



REQUISITIONS



Qmuzik not only offers you a variety of requisition types that include excellent functionality which will enforce authorisation by account or project responsible persons and ensure that organisation, project budgets and time constraints are adhered to.

Requisition applications:

- Purchasing of parts
- Services
- Cash purchases
- Cash advances
- Maintenance
- Transport
- Order issues
- Unplanned issues
- Stock transfer

The grouping requisition allows authorising of expenditure for a predefined amount by account or project limited by the date up to which expenditure can take place. Subsequent requisitions (also referred to as linked or child requisitions), may be auto-approved by referencing them to an already approved grouping requisition, subject to stop and warn limits on the grouping requisition.

Grouping requisitions may also serve as mini-projects to collate a myriad of expenses with a number of different managers sponsoring the effort, or manage shared costs of one expense. The grouping requisition handles the potential complexity of this scenario excellently.

- **Employee Expense Requisitions** – are used to request claims or reimbursements.
- **Service Requisitions** – are used for obtaining services such as consultation, rent, electricity, car rental, etc.

- **Transport Requisitions** – are used to request company transport (pool vehicle).

- **Maintenance Requisitions** – are used to request maintenance work to be carried out by the Maintenance Department.

- **Unplanned Issue Requisitions** – are used to request and withdraw any items not planned by MRP, from the stores, for example stationery, safety shoes, etc.

- **Order Issue Requisitions** – are, used to withdraw items as required by MRP, for sales orders, production orders and purchase orders with requirements. The system creates these requisitions automatically when these orders are released if a node was specified on the order type.

- **Stocked Purchase Order Requisitions** – are created by Procurement to order inventory items.

- **Non-Stocked Purchase Order Requisitions** – are created by Procurement to purchase non-inventory items. Non-Stocked Purchase Order requisitions will result in a purchase order.

- **Stock Transfer Requisitions** – are created to formally request the transfer of stock from one store to another.

- **Grouping Requisitions** – are created to authorise expenditure for a predefined amount and limits the date up to which the expenditure can take place.