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WORKFLOW DOCUMENTS

WORKFLOW DOCUMENTS ALLOWS ORGANIZATIONS WITH COMPLEX OR TECHNICAL APPROVAL DEMANDS TO ATTACH FILES TO THE TRANSACTION DOCUMENT. RAPID ACCESS TO ALL RELEVANT INFORMATION ENABLES STREAMLINED WORKFLOW PROCESSES AND PROCESS IMPROVEMENTS.

sage 300

Within Workflow Documents, Purchasing Workflow and Payables Workflow have the enhanced ability to provide a single streamlined approval and auditing system.

Designed to meet the needs of organizations with a more technical approval process, documents can be attached to the transaction for review prior to approval in the process.

Total Sage 300 Integration

Totally seamless with the Sage 300 standard User Interface, Workflow Documents is simple to use and provides rapid operational efficiencies.

Attachments are stored in the Sage 300 database and can be instantly accessed or optionally distributed using the Workflow email engine.

PTDLRD - PW Requisition Entry

File Settings Help

Requisition Number: RQN0000008 Requisitioner: Controller Status: Entered

Workflow: OPEX Operational Expenditure Workflow Document Count: 2

Cost Center: IT Information Technology

File Name	Description	Document Type
RapidGraphics_44_20.pdf	invoice copy	
Agreement.docx	please review	

Document Properties

Description

Path

Attached by

Attach Edit Delete Attachment

Save Submit Delete Funds Availability... Close

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