XYNTAX

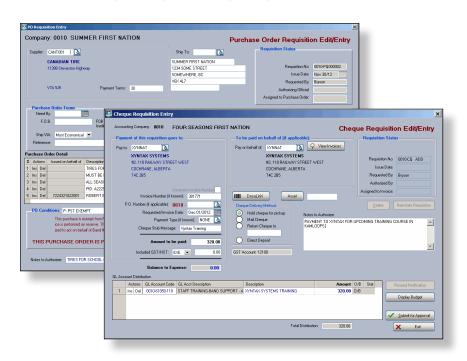Integrated Governance & Financial Management Solutions for First Nations

Xyntax Electronic Requisitions
Let Go and Still be in Control

Control Organization Expenditures

Employees who create purchase orders or payment vouchers, may not necessarily be the same individuals who have signing authority or the ability to approve these same expenditures. Some expenses in particular, may need one or more signatures, from specific executives, directors, or managers within the organization. Your challenge is finding the right person(s) to authorize the expense in as short of time as possible. Xyntax AFE (Authorization for Expenditure) allows remote approval of POs, invoices and payments, whether or not your signing authorities are in the office, or on the road.

Using Xyntax AFE for POs or payments, will allow users to send internal or external approval requests to authorizing personnel, without having to track them down. As a result, Xyntax AFE speeds up expenditure approval time, and enables improved productivity and performance.

"We can't find any signers..."

Expenditure Approval via Email

Signing authorities can approve or deny requisitions off-site, reducing the number of employees required to be granted authorization power. With Xyntax AFE, you can leave the office without wondering what's being purchased without your knowledge.

Highlighted Features

1 Simplification

Simplify and standardize your approval process. Xyntax AFE streamlines the manual, paper-based process from start to finish by providing an integrated solution that automates workflow, increases visibility, and improves productivity.

2 Link Expenditures with Fixed Assets

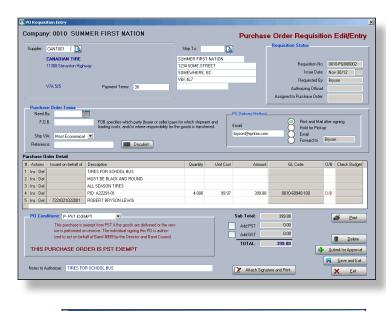Purchases of capital assets may be identified at time of requisition, which then flows through the approval process to the time of purchase, automatically updating the Xyntax Housing & Asset Management system. Duplicate entry of asset-related transactions is therefore eliminated.
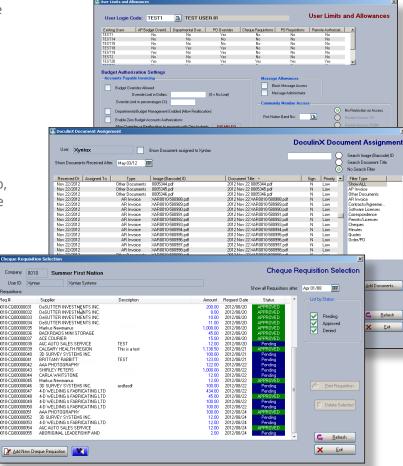
3 Increase Visibility

Xyntax AFE gives you a single view of all expenditure requests pending approval or completion. The on-screen view provides complete visibility into the authorization for approval process at all times. The easy to navigate inquiry screen, shows the status of each request in the approval process, and supporting documents.

4 Mass Approval/Denial of Requisitions

Mass approve/deny from a single screen. Requisitions can be selected individually or by group, and once approved, quickly converted into purchase orders.

5 Link Supporting Documents with DoculinX

Utilize DoculinX™ to attach scanned electronic documents, directly to requisitions (i.e., invoices, quotes, contracts, etc.).

Want to Learn More About Electronic Requisitions? Visit Xyntax.ca to get the latest information!