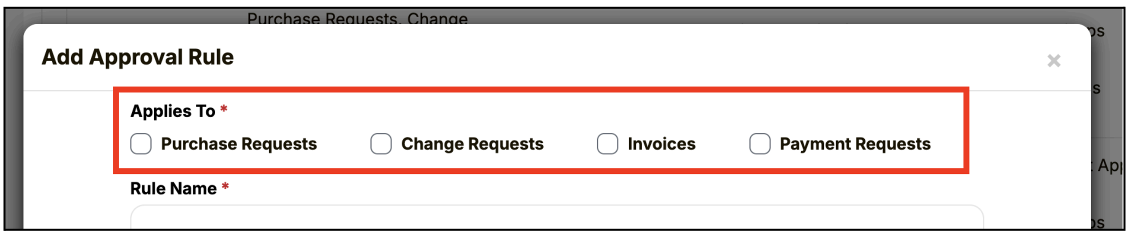
Vroozi Dynamic Workflow

The Dynamic Workflow engine provides buying organizations with flexible, granular control over approval processes across various document types. It allows for complex routing based on organizational and accounting objects to reduce financial risk and improve internal compliance.

Core Capabilities and Document Coverage

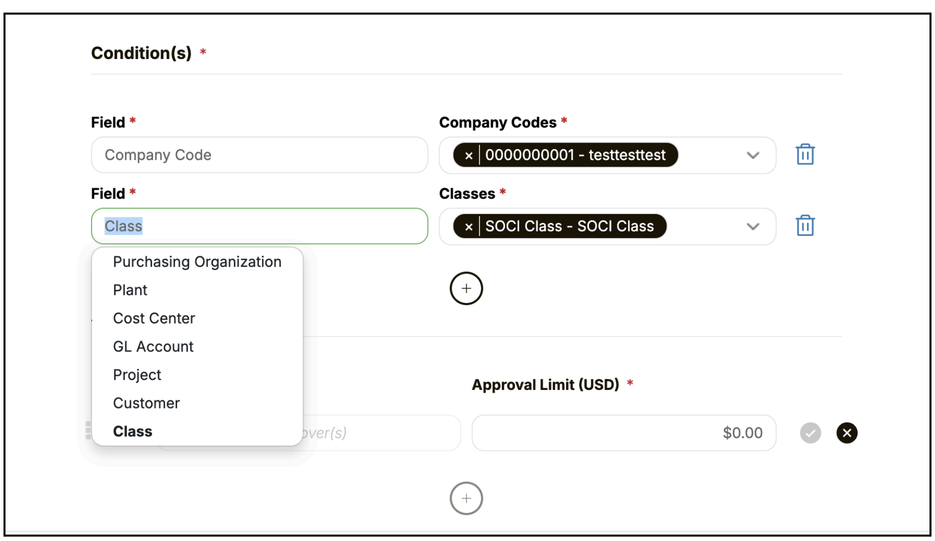
The Dynamic Workflow facilitates the configuration of highly adaptable approval rules for a comprehensive suite of documents.

- **Supported Document Types:** Includes Purchase Requests (PR), Purchase Order Change Requests (POCR), Invoices, Memos, and Payment Requests.



Select applicable document types; *Company → Workflow → Add Approval Rule*

- **Granular Conditions:** Administrators can create specific conditions by adding multiple organizational and accounting objects without encountering "Duplicate Approval Rule" restrictions.
- **Exception Handling:** If the system identifies multiple applicable approval rules for a single document, it defaults to the Fallback AP Approver for the final decision.

