

Remote Requisitions eliminates back and forth paper pushing when multiple people are involved in the purchase approval process. This module is completely integrated with **PURCHASE ORDERS** and **GENERAL LEDGER**, and automates the approval process allowing quicker approvals for pending requisitions. Once authorized, requisitions are quickly upgraded to purchase orders.

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