



# **REMOTE REQUISITIONS**

PRODUCT OVERVIEW

## FEATURES AND HIGHLIGHTS



WEB BASED

#### **5 APPROVAL LEVELS**

GENERATES THE Purchase order

TIGHTER CONTROLS

EXPEDITES THE REQUISITION PROCESS

AUDIT TRAIL OF Approvals and Denials

OPTIONAL FINAL CFO APPROVAL Geneva has developed a frontend to the Quantum Purchasing module. The Requisitions module is designed for remote users to log in, via the web, and place requests for items to be drop shipped to their locations.

The requisitions go through up to 3 levels of approval at the remote site before the Central Office Purchasing Manager sees the request.

The P/O Manager then approves or denies the request. If the request is approved, a Purchase Order is automatically generated.

Remote site users can view the progress of the requisition through the approval process and to the Purchase Order.



Remote user logins are easily setup and maintained from within the Quantum Purchase Order module. The Item Master file can have a default expense account number so the remote user just needs to supply the reporting unit the requisition is for.



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### **WEB-BASED SCREENS**

Users log in and the system knows what primary location that person is working at. The screen will also display the user's Approval Authority. There can be up to three levels of Approval at the remote sites.

Level 0 Authority can only enter requisitions.

Level 1 Authority can enter requisitions and approval level 0 requisitions.

Level 2 Authority can enter and approve requisitions at 0 or 1 levels.

Level 3 Authority can approve any level below it.

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Welcome	Location: 39	Pasco	Bldg 39				
William Gillespie							
Level 0 Approval Authority							
E Geneva Requisitions		Req#	<u>ltem</u>	Description	Loc	Req Date	Rec
E Manage Requisitions	Select	39838	SPR22147	ADDING MACHINE TAPE	39	11/16/2009 3:31:00 PM	Willi
View Requisitions	Select	39839	SMD14537	CHART FILE FOLDERS, MIHP	39	11/16/2009 3:31:00 PM	Willi
Add Requisition Item	Select	39840	113396	COTTON TIP APPLICATORS 6"	39	11/16/2009 12:00:00 AM	Willi
Create Requisition Item	Select	39841	242074	CYAN CARTRIDGE	39	11/16/2009 3:31:00 PM	Gre
View by Approval Status	Select	39842	ITA01525	GREEN HIGHLIGHTER	39	11/16/2009 3:31:00 PM	Gre
Log Out	Select	39846	960864	COVER GLASS 22X22 #21	39	11/16/2009 12:00:00 AM	Lua
	Select	39844	9524949	HEWC0385 HIGH YEILD CARTRIDGE	39	11/16/2009 3:32:00 PM	San
	Select	39843	264473	GOWNS - WHITE 30X42	39	11/16/2009 3:31:00 PM	San
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## **CENTRAL OFFICE PURCHASING**

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Req_Loc_Item	Date		_Status	
9832 O1 GLUE STICK	11/16/2009	4	Approval 3	-
REQUESTOR= linda ITE	M: SPRO1529	QTY:	l ea	-
VENDOR: CHOICE CHOICE OFFICE PROD	UCTS	COST:	\$0.75	
39831 O1 DISTILLED WATER	11/16/2009		Approval 3	
REQUESTOR= sonya ITE	M: 5803-DW-2	QTY:	l gl	
VENDOR: SENECA Seneca Health Serv	ices	COST:	\$1.03	
39835 07 MOIST TOWELETTES	11/16/2009		Denied	
REQUESTOR= carl ITE	M: 455188	QTY:	l bx	
VENDOR: SENECA Seneca Health Serv	ices	COST:	\$1.55	
9836 07 TRASH BACS, 30-35 GALLON		Approval 3		
REQUESTOR= carl ITE	M: GJ002149	QTY:	l bx	
		corr.	407 00	

The Remote Requisitions that reach Approval Level 3 Status will show up on the Central Office Purchasing Manager's screen.

This person can drill down into the request and see each step of approval, can deny or approve the request.

Once the "Purchase" button is clicked, the requisition will either create a new Purchase Order or will be added to an existing P/O — one that has not yet been printed and is for the same vendor shipping to the same location.