

Purchase Requests | Accounting Add-on

A good purchasing process provides flexibility and control, while eliminating duplicate data entry. You need a system that ties purchases to budget line items, but pushes much of the data entry process out to the front lines. You need an automated workflow that provides for controls and approvals, yet lets users track the progress of their requests. And you need complete integration with your accounts payable software, to automatically generate purchase orders and facilitate the receiving and invoice payment processes.

Features

- Let users create standard or blanket purchase requests against their authorized budget accounts
- Provides controls for approval by supervisors and/or business office personnel
- Generates warnings when budgets are exceeded and makes it easy to see the funds left to spend in an account
- Allow users to select an existing vendor, or enter a new vendor subject to approval
- Integrates with Accounts Payable to automatically create purchase orders upon approval
- Receiving can be handled by individual users or as a centralized function
- Add **Dashboard** for Business Office to get graphical analysis and up-to-the-minute reporting

ONE DATABASE DESIGN

Allows data to be shared and instantly updated to all school departments, ensuring data integrity.

The entire school faculty and staff will be able to do their jobs more effectively when they are able to access critical updates in real time, across all departments. Our single, centralized database integrates data from students, parents, applicants, all modules, and any selected third-party vendor that has established a relationship with us.

Get the modules you need now and add more when your school is ready.