
PURCHASE ORDER REQUISITIONS

The *Purchase Order Requisitions Module* processes requisitions as a front-end to the *Purchase Order Module*. It allows you to generate a requisition by entering item and account information. The module checks budget availability at the time of requisition entry. Next, a responsible party approves or rejects the requisition. Rejected requisitions are returned to their originator with an explanation. Approved requisitions are used to create a purchase order document and encumber the appropriate funds.

Features:

- Eliminates much duplication of work associated with typing the requisition, then the purchase order, and finally inputting the information into the financial system.
- Submit requisitions to a central office from remote locations in real time
- User defined requisition IDs (15 position alpha-numeric)
- Tracks requisition detail information for user-defined period of time
- Editing or requisitions by the appropriate supervisors and originator
- Review status of requisition and purchase orders on demand
- Pre-printed requisition forms are not required
- Tracks who processed the requisition and the originator of the requisition
- Tracks submitted and approved requisitions
- Provides security by location and requisition owner.

Standard Reports

Requisition Report
Approved Requisition Report
Requisition Audit Trail

Requisition Document
Submitted Requisition Report
Location Report

In addition, **User Defined Reports** are available using the **Report Generator**.