**Powerful Receiving Capabilities**

Recognize receipt of goods & services easily from any location with multiple receiving options to complement 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**

- 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
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.

**Out-of-the-box, real-time integration with Sage Intacct**

**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

**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

**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

**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

**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

**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)

**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

**Smart OCR Invoice Capture**
- Capture invoice data including line-level details, going from points A to Z accurately in seconds.
  - Smart OCR capabilities with AI
  - AI & machine learning features
  - Automated invoice capture
  - Optional 3rd party integration
  - PO & non-PO invoice capture

**Requisition Mobile App with 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

**Remote Accounting - Sage Intacct**
- Provide system access to your global teams.
  - Eliminate language & currency barrier, and provide access to your global teams.
  - Foreign & actual local currency options
  - Switch languages on the fly with a single click

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