



eRequester 3.8

Solution Type:	■ SIP ■ CP
Software w/10 Named Users:	\$5,000.00
Add'l Users over 50:	\$150.00
Product Compatibility:	Sage MAS 500 ERP
All Compatible Versions:	6.2 - 7x
Modules Enhanced:	Accounts Payable, Fixed Asset Management Systems (FAS), General Ledger, Multicurrency Management, Project Accounting, Purchase Order, Inventory Management
Modules Required:	Accounts Payable, General Ledger, Purchase Order, Non-Module Specific
Industries Served:	Business Services, Health Services, Non-Industry Specific
Number of Customers:	95+

Paperless Business Systems, Inc.
1511 3rd Avenue, Suite 433
Seattle WA 98101
USA

Phone (206) 256-0771
Fax: (206) 282-3312

In business since: 1997

Take the Paper out of Purchasing.

eRequester is a robust Web-based requisition, approval, Purchase Order and receiving solution for Sage MAS 500.

Manage Your Purchasing

eRequester is a robust Web-based e-procurement application that enables your organization to define and implement purchasing practices to streamline and manage its supply chain. Designed to meet the needs of small to large-sized organizations in both the private and public sectors, eRequester provides tremendous control over the entire purchasing process, including internal purchase

requests, check requests, notifications, approvals, management of items, projects, general ledger accounts, vendors, creation of purchase orders, receiving and invoice matching. As a competitively priced strategic investment, eRequester can help your entire organization run more smoothly, while providing internal controls and defined purchasing processes to assist with the reporting requirements under Section 404 of the Federal Sarbanes-Oxley Act of 2002.

How it Works

eRequester uses a web browser to allow employees to request items they need. Users simply login to the applicable eRequester company that is pointed to a corresponding MAS 500 company and they enter their purchase requisitions into web-based forms. Information, such as vendors, items, GL accounts, tax rates, shipping, project and other information is pulled directly from the MAS 500 company in real time using ODBC and made available for selection on the requisition. Once the forms are completed, the user submits. Requests are routed for approval through eRequester's robust routing engine, which sends out an email notification to the next approver in the authorization chain. The approver can click on a link in the email, log in, review, and approve, reject, request more info or require changes. Once approved, requisitions can be edited and/or easily posted into purchase orders or approved payment requests. The Purchase Order can then be pulled up in eRequester, sent to the vendor by email, fax or print and then with the eRequester Receiving Module, users can create receipts that can be saved into MAS 500 to facilitate the matching of receipts, invoices and purchase orders.

One Point of Data Entry

eRequester eliminates the delay and double entry of traditional, paper-based requisition processes. Orders only need to be entered into the system once, reducing duplicate efforts. The web-based forms have all the required data fields for a purchase order in the correct format for MAS 500, with required information for vendors, items, account numbers, quantities, cost, taxes and more. Plus, any requisition can be saved as a Template and/or duplicated and re-used in a new requisition to avoid reentering data.

Faster Turn-Around On Purchases

Inefficiencies in the purchasing process can cost hundreds of dollars in employee time for even one purchase request. eRequester eliminates the need to manually re-enter purchasing data thereby reducing the errors and turnaround time associated with traditional manual processes. The order entry and approval process is streamlined as there are no paper forms lost in the clutter of a manager's desks, and information is readily available to review and process.

Online Review of Requisitions

eRequester tracks the status of every purchase request. If a requisition is waiting for a manager's approval, email notifications initiate action. Purchasing managers can review orders at every step in the process and have complete visibility over all requisitions in the company. A Requisition History is maintained in eRequester that shows who created the request, the list of approvers, the person who created the PO, and any comments made along the way.

