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# E-REQUESTER

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Product functional details



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## PRODUCT FEATURES

**eRequester** helps improve business process by adding needed oversight and approval workflow to managing purchasing and expenses.

Transform your internal processes with the straightforward requisition workflow in eRequester. With the top features designed to flexibly adapt to the needs of your organization, this purchasing solution has it all:

- Web-based interface
- Ability to make templates of recurrent orders
- Built in calculations for totaling tax, shipping
- Leverage business specific information such as locations, inventory and more
- Ability to interact with other members of the approval chain

### Feature Modules for a Custom Solution

Delve into our full list of feature modules to learn more about the extensive options to leverage **eRequester** to meet your organization's specific requirements.

Purchase Order

Expense Management

Business Intelligence

Budget to Actual

Multicurrency

Blanket PO

Inventory Management

Intercompany

Project Accounting

Receiving

Analytical Accounting

Request for Quote

Punch Out

Change Order

Mobile Approval

## Purchase Requisitions/Order

eRequester's Purchase Order module provides for web requisitions, approvals and purchase orders by allowing for pre-approval of purchases by means of a very flexible approval system. Users can select vendors, items, quantity and cost and other data and submit requisitions for approval as well as have the flexible options to approve, reject, edit, request information, or require changes. Email notifications are automatically sent to reviewers to take action.

eRequester's Purchase Order module was designed to provide approvals of purchases so there are no surprises when the invoice comes from the vendor since the orders are pre-approved. Web-based purchase orders allow for easy access to data through web browser without client-side installations or paper-based processes.

### KEY BENEFITS

- Audit trail over requisition history.
- Ability to attach electronic documents, such as requirements documents and quotes.
- Email POs with attachments directly from eRequester to vendors.
- Unlimited approval levels and flexible routing rules.
- Ordering with ability to set rules that strike a balance between efficiency and control.
- Ability to save comments to the requisition history for ease of communication with staff.
- Templates and Mass Edit for "tick and choose" - create bulk Requisitions with ease

[Mass Edit](#)



Request was successfully copied. Please review the new Request before submitting for approval.

### TECHNOLOGY PURCHASE REQUEST #1236

**Incomplete**

Review the details of your Request and choose from the options below.

#### Line Items







<input type="checkbox"/>	Item ID	V	Desc.	V	UOM	Qty.	Cost
<input type="checkbox"/>	1		Printer Cartridge		each	<input type="text" value="5"/>	\$ <input type="text" value="60"/>
<input type="checkbox"/>	2		Toner		each	<input type="text" value="0"/>	\$ <input type="text" value="12"/>
<input type="checkbox"/>	3		Pens		each	<input type="text" value="59"/>	\$ <input type="text" value="10"/>
<input type="checkbox"/>	4		Paper Clips		each	<input type="text" value="0"/>	\$ <input type="text" value="14"/>

[Save All & Continue](#)

### INCREASED VISIBILITY:

- Users can see the status of their requisitions and POs in an easy-to use web dashboard.

#### Sample Dashboard:

My Requisitions		Receiving	Pending Approval (1)	Create PO (1)	Templates		
Range: <input type="text" value="All"/> Display: <input type="text" value="10 Per Page"/> Prev.   1   Next							
 View Req	 View PO	 Receive	 Create PO	 Make New Req.	 Cancel Req.		
Req ID	Name	Vendor	Request Type	Status	Created	Ship	Total
4345	September Expense Report	Joe Requestor	EXPENSE REIMBURSEMENT	Incomplete	10/25/2010	11/1/2010	\$420.42
3732	Weekly Order	Top Hat Productions	STANDARD PO REQUEST	Waiting	7/1/2010	7/8/2010	\$73,715.00
3731	Maintenance Supply Order	Clark Paper Supplies	STANDARD PO REQUEST	Waiting	7/1/2010	7/8/2010	\$340.88
3726	Materials	Data Graphics	IT REQUESTS	Incomplete	7/1/2010	7/8/2010	\$857.85
3681	Expense Report	John Smith	STANDARD PO REQUEST	Approved	6/23/2010	6/30/2010	\$842.00
3678	Materials Order	Dell Computer	STANDARD PO REQUEST	Waiting	6/23/2010	6/30/2010	\$2,200.00
3306	Change: Weekly Order	Top Hat Productions	STANDARD PO REQUEST	Incomplete	4/9/2010	3/26/2010	\$329.00
PAGE TOTAL: \$78,705.15							
Prev.   1   Next							

- See Request history and Approval routing for any requisition.

