Requisition and Purchasing Process

Objective

This document provides a description of the process used to request items using the Requisitions program.

Overview

The Requisitions program is intended as a replacement or alternative to the Requisition Entry program when using Munis Purchasing+.

Prerequisites

Before you can successfully complete this process, you must ensure that roles granting the necessary permissions have been assigned to your user account. If the roles have not been established, contact the system administrator to have them updated or added into the Munis system.

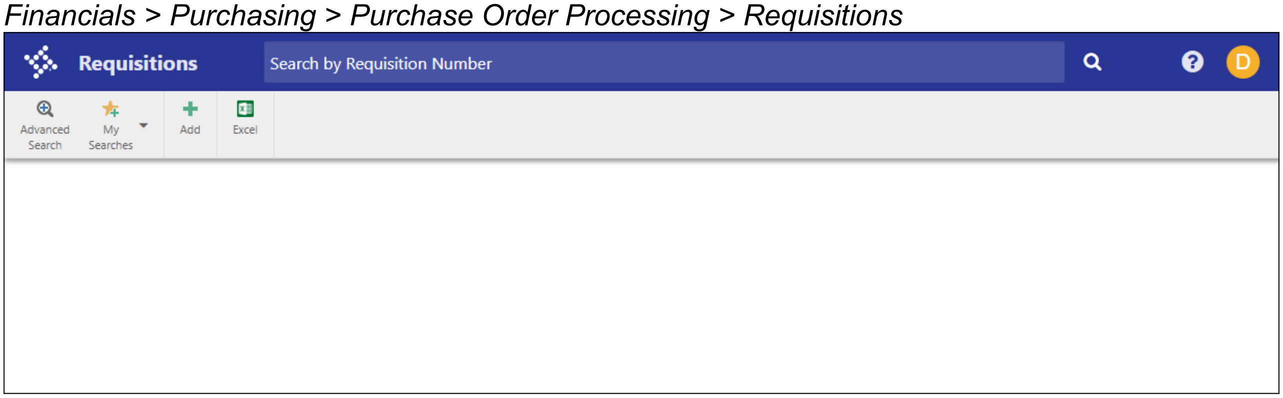
Confirm the following:

- One or more item records must exist in the Items program.

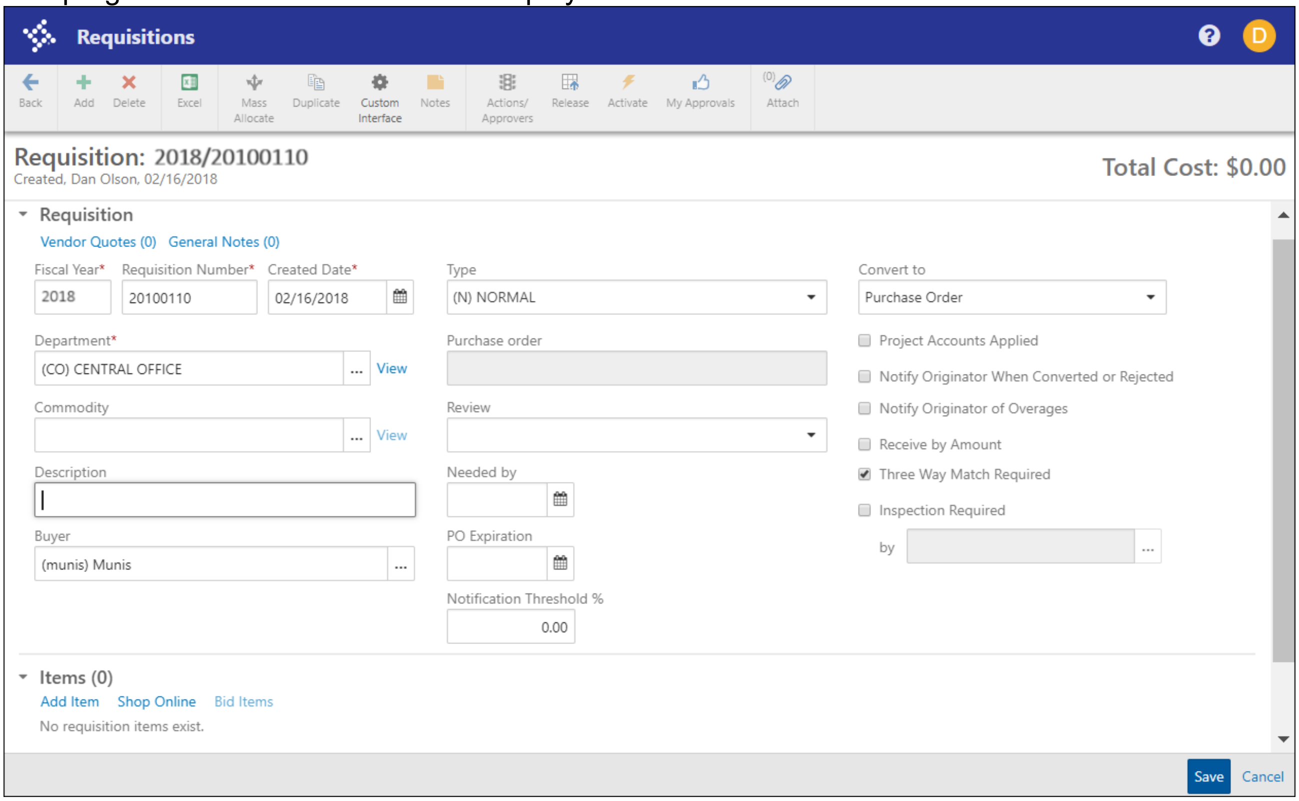
Procedure

To enter an item request:

