

REQUISITIONS MANAGEMENT



The Requisitions Management component offers organizations control over the entire purchase & payment request process. The process is handled electronically, from the initial requester through all approval stages to the purchasing agent.

The module provides an electronic routing system, opportunity to comment and return requests, date and user stamped history of the process, easy inquiry and full reporting capabilities at any stage through purchasing and receipt of product.

OVERVIEW

An approval tree is key to the Requisition Management module. At the top of each approval tree are the individuals who can ultimately order the products and create the purchase orders.

Below that top level are as many approval levels as required for an organization, typically one to three, and at the bottom is the entry level for starting requisitions.

Requisition	Hold	Department	Date	Type	Reference	Lookup	Name	Des
23		Administration	5/16/2017	Cell Phone		USW001	U.S. West	cell
22	<none>		5/16/2017			OMAX	Office Max	pen
21		Research	5/16/2017	printer			Office Depot	prim
20		MainSHouse	5/16/2017			ACC001	AccuFund, Inc.	traif
19	<none>		3/22/2017	office supp		ACC001	AccuFund, Inc.	soft
18	<none>		1/31/2017			OMAX	Office Max	new
16	<none>		1/31/2017	office supp		100	Walrus, William T.	prim
15	<none>		4/27/2015			ACC001	AccuFund, Inc.	Nee
17	<none>		1/31/2014			ACC001	AccuFund, Inc.	new
14	<none>		6/02/2010			ACC001	AccuFund, Inc.	soft
13	<none>		2/28/2010			ACC001	AccuFund, Inc.	soft
10		MainSHouse	12/20/2009			OMAX	Office Max	pap
9		Clinic	12/20/2009			CCD001	Colorado Custom Deck	repi

Browse Requisitions gives the user a full view of their own requisitions' status, as well as any approval trees in which they are a participant. The red dots tell them where there is current activity.

An individual employee may be both an entry level requester as well as an approver. A single employee may have entry rights in multiple trees, such as when an administrative assistant serves more than one department.

The module is integrated with the AccuFund Inventory module, allowing lookup of inventory and non-inventory items for recent history, preferred vendors and pricing information.

Each employee has a view of the status of his/her requisitions through a simple folder-based browse screen. By clicking on the folders the user has an at-a-glance view of every requisition initiated by them as well as any waiting for approval.

As items are received through the receiving screens in the AccuFund Accounts Payable module, the requisitions are updated with their current status.

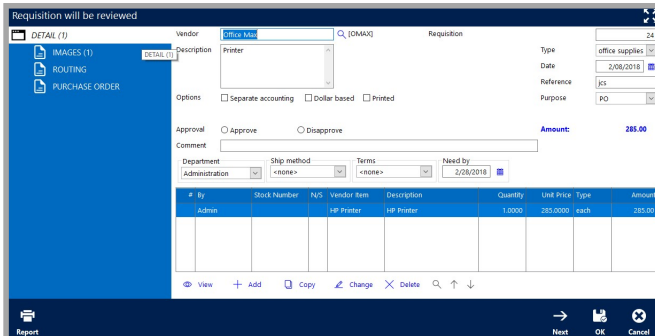
Area Type	Priority	Area Name	Options
Entry		Administration	Enter: PO Entry, Payment
Entry		Administration Employees	Enter: PO Entry, Payment
Entry		Clinic	Enter: PO Entry, Payment
Entry		Clinic Employees	Enter: PO Entry, Payment
Entry		MainSHouse	Enter: PO Entry, Payment
Entry		MainSHouse Employees	Enter: PO Entry, Payment
Entry		Organization Wide	Enter: PO Entry, Payment
Entry		Research	Enter: PO Entry, Payment
Entry		Research Employees	Enter: PO Entry, Payment
Entry		Admin Entry	Enter: PO Entry, Payment
Entry		AdultClinic	Enter: PO Entry
Entry		AdultResearch	Enter: PO Entry
Entry		GrantSchool	Enter: PO Entry
Entry		lawton user	Enter: PO Entry
Entry		MainSHouse	Enter: PO Entry

The multi-level approval trees may be set up to meet the review and approval needs of each organization.

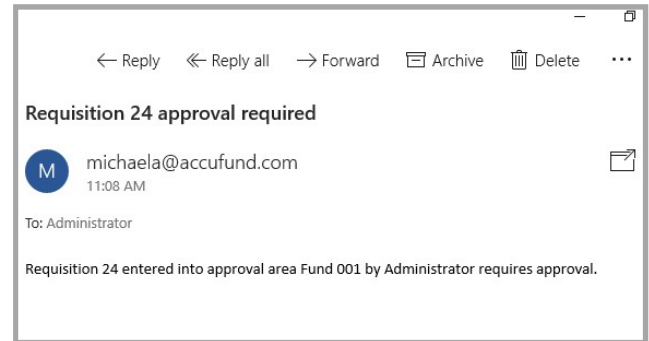
FEATURES

Popular features of Requisitions Management include:

- On screen history of all approvals and disapprovals
 - At final approval, system may be set to automatically create purchase orders in the PO system
 - For approvers, an agent may be added to the task bar to alert them when requisitions are awaiting their approval
 - Approvers may "reach down" multiple levels if an intermediate level approver is not available
- On denial or approval, approvers may add comments to the requisition form
 - AccuFund stores signatures for printing on forms tied to approval levels
 - Order stock, non-stock and service items
 - When printing requisitions, they may be emailed directly from the module as a PDF attachment



From the requisition, a user may drill to the approvals, purchase orders on which it was included, and bills on which the PO was paid.



Requisition Email Alerts lets approvers know when there are requisitions to be approved, and in which approval tree they exist.

COMPONENT INTEGRATION, AVAILABILITY & REPORTING

The Requisition Management module is integrated with the following modules:

- General Ledger—All accounting information is posted to the requested column for inclusion in reporting as desired by your organization
- Purchasing and Inventory—Requisitions are a front-end approval system for the purchase orders. Once fully approved they become available to be included in purchase orders.

The Requisition Management module must be purchased in conjunction with the AccuFund Purchasing with Inventory module, but does not require the AccuFund Accounting Suite. It may be integrated with other third-party accounting systems.

All modules use the AccuFund Reports/Forms Designer. This functionality allows each organization to customize the provided reports to meet their unique needs. The reports/templates included with the Requisition Management module include:

- Requisition document
- Requisition activity
- Requisition status