

## CORE FUNCTIONALITY

### REQUISITIONS

- Request stock or non-stock items or services
- Configurable and flexible requisition-specific workflow
- Punchout to supplier catalog
- Select from internal or external vendor catalogs
- Request for quotes
- Vendor portal
- Receiving
- Multiple vendors per requisition
- Auto PO creation
- Buyer queue to give options to consolidate multiple requisitions from same vendor to 1 PO
- Buyer can control when POs are created
- Auto email of PO to vendors
- Search and duplicate to quickly create requisitions for recurring orders
- Quick edit to quickly update price and quantity
- Fulfill from existing inventory (GP, SL)
- Requisition import (options for doc import or Excel import)
- New vendor request if vendor does not exist
- Multiple document approval
- Status tab gives complete audit trail of document
- Attach multiple invoices, contracts or other supporting documents

### INVOICES/CREDIT MEMOS

- Non-PO invoices
- PO invoices match to PO 2-way match
- PO invoices match to receipt 3-way match
- Check requests
- Vendor can submit invoices electronically
- Doc import for multiple invoices
- Import invoices via Excel template
- Configurable and flexible invoice-specific workflow
- Real-time lookup to active vendor list
- Vendor onboarding process
- Scan or attach invoices
- Approved invoices generate payable transactions
- New vendor request if vendor does not exist
- Credit transaction approval
- Search and duplicate for recurring invoices
- Multiple document approval
- Status tab gives complete audit trail of document

### EXPENSES

- Configurable and flexible expense-specific workflow
- Import from credit card statements
- Doc import for multiple expenses from multiple employees
- Submit expenses and receipts via smartphone
- Multiple currencies per report
- Enforce expense policy rules
- Employee monitors status
- Reimbursable and non-reimbursable
- Approved expenses generate payable transactions
- Search and duplicate for recurring expenses
- Multiple document approval

### TIMESHEETS (GP/SL)

- Employees enter project hours to facilitate billing
- Enter time via mobile device or browser
- Approved timesheets create timesheets in GP/SL
- Configurable and flexible timesheet-specific workflow
- Multiple document approval

## SOLUTION INTEGRATIONS

### DIRECT INTEGRATIONS

- Certified for Microsoft Dynamics
  - Microsoft Dynamics GP
  - Microsoft Dynamics SL
  - Microsoft Dynamics BC on-premises
  - Microsoft NAV
- Standalone or integration links to other ERP available

### OTHER INTEGRATIONS

- KwikTag (GP, SL, NAV)
- ImageLink (SL)
- Binary Stream Multi-Entity Management and Materials Management (GP)
- Key2Act Cost and Service Management (GP)
- Encore Project Accounting (GP)
- Red Chair Project (GP)
- Olympic Systems Project Cost (GP)

## ADDITIONAL FEATURES

- Advanced workflow with unlimited criteria
- Tailored email alerts
- Easy to modify lookups to add columns to search and filter by
- Utility to update routing policy when you have staff turnover
- Easily reassign documents
- Multicurrency
- Local languages
- User-specific menu shortcuts
- Configurable labels and messages
- Analytical accounting (GP)
- Project Accounting interface
- View (or drill back to) attachments from Dynamics
- Approve via email
- Attachments of supporting documentation
- Submit, review and approve via mobile
- Dynamic and flexible delegation options

## REPORTING, COLLABORATION AND CONFIGURATION

### REPORTING

- KPI reporting
- Transaction-based reporting
- Built-in filters
- Audit reports for transactions
- Export to Office
- Export to user-friendly Excel file
- All reports can be modified using the custom report writer
- New reports can be created using the custom report writer

### COLLABORATION

- SharePoint integration supported
- SharePoint Document Management Library
- Enterprise portal
- Export to Microsoft Office
- Active Directory authentication

### CONFIGURATION

- Structured customization framework
- SDK
- Custom business rules
- User interface modifications
- Add new fields with lookups and validation
- Email alert templates

## COMMON CONTROLS

- Audit trails
- Restrict master file lookup
- Limit possible values by user
- Configure screens
- Budget checking
- Defined roles
- Detailed filters on all lookups
- Limit search values
- User-defined fields with validation lists
- Access rights
- Set defaults
- GL account-level security to limit GL account access