Features and Benefits

eRequester is packed with features including but not limited to the following:

Saves Time and Money

- Centralizing and automating the purchase requisition, approval, order, receiving and payment processes
- Reducing errors and duplicative data entry
- Eliminating paper work while capturing all relevant information in a centralized SQL database for easy access
- Reducing rogue spending
- Encouraging the use of preferred vendors, which enables better terms and prices

Easy Requisition Creation

- Assigns a unique requisition ID to each requisition for easy search, tracking and reference
- Select a requesting department or cost center from a dropdown list to control approval routing and GL coding
- Select a Request Type to control exceptions to approval routing, tracking and GL coding
- Select an approved MAS 500 vendor, an Unlisted Vendor, or request that a new vendor be added to MAS 500
- Add items to each requisition, with comments, quantities, costs, UOM, GL accounts, taxes, ship dates, projects and more
- Select or enter a ship to location, contact person and ship method
- Attach an unlimited number of scanned documents to each line item
- Submit notes, purchase justification and comments to approvers
- Review all the details of the requisition on a single screen
- Submit the requisition for approval based on robust routing rules, such as department, request type, dollar amount, GL Account, Project or other fields
- Generate a detailed email notification to designated approvers that a requisition is waiting for approval
- Save requisitions as Templates for easy re-use, without duplicative data entry

Intuitive Approval Process

eRequester makes requisition approval easy and highly flexible. An unlimited number of approval levels can be created based on the company, dollar amount, department, request type or other fields in the database. eRequester sends email notifications letting

approvers know when they have requisitions waiting for approval so they can easily view the details and approve, reject, require changes or request more information. Designated approvers can also edit requisitions after standard approval routing, route for additional approval and add comments to the Requisition History to convey any pertinent information. eRequester's robust approval routing engine allows for:

- An unlimited number of approval levels
- Flexible routing rules and exceptions for any request type, such as capital or non-budgeted
- Ability to setup any routing path based on the request type
- Carbon copy options that allow requisition details to be reviewed by appropriate personnel
- Proxy approval for unavailable users
- Robust options for Out of Office delegation

Seamless Integration with MAS 500 and PO Creation

eRequester web-enables the process for creating purchase orders from approved requisitions by notifying designated buyers that approved requisitions are waiting to be converted to purchase orders. Users can see all of approved requisitions in a list and batch create the purchase orders or they can be reviewed individually, edited, sent for additional approvals, and then posted directly to MAS 500's PO Module with the click of a mouse. Based on the real-time integration with Vendors, Accounts, Items and other key data, validated MAS 500 Purchase orders can then be printed from eRequester, emailed or sent by fax out to vendors for fulfillment.

Receiving Module

eRequester's optional receiving module is ideal for companies looking to manage and provide efficiencies with the AP and/or inventory process. eRequester web-enables the process for creating receipts for inventory and non-inventory items so that users can either enter receipts against their own POs or designated staff can receive on behalf of other employees. Users can also be provided with read-only receiving access to view quantities received against their POs. By allowing web based receiving through eRequester, AP no longer needs to track down packing slips and receiving tickets, and can simply pull up the receipt batches in MAS 500, match them against the approved PO and post them to AP or Inventory. eRequester also passes the MAS 500 tolerance codes to ensure proper matching.

Additional Receiving Module Features and Benefits include:

- Provides remote, distributed access to purchase order, receiving and payment information from a web browser
- Allows receiving information (i.e., quantity received, bill of lading number, invoice number, invoiced amount) to be entered by any specified users
- Displays an easy-to-use web form that simplifies the receiving process
- Allows for an unlimited number of multiple partial receipts up to the PO amount or some predefined threshold
- Create receipt of goods and/or receipt of invoice based on the item's configuration in MAS 500.

- Allows for under-receiving
- Allows for system-wide limits to prevent over-receiving
- View Payments Against POs - Separate Tab to view Payments against POs so end users no longer need to call AP to ask if an invoice has been paid. Instead, they can simply view all the payments against their POs, including check numbers, amount of payments and remaining balances.

Project Module

eRequester's Project Module integration piece provides real-time access to the project accounting information set up in MAS 500's Project Module. This allows corresponding project segments setup in MAS 500, such as project, phase, task and cost class to be available in eRequester in real time so that that the project codes can be associated with any requisition line items and posted to MAS 500's PO module. When coupled with the Budget Checking Module, users can also check against the Phase/Task estimates when creating and approving purchase requisitions. The Project Module enables tracking of purchase orders and requisitions by project for better control over expenditures.