#### Request History

Date	Action
3/29/2015 8:52 PM	Created By <a href="#">Joe Requestor</a> - Copied from Req. # 686
3/29/2015 9:01 PM	Submitted By <a href="#">Joe Requestor</a>
3/29/2015 9:01 PM	Routed for Approval By <a href="#">Joe Requestor</a> <a href="#">[View Routing Explanation]</a>
3/29/2015 9:01 PM	Approved By <a href="#">Bob Approver</a> - This is fine with me. Thank you very much for asking.

#### Approval Routing

Seq	Approvers	Status
1	<a href="#">Bob Approver</a>	Approved
2	<a href="#">Jane Director</a>	Pending
	<b>Posting Coordinators</b>	<b>Status</b>

- Electronic attachments can be stored with transactions for visibility over the process.

### CENTRALIZED REPORTING:

- Purchase requests are not lost like with paper based systems.
- Electronic attachments can be stored with transactions for visibility over the process.

### BETTER COMMUNICATION:

- Approvers and Buyers are notified by email of relevant action items.
- Purchase Orders can be emailed to vendors.

## Request for Quote

The eRequester Request for Quote (RFQ) Module is an excellent means for generating Requests for Quote, entering, importing and comparing bids, analyzing responses and converting winning bids to Purchase Orders to approved Vendors. RFQ responses can be routed via the requisition process for additional approvals, or posted into a purchase order. Vendor response documents can also be attached to provide centralized review and approval.

The RFQ Module helps facilitate the sourcing process while providing controls over expenditures through an easy to use web interface.

### KEY BENEFITS:

- Reduce costs by easily submitting to multiple vendors for competitive pricing
- Attach electronic copies of vendor bids received
- Easily edit requisitions with lower costs and submit to winning vendor
- Route awarded bid for approval

### MAKES CREATING RFQ's FROM PURCHASE REQUISITIONS EASY:

- Ability to create requests for quote from purchase requisitions by clicking a create RFQ button
- Users can identify which vendors to send the RFQs with specified instructions
- Once the vendors have been identified, there is an option to view and email the RFQs with any backup (i.e., specifications):
- The eRequester user can email the RFQ to the vendor along with an eRequester .CSV file for the vendor to fill out. or, alternatively, the vendor can just send the quote in any format and the eRequester user can fill out the .CSV file if he/she wishes to import the pricing into the system rather than manually entering it.
- Once the line items on the requisition are awarded, the requisition can be routed for approval and easily converted to purchase orders.

## Mobile Approval

For organizations wanting to further increase organizational efficiency, eRequester's Mobile Approval Module puts requisition and payment requests at designated users' fingertips. The Mobile Approval Module facilitates notification, review, approval, rejection and other communication from supported mobile devices, including Blackberry and iPhone.

### DESIGNED AND OPTIMIZED FOR MOBILE DEVICES:

- Receive notifications by email—clicking link in email launches mobile web browser
- Easy view into requisition info, with drill-down for line item details
- Access to all requisition types pending approval
- Over budget line items highlighted in red (requires Budget Module)
- Support for Android<sup>®</sup>, Apple<sup>®</sup> iPhone<sup>™</sup> and many other XHTML-compliant mobile web browsers

### REJECT AND APPROVE ON THE MOVE:

- Approve, reject, require change or request more information.
- Enter comments when taking actions.
- Review requisition history including comments and notes from other approvers.

