

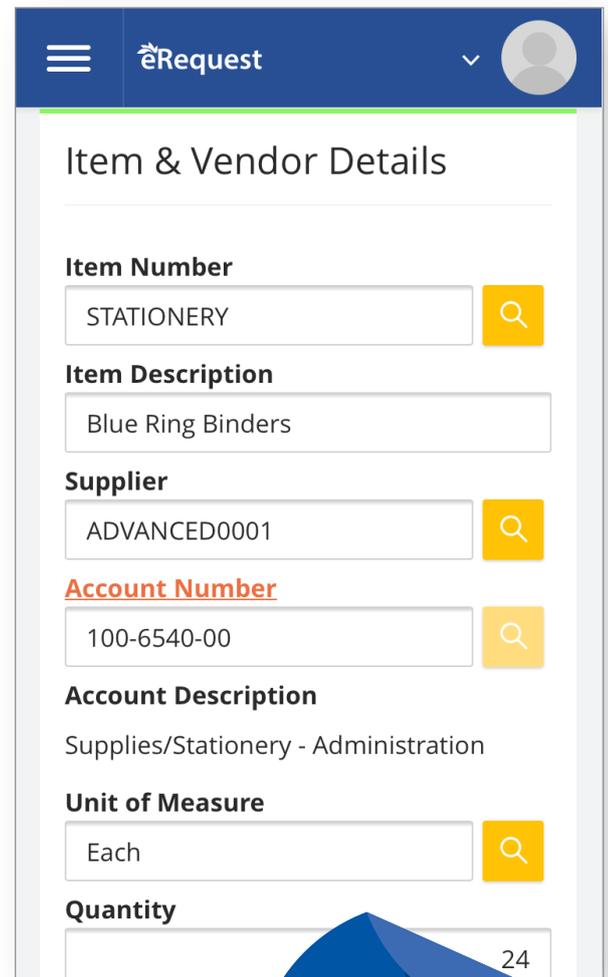
eRequest for Microsoft Dynamics GP



A web-based procurement solution that works seamlessly with Dynamics GP for complete expenditure control.

eRequest is an intuitive, functional, web based procurement system which allows you to take control of your business budgeting and spending. Our requisition solution can help your business with traditional purchasing procedures without incurring additional financial overhead or administrative burdens.

It helps to eliminate tons of paper forms as everything is done electronically. eRequest allows you to set up your requisition and expense pages based on the data your users need to enter and fully integrates with Microsoft Dynamics GP Purchase Order Processing and Project Accounting. The high level of configuration allows eRequest to be used in a variety of ways to suit your business requirements.



The screenshot shows the 'eRequest' web application interface. At the top, there is a navigation bar with a menu icon, the 'eRequest' title, and a user profile icon. Below this is a section titled 'Item & Vendor Details'. The form contains several fields with search icons:

- Item Number:** STATIONERY
- Item Description:** Blue Ring Binders
- Supplier:** ADVANCED0001
- Account Number:** 100-6540-00
- Account Description:** Supplies/Stationery - Administration
- Unit of Measure:** Each
- Quantity:** 24

The Benefits

- ✓ Increased expenditure control with increased visibility over purchase approvals, budget constraints and order status.
- ✓ Review, approve and reject requisitions from your smart phone or tablet.
- ✓ 3 way matching with invoices, purchase orders and received items. Avoid delayed or unauthorized payments.



For further information on any of our products contact your local office:

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Technical Information: eRequest for Microsoft Dynamics GP

Reduce paperwork and increase cost savings

Request

Requests are made through an internet browser. Users may request both inventory and non-inventory items. When requesting inventory items, the system has real-time lookups on Microsoft Dynamics GP Inventory. Suppliers are also selected through real-time lookups on the Microsoft Dynamics GP Accounts Payable module and currency and expense distributions automatically default for the selected supplier.

Outlook integration

Using simple and effective terminology, incoming requests requiring your attention are placed in your Inbox. Requests created by you and sent for authorization are saved in your Outbox. Requests which have been sent to Purchase Order reside in your Archive box and you may save a draft or template requests to your Drafts box.

Authorization

With role & user based purchase authorizations, requests may pass through one or many different levels of authorization depending on how you configure the system. Once the request is finally authorized it may be automatically transferred to Microsoft Dynamics GP Purchase Order Entry or, if required, go through a Transfer to PO procedure. The Transfer to PO procedure also allows you to put multiple requests onto the same PO.

Duplicate requests

The Duplicate Request feature allows you to take any historic request or template request on the system and make a copy, therefore taking the effort out of raising similar requests time after time. Once a request has been duplicated, it is given a new number and is available for editing if you want to add new items, amend existing item details or remove items from the request.

Search capability

eRequest search functionality throughout the system helps you locate items, suppliers, buyers, accounts and historical requests often by just typing a part of the name, ID or description.

User setup

User setup allows you to setup users with approval limits and reporting trees. Users may be arranged in Groups which allows for easy substitution of users when on holiday.

Features

- ✓ Data entry form designer
- ✓ Real-time lookup and search on Microsoft Dynamics GP data
- ✓ Multi-currency and Buyer ID functionality
- ✓ Integration with Microsoft Dynamics GP POP
- ✓ Requisition against Project Accounting
- ✓ Commitment & Analytical Accounting
- ✓ Utilizes PowerBI to give you the data you need
- ✓ Approve purchases from mobile devices

The screenshot displays the eRequest mobile application interface. At the top, there is a navigation bar with a hamburger menu icon, the text 'eRequest', and a user profile icon. Below the navigation bar, the main heading is 'Requests to action'. Underneath this heading, there are two buttons: 'SEARCH' with a magnifying glass icon and 'BULK ACTIONS' with a dropdown arrow. Below the buttons, there is a 'Filter' section with a 'Show All' dropdown menu. The main content area shows a list of requests. The first row is a header with a checkbox, 'REQUEST NUMBER', and 'CF'. The second row shows a checkbox, a three-dot menu icon, the request number 'OFFREQ000022', and the date '05/1:'. The third row shows a checkbox, a three-dot menu icon, the request number 'REQ000030', and the date '20/0:'. Below the list, there is a 'Results per page' section with '10' and a dropdown arrow. At the bottom of the list, there is a 'REFRESH' button with a circular arrow icon and a green checkmark icon. Below the refresh buttons, it says 'Viewing: 1 - 2 of 2'. At the very bottom, there are navigation icons for back, forward, share, bookmark, and print.



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Silver Enterprise Resource Planning

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