Vroozi Invoice

Configuration Guide

Guide to the Invoice specific settings that enable specific Invoice permissions and workflows.

Table of Contents:

Getting Started **2**
- Vroozi Invoicing Vernacular 2
- Learning Tools 2
  - Tool Tips 2
  - Learn More 2

User Roles **3**

Approval Groups & Workflows **4**
- Approval Groups 4
- Approval Routing Rules 4
- Coding Workflows 5

Inbox/Hopper Rules **5**
- Email Access Assignment 5
- Structured Document Submission Access Rules 6

Supplier Invoice Set up **6**
- Allow cXML Invoice Receipt 6

Goods Receipts **6**
Supplier Goods Receipt Settings 6
Global settings by PO type 7

Exception Handling **7**
Tolerances 8
Set Exception Tolerances 9
Exception Handlers 9
Making Changes to an Existing Group 10

Accounts Payable Preferences **10**
AP Document Approvals 10
Optical Character Recognition (OCR) 11
Automatic Creation and Processing of Invoices 11
Supplier Portal Invoice Workflows 12
Selection of Exception Group/Types 13
Invoice Attachments 13
Require attachments while creating/editing invoice 13
Reinvoicing Settings 13
Configuration 13
Permissions for Invoice Re-Opening 14
Automatic Approval of Invoices (Post Exception Handling) 15
Posting of AP Documents 15
Inbox Failure Notifications 16
Workflow 16

Tax and Shipping **17**
Distribution 17
Vertex Tax 18
Tax Codes 18
Account Mapping 18

Discounts **19**
Distribution 19

Getting Started

Vroozi Invoicing Vernacular

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

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.

Alert: 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.

Perfect Invoice: An invoice without any exceptions or alerts.

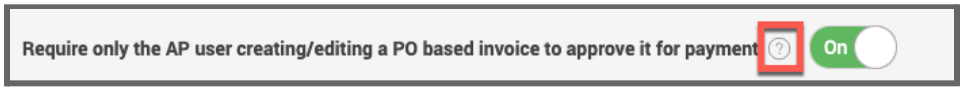
Memo: Either a credit or debit identifying an overcharge, refund due back or other arrangement of money back to the buying organization.

Learning Tools

Tool Tips

Please see the tool tips (? icon) positioned next to many AP settings or fields. Toggling over a tooltip will reveal additional details about the setting or field it is positioned next to.

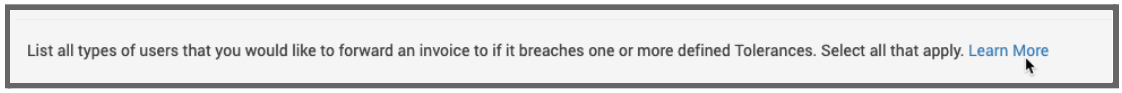
Example below:



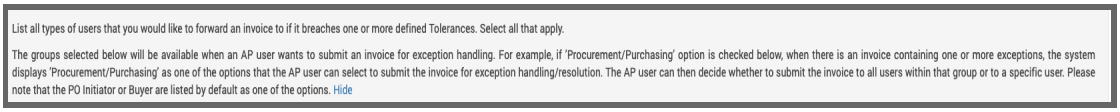
Learn More

Select 'Learn More' to expand the description of an explanation it is positioned next to. The detailed explanation will expand within the current view.

Example below:



Once clicked:



User Roles

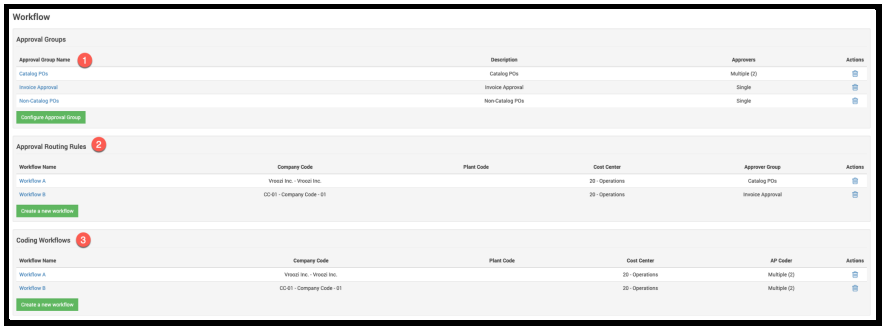
Role	Additional Role Allowances	Description
Accounts Payable Approver	• Allow for coding of invoice • Allow for editing an invoice during approval	Approve or reject an invoice. *Role only applicable if admin requires buying organization to manually approve invoices.
Accounts Payable Auditor	NA	Retrieve, 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	• Allow for coding of an invoice	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 their own invoices.

Please see role materials for further descriptions.

Approval Groups & Workflows

Administrators may set Invoice approval and invoice coding rules separately and independently from your Hopper rules. You can route these rules through 5 configurations.

1. Approval Groups
2. Approval Routing Rules
3. Coding Workflows
4. Email Access Assignments
5. Structured Document Submission Access Rules

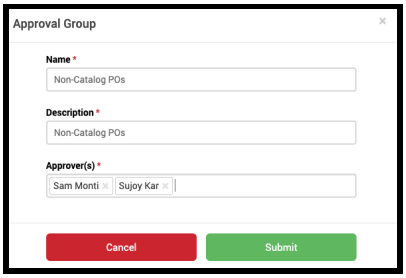


Approval Groups

Accounts Payable > Workflow

Define the user groups that will be applied to the Approval Routing Rules.

- Only previously created Approvers can be added to the Approver(s) list.

