



# BUDGETS & REQUISITIONS

## SCHOOL FINANCE MADE EASY

Take control of your school's expenditure, improve internal procedures, and provide staff with 'real-time' visibility over budget information with the TASS Budgets & Requisitions system.



### REAL TIME

Connect budget controllers with 'real time' budget and account information using 'live' data from the TASS Financial modules.



### CONTROL

Set the rules associated with budget visibility and the creation and approval of requisitions for each account.



### AUTOMATION

Simplify your purchasing cycle with online purchase order requisitions and an audited approval workflow based on monetary delegation limits.

### Budgets and Budget Checking



Allocate multiple budgets for each GL account and set the rules around whether staff will be warned or prevented from submitting a requisition if the budget has been exceeded.



An early warning system alerts staff when they have used a predefined percentage of their budget preventing overspending.

### Accounts Payable Automation



Take your payables processing to the next level with the Accounts Payable Automation API, supporting connections with 3rd party workflow platforms.



This 2 way API provides information to aid account, supplier and PO matching, facilitating additional workflows and inserting invoice records directly into TASS - negating any need for manual invoice entry.

## A SEAMLESS WORKFLOW - FROM PLANNING TO PAYMENT

Employee checks the budget.

Automatic emails are generated to notify approvers of requisitions to be actioned.

Requisition is approved, creating a fully qualified Purchase Order in the TASS Financials.

Employee submits a requisition for approval.

Requisition is routed through the workflow to approvers based on total requisition amount & monetary delegation limits.

Purchase Order is sent to the supplier and goods are received!