1. Open the Requisitions program.
   Financials > Purchasing > Purchase Order Processing > Requisitions



2. On the toolbar, click Add.
   The program refreshes the screen to display the data fields.



3. Complete the fields in the header section.

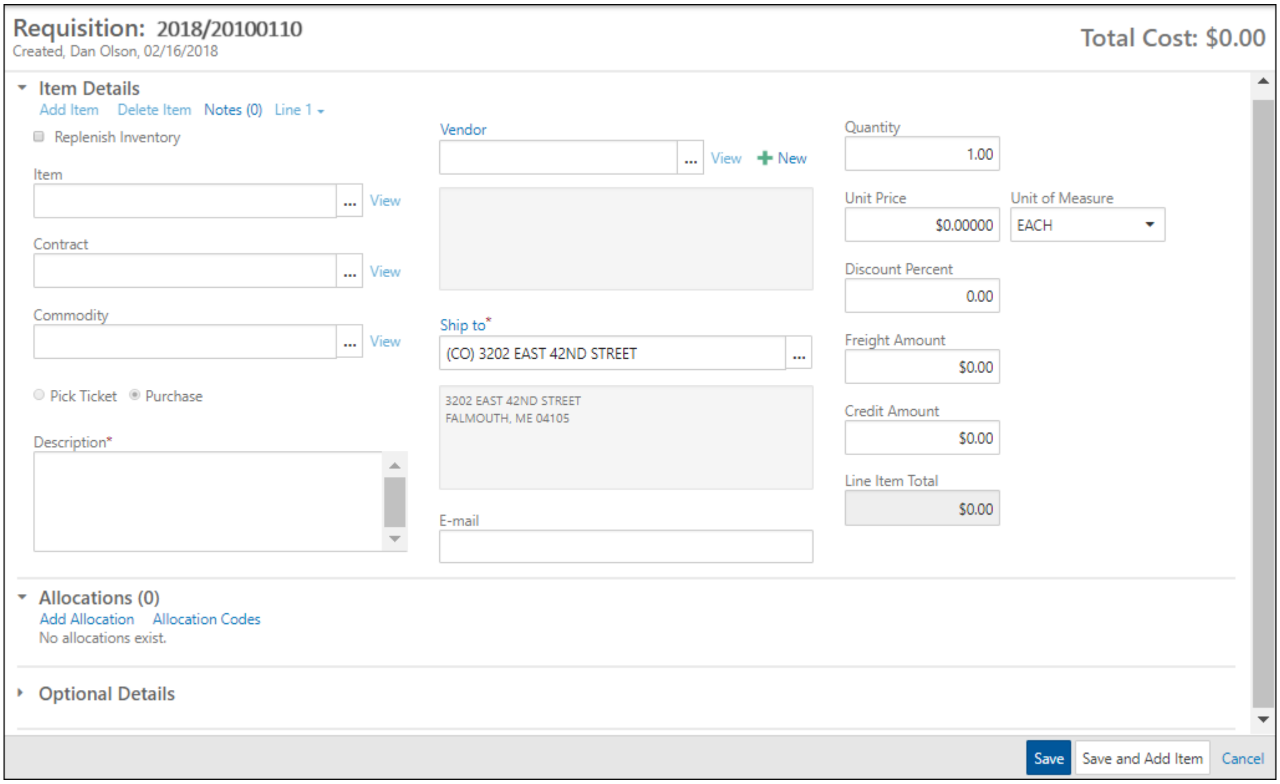
3. After completing the fields, click Save to save the requisition.
   The program saves your entries and examines the field values for errors. If the program encounters any errors, it displays the Errors button at the bottom of the screen.

4. If errors exist, click the Errors button to view a list of the errors that must be corrected before you continue.

5. Once all errors have been resolved, click Save again.

    6. Munis accepts the requisition; however, line items and funds have not been specified for the requisition record. To continue this process, click Add Item in the Items section.
       The program refreshes the screen to display the Item Details fields. If the requisition is associated with a contract that has existing line items, the program displays all of the available line items when you enter the Line Detail screen. Selecting any of these items automatically

completes the fields on the Line Detail screen with the contract line item values. Click the Contract Line Items button to access the list of contract items again.



4. Complete the fields in the Item Details section and the Optional Details section.
5. After you have completed the fields for the item, click Add Item again to create a new item, if applicable.
   The program adds another item line, and clears the fields.
6. Complete the fields for the second item.
   You can view any item line by clicking on it in the item list.
7. When you have finished adding item lines, click Save.
8. If your organization uses workflow, click Release on the toolbar to submit the request. Item requests are controlled by the Requisition Approvals (REQ) business rule.
   If your organization does not use workflow, clicking Release immediately approves the request.

Results

You have created an item request record.

What's Next?

After item requests are approved, they can be converted into purchase orders using the Requisition Conversions program.

If the Allow Auto Posting of Purchase Orders check box is selected in Purchase Order Settings, the Request for Item program automatically approves released requests that are to be converted to purchase orders.

Entering Vendor Quotes

Objective
This document provides information for entering vendor quote information on a requisition.

Overview
Vendor quote information is required for all purchases as required by your organization. Add quote information to a requisition by clicking Vendor Quotes on the Main tab in the Requisitions program.

