ROI across your entire organization. Designed for mid-size and enterprise organizations as a standalone solution, or as a seamless out-of-the-box, real-time integration with:

- Microsoft Dynamics GP, AX, NAV, SL
- Sage ERP 100, 100c, 300, 300c, 500
- Blackbaud Financial Edge, Financial Edge NXT
- Intacct, Acumatica, NetSuite

**Mobile Catalog Shopping & Approvals**
Experience Mobile App Catalog Shopping and Approvals where you can browse and shop your WorkPlace Catalogs, save items to the shopping cart to process or submit as a Requisition immediately directly from the Mobile App, anywhere, anytime!

- Available for iOS and Android
- Secure and seamless mobile access to WorkPlace via the On-The-Go (OTG) web service
- View the status of open mobile requisitions from the Mobile Requisition Procurement dashboard
- Approve Requisitions from To Do list and process Approval Sessions from within the App

**Enterprise Purchase Order Management**
Automatically track, manage, organize, and instantly route approved request for PO creation. Control transactions, keep purchasing commitments up to date, and streamline the procurement process company-wide.

- Control who can create manual Purchase Orders, initiate Change Orders, or automatically generate from approved Requisition & RFQ workflows
- Flexibility to release PO via automatic email, printer/fax, and cXML
- One click Receipt & Invoice creation options directly from the PO screen
- Full Change Order Management document retention, revision number tracking and approval workflow
- Quantity status & detailed audit log throughout the purchasing lifecycle
- Effective Dashboards & analytics of Purchase Order status, detailed audit logs, inquiries, and reporting for compliance with purchasing authorizations

**Powerful Receiving Capabilities**
Recognize receipt of goods and services quickly and easily from any location with Multiple receiving options to compliment user needs.

- Automatic notification to requesters when requests have been fulfilled or items have not been received by due date
- A single, wizard driven session, to streamline receiving process for multiple Vendor shipment transactions
- Easy filters to restrict items available to receive based on users’ functional areas of responsibility
- Options to allow Receivers to cancel or reject item quantities at the point of receiving & update PO status in real time
- Auto GL Journal based accrual accounting option for items received not invoiced
- Multiple user tailored receiving options include auto-receiving, Load by PO number, Receive Load Wizard and detailed transaction entry

**Requisition Ad Hoc Approvals**
Introduce additional approval requirements on the fly while maintaining policies and controls to your original defined configuration, moving process forward across the entire organization.

- Ad Hoc Approval functionality for additional level of flexibility
- Approvers can add additional approvals to existing workflows on the fly

**Dynamic Rule Engine & Approval Workflow**
Implement any corporate approval rule you can imagine during the entire process, even at creation!

- Unlimited entry rules
- Unlimited approval rules based on any field available such as vendor, amount, department, GL account, expense type, etc.
- Position-based approvals, a rapid deployment based on organizational structure and associated approval limits
- Mobile & e-mail approvals
- Approval of revisions to a transaction
- Optional auto skip to next (but not final) approver
- Acceptance of variances (price, quantity)
- Approval criteria can be at transaction (header) level, or item (line) level
- Consistent approval workflows & budgetary controls for PO & Non-PO invoices
- Automatically detect invoice variances and route for approval

**Extensive Project & Job Cost Capabilities**
Track purchases against projects with budget checking throughout the entire purchasing process.

- Detailed budgeting and reporting features
- Robust project approval engine
- Seamless Requisition & Procurement integration with your ERP or 3rd party project/job cost solution

**Multi-Currency & Multi-Language**
Eliminate language and currency barrier and provide system access to your global teams.

- Available in English US, UK, Canada, Swedish, Russian, Chinese, French, Spanish, Italian, German, or Polish languages
- Use any currency and native language interface

**Centralized Invoice Matching**
Ensure correct receipt and billing of items ordered with true centralized AP Invoice Processing across your entire organization.

- Easy 3-way matching process to avoid paying for items billed by supplier, paid for, but not yet received
- Separate user and role level security options for Receiving, 3-way and 2-way Matched Invoices to enforce segregation of duties
- Automated unmatched invoice processing workflow & notifications to eliminate processing delays
- Exception based invoice variance approvals based on quantity or amount thresholds to enhanced purchasing controls
- Line level audit log for instant access to the entire purchasing history for an item from Requisition, approvals, receipts and invoice match

**Powerful Vendor Contract Management**
Enforce vendor-negotiated terms and provide blanket purchase order capabilities.

- Track committed amounts and quantities against contract budgets
- Auto route requisition line items for approval when amount is exceeded
- Originate vendor contracts from within requisition
- Enforce vendor contract for a specified period
- Manage by $ amount, quantity, or both
- Restrict to a predefined list of items

**Effective Dashboards & Analytics**
Get a complete view of your organization's financial health and performance, with real-time performance monitoring and reporting.

- Centralized Invoice Matching
- Exception based invoice variance approvals based on quantity or amount thresholds to enhanced purchasing controls
- Line level audit log for instant access to the entire purchasing history for an item from Requisition, approvals, receipts and invoice match
Invoices can be attached to transactions for future reference.