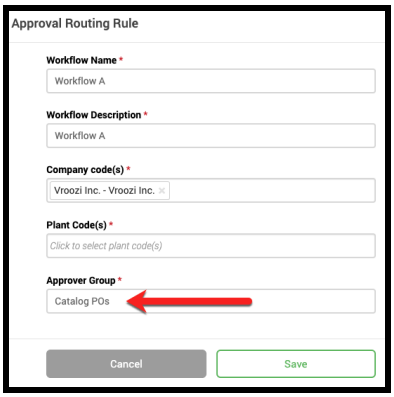


Approval Routing Rules

Allows you to define the specific approvers for invoices based on the Company code or Plant code assigned at the header level. Once an AP Processor selects to submit and send an Invoice for approval, the invoice will be intelligently routed to the appropriate Approvers triggered by an associated rule.

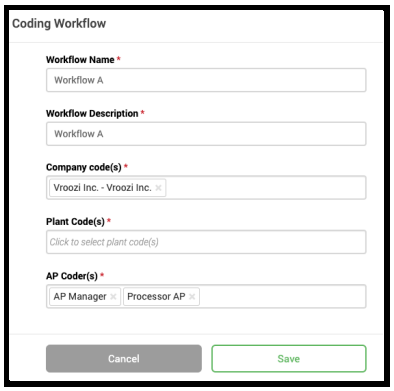
Approval order follows the order as names are entered in the Approvers field (shown above)

- *Example:* Approver James Rob, then on to Approver Kelly Solano, 3rd approval from Jaroslav, last approver required Sam Shields.



Coding Workflows

Assign which AP Coders should be listed as potential assignees for documents based on the Company Code or Plant Code referenced. Once an AP Processor selects to submit and send an Invoice for coding, the invoice will be intelligently routed to the appropriate coder triggered by an associated rule.

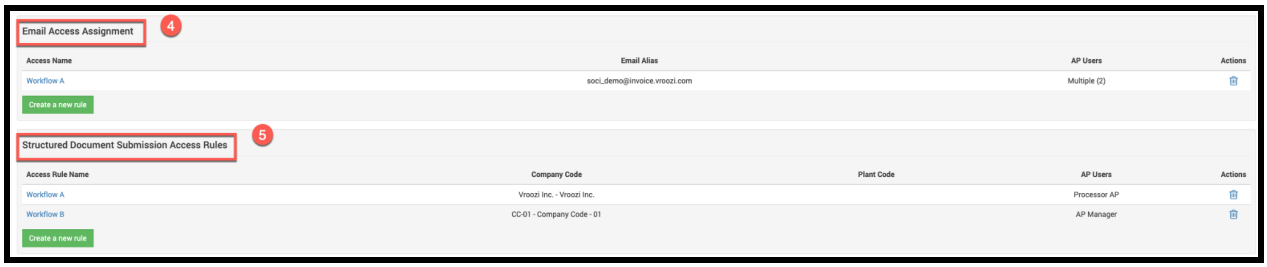


Tip! Coding Workflows are particularly useful for non-PO based invoices, as these invoices will not inherit any account assignment from previously created documents in Vroozi.

Inbox/Hopper Rules

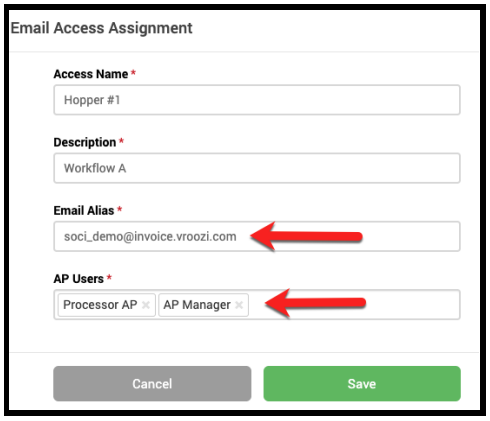
Accounts Payable > Email Setup

Segregate incoming "e-mail" and electronic submission (cXML, EDI and Supplier Portal) documents.



Email Access Assignment

Leveraging multiple AP Inbox accounts, administrators may assign specific AP processors to an inbox. Once enabled, only the identified processors can act on the emailed PDF supplier documents sent to the defined Inbox alias.



All the AP users associated with the email alias in the 'Email Access Assignment' rule will receive an

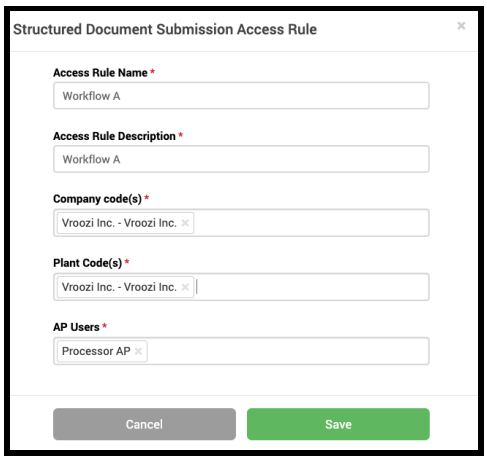
email notification when an invoice assigned to them has come through the Inbox.

AP users will then receive the supplier documents into their specific inbox based on the conditions defined in the rule(s).

Structured Document Submission Access Rules

Like the PDF invoice routing segregation, administrators may segregate incoming electronic (cXML, EDI, Supplier Portal) documents into defined Vroozi AP Inboxes.

Once rules are configured, the system will scan the Vroozi PO linked to the supplier invoice for the appropriate Company and Plant code and intelligently route that document to the appropriate AP User's inbox.



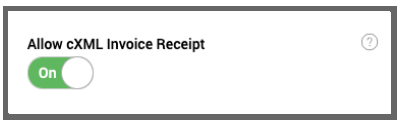
Supplier Invoice Set up

Master Data > Suppliers > Supplier Record > Basic Info

Identify how each supplier will be submitting Invoices

Allow cXML Invoice Receipt

To enable receipt of cXML invoices on a global level, toggle on *'Allow cXML Invoice Receipt'*.