Prerequisites
Before you can successfully complete this process, you must ensure that roles granting the necessary permissions have been assigned to your user account. If the roles have not been established, contact the system administrator to have them updated or added into the Munis system.

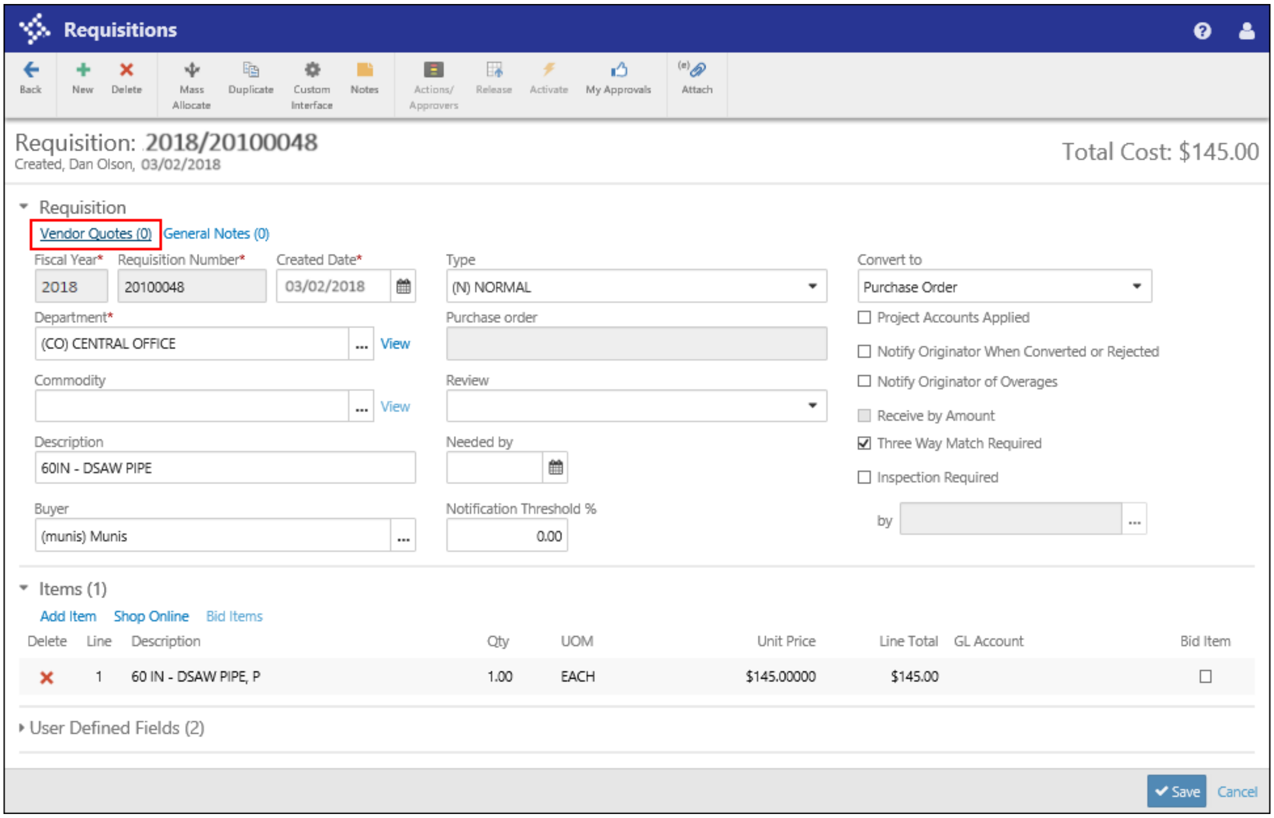
Confirm the following:

- The Purchasing Settings program is configured to require quotes.
- Requisitions requiring quotes have been created.

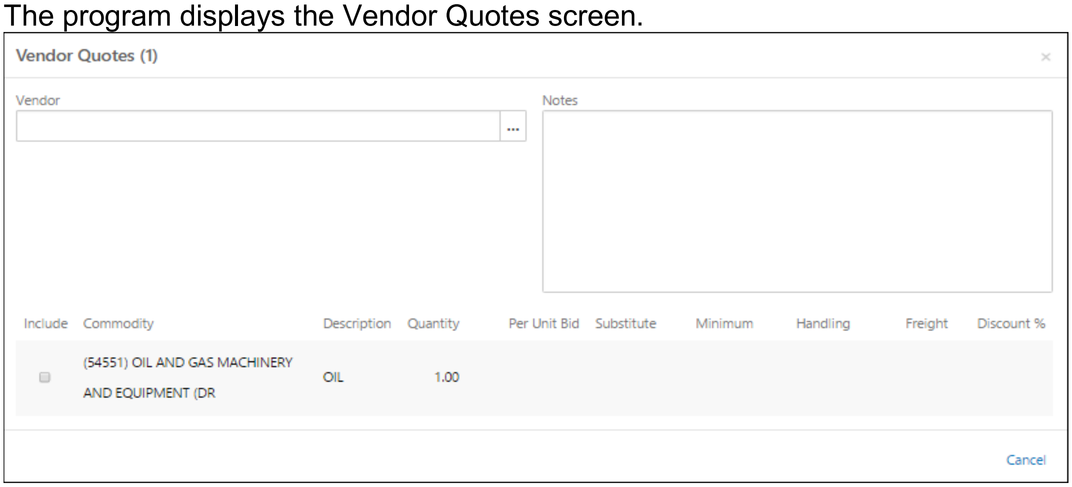
Procedure

To enter quotes:

1. Open the Requisitions program.
   Purchasing > Purchase Order Processing > Requisitions
2. Find the requisition record to which to add quote information, and on the Main tab click Vendor Quotes.



