

Integrate budget tracking with existing purchasing processes

Effective budget administration is essential to ensuring funds availability. Yet monitoring budget compliance can be a laborious, manual task requiring constant communication between purchasing, accounting and requisitioners. Without real-time budget tracking, requisitions can easily exceed approved budget limits, resulting in problematic financial situations and time-consuming order cancellations.

Budget Tracker is an add-on feature for Requisition Manager that assists your organization in managing and monitoring budgets within your existing purchasing processes. It is integrated with Requisition Manager's approval workflow and notification system to easily communicate funds availability to both budget administrators and requisitioners. And, as part of a larger strategic procurement initiative, Requisition Manager can be integrated with your existing ERP and financial systems, maintaining the data integrity of both procurement and accounting applications.

Manage departmental budgets online

In Budget Tracker, your purchasing professionals assign specific budget values to reconciliation fields such as cost center, department, project number, grant number or accounting code. Budget Tracker monitors requisitions for charges against budgeted accounts. If a budget is exceeded, an email notification is sent to the appropriate budget administrator. Workflow approvals can also be triggered when a budget is exceeded.

SAVE TIME AND REDUCE ERRORS WITH BUDGET TRACKER. NOW YOU CAN:

- Ensure budget compliance while reducing manual tasks
- Track and manage budgets in real-time
- Notify requisitioners of funds availability instantly
- Reduce rejected and delayed requisitions



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Verify funds availability electronically

When end users create a requisition, Budget Tracker verifies available funds in real-time. If the funds are not available, the requisitioner is notified immediately. This notification allows requisitioners to adjust their requisitions before submission, reducing rejected requisitions and canceled orders.

View budget reports

All budget information is viewed and edited online through the Requisition Manager user interface. Budget reports, which include a breakdown of spending by reconciliation field, are easily viewed for analysis.

Integrated with Requisition Manager

Budget Tracker integrates with Requisition Manager, allowing for real-time budget management and funds verification during the purchase request and approval process.

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