

REMOTE REQUISITIONS

PRODUCT OVERVIEW

FEATURES AND HIGHLIGHTS

FEATURES

WEB BASED

5 APPROVAL LEVELS

GENERATES THE PURCHASE ORDER

TIGHTER CONTROLS

EXPEDITES THE REQUISITION PROCESS

AUDIT TRAIL OF APPROVALS AND DENIALS

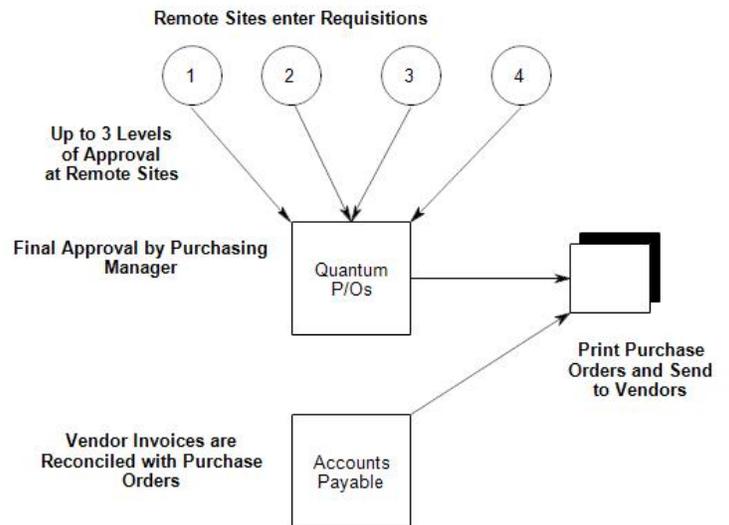
OPTIONAL FINAL CFO APPROVAL

Geneva has developed a front-end 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.



WEB-BASED SCREENS

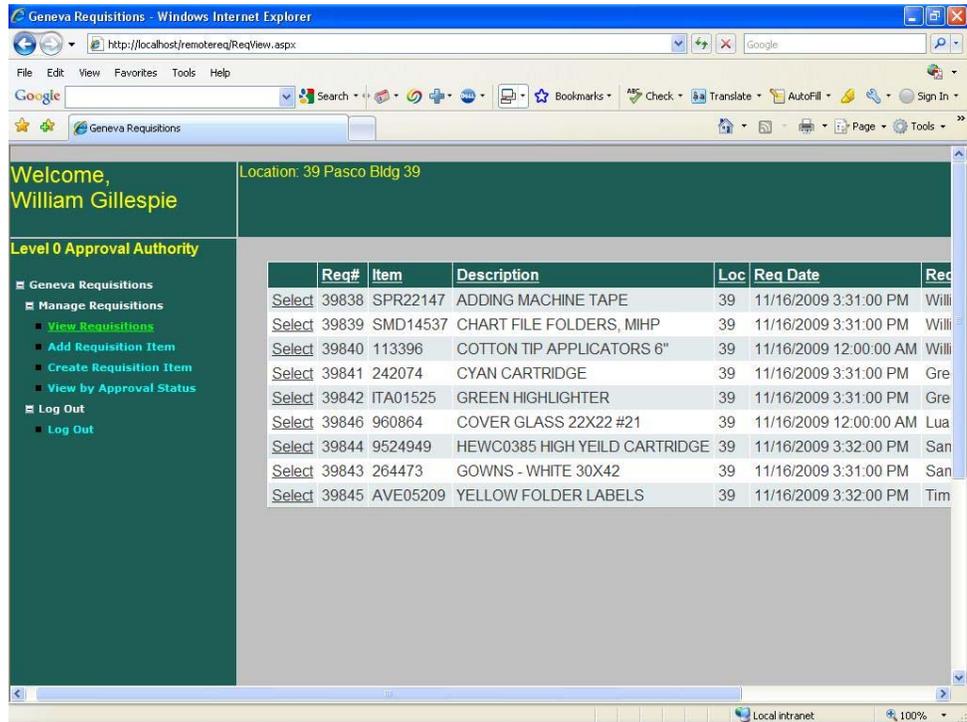
Users log in and the system knows what primary location that person is working at. The screen will also display the user’s Approval Authority. There can be up to three levels of Approval at the remote sites.

Level 0 Authority can only enter requisitions.

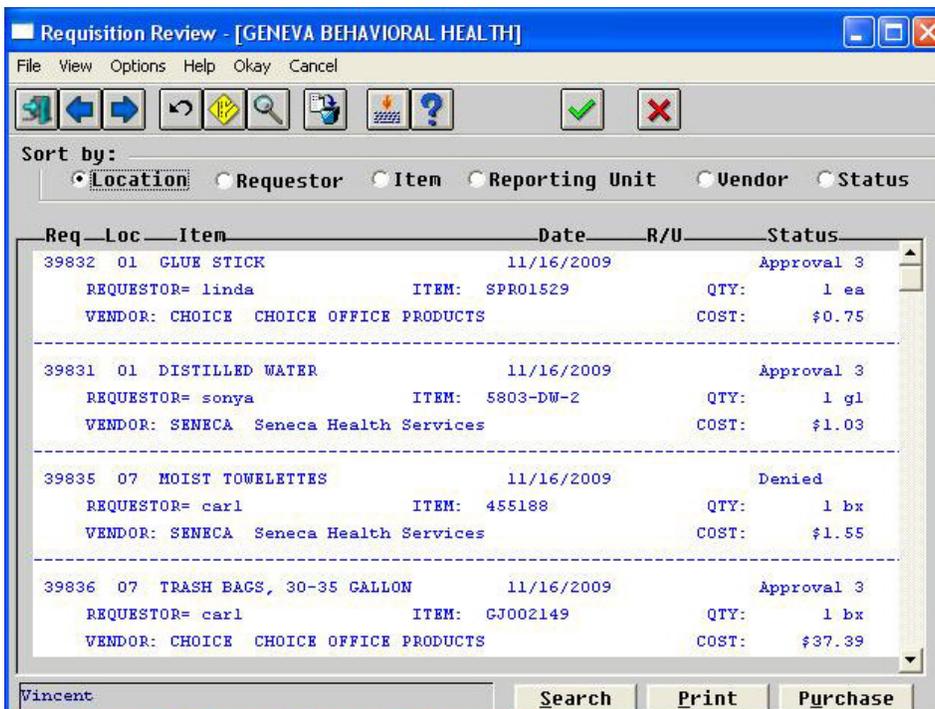
Level 1 Authority can enter requisitions and approval level 0 requisitions.

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

Level 3 Authority can approve any level below it.



CENTRAL OFFICE PURCHASING



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.