> ***Note:*** cXML invoice credentials must be configured for each supplier. This can be done in the *cXML Setup* category in the navigation panel.

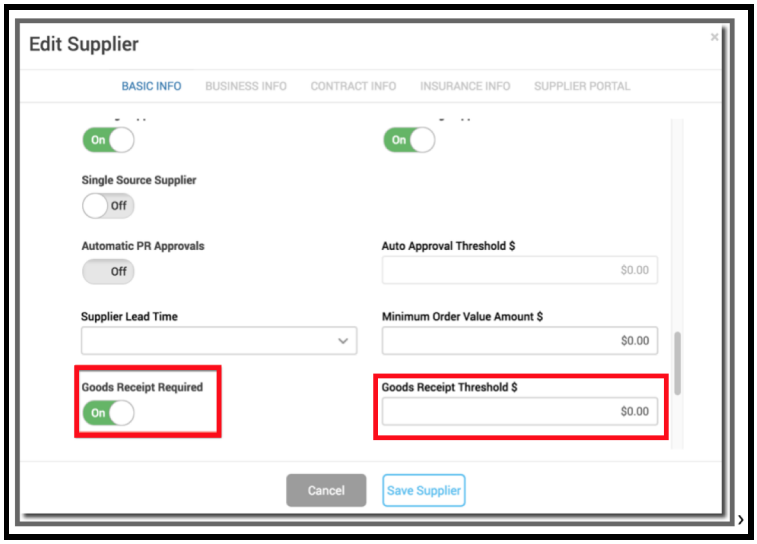
Goods Receipts

Supplier Goods Receipt Settings

Master Data > Suppliers

Goods receipt requirements and threshold can be set within each supplier record

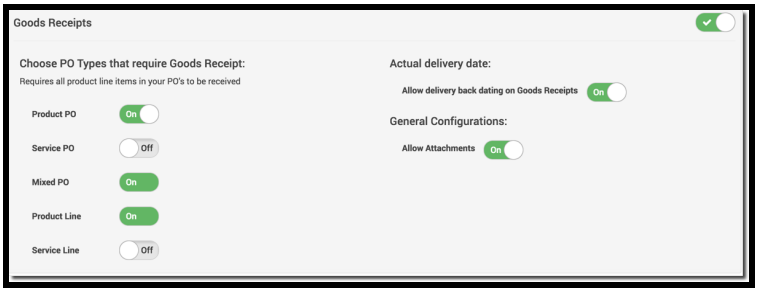
- Supplier settings will overwrite global if Goods Receipts Required is toggled 'on'. (as shown below) If toggled 'off', then the Supplier GR setting will not overwrite the global setting.
- Threshold will designate the purchase order dollar value above which a Goods Receipt is required. Purchase orders under any defined value will be an assumed receipt.



Global settings by PO type

Document > Settings > Goods Receipts

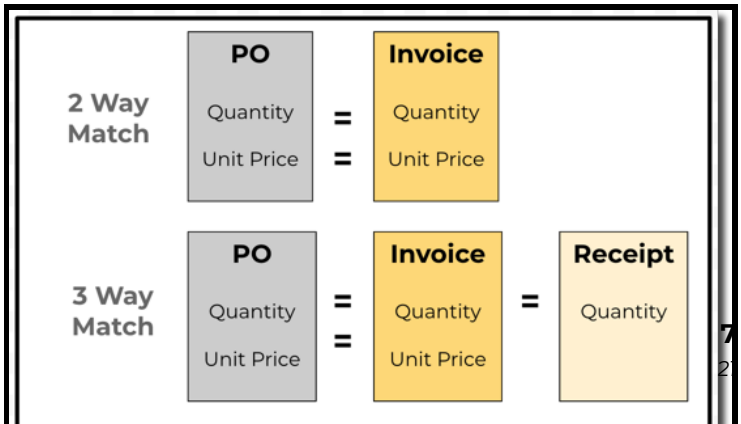
Toggle on each Purchase Order type to enable THE global Goods Receipt requirement.



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

2-Way Match: The PO and the associated Invoice must match within any set tolerances.



3-Way Match: The PO, Invoice, and Goods Receipt (P0 & Invoice must match within any set tolerances) *and* receipt of Goods is required)

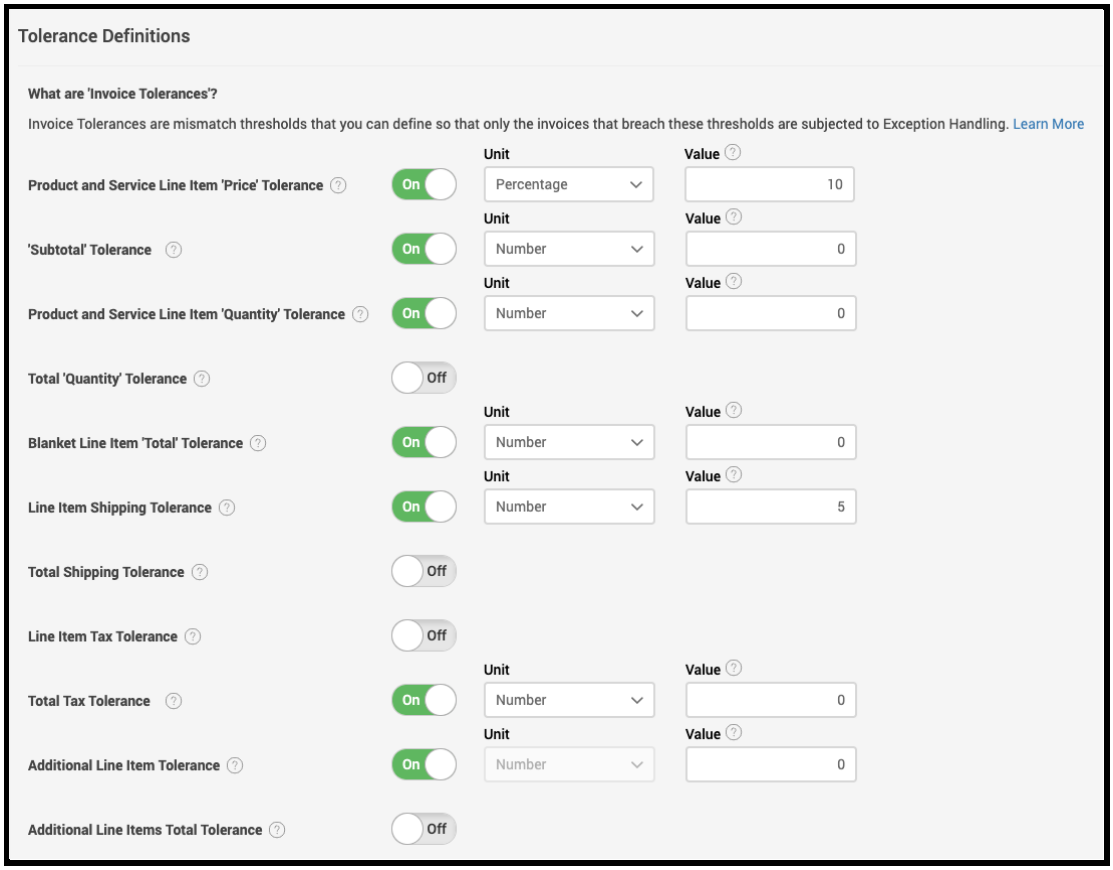
= sign: indicates exact match required *unless* tolerances are set.