**Flexible GL Distributions**
- Distribute requisition line items into hundreds of GL accounts in seconds.
- Total control & flexibility reflected in the expense & ERP sides
- Want to distribute 50 line items into 500 GL accounts? You can!
- Distribution Groups for auto or manual GL distribution

**Invoice Attachment Maintenance Page**
Streamline uploading scanned invoices and make attachments available for users from Check Request page entry. Add attachments to the ‘Select Invoices’ automation queue without relying on access to remote file systems when hosted in the cloud or another location.
- Invoice attachment from repository with a simple click on ‘Select Invoices’ button
- A dedicated page to set up invoice ‘repositories’
- Simple drag and drop one or more files into repository
- Quick and secure interface ‘drop zone’
- Invoice repositories configuration by department or system-wide

**Sophisticated Audit Capabilities**
Experience full visibility of what was changed, who made the change, and when it was made.
- Detailed transaction line and field level audit trail capabilities
- Track critical user, security and configuration changes with audit detail reporting
- Detailed log of date, time, and user actions throughout the entire transaction lifecycle

**Central repository for multiple AP ledgers**

**PunchOut Capabilities**
Speed order processing and lower procurement costs by integrating real-time with suppliers’ online catalogs.
- Real-time browsing & shopping on vendors website for easy checkout – Requisitions auto populate for quick, error-proof entry
- After approval, purchase orders are created and automatically sent to the vendor

**Guided Buying Catalogs**
Enhance user shopping experience and control costs, using your own catalog, pictures, extended descriptions, and company selected items.
- Customized catalogs by vendor, location, type of item, etc.
- Automatically generate requisitions, which can be routed for approval before Purchase Order is created

**Questionnaire Capabilities**
Enhance communications, streamline entry, and prompt users to provide key information for specific charges, as a requirement or as an option.
- Configurable questionnaires, anytime, anywhere
- Unlimited number of questions
- Multiple data types to tailor responses to your business needs

**Robust Check Request Features**
Manage non-purchase order invoices from vendors in seconds. Link paper invoices with your digital data via robust document management capabilities.
- Initiate check requests using scanned invoices
- Robust check request approval
- Supports 1099 entry and payments

**Multi-Company & Inter-Company**
Consolidate purchasing across the entire organization, eliminate duplicate purchases, and take advantage of your buying power with volume discounts.
- Single session invoice processing capabilities regardless of payment location
- Enterprise-wide centralized data for detailed analytics, dashboards and performance metrics
- Ability to transfer inventory among companies
- Central repository for multiple AP ledgers

**Comprehensive Status Monitoring**
Solves the common problem of delays encountered in paper-based, Excel, e-mail requisition and approval process.
- Designed with foreign tax guidelines in mind
- Recoverable tax capabilities
- Advance tax GL distribution features

**Flexible Vendor Approval**
Control vendor creation within the ERP by keeping vendor approvals with A/P while providing requisition & procurement users an easy way to request a new vendor.
- Fully configurable approval process within workplace
- Detailed audit log of who requested and approved the vendor
- Document attachment capabilities
- 1099 vendor support

**Intuitive Vendor Portal**
Eliminate data entry for your Payables team and reduce internal cost and provide vendors a self-service portal for purchase order/non-purchase order invoice entry.
- Internet not needed for internal network where WorkPlace resides
- Multiple browsers and mobile device portal accessibility
- Secure and reliable off-site WorkPlace hosting portal
- Vendor access to multiple companies on a single dashboard
- Flexible vendor password management and reset

**Effective Request for Quote**
Obtain the best deal and turnaround time. Submit and manage request for quotes to multiple vendors. Compare quotes based on delivery date and price. Manually or automatically award purchase orders in seconds.
- Cloud-based SaaS & on-premise
- RFQ Module & securely hosted RFQ Portal options
- Online vendor response via vendor portal
- Real time e-mail notification to vendors when items are available for quote
- Automate vendor selection based on rank and commodity codes
- Award vendors manually or automatically based on price or quickest delivery

**Advanced Budgeting Engine**
Establish and enforce any corporate budget throughout the entire requisition and procurement process.
- Configure budgets to be strictly enforced
- Define approval routing rules to specific budget or when exceeded
- Real time GL budget validation
- Budget detail visibility throughout the entire requisition & procurement process

**Inventory & Materials Management**
Gain full visibility and control costs with a tightly integrated inventory-to-requisition system. Order, Fulfill, or Transfer stock held at any inventory location with confidence and ease.
- Real-time updates & visibility of item stock levels
- Hand-held scanner interface, serial & lot items support
- Materials management workflow
- Inventory replenishment examines stock levels & requirements to auto generate requisitions

**Powerful Tax Engine**
Assign taxes by line level, incorporate enterprise-wide tax amount visibility, and adjust recoverable taxes within the system in no time.
- Designed with foreign tax guidelines in mind
- Recoverable tax capabilities
- Advance tax GL distribution features

**Multi-core & Inter-Company**
Consolidate purchasing across the entire organization, eliminate duplicate purchases, and take advantage of your buying power with volume discounts.