

Fusion e-Requisitions

Effectively manage your purchasing process through Fusion e-Requisitions

A flexible, easy-to-use web based purchase requisition system that enables users to raise and authorise purchase requisitions from any location, without using Sage.

Remove the admin overheads associated with purchase requisitions

The traditional purchase requisition process of printing requests, chasing signatures and re-keying data is time-consuming, costly and error-prone. Fusion e-Requisitions provides a powerful, streamlined alternative. It eliminates the paper trail that generating an approved purchase order usually leaves behind.

With a familiar look and feel, Fusion e-Requisitions offers the flexibility and control that today's businesses need to manage their purchasing processes efficiently. Time-saving features such as user defaults to eliminate the need to constantly re-enter routine information. Integration with your Sage system also minimises data entry throughout the procurement process.

Fusion e-Requisitions is a scalable solution that minimises the use of Sage licenses. Multiple Sage companies can be supported by a single installation of Fusion e-Requisitions.

Benefits of Fusion e-Requisitions

- ▶ Improve the efficiency of your approval processes by saving on time and administration and removing the costs associated with buying and storing hard-copy forms.
- ▶ Minimise data entry through end-to-end integration with your Sage system:
 - Purchase requisitions populated with live data such as product codes and nominal codes straight from Sage.
 - Purchase orders are generated on Sage from approved requisitions.
 - View information held in Sage on existing stock before ordering more supplies.
- ▶ Easily deployed across your business.

Fusion e-Requisitions features:

User homepage

An easy-to-use screen allows requesters to create new requisitions and view existing requisitions. A powerful search facility lets users search by parameters such as department, authoriser or supplier.

Raising purchase requisitions

Defined users can raise requisitions using a web-based form that links directly to your Sage system, allowing them to select the suppliers and products available for purchase. Additional details can be attached to product lines, such as Microsoft Word documents or Excel files.

Users can choose to issue stock from existing supplies when adding a line to a requisition. They have the ability to view information held in Sage on current stock held in multiple locations across the business.



Requisition routing

Requesters have full control in determining when to press the button to release a requisition for authorisation once they are satisfied all details are complete and correct. A default authoriser can be calculated by the system, which can be overridden should need arise.

A requisition can be printed directly from Fusion e-Requisitions. This is particularly useful for requesters working off-site or in a remote location and includes company-specific templates, print previews and a print designer.

Users can also determine which authorisation route a requisition can take with each route having specific authorisers assigned to it allowing you to segregate your spending and ensure that specific spends are authorised by the correct person.

Authorisation

Requisitions are approved or rejected at the click of a button and once authorised, can be created as purchase orders in Sage, either in batches or individually.

In addition, the Remote Authorisation module allows users to authorise via email from their smartphone, tablet or desktop device (depends upon device being used), allowing remote users to ensure that the procurement process operates as smoothly and efficiently as possible.

Approval history

View the authorisation history for a requisition to see who authorised/rejected and their reasons for doing so.

Security

User and authoriser access is defined by the system administrator. The system can be configured to either authenticate a user by their Windows login or via an e-Requisitions user and password.

Approval limits and cost centres can be assigned to users. Users can be granted permissions to view or edit cost centre/nominal ledger codes at the line level, so that, for example, a budget holder can override a code previously entered by the requester.

Comprehensive support

When implementing Fusion e-Requisitions, Datel experts will work with you to define your requirements, optimise the solution to your procurement processes, build in the required levels of authorisation and security, and train your users to gain maximum benefit from the system.

Fusion e-Requisitions is part of the Datel Fusion suite of products, designed to integrate with and work alongside Sage solutions. The Fusion suite enhances and extends the functionality provided by the core Sage applications.