \$0,00	2000002398	02/25/2019	\$13.99	OfficeDepot OfficeMax	Ivan Darring 1000000114	Received	-5	items have be	en added yet			
First         1         2         3         4         5         Last         Shipping Charges (USD)         60.00           Tax (USD)         50.00         50.	2000002397	02/25/2019	\$3,250.00	Best Buy Inc.	Ivan Darring 100000089	Draft				Subtotal (USD)		\$0.00
Tax (USD) \$2.00	_				First 1	2 3 4 5	Last			Shipping Charg	jes (USD)	
										Tax (USD)		

All PO search results will be sorted from newest to oldest.





Click on a PO to view in a separate window.

Select a PO to link to the invoice by clicking the exit icon at the end of each line item. Any icons greyed out have already been selected for an invoice.

PO Looku Note: You are on	<b>p</b> ly able to reference appli	cable PO's in 'Orde	red', 'Confirmed', 'Ship	ped' and 'Received' statu	S.	×
Q Search by F	0 #, Requester and Sup	plier Name				
P0 # 😄	PO Creation Date 💂	PO Amount	Supplier	Request Name	Status	Action
200000452	09/24/2019	\$6,477.90	Grainger	Snow Blowers	Ordered	-8
200000451	09/24/2019	\$658.90	Office Supply Inc	Laptop	Ordered	-8
200000450	09/24/2019	\$658.90	Office Supply Inc	Laptop	Ordered	-5
200000449	09/23/2019	\$4,500.00	VANDELAY INDUSTRIES	Sprinkler Services	Ordered	-5
200000448	09/16/2019	\$1,322.00	1 st Choice	Abdullah Iqbal 1000001065	Ordered	-5
200000447	09/12/2019	\$49.99	Acme inc	Van Service	Ordered	-5
200000446	09/12/2019	\$192.34	Office Supply Inc	Toner	Ordered	-5
200000445	09/12/2019	\$2,414.84	Grainger	Requester Training 1000001061	Ordered	-5
200000443	08/26/2019	\$110.00	MarketSmiths	N/A	Draft	
200000442	08/26/2019	\$110.00	MarketSmiths	N/A	Draft	
				First	1 2 3 4	5 Last

### SPLIT AN ACCOUNT ASSIGNMENT

- 1. Select Split Account Assignment Distribution
  - By Quantity
  - By Value



#### • By Percent

	Description *	Price *	Quantity *	UoM *
1	Post-it Super Stick	\$15.76		EA - each 🗸 🗸
	Tax Code	Тах	Shipping Charges	Split Account Assignme

- **2.** Select the distribution amount.
- 3. Select the appropriate accounting string for each assignment.
- 4. Click the + sign to add the additional split assignment

Description *	Price *	Quan	tity *	Category	
Signs		\$109.99	4	Interior/Ex	terior D
Vertex Tax Code	Тах	Shipping Charge	s Use Tax	Split Acc	ount Ass
000251 - Cons	\$36.30	\$15.0	00 \$	0.00 By Pe	rcent 🗸
Acc. Category #1	Cost Center #	€1 GL Ac	count #1	S-36.30)	
Cost Center	∽ 060760 -	Plant Sur 53	519 - Supplies	50 \$24	5 1
Location #1	Dist. Tax #1	Dist. S	Shipping Charges	Dist. Use Tax #	1
00013 - Rio Grai	nde	\$18.15	\$7.50		\$0.00

### VIEW INVOICE HISTORY

Invoice History can be viewed from the Invoice quick reference panel. If present on the invoice, the history will include the exception handling history.



History Trail:

Invoice sent back to reprocess Deepak Manager 6 resolution(s) accepted	<b>►</b>
Invoice sent for exception resolutionreview to Deepak ManagerYesterday atDeepak Employee11:38 PM6 resolution(s) suggested	<b>►</b>

Click the resolution to view the specific details:



SUGGESTED RESOLUTION(S)
P0 # 2000020247
Line Item Price Exception - Line Item #1         Pay Invoice Price (\$17.01)           Invoice Price = \$17.01   PO Price = \$12.00 [ Difference (\$5.01) exceeds Tolerance ]
Line Item Total Alert - Line Item #2         Pay Invoice Amount (\$50.00)           Invoice Line Item Total = \$50.00   P0 Line Item Total (Payable) = \$4.00 [ Difference (\$46.00) is within Tolerance ]
Line Item Quantity Alert - Line Item #3     Pay Invoice Quantity (2)       Invoice Quantity = 2   PO Quantity (Outstanding) = 1 [Difference (1) is within Tolerance ]
Line Item Price Alert - Line Item #3         Pay Invoice Price (\$4.00)           Invoice Price = \$4.00   PO Price = \$1.00 [Difference (\$3.00) is within Tolerance]

If present on the invoice the history will also display any comments added by users.

