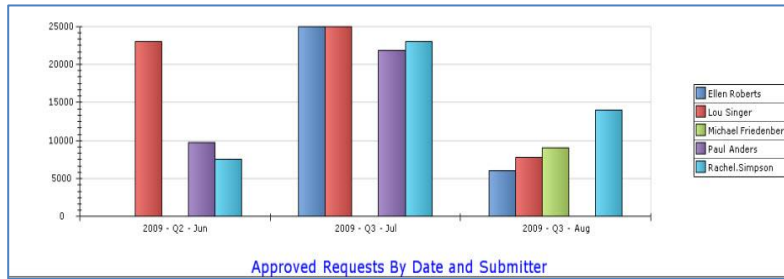


R3 Business Solutions

building modular, reusable solutions for SharePoint

Budget Change Request Management Application Data Sheet



The Budget Change Request Management application automates and tracks the process of submitting and approving budget change requests. The application allows for a project manager or submitter to request additional funds be reallocated from a project owner or the reviewer. As part of the request, submitters can identify the source and or destination of the reallocation as well as the estimated amount and date the funds are needed by. Reviewers are informed of submitted requests via email and can then review the request to make their approval decision. Reviewers can update where funds will be reallocated from, specify the actual dollar amount being approved, as well as the date the reallocation will occur. This application is easy to use and customize in order to meet the needs of any department or organization.

Features

- Easy creation and submission of requests with automatic email notification and the ability to re-submit requests which were canceled or put on hold
- Allow multiple attachments to be included with any request
- Instant access to the status of My Requests with the ability to send email reminders to reviewers and other users
- Various reports of My Requests both submitted and approved
- Simple review and approval process enabling reviewers to see all their work, thus allowing them to add comments, send emails, review, modify, approve or deny requests
- Audit trail of request process from creation to final disposition
- Variety of report options using both grids and charts
- Secure management environment which can be implemented to suit unique security requirements
- Tabs, displays, forms, and end-user actions that are customizable using point-and-click wizards
- Ability to distribute both end user and approval functionality to department dashboards, user consoles, or other locations in your environment

Specifications

- Requires CorasWorks Workplace Suite v10 or AppEngine
- Does not contain additional compiled code to install
- Upload of application requires Site Collection Administrator rights

Also Available:

Document Set Approval: Manage documents as a set and run them through a review and approval process that can be easily customized.

Purchase Request: Manage the process of entering, reviewing, and approving purchase requests. Documents can be attached throughout the process from submission to archive.

Travel Request: Manage the process of submitting and approving travel requests. Managers can set expense limits and a shared calendar is available to see who is traveling.

Time-Off Request: Manage the process of submitting and approving time-off requests. Submissions can be organized by type (vacation, sick, personal). Approved requests can be published to a shared calendar.

R3BS Business Process Suite: Includes the following applications integrated with a dashboard

Budget Change Request
Purchase Request
Time-Off Request
Travel Request

Instantly see all of the work assigned to you for review as well the status of requests you've already submitted.

To learn more, please contact:

Michael Friedenberg

President / Founder

703.629.4864 – Direct

mfriedenberg@r3bsolutions.com

or visit our website

www.r3bsolutions.com