SunSystems
Key Features – Purchase Requisitioning

Overview

SunSystems Purchase Requisitioning is a web-based solution that allows end users to enter and manage their own purchase requisitions directly from a web browser. Its automated workflow routes requisitions for review and approval to the appropriate manager(s) based on user-defined business rules. The catalog functionality allows users to choose items from internal or supplier catalogs, and online budget checking provides the option to reject requisitions if they are outside budgetary limits.

Integration with SunSystems eliminates the requirement to duplicate reference data and ensures a smooth flow of documents into the core business system. Approved requisitions automatically create purchase orders in SunSystems Purchase Management via the eBusiness Gateway or SunSystems Connect.

User Definition

➔ Roles and responsibilities recognized by type of user, e.g. requisitioner, approver, purchaser

➔ User security set-up controls functionality available to each user

➔ User's Email details used for authorization processing

Catalog Management

➔ Hierarchical catalog of items available to requisition

➔ Browse catalog by user-defined catalog hierarchy or by item search

➔ Pick items from catalog and transfer item details to requisition lines

➔ Populate catalogs with third-party info via XML import

Requisition Entry

➔ Intuitive online entry screens

➔ Flexible requisition line types control available fields and approval levels by line for each requisition

➔ General and specific requisition types with different input requirements and/or approval paths, linked to purchase order type in SunSystems Purchase Management

➔ Requisition information may be entered online by the user or transferred from catalog or item information

➔ "My Requisitions" page to display in process requisitions only for ease of review

Requisition Approval and Routing

➔ User-defined approval levels and routing

➔ Sophisticated routing logic with unlimited number of approval level

➔ Approval processing determined by requisition types, value or analysis dimensions

➔ Flexible approval/rejection process with ability to add narrative or make appropriate changes to requisitions

Automated Workflow

➔ User inbox contains requisitions requiring action, with email alerts to requisitioner and approver

➔ Progress tracking available to users with appropriate permissions

Integration with SunSystems

➔ Integrated with SunSystems reference data (e.g. analysis codes, item codes, account codes)

➔ Approved requisitions automatically create purchase orders in SunSystems Purchase Management using the SunSystems eBusiness Gateway or SunSystems Connect

Availability

SunSystems Purchase Requisitioning is available for the following versions of SunSystems:

SunSystems 5.1.4 with SP1 & SP2
SunSystems 5.1.5 with SP1
SunSystems 4.2.6 SP7 & SP8

SunSystems
Powering Business Decisions