	INVOICE HIST	ORY
Back to search     Sender      Today at 7.	Invoice auto-approved David Schwimmer	Today at 7:29 PM
Invoice 9000000 Created on 11/18/2018	Invoice sent back to draft David Schwimmer Accepted resolution Pay the Invoice	Today at 7:28 PM
Invoice Overview The Supplier and Payment Infor Company Code 10001 - Vroozi	Invoice sent for exception resolution review to David Schwimmer Katherine Simon Suggested resolution Pay the Invoice Please pay the Invoice, there was a price increase this week.	Today at 7:27 PM
App-Inv05 Payment Due Date 11/12/2018 Invoice Items & Totals The invoice item details and tota	Invoice sent for exception handling to Katherine Simon David Schwimmer Plesse take a look at the pricing discrepancy on this invoice, and retur See more	Today at 7:24 PM
#         Description           1         IPad Pro 12.9 Inch Wifi and Cellular	Invoice created David Schwimmer	Today at 7:23 PM



## **Exception Handling**

#### Vroozi provides an exception handling workflow for invoice discrepancies to be reviewed, resolved, and approved for payment.

Invoice processing settings can be set to a 2 or 3-way match review:

- **2-Way Match:** The PO and the associated Invoice must match within any set tolerances.
- **3-Way Match:** The PO, Invoice, and Goods Receipt (PO & Invoice must match within any set tolerances) *and* receipt of Goods is required)



**= sign**: indicates exact match required *unless* tolerances are set.

#### CONFIGURATION

Configurations are set by the AP Administrator. See Invoice Configuration guide for further details.

#### **Goods Receipt Requirements (For 3-Way Match)**

Goods receipt requirements as set by the Administrator. (next page)



Goods Receipts		
Choose PO Type Requires all product Product PO	es that require Goods Receipt: Line items in your PO's to be received	Actual delivery date: Allow delivery back dating on Goods Receipts on Goods General Configurations:
Service PO	Off	Allow Attachments On
Mixed PO	On	
Product Line	On	
Service Line	Off	

Goods receipt requirements can also be set at the supplier record. (below)

BASIC INFO	BUSINESS INFO	CONTRACT INFO	INSURANCE INFO	SUPPLIER PORTAL
On Single Source Supplier			Dn 🕖	
Off				
Automatic PR Approval	5	AL	to Approval Threshold \$	
Off				\$0.00
Supplier Lead Time		м	nimum Order Value Amo	unt \$
		~		\$0.00
Goods Receipt Require	4	Go	ods Receipt Threshold \$	
On				\$0.00

#### Tolerances

Tolerances can be set in which only invoices that breach defined thresholds are subject to Exception Handling.

Please see the <u>AP Configuration Guide</u> for further details.

**Note:** Tolerance configuration is based on over quantity amounts **only**. Underbilled invoices will **not** be flagged.

#### **Exception Handlers**

Specific exception handlers can be set based on the type of exception. When an exception is flagged on an invoice and an AP Processor selects the destination, the group will appear in the recipient field.



	Exception Handlers				
I	List all types of users that you would like to forward an invoice to	if it breaches one or more defined Tolerances. Select all that apply. Learn More			
I	Accounts Payable	Manharda 1 (7)			
I	Procurement/Purchasing	Muhammad Nauman × Abdullah Iqbal × Nichole Vroozi ×	Specific user in the group	~	• •

### ALERTS

Alerts will display on an invoice if there is a corresponding header level exception displayed on the invoice. An Alert appears to notify users that there is a difference, giving them an opportunity to make a correction.

Alerts will appear in a different color (green) than exceptions, and will not require a resolution.

```
• Line Item Quantity Alert - Line Item #1
Invoice Quantity = 2 | PO Quantity (Outstanding) = 1 [Difference is 1]
```

#### **Alert Types**

- <u>Line Item Price Alert</u> is displayed for a PO based line-item *only* if a Subtotal Exception is displayed for that PO within the invoice.
- <u>Line Item Total Alert</u> is displayed for a PO based line-item *only* if a Subtotal Exception is displayed for that PO within the invoice.
- <u>Line Item Quantity Alert</u> is displayed for a PO based line-item *only* if a Subtotal Exception and/or a Total Quantity Exception is displayed for that PO within the invoice.
- <u>Line Item Tax Alert</u> for any PO based line-item is displayed *only* if the Total Tax Exception is displayed on the invoice.
- <u>Line Item Shipping Alert</u> for any PO based line-item is displayed *only* if the Total Shipping Exception is displayed on the invoice.
- <u>Additional Line Item Alert</u> is displayed *only* if one or more of the following exceptions are displayed on the invoice: Total Tax, Total Shipping, or Additional Line Item(s) Total Exception.



