



ORDER MANAGEMENT WITH IQ REQUEST

Many companies and organisations still use paper requisitions to approve the purchase of materials and services. But what if you need to draw up a budget every day and manage it flexibly?

SIMPLIFY AND STREAMLINE THE ORDER APPROVAL PROCESS

Most organizations have a sophisticated system through which purchase orders are approved. Heads of departments have their responsibilities and budgetary concerns, then there are cases where the approval of other managers is required, and top of that, there is the need to circulate and archive paper requests as mandated.

The problem is that writing paper requisitions can be quite laborious, its circulation is slow, and the transactions can all be pre-dated, making it very difficult to monitor the correct status of the purchase budget on a daily basis. For these reasons, a project of electronic IQ Requests was created, which we successfully implemented at Na Františku Hospital.

We managed to preserve their existing processes and make its day-to-day operation much easier for its users. They were given the ability to control costs in real time and protect all of their data and improve their auditability.

BENEFITS OF THE IQ REQUEST SOLUTION

- The process of issuing and approving applications is quick and easy.
- The user works with a familiar Excel-based interface.
- Users only see the information they need to see.
- Management has up-to-date data on budget rollout and has the ability to actively influence it.
- The system tracks the status of individual applications and reveals the bottlenecks of the approval process.
- The prices of goods and services can be supplemented from the code list or given estimation as fixed by an expert.



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- Requests are fixed in structure, but they also have an empty field for comments and user calculations (i.e. like a scratchpad).
- The requisition system solves the central data storage problem and manages the roles of all individual users.
- Execution of the budget is displayed in clear reportage.
- Managerial reports run through accounting and budgetary categories.
- There are auditable records kept for each request. (Who was the author, when did they update the file, approve it, reject it, etc.)
- You can easily add requests, change them, or modify their approval process.
- The approval process can be set up hierarchically and be changed on-the-fly according to what is stipulated in the budget.

HOW THE DEPLOYMENT WORKS

- The project is managed systematically in compliance with all deadlines and budgetary concerns.
- All approval processes are mapped.
- The code list for goods and services is clarified and unified.
- The structure and content of requests is clearly defined.
- The request system is deployed gradually.
- Each functional unit is thoroughly tested before they are initiated; this reduces the risk of problems, and spreads the costs.
- Using both paper and electronic requests is possible.
- The solution can be placed on the organization's hardware or we can arrange for its hosting for you.
- Users at all levels are carefully trained.
- The long-term functionality of the solution and its ongoing development are guaranteed.
- All personal data is secured as per the guidelines of the GDPR.
- Technical support and additional tools for remote application management are available.
- Thanks to the user-friendly, Excel-based, IQ Request interface, and the high flexibility of the entire system, the entire thing can be implemented without adversely impacting the normal flow of operations in your organisation.
- As everything becomes faster and more transparent, approval behaviours become more eco-friendly.

About Us

Business Systems, a. s. has been operating in the European market since 1997, providing our services in the creation and operation of information systems. Our clients can be found in the areas of banking, healthcare, energy, telecommunications, tourism, aviation, manufacturing, and trade. By applying agile programming practices, we ensure rapid delivery of systems, quick adjustment in the case of changes during the development process, and compliance with contractual deadlines and budgets.