3. Click Add Vendor Quote.
   The program displays the Vendor Quotes screen.



4. Enter the Vendor Number.
5. Enter any applicable notes.
6. Select or clear the Include check box to include the commodity in the vendor quote.
7. Complete the Per Unit Bid field with the minimum units per bid.

8. Select or clear the Substitute check box; selected indicates that a substitute item is acceptable.
9. Enter the minimum dollar amount and applicable handling and freight charges.
10. Click Add and repeat the process for each required quote.
11. Click OK to save the vendor quotes and return to the main Requisitions screen.

Results
The program records the quote information; the Vendor Quotes link displays the number of quotes added to the request.

GL Impact
There is no impact on the general ledger.

What's Next?
The requisition can be released for approval. Click the Release option to submit the requisition to the approval process; the program displays the Release screen. Select or clear the Release check box, and then click Release to complete the process.

Requisition Approval

Objective
This document provides instruction for approving released requisitions. It is intended for personnel responsible for approving requisitions.

Overview
The Approvals card, in conjunction with the Workflow business rules, establishes an electronic approval process for requisitions. When a requisition is released in Munis, the requisition is submitted to an approval process. The requisition must be approved by all necessary approvers in order for it to be converted into a purchase order or contract. This document describes the approval process using the Approvals card.

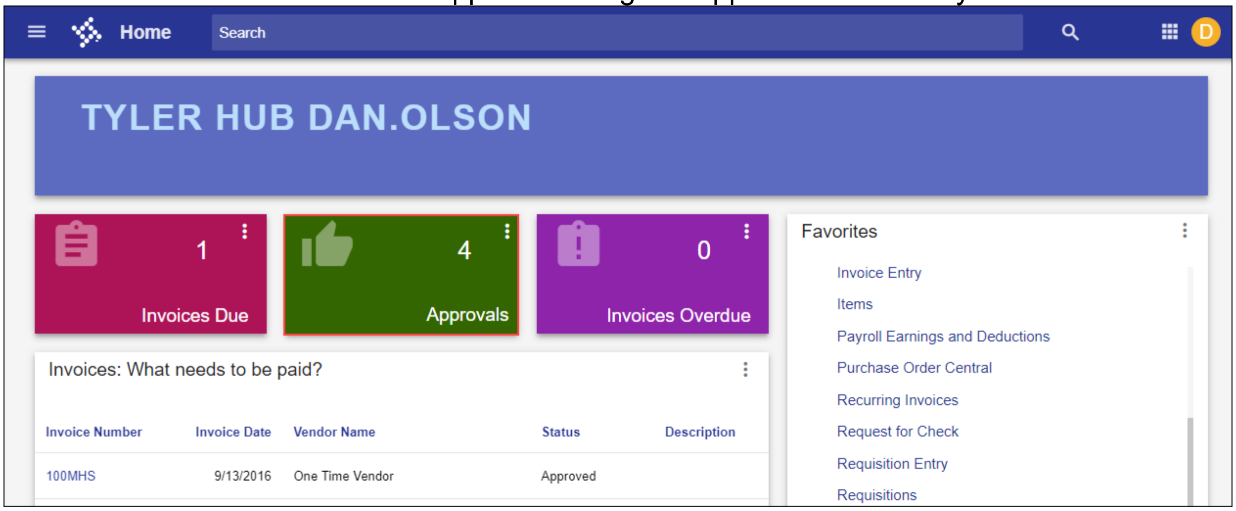
Prerequisites
Before you can successfully complete this process, you must ensure that roles granting the necessary permissions have been assigned to your user account. If the roles have not been established, contact the system administrator to have them updated or added into the Munis system.

Confirm the following:

- Requisitions have been completed and released.
- Workflow business rules are established.
- You are included in the Workflow User Attributes program as an approver.
- You have access to the Approvals card on Tyler Hub.