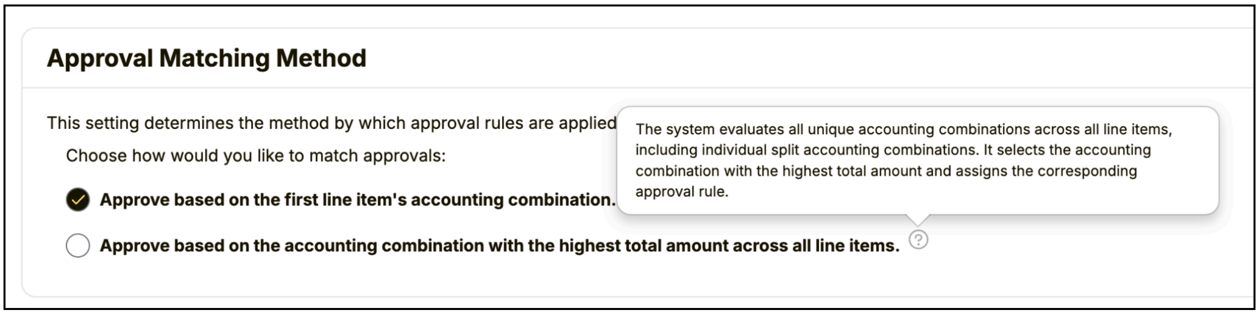


Create multiple Conditions; *Company → Workflow → Add Approval Rule*

Triggering Mechanisms

Vroozi offers **two** primary methods for triggering dynamic workflow approvals to suit different financial oversight requirements.

- **Highest Value Trigger:** Approvals can be triggered based on the accounting combination with the highest total spend value across all line items in a document.
- **First Line Item Trigger:** The default method where the workflow is triggered based on the accounting data of the first line item.



Company → Workflow → Approval Matching Method

Organizational & Accounting Elements

The Dynamic Workflow supports an expanded set of elements to define precise routing rules.

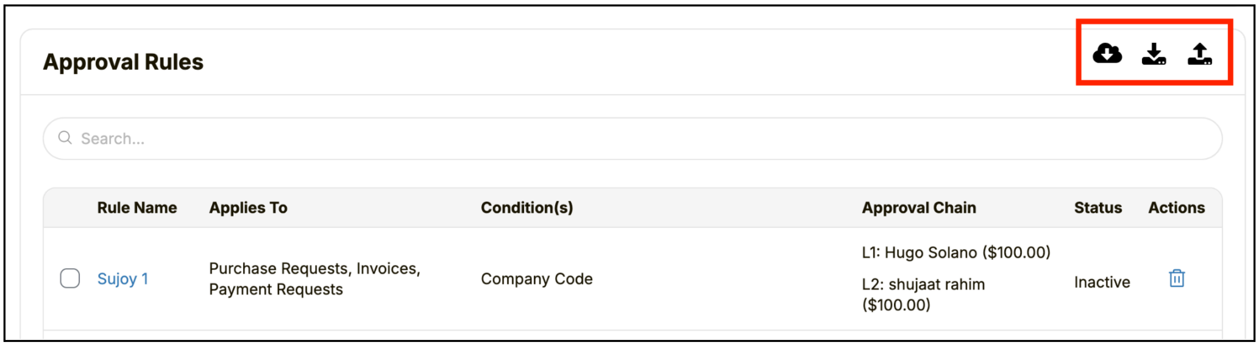
Element Type	Supported Objects
Financial Objects	WBS Elements, Internal Orders, Profit Centers, GL Accounts
Organizational Objects	Company Code, Purchasing Organizations, Location Types, Customers, Classes

Configuration & Management

Maintenance of these rules is streamlined through the Administrator panel.

- **Bulk Management:** Administrators can create and maintain workflow rules using a bulk upload and download utility via .XLSX files.

- **Validation Tools:** The system provides downloadable templates for correct formatting and generates error reports to identify and correct issues during the upload process.



Company → Workflow → Approval Rules

- **Currency Integration:** Exchange rates defined in the *Master Data* tab are utilized by the underlying routing functions to determine the correct Sourcing and Financial workflow rules for multi-currency transactions.

Sourcing-Specific Workflows

Dynamic routing also extends to sourcing reviews to ensure competitive pricing.

- **Two-Step Sourcing Review:** Allows for an initial "pre-check" rule. When triggered, the user selects both an initial and a subsequent sourcing approver from the configured dropdowns.
- **Company Code Rules:** Sourcing reviews can be enforced based on specific organization objects like Company Code to adapt to varying regional or business unit processes.
- **Custom Field Triggers:** List-type custom fields in the PO Header can be configured to trigger a Sourcing Review for PO Change Requests.