### SECURE ACCESS, REAL-TIME DATA:

- Secure login using eRequester Authentication (SSL Cert. recommended)
- Synchronized data in real-time with your eRequester installation—access to same content as via full web site version

## Blanket PO

eRequester's Blanket PO Module allows users to enter blanket purchase order requests, route them for approval and then convert them to an eRequester standalone Blanket Purchase Order. Users can then create Release Requisitions off of the Blanket PO, route them for approval and convert them into standard POs. The amount of the release PO will decrement the eRequester standalone blanket PO so budget managers can see how much is remaining on the blanket purchase order.

### KEY BENEFITS:

- Flexible tracking against blanket amount (i.e. project budget).
- Track multiple POs against single blanket purchase order amount.
- Helps manage discretionary purchases.
- Provides visibility across POs tied to the same blanket purchase order.

### CONTROL OVER SPENDING:

- Allows for robust approval routing and workflow for Blanket Orders.
- Provides controls so that Vendors are instructed to only deliver under a Blanket Order pursuant to an authorized Release PO.
- Provides control over expenditures.
- Reduces the number of employees and vendors who circumvent your organization's purchasing process.

### VISIBILITY:

- Holds employees more accountable for approving, rejecting and ordering.

### BETTER REPORTING:

- Facilitates tracking of expenses against a Blanket Order.
- Maintains a history of transactions.
- Makes available a Blanket PO report with release POs and associated receipts and invoices to see complete picture.

### REDUCED DATA ENTRY:

- Creates more opportunity for discretionary purchases.
- Supports varying required dates for each line item on a Purchase Order
- Allows easy selection of line items for release to vendors when a Purchase Order is printed.

## Project Accounting

The eRequester Project Module allows requisitions, POs and Payment Requests to be coded to applicable projects, phases and tasks, facilitating project cost tracking more efficiently. The eRequester Project Module was designed with Administrators in mind, allowing them the control to set up projects so users can select information on their requisitions and track spending against projects.

### DESIGNED FOR BETTER REPORTING:

- Allows easy setup and configuration of projects and jobs for tracking against requisitions, purchase orders and expense requests
- Allows tracking of purchase orders and requisitions by project segment for better control over expenditures eRequester users can select and associate project accounting information such as project, job, phase and task with any line item
- eRequester users can select project segments by description or key
- Project information can be made required or optional for all requisition line items
- Restrict available projects per user through department and request type masks

### IMPROVED COST TRACKING:

- Reads from project information from supported ERP systems so users can select project information on their requisitions which then feeds into the PO and/or voucher of the applicable ERP system.
- Allows users to setup projects, phases and tasks and other fields within eRequester, as opposed to pulling the data from a supported ERP system.
- With some configurations, including Standalone, users can track purchase and expense requisitions against project budgets.

### INCREASED PRODUCTIVITY:

- Increases efficiency by providing a web based interface for tracking purchases and spending against projects, eliminating traditional paper-based methods.
- Provides visibility over spending against projects
- When integrated with a supported Project Module this module allows real-time access to project information through eRequester so users can enter expenses against project budgets.



## Budget to Actual

For real-time access to budgets, from line item to requisition, the Budget Control module offers necessary information to end-users. Route requisitions based on over-budget status with the Budget Control module, adding additional workflow by departments or other attributes if a GL account or project is over budget.

### KEY BENEFITS:

- Visibility over budgets and expenditures.
- Controls over spending and payments.
- Better forecasting of anticipated spending.
- Efficiencies over the budgeting, purchasing and payables processes.
- Real-time integration with general ledger budgets.

### DISTRIBUTED ACCESS TO BUDGET MANAGEMENT REPORTING:

- Line item and GL hyperlink turns red and warns users if over-budget based on the account code selected.
- Additional workflow and approval routing can be set up for over-budget requests.
- Administrators can see budgets for specified account codes per period for a fiscal year.
- A hard stop with a message can display if requests are over-budget.
- Over budget alerts can be based on period, quarter, fiscal year or year-to-date budget comparisons.
- Budget report is viewable showing budgeted amounts to actuals displaying net change or period balance.
- Budget report is viewable showing budgeted amounts to actuals, commitments and pending commitments by clicking on GL hyperlink.
- Assign designated users the right to view budget information and compare budgets to actual for accounts.
- Flag over-budget items so approvers can determine if requisitions are within existing budgets.