Tolerances

Accounts Payable > Settings > Exceptions

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

Example as shown below: Defining a unit percentage of 10% as an acceptable line item price mismatch between the PO and Supplier Invoice.



Mismatches above. 10% would be subject to Exception Handling. Tolerances defined at the subtotal or total may flag an exception based on any values set.

Set Exception Tolerances

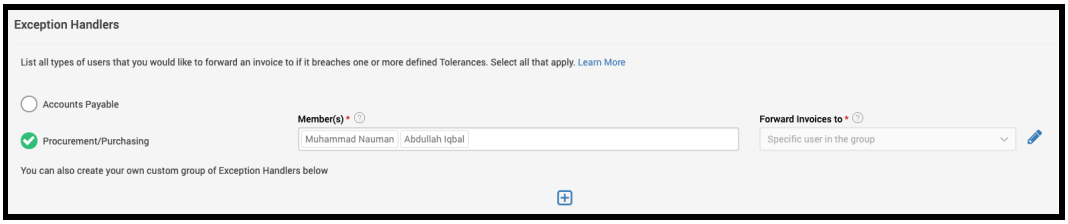
1. Enable Tolerances (if desired)
   If it is not enabled, the system will not do any comparison of that tolerance.
   Set Unit (Number or Percentage) for each enabled tolerance
2. Enter Value
   - Value set at 0 when toggled "On" designates zero tolerance. Meaning that the invoice has to exactly match the PO.

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

Exception Handlers

Accounts Payable > Settings > Exceptions

Exception handlers are individuals assigned to the resolution of exceptions based on type. Enable exception handling workflow by first creating the exception groups. Group roles can then be defined in [Preferences.]



1. Select Role Types (Accounts Payable or Procurement/Purchasing)
   - Select multiple or single users within that type.
   - Set Forward Invoices to:
     And/or

   Create custom group (Click the plus sign shown above)
   - Enter the name of the exception handling group.
2. **Members:** List the users belonging to the group who would be responsible for handing invoice exceptions.
   - Exception groups selected and/or created will be listed for the user to select from when they attempt to submit an invoice for Exception Handling — Requester/Buyer.

- Central Receivers Group is listed by default only if there is a Missing Goods Receipt exception on the invoice.

3. **Forward Invoices to:** Select 'All users in the group' option to forward invoices with exceptions to all users within the group.
    - *Select 'All users' or 'specific user in group' to either forward an invoice with exceptions to all users or a specific user within the group.*

Making Changes to an Existing Group

- To *edit*, select the pen icon from the right.
- To *delete*, select the trash button

Accounts Payable Preferences

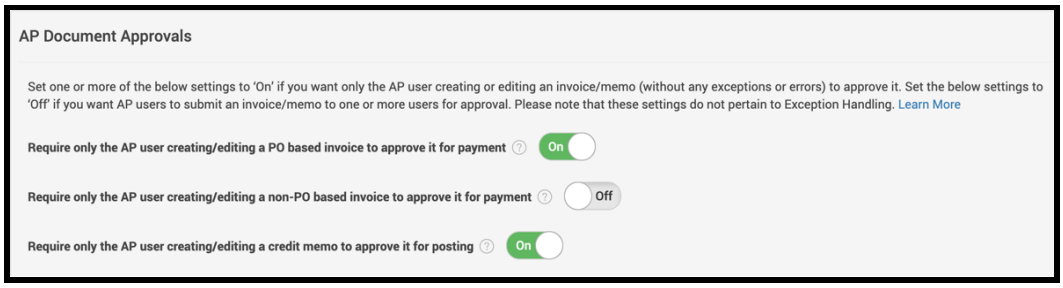
AP Document Approvals

Enable workflow for AP document review

Require only the AP user creating/editing a PO based invoice to approve it for payment
Indicate if approval from the AP user is sufficient or if financial approval is required. Toggled on indicates AP is final approver.

- *Vroozi Recommends:* Toggle on as 2/3 way match is already reviewing documents.