Line Iten Invoice F	Price Alert - Line Ite rice = \$510.00   PO I	m #1 Price = \$500.00 [ Difference (\$10.00) is	within Tolerance ]						
Subtotal     Invoice S	<b>Exception</b> Subtotal = \$1,020.00	PO Subtotal (Payable) = \$1,000.00 [ D	ifference (\$20.00) e	xceeds To	olerance ]				
🗆 # Desc	ription	GL Account	Price	Qty	Тах	Total 🕐		Action	s
I LG D	ishwasher	June GL Account - test	\$510.00	2	\$255.00	\$1,020.00	~		匬
		ר	Subtotal	(USD)		\$1,020.00			
Apply to A	Delete Item(s)	IJ	Shipping	Charges	(USD)	\$0.00			
			Tax (USD	)		\$255.00			
			Total (US	SD)		\$1,275.00			

### **EXCEPTION FLOWS**

#### **Price Discrepancy**

1. AP processes the invoice, and checks the PO against a 2 or 3-way match depending on the goods receipt setting. Based on the tolerances set by the administrator, the system will alert the user of any exceptions.

					Enter	he Supplier and Payr	ment informa	tion for this Invoice				
					Comp	any Code *		Supplier *		Su	pplier Acc	count # 🕐
					100	01 - Vroozi		1000194 - Staple	5	12	3	
Staples-94	11	100	ICE		Supp	ier Invoice #*		Invoice Date*		Pa	ment Ter	ims *
Staples-94 500 Staples Drive	INVO	CE No: 56 E: 11/15/18	a-ine-60		Sta	Inv-03		11/15/2018		1	iet 7 Days	
FRAMINGHAM, MA 01702-6478 United States of America PL +1 (508) 950-5000	PO #	290000005	м		Paym	ent Due Date *		Notes About Invoid	æ			
E: supplier@vroazi.com					11/	2/2018		Net Due in 7 Day	s			
LTC Corporate 19001: Von Karman Ave STE 400 Ivine, CA 92042-0108 US P. +1 (949) 705-5695	LTC 1830 Invine US	Corporate 11 Von Kannu 8, CA 92512-	an Ave STE 400 -0108			ubtotal Exception he difference of \$3 Il invoices reference	20.86 betwe zing the sam	en the 'sum of the s re PO' (\$49.46) and	ubtotals on the PO			
E even neverhannengelfkvoozi com Commenta or special instructions: Ne ITEM DESORI 1 RESEX. DRAVER-	P: +1 E: ev t Due in 7 Days PTION DRG. TRAY - BLK	UeM EA	885           Hemp®vroal.com           QTY         UNIT PRICE           10         2.86/USD           SUBTOTAL	TOTAL 28.80 LSD 28.60 LSD	Inco	ubtotal (\$28.60) is istal Quantity Excep he difference of 1. n all invoices refer otal quantity' (10.0 .00	s greater tha ption 00 between encing the s 00) is greate	in the defined tolera the 'sum of the tota iame PO' (11.00) an r than the defined to	ince of \$0.0 al quantities d the PO plerance of	Need	s Excepti	on Handling
E exerversharreng@voccl.com Comments or special instructions: Ne (TEM DESOR) 1 REDIX DEVAID- 1	P: +1 E: ev 6 Due in 7 Days PTION ORG. TRAY - BLK	UeM EA	OTY UNIT PRICE 10 Z.H USD SUBTOTAL SALES TAR	T07AL 28.60.150 28.60.150 0.00.150	Invo	ubtotal (\$28.60) is be difference of 1. n all invoices refer- otal quantity (10.0 .00 ce Items & Tota te invoice item deta	s greater the ption 00 between rencing the s 00) is greate als its and totals	in the defined tolera the 'sum of the tots ame PO' (11.00) an r than the defined to from your Isvoice	ince of \$0.0 al quantities d the PO alerance of	Need	s Excepti	on Handling