## Receiving

Making the most of your procurement process requires business intelligence at every step. eRequester's Receiving Module adds a complete set of tools to help ensure accuracy in tracking receipt of goods into inventory or out to purchase requesters and managers. Integration with accounting adds a convenient means of maintaining clear records of all receiving activities and acquisitions. With an extensive feature set the eRequester Receiving Module expands the procurement system to better create and track receipts against purchase orders and speed up fulfillment of requisitions for the organization.

### KEY BENEFITS:

- Helps increase availability of tracking data.
- Employs user-based receiving rights.
- Allows end-users to confirm receipt of the items they have ordered.
- Tracks partial receipt of goods to help keep company records accurate.
- Emails users when POs are not received.
- Increases communication of what is being received and invoiced.

### CENTRALIZED REPORTING:

- Works in conjunction with the PO Module to populate confirmation of receipt information so accounting can enter and match the invoices with the good received.
- Accounts Payable can process invoices, knowing that the end-user received their items or services ordered.
- Allows upload of scanned attachments such as receipts, packing slips and invoices to substantiate receiving activities.
- The flexible set-up allows organizations to centralize or de-centralize receiving operations to provide the best fit.

### INCREASED PRODUCTIVITY:

- Allows for entry of invoice information for 2-way and 3-way matching of invoice, receipt and PO.
- Provides visibility of quantity ordered, quantity received and quantity remaining on POs.
- Can have defined receiving limits to force change orders for receipts and invoices that do not match the PO.
- Automatically enforces business rules to keep users from over-receiving.

- Saves costs on adding extra accounting system licenses though its integration with the accounting database.
- Does not need an ERP license to utilize with the Standalone option of eRequester.

#### **STREAMLINED RECEIVING:**

- Easy to train users on it.
- More simple to use than accounting system receiving functions.
- Receive All button for quick receiving.
- Simplified ERP with users receiving in the same system they created the PO.

## Inventory Management

The eRequester Inventory Module is an excellent means for tracking, requesting, approving and issuing inventory through an easy to use web interface. eRequester reduces unnecessary purchases by creating visibility over inventory, as well as efficiencies and controls over material requisitions and the issuing processes.

### INVENTORY MODULE CREATES VISIBILITY:

- Inventory transfers and issues
- Standard and physical adjustments
- Minimum and maximum stock levels
- Reorder quantities for when an item falls below the minimum level
- Inventory replenishment with approvals from reorder templates
- Stock requests with visibility into quantities on hand when making requests

### IMPROVED COMMUNICATION ON INVENTORY LEVELS & SUPPLY:

- Once submitted, stock requests can be routed for approval via a very flexible workflow engine, based on request type, amount, department or other criteria.
- All approvals and comments are captured in the requisition history
- Email notifications go out when a stock request is sent for approval
- Approved stock requests can be turned into a pick list and issued by a stock manager
- Once issued, the on hand stock for the inventory item is decremented and when a purchase order request for the inventory item is received the amount on hand is incremented to maintain perpetual inventory levels
- eRequester supports partial issues and backordered items
- Inventory valuation and inventory transaction reports are available

### ADDITIONAL BENEFITS INCLUDES:

- Visibility over stock levels
- Efficiencies and controls over spending and maintenance
- Better forecasting and management of inventory

## Punch Out

eRequester's Punch Out Module was designed to help purchasers who do a lot of online purchasing and want to get pre-approvals. The Punch Out Module allows users to "punch out" from the eRequester web application to a supported Vendor's catalog, create a shopping cart with items and then automatically load the data into an eRequester requisition for approval. Once approved, the order can be electronically transmitted back to the vendor for fulfillment. The eRequester Punchout Module is ideal for organizations where e-procurement is integral to its operations.