- If toggled *on*, 'Approve' will be listed as an Invoice destination



Require only the AP user creating/editing a Non-PO based invoice to approve it for payment

- *Vroozi Recommends:* Require further approval since 2/3 match is not available.
- If toggle is *off*, 'Submit for Approval' will be listed as an Invoice destination

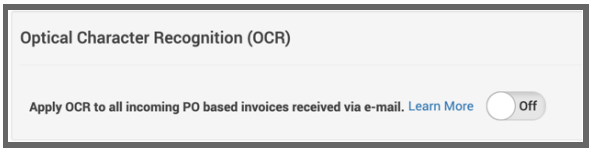
Require only the AP user creating/editing a credit memo to approve it for posting

- *Vroozi Recommends:* Require further approval since 2/3 match is not available.
- If toggle is *off*, 'Submit for Approval' will be listed as an Invoice destination

Optical Character Recognition (OCR)

Technology that reads, recognizes and extracts content off of an electronic document

- OCR functionality *only applies* to PO based invoices.
- Based on specifications built into the OCR engine PO invoices can be read with 95% accuracy.



See OCR documentation for specific details. OCR functionality is an additional fee. Please see the sales team for details.

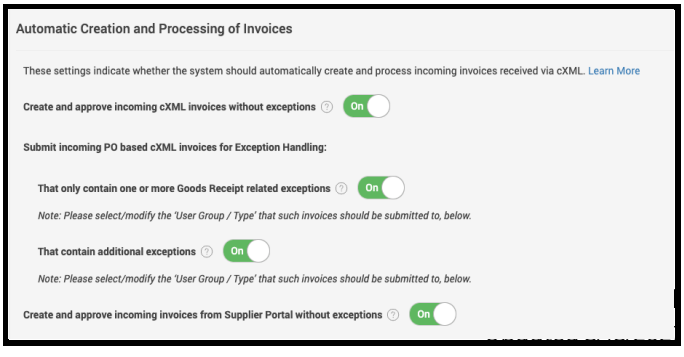
> ***Note:*** OCR technology is an additional service that does require Vroozi assistance to effectively implement. Please contract success@vroozi.com with any questions.

Automatic Creation and Processing of Invoices

Automate the cXML and Supplier Portal invoice workflow.

> ***Note:*** Automation of the review process will bypass the review of line item coding and any alerts that may have been activated.

1. **Create and approve incoming cXML invoices without exceptions**
    - Toggle on to allow the automatic processing



of cXML invoices without exceptions. cXML invoices with exceptions will go through the hopper for exception review.

2. **Submit incoming PO based cXML invoices for Exception Handling**

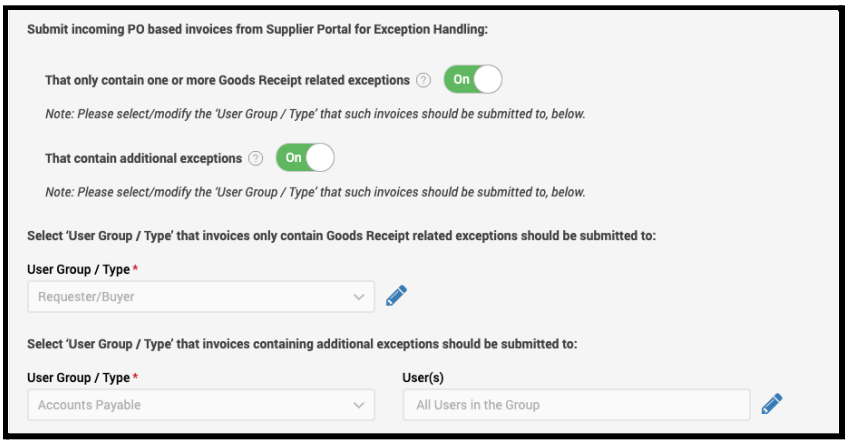
   - *That only contain one or more Goods Receipt related exceptions*
     - If toggled on, the selection of a Goods Receipt Group must be defined at the end of this section.
   - *That contain additional exceptions*
     - If toggled on, the selection of the additional exceptions group must be defined at the end of this section.

Supplier Portal Invoice Workflows

1. **Create and approve incoming invoices from Supplier Portal without exceptions**

   Toggle on to bypass manual review of invoices created and submitted by suppliers via the supplier portal.

   - *Applicable for buying organizations utilizing the Vroozi Supplier Portal.*



2. **'Submit incoming PO based invoices from Supplier Portal for Exception Handling'**

   - *That only contain one or more Goods Receipt related exceptions*
   - If toggled on, the selection of a Goods Receipt Group must be defined at the end of this section.

   That contain additional exceptions

   - If toggled on, the selection of the additional exceptions group must be defined at the end of this section.

Selection of Exception Group/Types

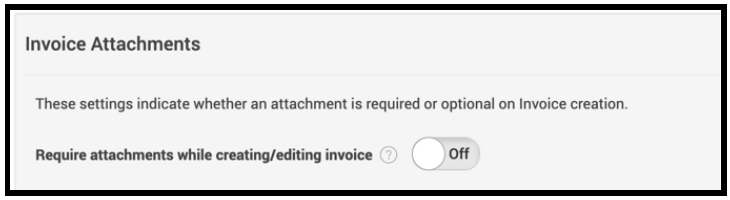
Here you can direct Exceptions based on type. You may only select from existing groups. New groups can be created in Accounts Payable ->Settings ->Exceptions

1. Select 'User Group/Type' that invoices only contain Goods Receipt related exceptions should be submitted to:
2. Select 'User Group/Type' that invoices containing additional exceptions should be submitted to:

Invoice Attachments

Require attachments while creating/editing invoice

If toggled on - all buying organization users or supplier submitted within Vroozi modules to include an invoice.