E exerventranneng@vozci.com Commants or special instructions: Ne ITEM Ocsoon 1 REDEX Develop:	P, +1 E ev 4 Due in 7 Days #RON DRG, TRAY- BLK	UeM Ex	005 emp®recal.con 10 2.86 USD 8.8707A, 54.05 TAX 84.977A, 54.65 10 707A, 54.65 10 707A, 54.65	TOTAL 28.60 USD 28.60 USD 0.00 USD 0.00 USD 28.60 USD	Invo	ubtotaf (\$28.60) is istal Quantity Excep the difference of 1. n all invoices refer total quantity (10.0 00 ce Items & Tota the invoice item deta # Description	s greater tha ption 00 between rencing the s 00) is greate als is and totals	in the defined tolera the 'sum of the tota iame PO' (11.00) an i than the defined to from your Invoice G/L Account	nce of \$0.0 al quantities d the PO slerance of Price	Qty	s Excepti Total	on Handling Actions
E vanzewiterengeboost oan Comments or special habuctions he TTEM 05604 T REGEX Develop Fyrop have any questions concerning (supplicetitivesect.com)	P. + 1 E ev t Due in 7 Days PTION Dria. THAY - BLC This invoice, please contact.	UoM EA Staples-O	005         007         UNIT PRODUCOR           017         UNIT PRODUCOR         000           10         2.84.060         000           0.000         0.0000000         000           0.0000000         0.0000000         000           0.0000000         0.0000000         000           0.0000000         0.0000000         000           0.0000000         0.0000000         000           4: +1 (500) 253-5000         0.00000000         000000000000000000000000000000000000	TOTAL 36.60 USD 26.60 USD 0.00 USD 0.00 USD 36.60 USD 36.60 USD	Invo Enter	ubtotaf (\$28.60) is stal Quantity Except he difference of 1. n all involces refer coll quantity' (10.0 coll research and the involce items & Tota the involce item detail © Description 1 REGEN.DR 0RG. TRAY	s greater tha ptice 00 between encing the s 00) is greate als als and totals	in the defined tolera the 'sum of the tota ame PO' (11.00) an r than the defined to free year leveloe <b>G/L Account</b> 571200 - Business Administration	Ince of \$0.0 al quantifies d the PO alerance of Price \$2.86	Qty 10	s Exception Total (7) \$28.60	Actions
E vanzwenker-englikoostoan Comments or special instructions for 1 neoex broken Prochew any questions concerning (sepplane throads cent)	P 1 E ev 4 Due in 7 Days PTION DIG. TRAY - BCK DIG. TRAY - BCK	UeM EA Staples &	005         007         UNIT PRICE           00         2.86.050         50.870744           50.870744         50.870744         50.870744           50.470744         50.470744         50.470744           50.470744         50.470744         50.470744           50.470744         50.470744         50.470744           50.470744         50.470744         50.470744           50.470744         50.470744         50.470744           50.470744         50.470744         50.470744           50.470744         50.470744         50.470744	1014L 28.60 (80 0.00 (80 0.00 (80 0.00 (80 28.60 (80	Invo Enter	ubtotal (\$28.60) is istal Quantity Except he difference of 1. n all invoices filt. n all invoices filt. ce Items & Total fe invoice item deta # Description 1 REGEN. DR ORG. TRAY	s greater tha ptice 00 between encing the s 00) is greate als als advectors www.encing www.encing www.encing advectors a	in the defined tolera the 'sum of the tott arme PC/ (11.00) an r than the defined to fram your Invoice G/L Account 571200 - Business Administration	ance of \$0.0 al quantities d the PO alerance of Price \$2.86	Qty 10	s Excepti Total ⑦	Actions

• Invoice will be in 'Draft' status until submitted to an Exception Handler for review in which invoice status becomes 'Exception'.



