



**EDMUNDS  
& ASSOCIATES**  
Software Solutions for Local Government

## MCSJ Electronic Requisitions

**MCSJ Electronic Requisitions** increases accountability and efficiency. It allows the department heads to manage their budget and also gives the purchasing department the ability to define approval levels and threshold requirements for purchase requests. All account balances are updated in “real time”, to protect against over expenditures.

**Decentralized Requests:** User security levels and department maintenances allow the end user to access only their accounts. Once a requisition is entered and an expenditure account is chosen, the end user has real time account balances.

**Purchase Orders and/or Vouchers:** Once a purchase requisition reaches the level of top approval, it can be converted into a purchase order/voucher. They can be created as a group or one at a time and each can be printed. The requesting department can be required to print one, or they can be saved to a file and even be emailed. There is a feature in which you can duplicate a past requisition or charge a new or blanket purchase order.

**Document Imaging and Scanning** In requisition maintenance, the user can be required to enter in quotes. The system administrator may set the threshold for this requirement. Once the quotes are obtained, they can be electronically attached or scanned into the requisition maintenance screen for future reference.

**Approval Process:** There are several ways to approve requisitions. Users may choose to be notified of waiting requisitions. When a user signs into MCSJ, a message will appear that informs them that there are requisitions awaiting their approval. Users may also print a report of requisitions within their range of approval. For users with many requisitions to approve, there is an auto-approval routine that can be run for a group of requisitions and sorted by dollar amount.

### Simple.

- Simple to Learn
- Simple to Use
- Simple Documentation
- Simple Support Access

### Effective.

- Effective Training
- Effective Integration
- Effective Reporting Tools
- Effective E-Notifications

### Solutions.

- Finance Super Suite
- Electronic Requisitions
- Business Licensing/AR
- Developers Escrow
- Payroll
- Human Resources
- Real Property Tax Billing
- Utility Billing
- Web Inquiry & Payment Portal
- Customer Work Orders
- Inventory Control
- Animal Licensing
- Construction Permitting & Code Enforcement

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**Simple. Effective. Solutions.**