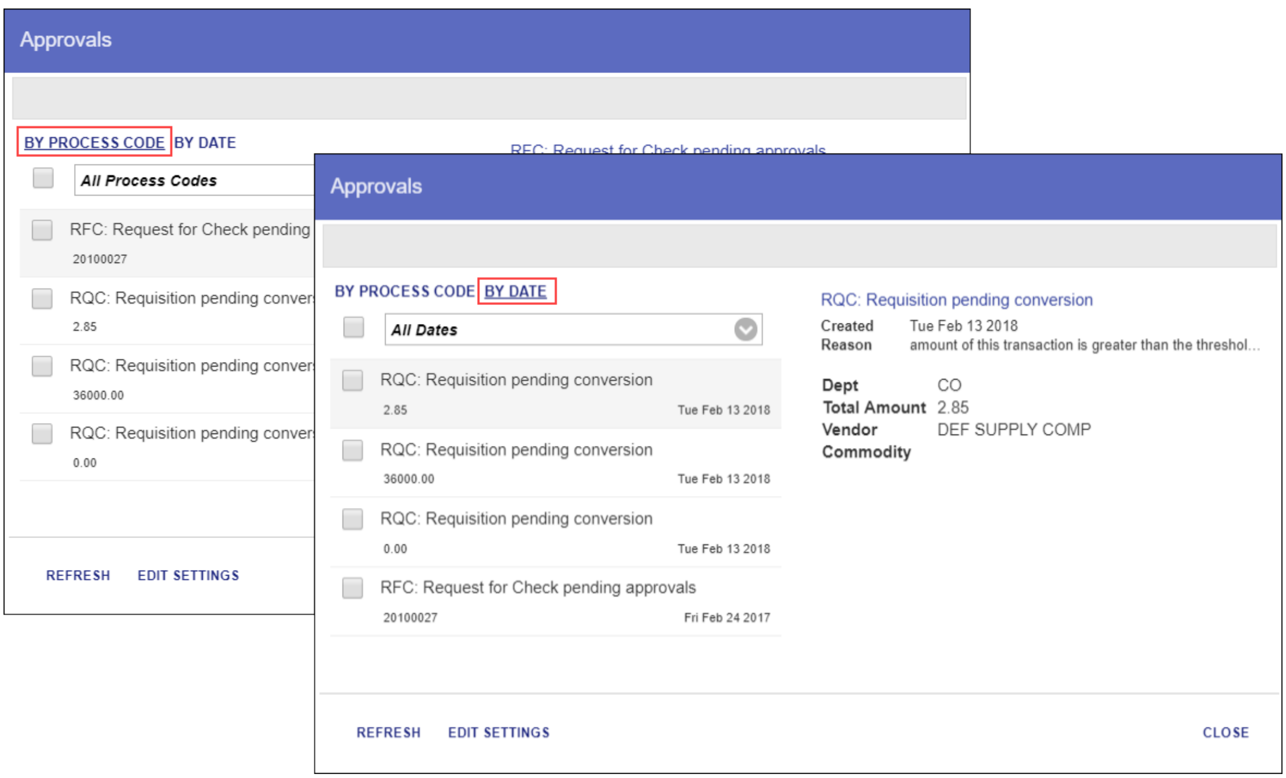
Procedure

Munis Workflow transactions are approved using the Approvals card on Tyler Hub.



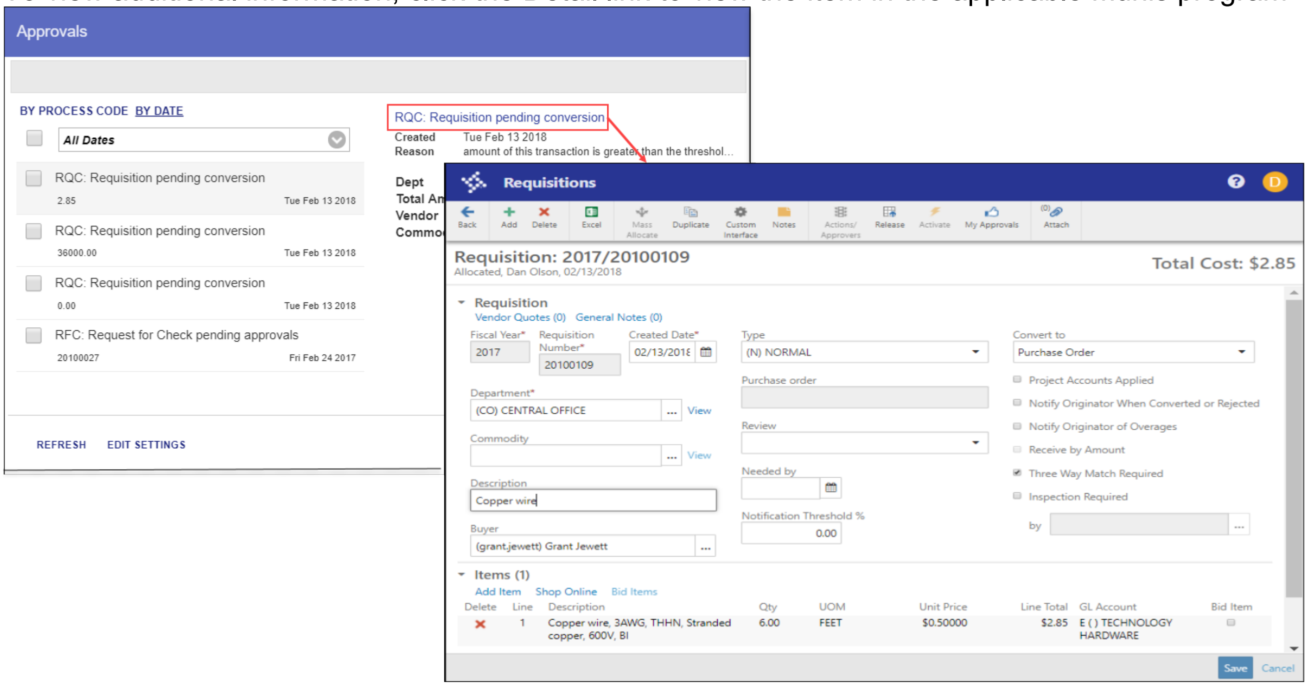
To approve an item:

1. Double-click the Approvals card to list all items currently awaiting approval. Use the By Date or By Process Code options to sort the items.