Company Code *	Supplier *		🤊 SI	pplier Accoun	# 🕐			
VZI - Vroozi	DIRECT S	UPPLY EQUIPMENT - D	и –					
Supplier Invoice # *	Invoice Dat	e*	Pa	yment Terms				
97427455	09/18/20	18		Net 60			~	
Payment Due Date *	Notes Abou	it Invoice						
11/17/2018	Enter a no	te						
Subtatal Exception     The difference of \$90.00 betwee     the same PO' (\$90.07) and the     tolerance of \$.00%     Line Item Price Exception - Line     The difference of \$30.00 betwee     (\$266.99) is greater than the dee	en the 'sum of the s PO 'subtotal' (\$800 Item #1 een the line item 'Priv fined tolerance of \$	ubtotals on all invoices (97) is greater than the ce' on the invoice (\$296 25.00	referencing defined .99) and PC	Ignore	Exceptic	on(s)		(A)
Subtat Exception     The difference of \$30.00 betwee     the same Po' (\$909.07) and the     tolerance of 5.00%     Line Item Price Exception - Line     The difference of \$30.00 betwee     (\$266.99) is greater than the de      revoice Items & Totals     Direct the invoice item details and totals	een the 'sum of the s e PO 'subtotal' (\$800 Item #1 een the line item 'Prin fined tolerance of \$ from your Invoice	ubtotals on all invoices (97) is greater than the ce' on the invoice (\$296 25.00	referencing defined .99) and PC	Ignore	Exceptic	on(s)		6
Subtral Exception The difference of \$90.00 betwee the same PC (\$890.97) and the tolerance of 5.00%     Common State of 5.00%     Common State     Common S	en the 'sum of the s PO 'subtotal' (\$800 Item #1 en the line item 'Prin frined tolerance of \$ from your Invoice	ubtotals on all invoices .977 is greater than the ce' on the invoice (\$296 25.00	referencing defined .99) and PC Price C	Ignore ty Total	Exceptic	on(s) Actions		6
Subtrat Exception The difference of \$90.00 betwee the same PO' (\$890.97) and the tolerance of 5.00%     Line Item Price Exception - Line The difference of \$30.00 betwee (\$265.99) exprastr than the de  revolution of the invoice item details and totals     e     Pescription     Contour Daily Menu Di     Software	en the 'sum of the s PO 'subtotal' (SB0C Item #1 eined tolerance of S from your Invoice splayÅ@ Board, 18-	ubtotals on all invoices (97) is greater than the 25:00 9/16 <sup>°</sup> H × 28- \$:	Price C 296.99	Ignore ty Total ⑦ 3 \$890.97	Exceptic A	on(s) Actions		9
Subtral Exception The difference of \$90.00 betwee the same PO' (\$880.97) and the tolerance of 5.00%     Line Item Price Exception - Line The difference of \$30.00 betwee (\$256.99) exprastr than the (\$256.99) exprastr than the toler the invoice Item details and totals the the invoice Item details and totals     e     Pescription     1 2,17% Add Item     Apply to All	en the 'sum of the s PO 'subtotal' (SBOC Item #1 en the line item 'Prin fined tolerance of S from your Invoice splayũ Board, 18- Delete Item(s)	ubtotals on all invoices (97) is greater than the 25 00 the invoice (\$296 25.00 \$25.00	Price C 296,99	Ignore ty Total ① 3 \$890.97	Exceptic A	on(s) Actions		6
Subtral Exception The difference of \$90.00 betwee the same PO' (\$880.97) and the tolerance of 5.00%     Line Item Price Exception - Line The difference of \$30.00 betwee (\$265.97) exprastr than the expression of the invoice Item details and totals there the invoice Item details and totals     details and totals     for the invoice Item details and totals     details and totals     for the invoice Item details and totals     details and totals     details     details     details     Add Item	en the 'sum of the s PO'subtatif (\$800 Item #1 en the line item 'Prin fined tolerance of \$ from your Invoice splayũ Board, 18- Delete Item(s)	ubtotals on all invoices (97) is greater than the 25:00 9/16 <sup>1</sup> H x 28- Subtotal (USD) Shipping Charges (US	Price C 296.99	lgnore ty Total ⑦ 3 \$890.97 \$890.97	Exceptic A	on(s) Actions		6

**Note:** An AP user who is also designated as an Exception Handler may adjust invoice values prior to Exception Handling submission or choose to "Ignore Exception"

**2.** Exception Handling user group or type is selected and then assigned to a specific user or group within that type. (As configured by the Administrator)

Subtrat Exception The difference of \$90.00 between the 'sum of the subtotals on all involces referencing the same PO' (8809.97) and the PO 'subtotal' (\$800.97) is greater than the defined tolerance of 5.00%     Line Item Price Exception - Line Item #1							
The difference of \$30.00 between the line item 'Pric (\$266.99) is greater than the defined tolerance of \$3	ce' on the invoice (\$29 25.00	6.99) and PO	ø				
nvoice Items & Totals			Ø				
inter the invoice item details and totals from your Invoice		Invoice Destination	×				
# Description     Contour Daily Menu Display© Board, 18-     3/16"W	9/16"H x 28-	Next Action  Exception Handling Invoice is submitted to another User for reconciliatio	on				
Add Item Apply to All Delete Item(s)	Subtotal (USD)	User Group / Type					
	Shipping Charges (l	Select user group / type	~				
	Tax (USD)		_				
	Invoice Total (USD	Comments					
(All changes	saved about a minute ac		li				
Delete							

