



Requisition & Procurement

Automate your Requisition & Procurement process, move projects forward, enhance communications, gain real-time visibility and control, and deliver strong ROI across your organization.

Designed as a standalone solution and out-of-the-box, real-time integrated extension of:


- Microsoft Dynamics GP, AX, NAV, SL
- Dynamics 365 Business Central
- Sage ERP 100, 300, 500, Intacct
- Blackbaud Financial Edge, Blackbaud NXT
- Acumatica, NetSuite



Mobile Catalog Shopping & Approvals

Enjoy Mobile App Catalog Shopping & Approvals - browse & shop your catalogs, save items to the shopping cart to process or submit as a requisition directly from your Mobile App, anywhere, anytime!

- Available for iOS & Android
- Secure mobile access to WorkPlace via the On-The-Go (OTG) web service
- View status of open requisitions from the Mobile Requisition dashboard
- Approve & process requisitions from To-Do list, all from within the App View, enter, approve transactions on multiple companies in WorkPlace from a single interface



Dynamic Rule Engine & Approval Workflow

Implement any corporate approval rule you can imagine during the entire process, even at creation!

- Mobile & e-mail approvals
- Unlimited entry rules
- Unlimited approval rules based on any field available such as vendor, amount, department, GL account, expense type, etc.
- Approval criteria can be at transaction (header) level, or item (line) level
- Position-based approvals, a rapid deployment based on organizational structure and approval limits
- Approval workflows & budgetary controls for PO & Non-PO invoices
- Approval of revisions to a transaction
- Auto detect invoice variances and route for approval
- Optional auto skip to next (but not final) approver
- Acceptance of variances (price, quantity)



Requisition Ad Hoc Approvals

Introduce additional approval requirements on the fly while maintaining policies & controls to your original defined configuration, moving process forward across the organization.

- Ad Hoc Approval functionality for additional level of flexibility
- Approvers can add new approvals to existing workflows on the fly



Enterprise Purchase Order Management

Automatically track, manage, organize, and instantly route approved request for PO creation. Control transactions, keep purchasing commitments up to date, and streamline the procurement process company-wide.

- Control who can create manual POs, initiate Change Orders, or automatically generate from approved Requisition & RFQ workflows
- Release PO via automatic email, printer/fax, and cXML
- 1-click receipt & invoice creation directly from PO screen
- Full Change Order Management document retention, revision number tracking and approval workflow
- Quantity status & detailed audit log throughout purchasing lifecycle
- Effective dashboards & analytics of PO status, detailed audit logs, inquiries, and reporting for any required compliance



Flexible GL Distributions

Distribute requisition line items into hundreds of GL accounts in seconds.

- Total control & flexibility in expense & ERP
- Distribute unlimited line items into unlimited GL accounts
- Distribution Groups for auto or manual GL distribution



Multi-Currency & Multi-Language

Eliminate language & currency barrier, and provide system access to your global teams.

- Foreign & actual local currency options
- Currency can be selected at the transaction line level
- Manage & update exchange rates manually or automatically from ERP or online service
- Foreign & actual local language options
- Personalize interface to each user's language
- French, Spanish, Swedish, English US, UK, CAN or submit your own language template
- Switch languages on the fly with a single click



PunchOut Capabilities

Speed order processing, lower procurement costs by integrating real-time with suppliers' online catalogs.

- POs are created & auto sent to vendors after approval
- Real-time browsing & shopping on vendors website for easy checkout - requisitions auto populate for quick, accurate entry



Centralized Invoice Matching

Ensure correct receipt & billing of items ordered with true centralized AP Invoice Processing across your entire organization.

- Easy 3-way matching process to avoid paying for items billed, paid for, but not yet received
- Separate user & role level security for Receiving, 3-way & 2-way matched invoices to enforce segregation of duties
- Auto unmatched invoice processing workflow & notifications to eliminate processing delays
- Exception based invoice variance approvals based on quantity or amount thresholds to enhance purchasing controls
- Line level audit log for instant access to each item's purchasing history - from requisition, approvals, receipts, invoice match



Guided Buying Catalogs

Enhance user shopping experience & control costs, using your own catalog, pictures, descriptions, and company selected items.

- Customized catalogs by vendor, location, type of item, etc.
- Auto generate requisitions & route for approval before PO is created



Powerful Vendor Contract Management

Enforce vendor-negotiated terms and provide blanket PO capabilities.

- Track committed amounts & quantities against contract budgets
- Originate vendor contracts from within requisition
- Enforce vendor contract for a specified period
- Manage by \$ amount, quantity, or both
- Restrict to a predefined list of items
- Auto route requisition line items for approval when amount is exceeded



Powerful Receiving Capabilities

Recognize receipt of goods & services easily from any location with multiple receiving options to compliment user needs.