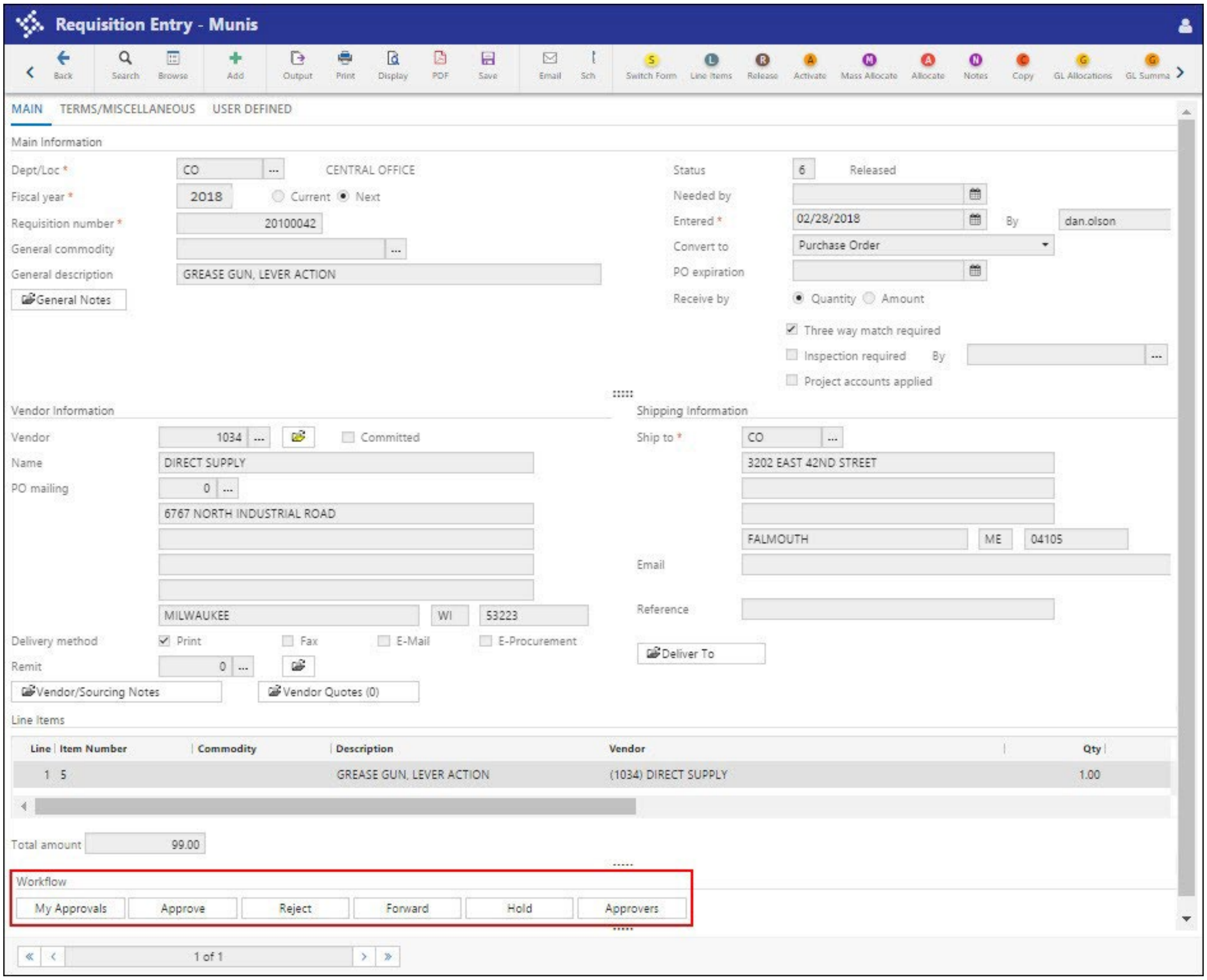


2. Review the items awaiting approval.

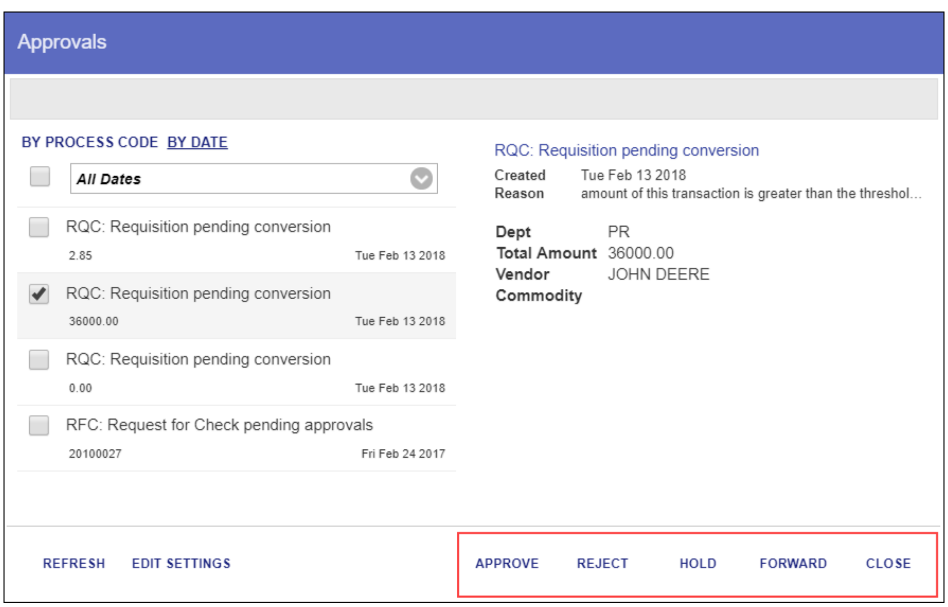
3. To view additional information, click the Detail link to view the item in the applicable Munis program.



4. To approve the item from the Munis program, use the options in the Workflow group at the bottom of the screen.



5. To approve the item from the Approvals card, select the item to display the Workflow options, and then select the appropriate action.