• Comments can be submitted with the exception



- **3.** The assigned exception handler will review the invoice, and submit a resolution back to the AP user. The following resolutions can be submitted. Comments can be added via 'Message to AP department'. (next page)
  - **Pay the Purchase Order** -Select to pay the price and the quantity specified on the PO. This resolution will be applied to all line-items containing exceptions.
  - **Pay the Invoice** Select this option if you want Accounts Payable to pay the price and the quantity specified on the invoice. This resolution will only be applied to the line-items containing exceptions.
  - Don't Pay and Delete the Invoice Select this option if you do NOT want Accounts

nve	ice Items & Totals
	Cancel Save
	How should the AP department handle this exception(s)? * <ul> <li>Pay the Purchase Order ⑦</li> <li>Pay the Invoice ⑦</li> <li>Don't Pay and Delete the Invoice ⑦</li> </ul> Message to AP department
•	The difference of \$90.00 between the 'sum of the subtotals on all invoices referencing the same PO' (\$890.97) and the PO 'subtotal' (\$800.97) is greater than the defined tolerance of 5.00% Line Item Price Exception - Line Item #1 The difference of \$30.00 between the line item 'Price' on the invoice (\$296.99) and PO (\$266.99) is greater than the defined tolerance of \$25.00

Payable to pay the invoice. Instead you would like AP to wait for a *new* corrected invoice.

- 4. AP user 'Accepts' or 'Rejects' the resolution provided by the Exception Handler.
- **5.** Depending on Posting configurations set at the administrator level, the resolved invoice will either automatically move to Posting or return to the Invoice team via the 'Task's category in the inbox.

#### **Missing Goods Receipt**

- 1. AP Processor, reviews the supplier invoice, updates any values allowing the system to check the PO against a 2 or 3-way match depending on the goods receipt setting. The system will then alert the user of any exceptions.
- 2. If there is a missing goods receipt, the exception notification will display the quantity which remains open. (Note: for 3-way match only)
  - Invoice will be in 'Draft' status until submitted to an Exception Handler for

Company Code	• ⑦	Supplier*		Suppli	er Account #	
10001 - Vroozi		258491 - Axi	s Promot	123		
Supplier Invoice		Invoice Date *		Payme	nt Terms *	
AXIS_01		11/05/2018		Net	7 Days	$\sim$
ayment Due Da	ate* 💿	Notes About In	nvoice			
11/12/2018		Net Due in 7	Days			
without a G nvoice Items ster the invoice it	oods Rece & Totals	s and totals from your	Invoice	Total		
without a G nvoice Items inter the invoice it  # Des	cods Rece & Totals tem details accription	sipt and totals from your G/L Pr Account	Invoice	Total	Action	
without a G nvoice Items inter the invoice it # Des 1 8.5 Bro	coods Rece & Totals tem details cription x 11 chures	sipt Sand totals from your G/L Pr Account Pr 581234 - Facilitie \$89 s	Invoice ice Qty .75 1	Total ⑦ \$89.75	Action	•
without a G nvoice Items inter the invoice it Des I 8.5 Bro Add Item	ecods Rece & Total: tem details cription x 11 chures Apply	and totals from your G/L Pr Account Pr 581234 - Facilitie \$89 s to All Deleted	Invoice ice Qty .75 1 : Item(s)	Total ⑦ \$89.75	Action	•
without a G withou	ecods Received Second S	s and totals from your G/L Pr 581234 - Facilitie \$89 s y to All Delete M (USD)	Invoice ice Qty .75 1 :Item(s)	Total ⑦ \$89.75 \$89.75	Action	•
without a G withou	externations and the second se	sipt s and totals from your G/L Account Pr Facilitie \$89 s to All Delete (USD) g Charges (USD)	Invoice ice Qty .75 1 : Item(s)	Total ⑦ \$89.75 \$89.75 \$0.00	Action:	•
without a G nvoice Items inter the invoice it	Code Received States and Apply Subtota Shipping Tax (US)	sipt s and totals from your G/L Account Pr Facilitie \$89 s to All Delete (USD) g Charges (USD) D)	//woice ice Qty .75 1 :!tem(s)	Total ③ \$89.75 \$89.75 \$0.00 \$0.00	Action	•



review in which invoice status becomes 'Exception'.