Budget Checking Module

Tracking budgets is key for many organizations and eRequester handles the task by providing alerts when requisition line items are over budget and by allowing requisitioners and/or approvers the right to view MAS 500 budget to actual comparisons in real-time. Other details include:

- For each line item in a requisition, a report is displayed regarding
 - Actual year-to-date expenses
 - Committed year-to-date purchase orders
 - Pending commitments (i.e., pending requisitions)
 - Total-to-actual year-to-date expenses plus committed year-to-date purchase orders plus Pending commitments
 - Budgeted annual expenses for the current fiscal year
 - Variances
- Security features allows control over whether budget information can be viewed by all users or just approvers
- Additional approvals can be required for requisitions that are over-budget

Request for Quote Module

eRequester's Request For Vendor Quotation (RFQ) Module allows companies to create and obtain competitive bids from multiple vendors on any purchase request. Requisitions can be converted to RFQs to any vendor with a single mouse click, emailed to the vendor and then once the bid is received, it can be attached and awarded. Once awarded, the requisition can be edited with the details, routed for approval and once approved, posted to MAS 500 as an approved PO. All RFQ information can be captured and stored for future reference and tracking.

Multi-Currency Module

The eRequester Multi-Currency Module for Sage MAS 500 facilitates the use of multiple currencies within eRequester. This feature displays amounts in the appropriate currency for a company and/or for a Vendor and provides an intuitive means of converting amounts from one currency to another for every line item, in turn, creating Purchase Orders and Receiving transactions in the appropriate currency per vendor. In addition, the eRequester Multi-Currency Module for MAS 500:

- Integrates in Real-Time with MAS 500 MC Module
- Reads from MAS 500 default currency and configurable exchange rates based on MAS 500 s vendors, companies and global exchange rate schedules
- Allows selection of currency on each requisition line item and provides converted amounts
- Allows an unlimited number of currencies per requisition - each will create a separate PO into MAS 500 in the applicable currency
- Splits the requisition into multiple PO's based on the various vendors and currencies
- Displays converted and home currency rates on the Review and Receiving screens
- Option to update requisition cost amounts if a variance between the approved requisition and an updated exchange rate exceeds a defined threshold
- Allows company specific preferences for displaying home currency formatting
- Approval routing is based on home currency setup following conversion from transactional currency

Payment Request Module (for Non-PO Invoice Approvals)

eRequester's Payment Request Module for Sage MAS 500 allows users to enter non-PO Payment Requests into eRequester. Users enter Invoice Number and Date, Vendor, Item, and Account information along with Quantity, Cost and comments and then may attach a scanned copy of the invoice to the Requisition. Once entered, the Payment Request can be routed for approval and upon final approval, it is automatically converted to an Approved Payment Request Report ready for real-time posting into MAS 500 s AP Module as a voucher.

The Payment Request Module:

- Allows for separate numbering of Approved Payment Requests and POs
- Utilizes MAS 500 vendors, items, account codes and other relevant data
- Allows for robust approval routing and workflow of payment requests
- Automates the invoice processing and check requisition procedures
- Helps avoid late payment fees
- Provides control over expenditures

- Maintains an audit trail of transactions to aid compliance with Sarbanes-Oxley
- Holds employees more accountable for approving or denying invoices for payment in a timely manner
- Reduces the number of employees who circumvent your organization's purchasing process

Additional Features

eRequester also has the following features:

- Built-in Multi-Company support that ties directly to each MAS 500 company
- Uses Microsoft SQL Server database
- Extensive search features
- Requisition reports using Microsoft SQL reporting services
- An elegant and easy to use web interface
- Approver of Vendors can add new or requested Vendors to MAS 500 "on the fly" from eRequester
- Additional features will be available in future releases and/or on a customization basis
- Global Templates can be rolled out on a department by department basis
- Supports requisition splitting of line items to multiple vendors
- Supports consolidation of multiple requisitions into single POs
- Optional support for LDAP (Active Directory) Authentication for single sign-on