When you select Accept, Reject, Forward, or Hold, the Approvals card provides an Optional Comment (Accept) or Required Comment (Reject, Forward, or Hold) box. For required comments, enter the reason for the action.

Results

Depending on the action selected for each record, the status results differ.

Status Change

The status of rejected requisitions is changed from 6–Released to 1–Rejected. The status of approved requisitions remain at 6–Released until the approval of the final step in the approval process. At that time, the status changes to 8–Approved.

GL Impact

There is no impact on the general ledger accounts at this time.

What's Next?

Requisitions with a status of 8–Approved are eligible for conversion to purchase orders. Rejected requisitions may be corrected by the originators and resubmitted to the approval process.

Purchase Order Inquiry and Reports

Objective

This document provides instructions on how to inquire and report on existing Munis purchase orders. This document is intended for a purchase order user who is familiar with basic Munis navigation skills. The document provides common inquiry and search techniques, as well as how to view, export, or print the found records, and provides details on existing Munis report programs and their options.

Using Wildcard Characters in Data Searches

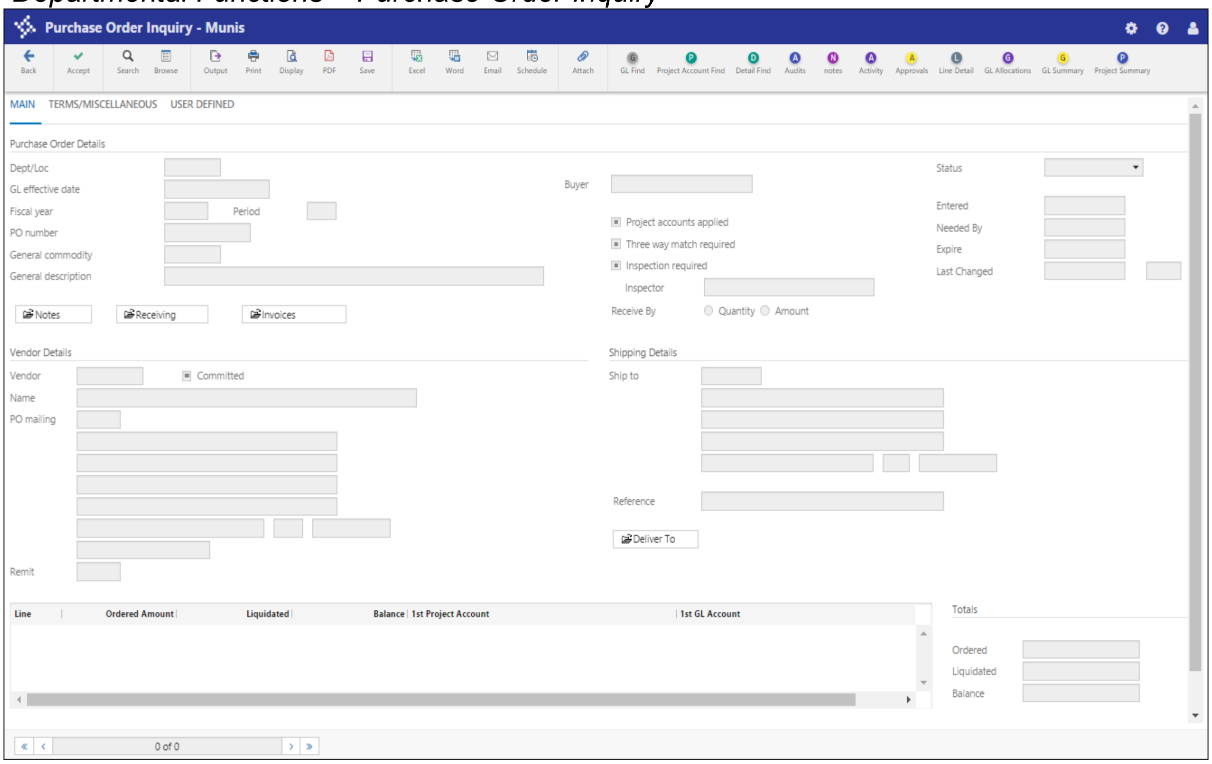
Ranges and/or logical search characters can be used when you are searching for records. The following is a list of wildcard characters and examples of their use. Not all these characters can be used in all fields. For example, you cannot use the wildcard character (*) in a date field Note: Munis is case-sensitive, so a name entered as John Doe in Munis would not be found if you enter JOHN DOE in the name field when doing a search.

Symbol	**Description**	**Example of Use**
*	Wildcard. Use this with any combination of letters or numbers before or after the symbol.	Office* returns any names that begin with Office (Office Max, Office Depot). *Office* returns any names that contain the word “Office” (Staples Office Supply, ION Office Equipment, Office Max).
>	Greater Than	>1/16/18 returns all dates greater than the specified date.
>=	Greater Than or Equal To	>=1/16/18 returns the specified date and all dates greater than the date specified.
<	Less Than	<$10,000.00 returns all amounts less than the amount specified.
<=	Less Than or Equal To	<=1/16/18 returns the specified date and all dates less than or equal to the date specified.
<> or !=	Not Equal To	<>135 or !=135 used in Dept/Loc returns all departments except 135.
: or ..	Range	500:599 returns all amounts including the beginning and ending amounts.
|	Pipe symbol, used as “and”. (Located above the backslash)	Finds the named data items, regardless of the range. For example 1/1/18|1/10/18|1/31/18 returns only the three dates.