Reinvoicing Settings

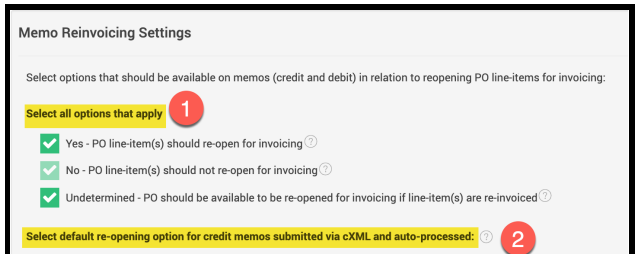
This section defines whether your buying organization will allow POs that have already been invoiced to be re-opened when a Credit Memo is created against that PO.

The most frequent use case is a supplier who as part of the *return to replacement* process, re-bills for the applicable items. Without these configurations, pre-deployment of this new functionality, when the credit was applied and a second supplier invoice was sent, that second invoice from the rebilled items or services, could not be reflected in Vroozi. Instead requiring that the invoice directly post to each customer's financial system or the invoice was treated as Non-PO based invoice.

Configuration

1. Within this field, checking the box next to each setting adds that option to the AP Processor view on the Memo draft.

   ✅ **Yes:** Creation of the emoe reopens the PO for rebilling.



✅ **No:** The Invoice will work as it previously had and the invoice once posted cannot be reopened. This is a default setting selection cannot be toggled off because it's default.

✅ **Undetermined:** Selection by the AP Processor will not immediately open the PO. Instead it will keep the reopening the PO a *possibility* after the invoice has been posted. This is best when an AP Processor processing the memo is uncertain if a PO will be reinvoiced in the future.

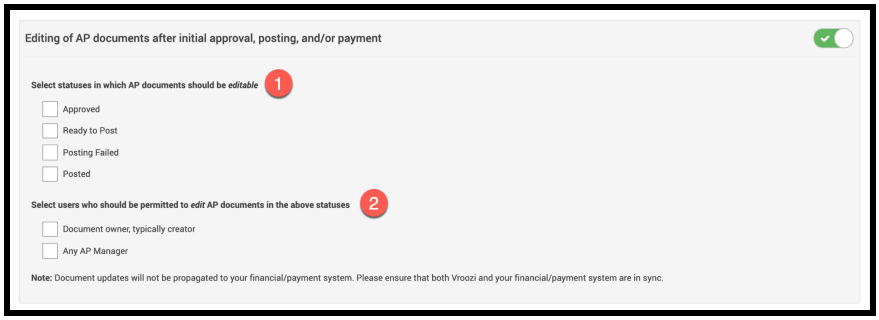
2. **Select default reopening option for credit memos submitted via cXML and auto-processed.**
    - Simply select *yes* or *no* based on how often your organization will use this feature.

See the Invoice User Guide for the re-invoicing workflow.

Permissions for Invoice Re-Opening

1. Administrators may determine which post approval status invoices can be returned to editing. This covers invoices in *Approved, Ready to Post*, *Posting Failed* and *Posted* status.

2. With the selection of an AP user type(s) ('Any AP Manager' or 'Document Owner') Administrators determine who within their organization will have permission to edit documents in these statuses.



If you wish to use this feature, you must complete ***both*** fields. If statuses are selected but user type is not, the new permissions will not take effect for any users.

NOTE: *In the event that a customer org enables editing for invoices in 'Posted' status while leveraging an integration with their financial system; they will need to delete the originally posted invoice from their financial system before reposting the new edited invoice in Vroozi.*

Automatic Approval of Invoices (Post Exception Handling)

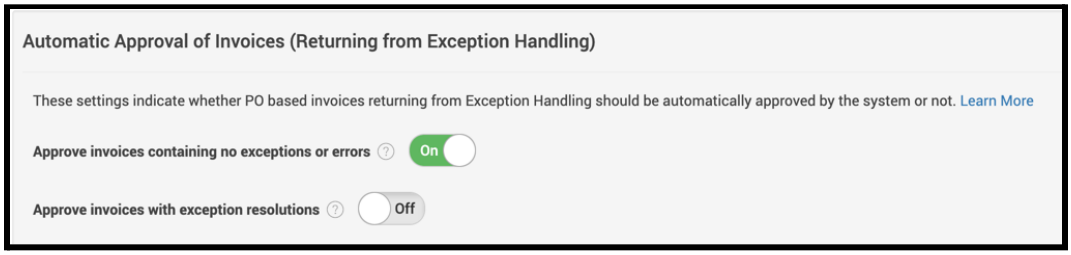
Preferences for automatic approval after exception handling.

Approve invoices containing no exceptions or errors

When this setting is 'On', invoices returning from Exception Handling with ***no*** further exceptions or errors are automatically submitted for approval or are automatically approved by the system. These invoices are then ready to 'Post' to your financial system.

Approve invoices with exception resolutions.

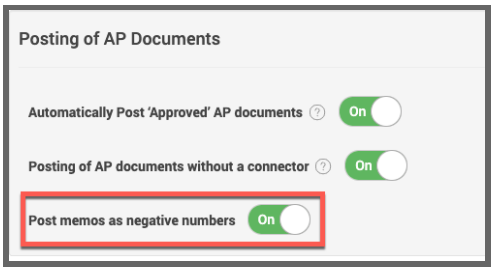
When this setting is 'On', the exception handler's selected resolution will be automatically approved and sent to either Ready to Post or sent directly for Posting based on automatic posting configurations. If toggled 'Off' invoices returning from exception handling will be sent back to 'Tasks' for manual review and approval.



Posting of AP Documents

Automatically Post 'Approved' AP Documents

- Toggle 'On' makes Automatic approval settings Toggled off, fill out Automatic approvals manually.



Posting of AP Invoices without a connector

- Toggle 'On' indicates the buying organization wants to invoice manually post to the external system.