### KEY BENEFITS:

- No need to maintain item files with current description and price
- POs are automatically transmitted to vendor electronically once created
- Allows for more precise communication between users
- Create a purchase order and a shopping cart at the same time

### SIMPLIFIED PURCHASING:

- Allows users to do a shopping session at a vendors website (shopping cart) and have those items auto populate in an eRequester requisition for approval
- Once approved and a PO is created, that PO is automatically submitted to the vendor.
- Depending on the vendor, they may also be able to setup a catalog with defined user level views
- No need to maintain your own item list
- Always have the current price
- Users don't have to key in any item information
- No need to call/fax/email the PO

### IMPROVED VENDOR COMMUNICATION:

- Buyers have access to current pricing and catalog information, without having to track this information in their accounting system.
- Uses eRequester, as the punchout platform that can be leveraged to deliver the approved order back to the vendor via the same protocol.
- Ability to transact more easily with customers in a paperless fashion, be able to have customers submitting orders based on real catalog data, as well as deepening their relationship with their customer base.

## Expense Management

eRequester provides innovative and easy to use expense management functionality that saves employees time and provides necessary spend controls. With an updated user interface and targeted expense tracking features via select modules, eRequester allows for setup of customized business rules for automatic budget checking, approval routing, and expenditure oversight.

### **eRequester offers the ability to:**

- Define business rules to automatically assign accounting codes to transactions
- Drill down into multiple levels of transaction detail
- Automatically route expenses online for approval
- Easily set up and schedule essential exports
- Attach expense documentation and receipts at the request level

### **STREAMLINED EMPLOYEE EXPENSE REIMBURSEMENT:**

Tracking expenses for reimbursements and payment requests can be hard to manage. Digital and paper forms are limited and contribute to operational overhead. With a web-based application for entry and tracking of expense reporting organizations can improve operational efficiency and help control costs. eRequester automates and expedites expense processing procedures and provides greater visibility over discretionary spending.

### **INCLUDED MILEAGE LOG CONSOLIDATES DATA ENTRY:**

Built-in functionality allows users to enter mileage information in one place and auto-calculates based on your organization's reimbursement rules.

### **CUSTOMIZABLE PER DIEM FUNCTIONALITY:**

Taking per diem a step further eRequester allows organizations to offer per diem allowance for travel and accommodations to streamline expense reimbursement.

### **ENFORCE EXPENSE POLICIES WITH EASE:**

Reduce the number of employees who circumvent your organization's purchasing process and maintain an audit trail of transactions to aid with SOX compliance. With eRequester's web interface you can enable separate numbering of Approved Payment Requests and purchase orders and utilize validated vendors, items, account codes and other relevant information for better control over expenditures.

## Multicurrency

The eRequester Multi-currency Module facilitates the use of multiple currencies within the eRequester web interface. This module allows an Accounting Admin to setup multiple currencies and exchange rates in a company. Then, when entering line items on a Requisition, the user can select the foreign currency (or it will default from the Vendor setup) and the screen will display the foreign currency amount as well as the Home Currency amount based on the exchange rate setup in the system. The Requisition will be routed for approval based on the Home Currency amount, but the PO will be displayed in the Foreign Currency.

### KEY BENEFITS:

- A company can have a Home currency and transactions can be in a foreign currency so POs can be sent to vendors in the Vendor's currency.
- eRequester displays the amount in the Home currency as well as the foreign currency.
- Amounts are automatically converted based on the current exchange rate setup in eRequester.

### STREAMLINES CURRENCY HANDLING:

- Reads from default currency and configurable exchange rates based on vendors, companies and global exchange rate schedules.
- Allows an unlimited number of currencies per requisition - each will create a separate PO in the applicable currency.
- Splits the requisition into multiple PO's based on the various vendors and currencies.
- Converts home currency amounts into the vendor's currency based on the exchange rate setup in the system.
- Allows for POs in different currencies within a single company for international transactions.

### GREATER FLEXIBILITY:

- Allows selection of currency on each requisition line item and displays converted amounts.
- Converts home currency amounts into the vendor's currency based on the exchange rate setup in the system.

