

PURCHASE REQUISITIONS



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USL FINANCIALS, INC.



USL Financials Purchase Requisitions simplifies the employee requisitioning process and frees up purchasing departments by putting requisitioning tasks in the hands of employees, and approvals are routed electronically to the appropriate approvers. It is closely interfaced with the Accounts Payable, Purchase Orders, Inventory Manager and Project Accounting modules. As goods are ordered, all the information is cross-referenced with these other modules. Purchase Requisitions shares vendor, purchasing addresses, and distribution code tables with Accounts Payable and Purchase Orders. Information from the Inventory Control module Item and Warehouse files can be used to create line items for Purchase Requisitions.



FLEXIBILITY

Purchase Requisitions is designed to change and grow with your organization. It gives you the flexibility to adapt your procurement structure as necessity requires. Flexible requisition workflow can adapt to differing buyer needs with full encumbrance accounting and real-time budget checking.



VENDORS/SUPPLIERS

Customized vendor item codes to speed purchase requisition entry and ensure order accuracy. Comprehensive vendor history.



PURCHASE REQUISITIONS

Customizable purchase requisition forms, with optional printing, emailing, and faxing capabilities. Automatic conversion to purchase order generation saves substantial time. All relevant information is available online to validate item status and make necessary changes to quantities, dates, or suppliers.



DOCUMENT MANAGEMENT

Ability to attach documents, inquiries, bids, quotes, invoices, etc., to purchase requisitions. Documents can be attached/scanned prior to, during or after PQ entry and retrieved during reporting or vendor inquiry. Documents can also be drilled to during Purchase Order, General Ledger or Accounts Payable inquiry.



ONLINE HELP

USL Financials contains context-sensitive, online help for all features and functions of the system.



WORKFLOW

Workgroups allow departmentalization and different approval paths for transactions.

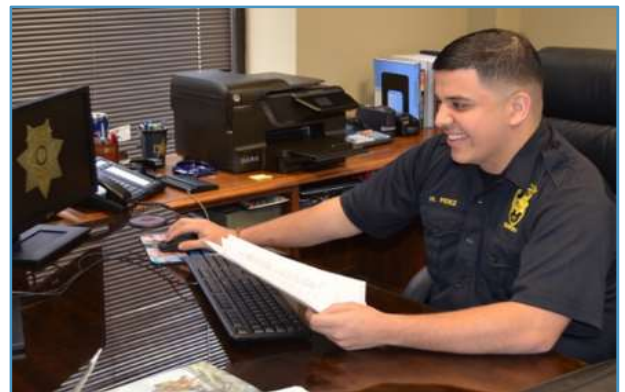
KEY FEATURES

General

- ✓ Paperless electronic routing with up to nine levels of review/approval.
- ✓ Full encumbrance accounting.
- ✓ Real time on-line budget checking to ensure available funds.
- ✓ Integration with both system budgets and project budgets.
- ✓ Customized requisition order forms.
- ✓ Create requisitions when the actual vendor or item price is unknown.
- ✓ Review the entire purchasing history of the requisition.
- ✓ Easy recall of prior PQs or previously ordered items during PQ entry.
- ✓ Unlimited notes may be entered for purchase requisition line items and can be printed on PQ.
- ✓ Permits different units to be used for stocking, ordering and receiving.
- ✓ Uses the flexible user-defined Purchase Order fields.
- ✓ Creates multiple-drop purchase requisitions. For any line item, allows separate deliveries to the same or different locations.

Vendors

- ✓ Fast on-line comprehensive vendor history/account inquiry displaying the details of all PQ, PO and payment activity.
- ✓ Vendor purchasing addresses are maintained separately from the vendor's remittance address.
- ✓ Flexible user-defined vendor fields



KEY FEATURES, CONT.

Workflow

- ✓ PQ allows for verification of account numbers, components and budgets through the Control System module.
- ✓ Vendor tables, purchasing addresses and distribution codes are shared with the Purchase Order and Accounts Payable modules.
- ✓ Integration with both system budgets and project budgets.
- ✓ Workflow integration with Outlook/Exchange or any SMTP email system.

Reports

Provide powerful on-line inquiry and drill-down tools:

- ✓ Provides comprehensive on-line inquiry tools in Workflow.
- ✓ User's Inbox to monitor the status of a particular user's workload.
- ✓ Exception reporting to monitor the status of requisitions which are behind schedule.
- ✓ Requisition History to provide information about all the steps a requisition has gone through, including which users have worked on it.
- ✓ Allowed states in workgroup.
- ✓ Prints a PQ Exception List to provide information on incomplete purchase requisitions, including which information is required to complete it.

