

# Purchasing

**FundView** Purchasing helps manage your organization’s purchasing processes with true encumbrance accounting automated entries. Includes user-defined workflows, amount/account restrictions by user, budget validation, email/text notifications for approvals and Accounts Payable integration. Includes requisition approval, single-entry invoice receipting, budget validation and reporting.

**FundView** Purchasing is a web-based solution that will enable your organization to better manage your purchasing process. User defined workflows, document/image attachment, streamlined interface to payable management with approval levels and comprehensive reporting.

## FEATURES & BENEFITS

- Simplified requisition entry with approval levels and workflow
- Budget validation and automated creation/clearing of encumbrances
- Shares same vendor master file with Accounts Payable
- Attach images of quotes, shipping documents and bid specifications
- Comprehensive reporting with options to analyze by vendor, period, department, etc.

The screenshot shows the FundView Purchasing interface. At the top, there is a navigation bar with the FundView logo, a hamburger menu, and the word 'Purchasing'. On the right side of the navigation bar, there are links for 'Help Documents', 'Support', 'Logout', and the user name 'Hi, Brian'. Below the navigation bar is a sidebar with various icons and labels: 'MANAGE', 'PROCESSES', 'REPORTS', 'SETUP', and a list of icons labeled AP, AR, BNK, BL, CE, CR, FA, GL, HR, MC, and PR. The main content area is titled 'Requisition Console' and contains several dropdown menus for 'Fund', 'Department', 'Account', and 'Requested By'. To the right of these dropdowns is an 'Actions' section with buttons for 'Add Requisitions', 'Remove Requisitions', 'Approve Requisitions', 'Notes (6)', 'Print Requisition Register', and 'Attachments (3)'. Below the dropdowns is a section titled 'Open Requisitions' which contains a table with the following columns: Vendor, Requisition #, Requisition Date, Department, Requested By, Description, Notes, Attachments, Amount, and Approve. The table contains four rows of data:

Vendor	Requisition #	Requisition Date	Department	Requested By	Description	Notes	Attachments	Amount	Approve
<input checked="" type="checkbox"/>	Ammo Su... 17-00057	2/24/2017	Police Dep...	John Smith	Cases .45 T...	(2)	(1)	\$894.87	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Office Dep... 17-00059	2/24/2017	Court	Jana Green	3 Boxes of...	(0)	(2)	\$82.52	<input type="checkbox"/>
<input type="checkbox"/>	CDW Gove... 17-00060	2/26/2017	Police Dep...	Greg Jones	Panasonic...	(0)	(1)	\$1323.67	<input type="checkbox"/>
<input type="checkbox"/>	Home Dep... 17-00061	2/27/2017	Street	Bob Adams	Ready Road...	(1)	(0)	\$123.81	<input type="checkbox"/>

At the bottom of the screenshot, there is a browser tab bar showing 'CLOSE ALL TABS' and 'Requisition'.

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