**3.** Exception Handling is then assigned to a specific user or group.

This Invoice ca approval witho	nnot be submitte ut a Goods Recei	ed for Needs Exception Handling ⑦	0
nvoice Items &	Totals details and totals	from your Invoice	:::
Descr.		Drine Oty Total	
<ul> <li>8.5 x 11 Bro</li> </ul>	chures	Invoice Destination	×
Add Item	Apply to All	Next Action Show a C Exception Handling Invoice is submitted to another User for reconcili	II action
	Subtotal	User Group / Type	
	Shipping	Select user group / type	~
	Tax (USD		
	Tax (USD)	Comments	
	Tax (USD	Comments	

- Comments can be submitted with the exception
- **4.** The assigned exception handler will review the invoice, and create a goods receipt for the associated purchase order. Once completed, the invoice will be returned to AP for approval. (below)

	without a Goods Recei	pt				
<b>vo</b> e ir	voice Items & Totals	tals for this Invoice				
ŧ	Description	G/L Account	Price	Qty	Total ⑦	
1	8.5 x 11 Brochures	581234 - Facilities	\$89.75	1	\$89.75	~
		Subtotal (USD)			\$89.75	
		Shipping Charges	(USD)		\$0.00	
		Tax (USD)			\$0.00	
		Invoice Total (US	iD)*		\$89.75	
		Detum laurice t	- 40			

- **5.** Upon returning from exception handling, the AP user can review the audit trail which tracked the entire process.
  - All comments are visible in this trail



	INVOICE HISTORY	
Back to search	Now	
Sender Sender Today at 7.	Invoice auto-approved Today at 7:4 David Schwimmer P	16 M
Invoice 9000000		
Created on 11/18/2018	Invoice sent back to draft Today at 7:4	45 <b>•</b>
Linked Purchase Order	Ratherine Simon P	M
Purchase Order #		
200000076	Invoice sent for exception handling to Katherine Simon	14
	David Schwimmer P	м 🛧
	Please complete a goods receipt for this PO	
Invoice Overview		
The Supplier and Payment Inform	Invoice created	
10001 - Vroozi	David Schwimmer P	13 M E
Supplier Invoice #	Created	
HD-Inv02		
Payment Due Date		
11/12/2018		
Invoice Items & Totals		
The invoice item details and tota		
# Description G/L Ac		
Ryobi 18V 57120		

### MULTI-PO INVOICE EXCEPTIONS

For multi-PO invoices AP Processors may assign PO exception review to the originator of *each* PO with exceptions. Previously only one Exception Handler could be assigned and would be responsible for resolving *all* exceptions regardless of who initiated them.

For multi-exception invoices, AP Processors can still choose any applicable Exception Groups but can now also choose the specific PO creator to resolve their exception. (shown on right)

Once one user resolves their exception, the Invoice will return to the AP Processor via 'Tasks'.

AP user view of the returned Invoice displaying the remaining exception:

VROZi	8				•
Hack to search		4 <u>1</u> of 13 🕨			
Sender 🥎 Requester Training Today at 2:06 PM				Assignee (PA) Pr	rocessor AP
Invoice 9000000550				Created on 01/2	22/2020
Purchase Order Link(s) Below is a list of POs linked to this invoice. Search by	PO# to add a new PO		Enter PO number		۹
P0 #	Requester			PO Total	₩9.
2000001159	Requester Training			\$881.10	
2000001130	Requester Training			\$558.62	
2000001082	Requester Training			\$104.17	6





The AP user will see the sender's exception has been resolved (shown above) and can now assign an exception resolution to the next PO creator or Exception Group. (shown below)

Next Action	Show all actio
<ul> <li>Exception Handlin Invoice is submitted to</li> </ul>	<b>ng</b> o another User for reconciliation
User Group / Type	
Accounts Payable Procurement/Purcl Requester/Buyer (I	hasing PO# 2000001082)
	Submit

## Tips & Tricks

This section includes tips and tricks that will save you and your team time.

#### INVOICE LINE ITEM SEARCHING

## Reduce indexing time by leveraging line item searching.

To initiate a search, simply click the magnifying glass icon found at the bottom of an invoice.