## Intercompany

eRequester's Intercompany Module allows users to enter transactions for multiple companies in your ERP at the same time. It is an excellent means for expensing costs to "Target" companies from within a "Master" company, allowing users to select a different company on each line of an invoice or a purchase order. This makes it the ideal solution both for users that want to integrate with their ERP's current intercompany functionality and for those wanting to take it to the next level.

### KEY BENEFITS:

- Real-time integration with your ERP's general ledger account codes and company codes
- When the module is activated, users can be restricted to one or multiple target companies from within a master company.
- Users can select their target company on each requisition line item:
- The target company selection drives which general ledger account codes are available (populating from the target company's general ledger.
- Once the AP user enters and matches the invoice information and clicks the post to accounting button, eRequester creates the unposted accounts payable voucher into a batch in ERP accounts payable module.



## Analytical Accounting

eRequester's Analytical Accounting Module fully integrates with GP Analytics, allowing for advanced reporting and tracking of expenses. Users can enter Analytical Dimensions and Codes for each line item on a Purchase Order, Vouchers, or Receipt transaction. Users can enter multiple Analytical Dimension Codes for each line, allowing approvers to easily track expenses across multiple Dimensions and GL Accounts.

### **ANALYTICAL ACCOUNTING MODULE DESIGNED FOR:**

- Multiple Dimension Codes can be selected for each line item and each line can have different Codes
- Transaction Dimension Codes in eRequester are limited by those allowed for the ERP Account Class
- The Auto Calculate checkbox function will automatically recalculate the line values when adding/deleting lines
- All lines must have a 100% distribution or no distribution.

## Change Order

Paperless Business Systems offers an optional module for eRequester that allows Change Order Approvals for Purchase Orders. If a PO is created from an eRequester Requisition, it can be converted back to an eRequester Change Request, routed for approval, and once approved, can be turned into an updated PO in your ERP system. Once approved, the data from the PO in your ERP is "imported" back onto a "Change Request" in eRequester.

### KEY BENEFITS:

- Efficiencies and controls over Change Order process.
- Audit trail of changes to approved POs by allowing comparisons of original requests and changes requests.
- Real-Time integration with accounting data.
- Users can request and view orders through eRequester web interface without logging into to Accounting System.
- Facilitates Sarbanes-Oxley (SOX) compliance.

### STREAMLINES CURRENCY HANDLING:

- The Change Request has its own Requisition History that shows it was created from a previous PO Requisition with a cross-reference to the original
- Creating the Change Request will mark the PO as On-Hold (i.e., change status) eRequester will not allow additional change requests while a Change Request is pending
- If a Change Request is Cancelled, it will remove the on-hold status within your ERP and on the PO Form
- Once the Change Request is approved and the Buyer clicks the Create PO button, it will update the existing PO with the changes, assuming that your ERP system would otherwise allow the changes (i.e., the PO is still open and line items already received have not been deleted). In other words, eRequester validates to only allow changes that your ERP system would allow if the PO was being changed directly

### GREATER FLEXIBILITY:

- Approval Routing can be setup in the routing rules for Change Requests separately from standard rules

## Business Intelligence

eRequester's Advanced Search and Export module gives users visibility into not only eRequester requisition information, but also purchase order, receipt, and invoice data. Easily export search results for increased flexibility.

### KEY BENEFITS:

- Provide ERP information through eRequester's search interface.
- Find related transaction easily through a point-and-click interface.
- Line item detail if desired.
- No need for someone to write a report.
- Web-based means no reporting tools needed\*.

### STREAMLINES CURRENT HANDLING:

- More flexible search options: New search options have been added to allow searching off Purchase Orders, Receipts, and Invoice details.
- Streamlined search menu navigation.
- Faster search results loading for increased efficiency.

### GREATER VISIBILITY INTO SPENDING:

- Multi-dimensional results: Get up to four sets of results for any search with just one click of a button.
- Easy Comparisons: Quickly swap back and forth between search tabs to find your answers faster than ever.
- Ad-hoc Reporting: Export your search results to Excel to turn your searches into Real-Time reports and graphs.
- Includes detailed, line-level searches.

