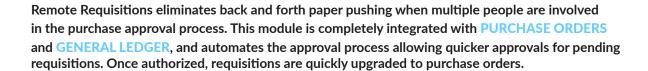
## BLACK MOUNTAIN

## REMOTE REQUISITIONS



One simple command converts approved requisitions to encumbered purchase orders (PO) reducing data entry

**Entire process is easily tracked** without paper-from requisition entry, to approval, to purchase order

Prevents posting of requisitions to line items when total year-to-date expenditures, encumbrances, and the new requisition will exceed the budget for a line item

Quickly print a PO, and then email or fax directly to the vendor

**Secure Employee** login credentials

Access is restricted can be restricted to non-power users to only see requisitions

**Supervisors easily** log in review, edit, and approve requisitions

Approvers only see requisitions requiring their approval

**Employees can easily learn** the data entry process

Entries are always legible

Multiple approval levels based on amount of requisition are available

**Requires Purchase Orders module for installation** 

## **eAccess\* Remote Requisitions**

Go beyond your desktop with eAccess. Utilize your laptop for easy, convenient access via BMS Cloud Hosting to Remote Requisitions software. There's no RDP to set up or application to install. BMS simply provides you a website link that delivers instantaneous access anytime and anywhere you have internet connection. It's safe, secure, and delivers added capabilities and efficiencies.

\*eAccess is only available with BMS Cloud Hosting. Variations of some mobile internet devices may affect software compatibility and limit functions.

## REPORTS

Requisition Budget Detail

**Requisition Budget Summary** 

Requisition/Purchase Order Information