



# Purchases & Requisitions



## FINANCIAL

Caselle Purchases & Requisitions is the perfect addition to Accounts Payable for organizations that need to control and manage their purchasing.

With this module, you can effectively manage the entire purchasing process from requisitions to receiving. To ensure that purchases comply with company standards, a warning message will display if a purchase exceeds the budgeted amount. You can also enter requisitions for approval before creating an actual purchase order. Once a purchase order has been approved, it can be sent directly to the vendor, and then you can keep track of both requisitions and purchase orders with easy-to-generate reports, powerful search options, and seamless interface to General Ledger.

### BENEFITS

- Easy to use requisition and purchase order entry screens.
- Set budget warnings for purchase order entry to indicate when account budget has been exceeded.
- Create either regular or blanket purchase orders.

### EFFICIENT

- Tracks both open and closed purchase orders
- Uses simple procedures to close open purchase orders and encumbrance entries in General Ledger
- Interfaces with Caselle Materials Management to create requisitions when inventories drop below their reorder point

### FLEXIBLE

- Create customized requisitions and purchase order forms with the built-in forms designer
- Set multiple user-defined approval limits with passwords
- Enter requisitions or purchase order with costs allocated by percentage or amount to multiple General Ledger accounts.
- Create user-defined fields

### INTERFACES WITH

- General Ledger
- Materials Management

### INTERFACES WITH

- Accounts Payable