- Auto alert to requester when request is fulfilled or not received by due date
- Single wizard-driven session to streamline receiving process for multiple vendor shipment transactions
- Filters to restrict items available to receive based on user's responsibility
- Multiple user-tailored receiving include auto-receiving, Receive Load Wizard, Load by PO Number, detailed transaction entry, and more
- Auto GL journal based accrual accounting for items received not invoiced
- Receivers can cancel or reject item quantities upon receiving and update PO status in real-time



Sophisticated Audit Capabilities

Experience full visibility of what was changed, who made it, and when it was made.

- Detailed transaction line & field level audit trail capabilities
- Audit detail reporting to track critical user, security, configuration changes
- Detailed log of date, time, user actions during entire transaction lifecycle



Invoice Attachment Maintenance Page

Streamline uploading scanned invoices & make available for users from Check Request page entry. Add attachments to the Select Invoices queue without relying on access to remote file systems.

- Invoice attachment from repository with a simple click
- Dedicated page to set up invoice repositories
- Simple drag & drop one or more files into repository
- Invoice repositories configuration by department or system-wide
- Quick & secure interface drop zone



Questionnaire Capabilities

Enhance communications, streamline entry, and prompt users to provide key information for specific charges, as a requirement or as an option.

- Unlimited number of questions
- Multi data types to tailor responses to your business needs
- Configurable questionnaires, anytime, anywhere



Advanced Budgeting Engine

Establish & enforce any corporate budget during entire requisition & procurement process.

- Real-time GL budget validation
- Define approval routing rules to specific budget or when exceeded
- Visibility to budget detail during the entire procurement process
- Configure budgets to be strictly enforced



Multi-Company & Inter-Company

Consolidate purchasing across your organization, eliminate duplicate purchases, and capitalize on your buying power & volume discounts.

- Ability to transfer inventory among companies
- Central repository for multiple AP ledgers
- Single session invoice processing capability regardless of payment location
- Enterprise-wide centralized data for detailed analytics, dashboards and performance metrics



Comprehensive Status Monitoring

Solve common problems of delays from paper-based, Excel, e-mail requisition and approval process.

- Intuitive user dashboard shows employees To-Do's at a glance
- View status of a transaction in real-time
- Alternate approvers can be assigned during absences
- Administrators can add custom reports & enable access by user
- E-mail alerts & reminders to users & approvers



Flexible Vendor Approval

Control vendor creation within the ERP by keeping vendor approvals with A/P while providing requisition & procurement users an easy way to request a new vendor.

- Fully configurable approval process within WorkPlace
- Detailed audit log of who requested & approved the vendor
- Attachment capabilities, and 1099 vendor support



Robust Check Request Features

Link paper invoices with digital data and manage non-PO invoices in seconds via document management capabilities.

- Robust check request approval
- Initiate check requests using scanned invoices
- Supports 1099 entry & payments



Effective Request for Quote

Obtain the best deal & turnaround time. Submit and manage RFQs to multiple vendors. Compare quotes based on delivery date & price. Manually or auto award POs in seconds.

- RFQ Module & securely hosted RFQ Portal options
- Real-time vendor notification when items are available for quote
- Automate vendor selection based on rank & commodity codes
- Auto or manual vendor awarding based on price or fastest delivery
- Online vendor response via vendor portal



Powerful Tax Engine

Assign taxes by line level, incorporate enterprise-wide tax amount visibility, and adjust recoverable taxes within the system in no time.

- Foreign recoverable taxes & tax guidelines capabilities
- Advanced tax capabilities



Extensive Project & Job Cost Capabilities

Track purchases against projects with budget checking throughout the entire purchasing process.

- Robust project approval engine
- Seamless integration with your ERP or 3rd party project/job cost solution
- Detailed budgeting & reporting features



Intuitive Supplier/Vendor Invoice Portal

Empower vendors with a self-service portal for PO/non-PO invoice entry. Increase communications & collaboration with Vendor Network. Eliminate data entry for payables team and reduce internal cost. True B2B integration, powerful approvals and ERP integration.

- Secure, reliable SaaS Vendor Portal communication
- Activate existing vendors from WorkPlace Supplier Network or invite your own at no additional charge
- Vendor can access multi companies on a single dashboard and upload invoices & attachments which transfer seamlessly to transactions. Vendors are auto notified when POs are available to view & match
- Vendors are empowered to enter non-PO & service invoices, eliminating data entry for your team
- Increase collaboration with vendors
- Self-service empowers vendors to update their contact info for approval and integration to ERP as system of record



Inventory & Materials Management

Gain full visibility & control costs with a tightly integrated inventory-to-requisition system. Order, fulfill, or transfer stock held at any inventory location with confidence and ease.

- Real-time updates & visibility of item stock levels
- Hand-held scanner interface, serial, lot items support
- Materials management workflow
- Inventory replenishment check stock levels to auto generate requisitions