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## Accounts Payable Automation

MetaViewer's add-on solutions help you cut costs and create efficiencies in Accounts Payable.

### Add-on: Requisitions



The MetaViewer Requisition Solution complements your existing purchasing and accounts payable business processes that you may use today in Dynamics GP.

A requisition is a request for supplies or services. For example, the warehouse needs new shipping boxes or an employee needs a new monitor. An employee can use a requisition form in MetaViewer to request these supplies.

Once approved, the requisition is added to GP, where it can be converted into a purchase order and sent to the vendor to purchase the goods and services.

Typically the vendor will create an invoice from the purchase order that will be imported into your MetaViewer AP solution. The invoice can then be linked back to the purchase order and requisition in MetaViewer for viewing.

The MetaViewer Requisition Solution supports Dynamics GP 2015, 2016, and 2018.

**Is it time to automate  
your processes?**

**Talk with an expert today.**

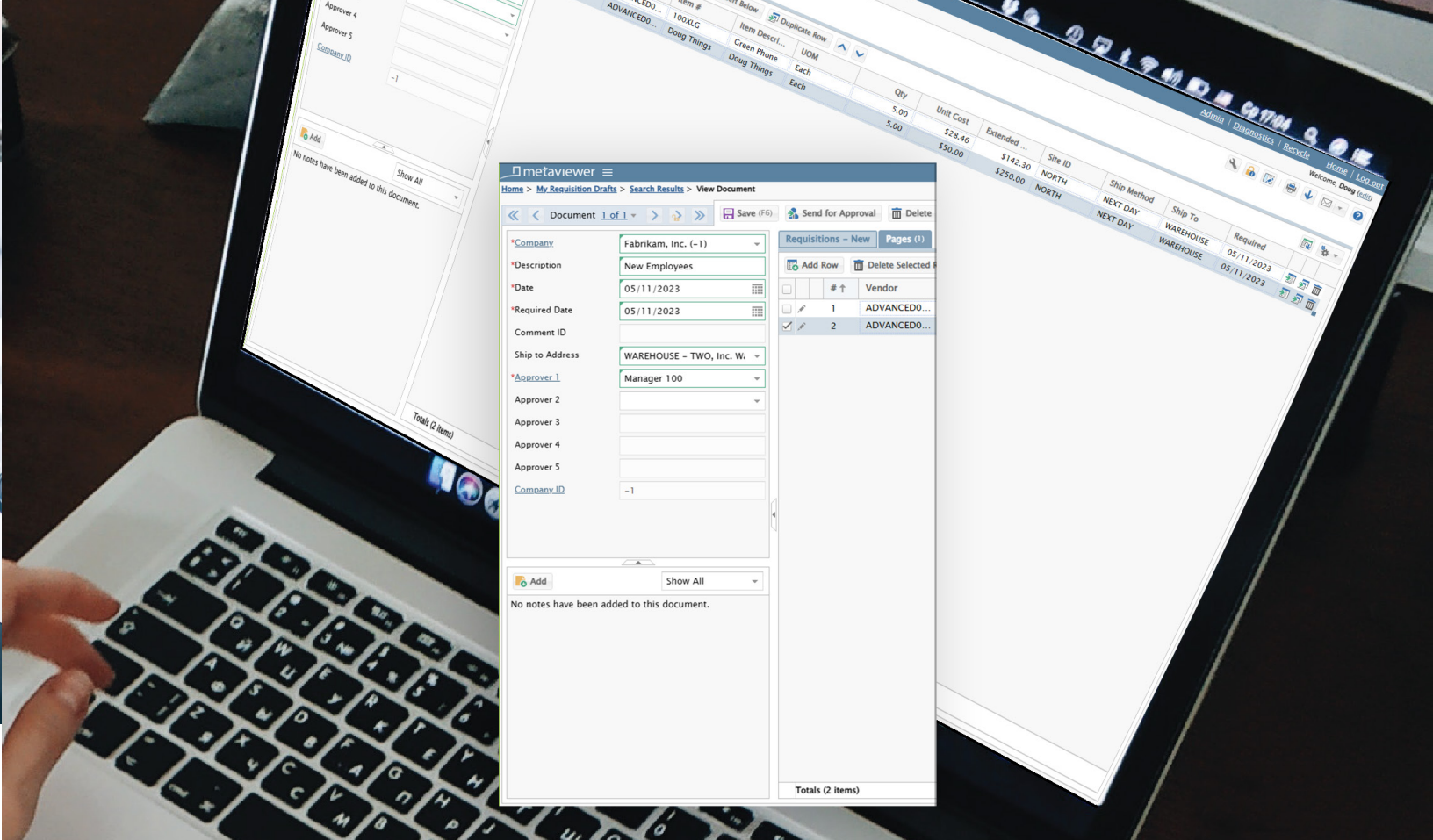
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[www.metaviewer.com](http://www.metaviewer.com)  
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## Requisition Workflow

### Creation



### Approval



### Final Review



### Complete

The User fills out the requisition form directly in MetaViewer's browser interface, selects the approver, and submits the requisition. Users can be restricted to only enter items that exist in the GP item catalog or can optionally be allowed to enter non-item catalog items.

The approver receives an email notification when the requisition is submitted. The approver will then approve, reject, or return the requisition to the requester for additional information.

Once the approval process is completed, the requisition is sent for final review and exported to create the requisition in GP.

The purchasing agent converts the requisition into a purchase order and sends it to the vendor. A copy of the purchase order will be linked to the invoice and the requisition in MetaViewer.

