

### 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
- Receiving
- Multiple vendors per requisition
- Auto PO Creation
- Can copy requisitions from Requisition Entry Page
- Buyer Queue to give options to consolidate multiple requisitions from same vendor to one PO
- Buyer can control when PO's 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
- Requisition Import (Options for Doc Import or Excel Import)
- Vendor Onboarding process
- Multiple Document Approval
- Status tab gives complete audit trail of document
- Attach multiple invoices, contracts or other supporting documents

#### INVOICES

- Non-PO invoices
- PO Invoices Match to PO 2-way match
- PO Invoices Match to Receipt 3-way match
- Can Copy Invoices from the Invoice entry page
- Check Requests
- Vendor submits electronically
- Document Import for Multiple invoice import
- Import Invoices via excel template
- Configurable and flexible Invoice specific workflow
- Real time lookup to active Vendor list
- Vendor Onboarding process
- Attach multiple invoices, contracts or other supporting documents
- Approved invoices generate payable transactions
- Search and duplicate for recurring Invoices
- Multiple Document Approval
- Status tab gives complete audit trail of document

#### EXPENSES

- Configurable and Flexible Expense Specific Workflow
- Document Import to import multiple expenses from multiple employees
- Can Copy Expenses from the Expense Entry Page
- Submit expenses and receipts via smart phones
- Attach supporting documents at the header or the line
- 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 expense
- Multiple Document Approval

### SOLUTION INTEGRATIONS

#### DIRECT INTEGRATION

- Certified for Microsoft Dynamics Business Central
- Integration links to other Cloud ERP available

### ADDITIONAL FEATURES

- Advanced workflow with unlimited criteria
- Company Data Transfer
- Data Sharing Setup
- Help Setup and Custom configuration
- API Setup to interface with other Cloud ERP products
- Web Settings from Web Interface instead of on the server
- OAuth Providers
- Easy to modify Lookups to add columns to search and filter by
- Customizable Display settings to match your Companies Color Scheme and Logo's
- All Service Settings configurable in the Web interface
- Tailored e-mail alerts
- Easily reassign documents
- Multi-Currency
- User-specific menu shortcuts
- Project Accounting interface
- Utility to update Routing policy when you have staff turnover
- Configurable labels and messages
- View (or drill back to) attachments from Dynamics
- Approve via e-mail
- Attachments of supporting documentation
- Submit, review and approve via mobile
- Dynamic and flexible delegation options
- Scalable design sizes screens for desktop, tablet or smart phone
- Local Languages

### REPORTING, COLLABORATION AND CONFIGURATION

#### REPORTING

- Transaction based reporting
- Built-in filters
- Audit reports for transactions
- Export to Office
- Export to User friendly Excel file
- Add custom reports with the provided report writer

#### COLLABORATION

- 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
- E-mail 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