

Maze 9 - Purchase Requisition Module

Streamline and Simplify the Tracking and Managing of School Purchases

Purchasing within your school can now be easily tracked and managed using the Purchase Requisition Module. This includes a full workflow system that caters for the initial purchase order, to delivery, invoicing and payment including relevant approval stages.

The Purchase Requisition Module is designed to cater for any Maze users regardless of their access to the Maze financial tables, thus not compromising the financial security of Maze. Anyone with a Maze user account can submit a purchase requisition saving the administration staff valuable time and streamlining the whole process.

The Purchase Requisition module utilises the Civica Communication Service with emails initiated when a user submits a Purchase Requisition and when an Authorising Officer approves or declines a request. It couldn't be easier!

Features

- Access to all creditors and cost centres with flags set for approvals by Business or Cost Centre Managers.
- Ability to add comments or additional information to the purchase order to clarify the order for the supplier or manager.
- Goods and Services can be added to any purchase requisition.
- Email the Purchase Requisition at the click of a button with inbuilt flags to divert the email to the Business Manager if the creditor is flagged as requiring approval or if the total cost exceeds the maximum defined for a given General Ledger Code.
- Pre-filled forms and other information can be emailed and/or printed at any point in the purchasing process and used to alert certain users to the status of a purchase order.
- Emails are sent automatically using the RM Communication Service.
- Easy to manage Purchase Requisition Authorisation.
- On saving the Purchase Requisition as Approved, a temporary record is created and used to autogenerate the creditor order.
- Fully linked to the Maze Financial Component for complete processing.

The top screenshot displays the 'Purchase Requisition Entry' form. Key fields include: Order: 1, Creditor: JACKSONS, Date: 8/07/2008, Cost Centre: 1300. The purchase order comment is 'Update class stationary Supplies'. The order is submitted by Miss Sharon Ainsley on 8/07/2008. Financial summary: Budget: \$0.00, GL Balance: -\$0.00, Commitments: -\$0.00, Pending: -\$0.00, Approved: -\$0.00, Available: -\$0.00, Total: \$0.00.

The bottom screenshot displays the 'Purchase Requisition Line Entry' form. It shows a table of items:

Description	Quantity	Cost
1 Crayons	5	\$12.50
2 Duster	2	\$4.00
3 Coloured pencil set	20	\$30.00
4		

Total: \$46.50