

Electronic Requisitions Module

The Electronic Requisitions module offers a request entry, approval and tracking system that is powerful and easy-to-use.

Request Workflow

- I Check for available budget prior to making a request or granting approval—The one-click Budget Checking tool lets you review the budget impact of the current request. Available budget is calculated including actual, encumbered, and pre-encumbered funds.
- I Route requests through the appropriate chain of approval—Create an unlimited number of approval chain combinations to match your organization's needs. Once granted final approval, the request automatically transfers to Purchase Orders.
- I Utilize Stored Item Codes to speed request entry—Item codes facilitate the storage of item descriptions, standard quantities, pricing, and account coding.
- I Employ Category codes to organize common items—Categories can also be used to require special request approvals based on type and amount of purchase.
- I Receive email notifications—Have the system email you when your request is approved or if a request is awaiting your approval.

Tracking and Reporting

- I Manage your requests—The easy-to-use Manage Requisitions form lets you quickly and easily monitor your own requests and those requests awaiting your approval.
- I Create custom Requisition reports or utilize the ready-to-use reports—Reports include requisition registers, requisition history, and budget analysis selections.

Fully Integrated with Other Sage MIP Fund Accounting Modules

- I Share Vendor records—The Electronic Requisitions module partners with the Accounts Payable module to share vendor records.
- I Reduce data entry and improve reporting—When combined with the Purchase Orders and Encumbrances modules, Electronic Requisitions allows seamless integration of order details from request entry through invoicing or direct payment.
- I Verify budget availability before approving requests—With the Budget Reporting module you can easily check the availability of budget according to the current coding on the request.