Post Memos as a negative number

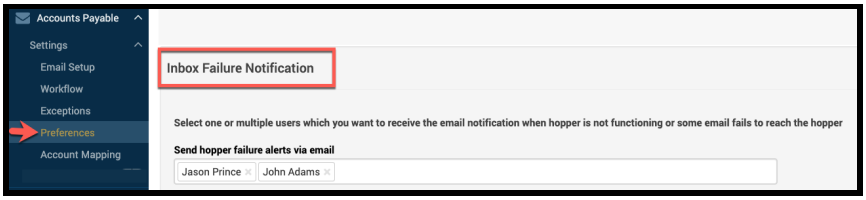
- Toggle 'On' to allow for the negative value transference of all Memo total amounts to your financial system.

Inbox Failure Notifications

Designate who within your system will receive notifications when the Vroozi system detects that an AP document failed to successfully hit your Inbox.

Configuration

As a system administrator, you have the ability to configure whom these notifications of failed invoices can be sent to.



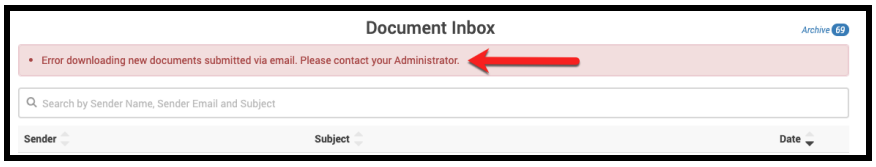
Multiple users with any of the following roles may be selected to receive these notifications.

- Administrators (including the current user)
- AP Managers
- AP Processors

The initial email notification will include an attached error report. Thereafter recipients will receive an email notification every 24 hours until the failure(s) is resolved. Reports will include an aggregated list of failures from the last year including the most recent failure(s).

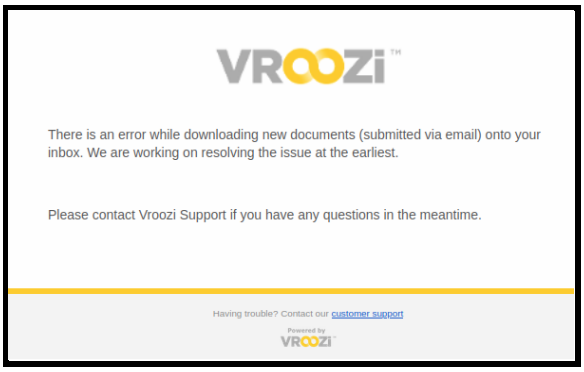
Workflow

When an invoice failure occurs, the AP Inbox (Hopper) view will display an error message. (next page)

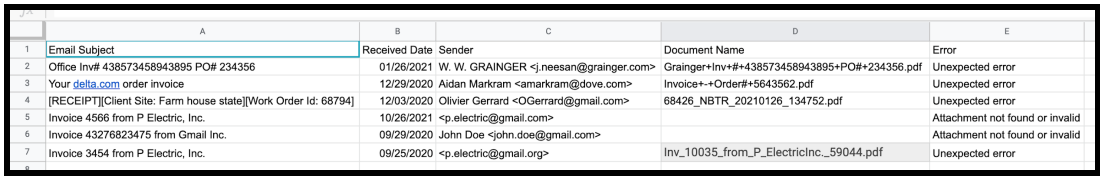


There are 2 separate email notifications sent to all the active users defined in the *Inbox Failure Notification* AP Settings.

1. **Inbox Failure Notification:** While the subject of the email will vary depending on the reason for the failure, the subject will flag an issue. (next page)
    - *Timing:* Immediately upon system recognition of the failure



2. **Hopper Error Report Notification:** This email will contain an attached error report summarizing all failures.
    - *Timing:* Daily if there are any failures in the preceding 24 hours.
    - The attached error report will be titled '*Inbox Failures_Date*'. (shown below)



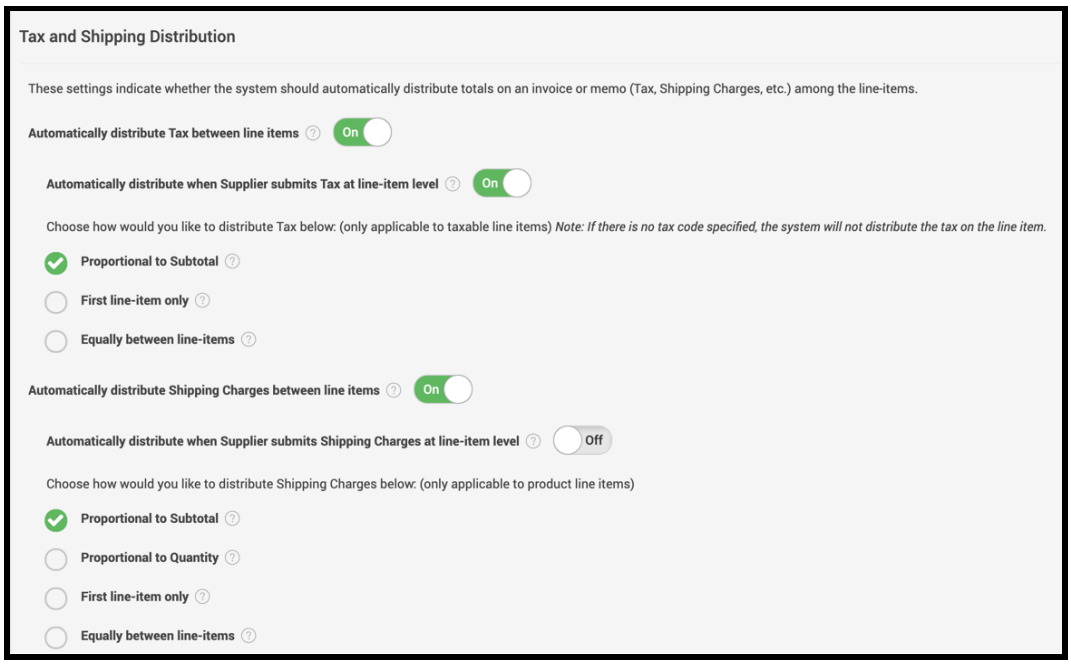
	A	B	C	D	E
1	Email Subject	Received Date	Sender	Document Name	Error
2	Office Inv# 438573458943895 PO# 234356	01/26/2021	W. W. GRAINGER <j.neesan@grainger.com>	Grainger+Inv+#+438573458943895+PO#+234356.pdf	Unexpected error
3	Your delta.com order invoice	12/29/2020	Aidan Markram <amarkram@dove.com>	Invoice+-+Order#+5643562.pdf	Unexpected error
4	[RECEIPT][Client Site: Farm house state][Work Order Id: 68794]	12/03/2020	Olivier Gerrard <OGerrard@gmail.com>	68426_NBTR_20210126_134752.pdf	Unexpected error
5	Invoice 4566 from P Electric, Inc.	10/26/2021	<p.electric@gmail.com>		Attachment not found or invalid
6	Invoice 43276823475 from Gmail Inc.	09/29/2020	John Doe <john.doe@gmail.com>		Attachment not found or invalid
7	Invoice 3454 from P Electric, Inc.	09/25/2020	<p.electric@gmail.org>	Inv_10035_from_P_ElectricInc._59044.pdf	Unexpected error

