

REQUISITIONS

The **Requisitions Module** processes requisitions as a front-end to the **Purchase Order and/or Inventory Control Modules**. It allows you to generate requisitions using catalogued and non-catalogued items. Use the module to approve or reject requisitions and then return rejected requisitions with an explanation to their originator. Use approved requisitions to create purchase orders or inventory orders. Updating the requisition status after delivery results in the updating of associated files such as fixed assets and vouchers.

Features:

- Transmit requisitions to the central office on-line
- Maintain and organize a central catalog about commonly used items by:
 - *Category*
 - *Item*
 - *Vendor*
- Restrict additions to the catalog without prior approval
- Allow cataloging of multi-level pricing for each vendor
- Analyze vendor pricing to determine the best buys available
- Create purchase orders and/or inventory stock orders from the requisition
- Review status of requisition/orders on demand
- Automatically update the requisition/order to create a voucher upon receipt of items
- Select Items from an on line catalogue or enter as needed
- High-powered security allows you to restrict purchasing authorities and information access
- Support NGIP product classification code

Standard Reports

Requisition Report	Approved Report
Requisition Transaction Report	Received Report
Item Catalogue	Rejected Report
Requisition Form	Requisition Audit Trail
Submittal Report	

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