

Reduces manual work effort

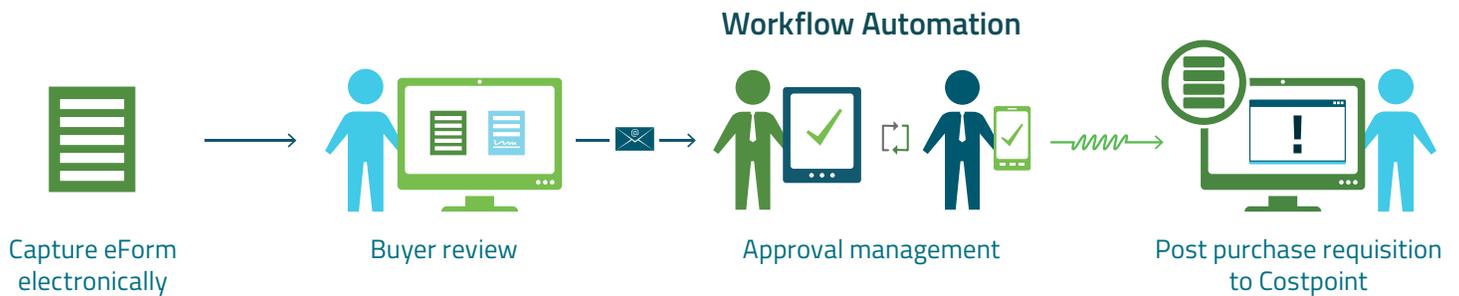
Increases visibility

Improves process controls and tracking

## Streamline purchase requisitions to increase visibility and reduce costs

The OnBase purchase requisition solution, ReqConnect, allows Deltek Costpoint users to create, route and track requisitions electronically. By eliminating manual processing, you speed purchase order (PO) creation and approval – positively influencing the bottom line.

By electronically managing the documents and information that drive purchasing processes, you maximize the benefits of fast and accurate procurement. You also provide control and insight into your organization's purchase requisition process while reducing expenditures.



## Reduce paper dependency to decrease manual work effort

With OnBase, users quickly create and access requisitions and supporting content – as well as make decisions – from the applications they work in every day, minimizing training.

By integrating with Costpoint, employees no longer have to physically search for purchasing information. They quickly retrieve requisitions, write notes and escalate requests with a few mouse-clicks.

Once a purchase requisition is submitted, OnBase routes it for review and approval, notifying stakeholders along the way. By eliminating the need for business users to rekey information, you minimize the number of touches per transaction, reducing manual data entry while increasing process efficiency.

## Increase visibility into processes and real-time information

OnBase easily integrates with Costpoint, allowing your organization to leverage the value of your existing IT investment by increasing communication between them. You also gain visibility by electronically capturing all documentation in any format and storing it in one system.

Staff access, review and approve requisitions – or input additional data – directly from a single document repository, providing for quick access to needed information. A real-time dashboard provides managers with visibility into the current status of procurement, enabling them to identify bottlenecks and adjust workload distribution.

## Utilize consistent processes to improve control and tracking

OnBase allows you to automate document retention in a secure system, provide consistent processes and immediately respond to exceptions and audit requests. With control over document revisions and audit trails of changes to records, traceability is a non-issue.

With access to real-time information about the financial health of your organization, consistent processes and the ability to grant auditors web-based access to documentation, you also significantly reduce the time it takes to prepare for an audit.

By using OnBase to decrease your dependency on paper, you process purchase requisitions faster, increase transparency and reduce costs. The affordability and ease of configuration means you realize a return on investment almost immediately.

**“We quickly access archived documents from any desktop and no longer share a central paper filing system – allowing our staff to work faster and more efficiently.”**

– Gregory Derritt, director of business systems,  
American Institute for Research

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by Hyland