System Integration

- ✓ Transactions are posted directly to the General Ledger through General Journal. Subsidiary ledger transactions from interfaced modules are transferred via the Transfer Distributions function. GL accounts, accounting periods and budgets are verified through the Control System module.
- ✓ USL Financials interfaced modules
 - ✦ General Ledger
 - ✦ Accounts Payable
 - ✦ Accounts Receivable
 - ✦ Inventory Control
 - ✦ Purchase Order
 - ✦ Bank Reconciliation
 - ✦ Project Accounting
 - ✦ Budget Preparation
 - ✦ Allocations

Security

- ✓ Full USL Database, Module, Menu, Function, Action and Account Level security options relative to the system security.
- ✓ Full security by Delivery Location in PO and PQ.
- ✓ Departmental Security via Workflow in all modules.
- ✓ Security by Project, Sub-Project, and Funding Source (Grant).

Minimum System Requirements

SERVERS

File Server

- ✦ Dual Core, 2.3 GHz or better
- ✦ 4GB RAM (32-bit Windows Server) or 8GB RAM (64-bit Windows Server) sized by need
- ✦ Windows Server 2008 R2 – 2019/R2 (64-bit recommended)

SQL Server

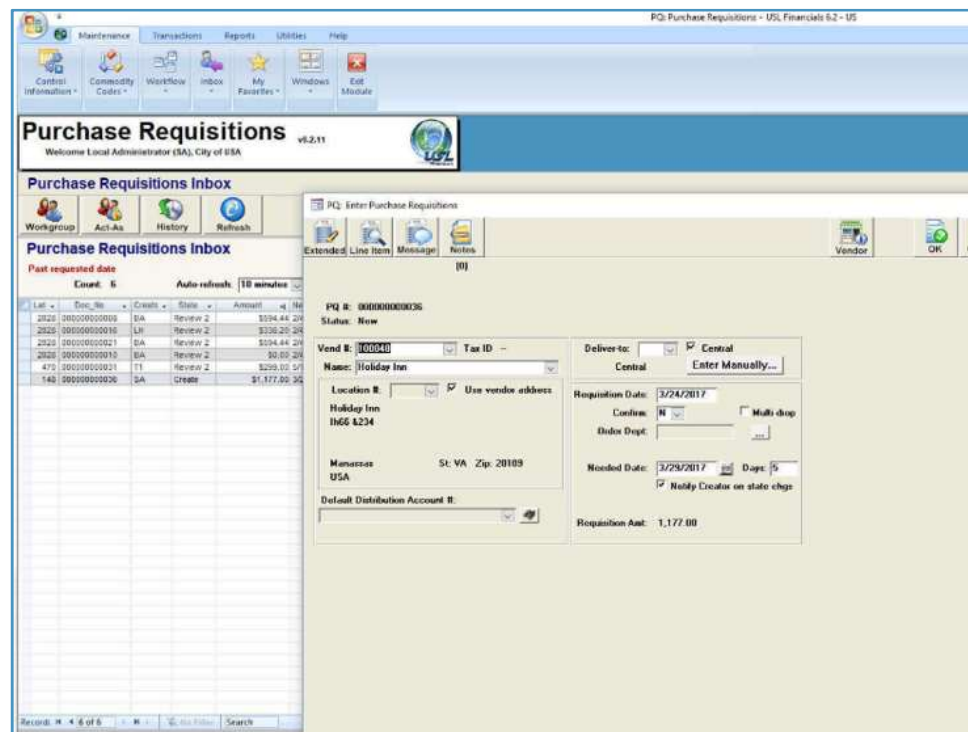
- ✦ Microsoft SQL Server 2008 R2 – 2019 (64-bit recommended)

RDS/Terminal Server (if utilized)

- ✦ Dual Core, 2.3 GHz or better
- ✦ 4GB RAM (32-bit Windows Server) or 8GB RAM (64-bit Windows Server) sized by user count
- ✦ Windows Server 2008 R2 – 2019/R2 (64-bit recommended)
- ✦ Microsoft Office Pro 2010 – 2019/365 (32-bit only)

CLIENT WORKSTATIONS

- ✦ Core 2 Processor, 2.3 GHz or better
- ✦ 2GB RAM or better
- ✦ Windows 10 Pro/Enterprise (64-bit recommended)
- ✦ Microsoft Office Pro 2010 – 2019/365 (32-bit only)



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