Tax and Shipping

Distribution

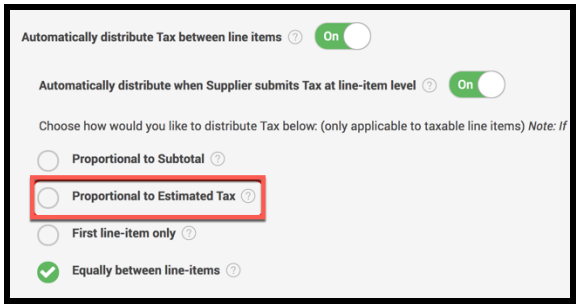
Set automatic distribute the total Tax and Shipping for invoices and memos.

Toggling on the various fields in this section will prompt the display of additional distribution options as seen below.



Vertex Tax

For Vertex based tax calculations another distribution type is available; 'Proportional to Estimated tax'. When selected, tax will be distributed (while maintaining decimal precision) based on the tax that is returned by the tax connector. This default option will only be visible in the *Master Data > AP Settings* when the Vertex tax connector is on.



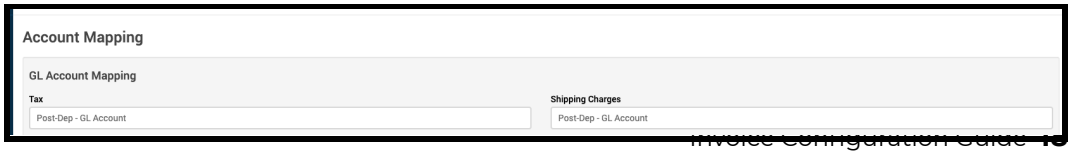
Tax Codes

See Purchase Administrator guide for details on how to set tax codes.

Account Mapping

Account Mapping is used to assign GL Accounts for Tax and Shipping Charges when these values are specified at the header level only. This allows Vroozi to map amounts for payment in your external financial applications during the posting of invoices.

Click into each field below each category; Tax and shipping, respectively, and select the appropriate GL account.

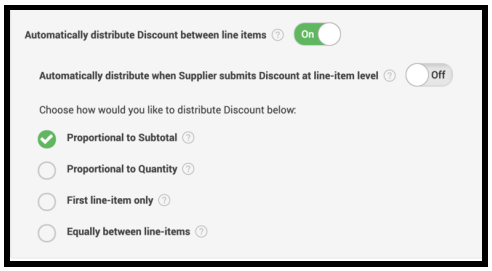
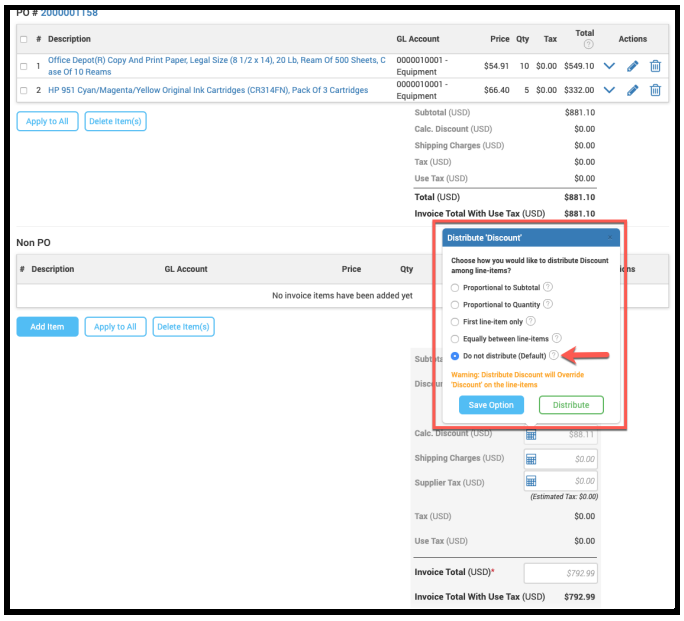


Discounts

Distribution

Accounts Payable->Settings->Preferences->Tax, Shipping and Discount Distribution.

A discount distribution preset can be defined in the Administrator panel. (shown below) Unless a preset is defined in the Administrator panel (shown below), the distribution selection defaults to '*Do Not Distribute*'. A distribution selection at the summary will override the administrator preset.



Distribution type can be selected at the Invoice level by clicking the calculator icon in the 'Calc. Discount' field. Distributions can be selected as follows; *Proportional to Subtotal*, *Equal in all line items*, *Quantity based*, *First line item*, or *No Distribution*. (shown below)