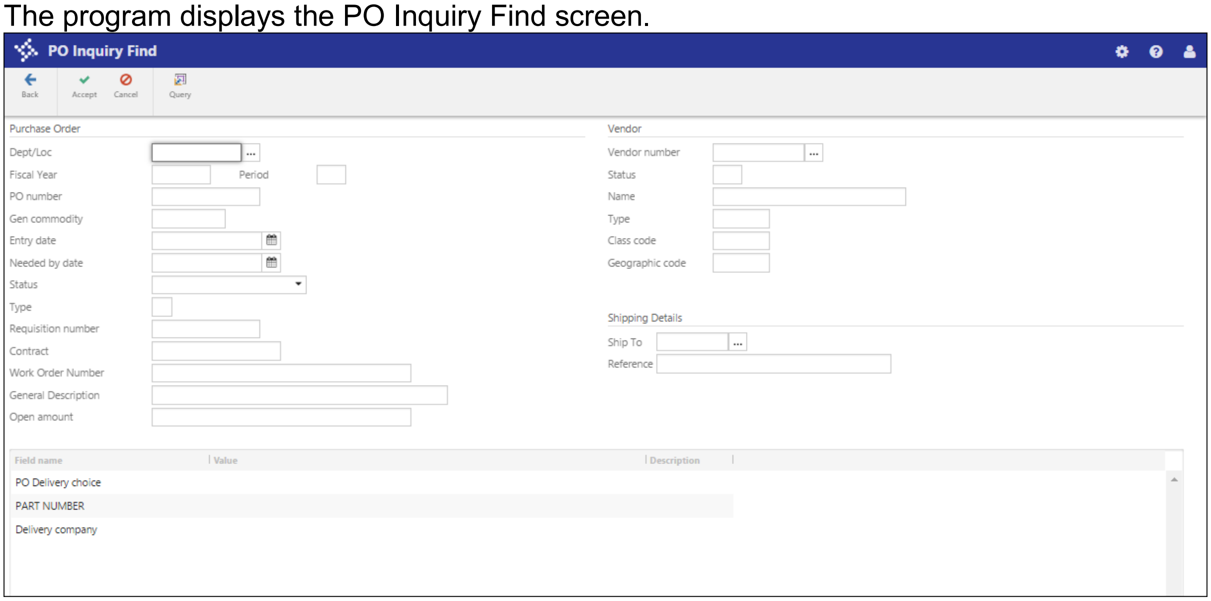
Purchase Order Inquiry

To display purchase orders in inquiry-only mode:

1. Open the Purchase Order Inquiry program.
   Financials > Purchasing > Purchase Order Processing > PO Inquiry and Reports > Purchase Order Inquiry
   -or-
   Departmental Functions > Purchase Order Inquiry



2. Click Search.
   The program displays the PO Inquiry Find screen.



3. Complete the fields with the appropriate PO details.
4. Click Accept to display the search results.

GL Find

To find purchase orders by general ledger account details:

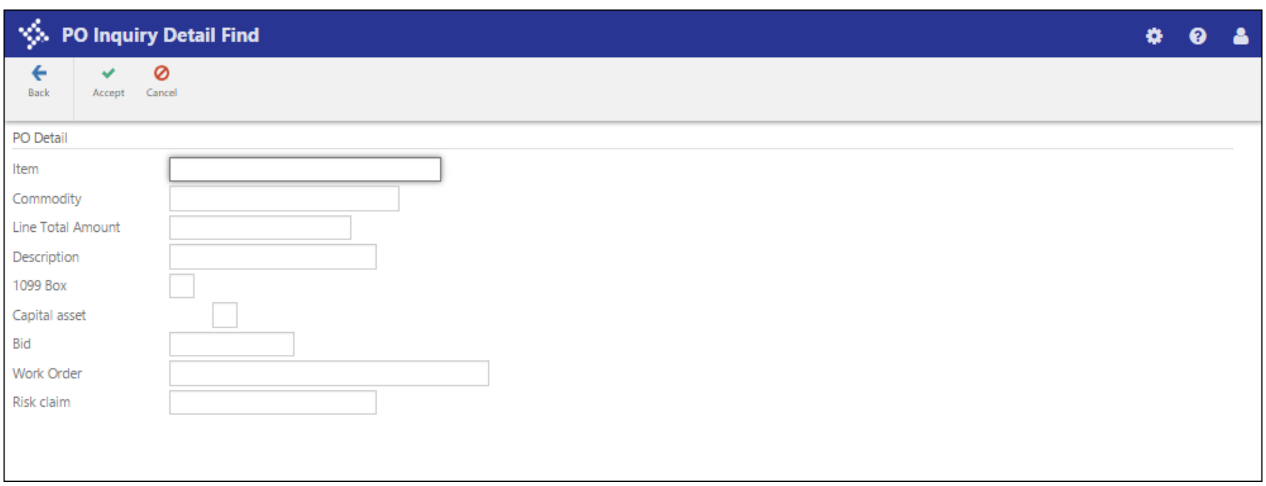
1. Click GL Find.
   The program displays the GL Segment Find screen.
   Org/Object Version:

2. Complete one or more of the account-related fields.
3. Click Accept to execute the search.

Detail Find

To find purchase order records by detail:

1. Click Detail Find.



   The program displays the PO Inquiry Detail Find screen.

2. Complete the fields with the purchase order detailsClick Accept on the toolbar to execute the search.