Once selected, a search bar will appear across the top of the invoice line items. (on right)

	Description	GL Account		Price	Qty	Тах	Total 🕐		Ac	tions	
1	Countertop Cabinet 2 Shelves W48 D24 H36	348988 - Electronics		\$1,235.70	1	\$0.00	\$1,235.70	~	ø	Ф	Û
2	Perineal Wash Green Spray Bo ttle PK 48	11001 - Components and Manufacturing	Supplies	\$187.78	1	\$0.00	\$187.78	~	<b>A</b>	ළු	Û
3	Medicated Antimicrobial Soap Size 16 oz.	348988 - Electronics		\$13.61	1	\$0.00	\$13.61	~	ø	മ	Û
Add I	tem Apply to All Dele	te Item(s)									
			Subtotal (	USD)			\$1,43	7.09			
			Discount (	USD)			Value	~			
							5	0.00			
			Calc. Disc	ount (USD)		Ē	s s	0.00			
			Shipping C	harges (USD	)	E	\$1	5.00			
			Tax (USD)			1	<b>B</b> 5	0.00			
			Invoice To	tal (USD)*			\$1.45	2.00			

As descriptive search terms are entered the system will intelligently narrow down the line items. (shown below)





#### IN-LINE EDITING

#### Make in line edits!

With in-line editing AP Processors simply click into the displayed categories; GL Account, Price, Quantity and Tax (if applicable) to perform a direct edit. If further editing is required, the pen icon may still be selected, expanding the line item view to all editable fields.

To make edits, simply hover over the applicable line item fields.



For GL Account edits, select from the drop down. Price and quantity edits will be free text fields. Simply click out of the field to close edit and complete the invoice.

### APPLY ALL AND PRESETS

## Use 'Apply All' and 'Presets' for quick bulk line item changes to accounting strings

	_		Description	Supplier	Part No.	Category	Del. Date	Qty	UoM	Unit Price	Тах	Total 💿	Action
		1	Inspiron 11 3000 Series 2-in-1	Office Supply Inc	2485229	48100000	05/26/2021	1	EA	\$379.99	\$0.00	\$379.99	8 C) %
	Т	2	New Inspiron 17 5000 Seriesà6	Office Supply Inc	2609032	48102020	05/26/2021	1	EA	\$802.00	\$0.00	\$802.00	8 C) %
•		3	Inspiron 15 3000 Series	Office Supply Inc	2382305	48100000	05/26/2021	1	EA	\$299.00	\$0.00	\$299.00	8 C N
		Add Lin	e Item Add Attachments Appl	y to All									

- 1. Check the items you want to apply the same changes to and 'Apply All'
- 2. Edit the accounting segments accordingly.
- 3. Settings include 'Apply All'
- 4. Select 'Apply Changes'

Create 'Presets' for frequently used accounting strings

1. From the Apply All view select 'Manage Presets'



- 2. Name your Preset
- **3.** Complete the required Company and Accounting Information.
- 4. Save.

**Note:** You can edit a saved preset from this view by selecting it from the 'Select Preset' field.

Next time you want to use a preset, simply remove 'None' from the 'Select Preset' field and choose from your unique list of previously created Presets.

Changes to	be Applied Manage Presets	
Select Preset	Marketing	
2 Name	Marketing	required
Company Info		
Company Code	543213 - Marketing	
3 Plant	A123 - Marketing	required
Accounting		
Split Account Assignment	None ~	
Account Category	Cost Center 🗸	required
Cost Center	C001 - Maintenance	required
G/L Account	0000010001 - Equipment	required
Devices	Click to select value	

Apply changes to Line Items Specify the changes to be applied to all the selected items					
Changes to b	e Applied	Manage Presets			
Select Preset	Click to select value				
Company Info Company Code	None Training Services Marketing Maintenance/Warehouse split				
Plant	Project 123				

#### FOCUS ON EXCEPTIONS

#### Get the exception faster!

Located next to the green action button at the bottom of the Invoice, users can now click the target button (shown on right) to drill in on the exception message(s). Once



selected, the target will redirect the user's view to the exception message(s).





## Invoice Notifications

AP users will receive email reminders when invoices require their attention.



### **O**VERDUE INVOICES

All invoices that are not yet posted and past due date. Applies to any invoices with a status other than 'Paid'

1. Select 'Take Action Now' to open the invoice in Vroozi Purchase.



TAKE ACTION NOW	Please take promp list	everprise platform taction on the invoice(s) ed below!
Having trouble? Contact our customer support.	TAKE Heaving trouble?	ACTION NOW Contract our customer support.

### **E**XCEPTION HANDLING

Sent to a member or group assigned to review invoice submitted for 'Exception Handling'.

- 1. If it's a mismatch, the email will contain discrepancy details. Otherwise the message in red will state 'Missing Goods Receipt'
- 2. Select 'View Invoice' to open the invoice and review for exception handling

