How to Enter a Requisition
Munis Version 11.3

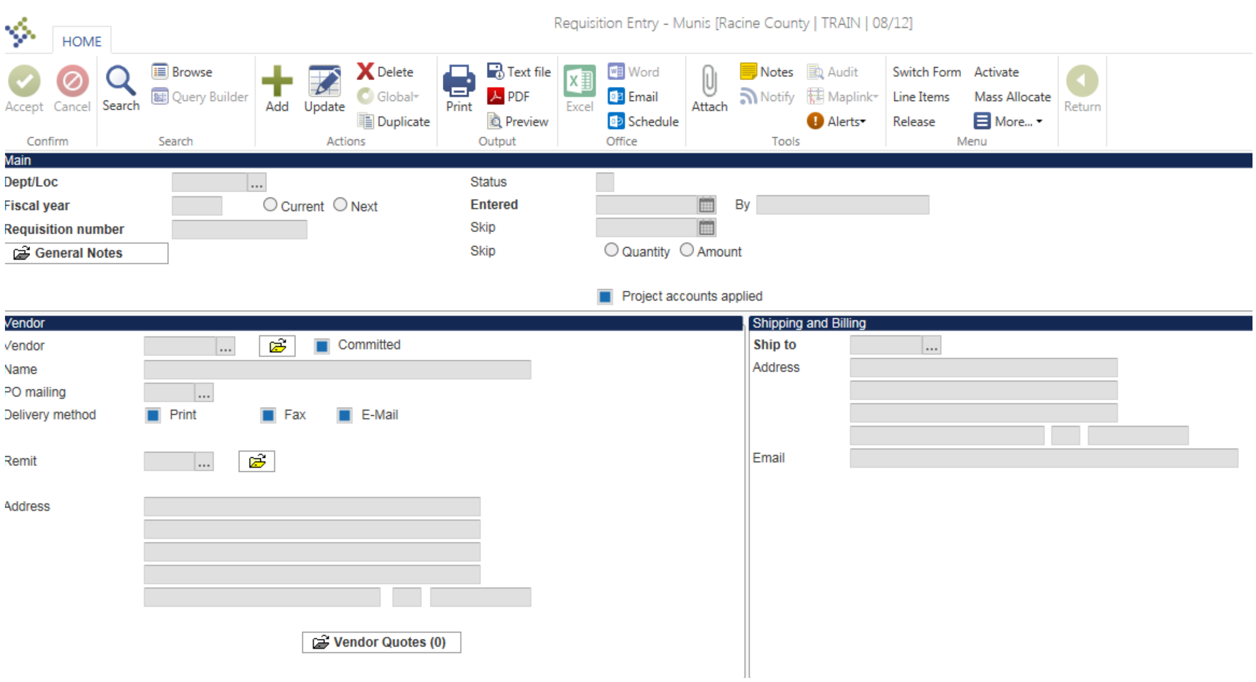
Locating Requisition entry from the Munis Menu

Requisition Entry is located under Munis>Financials>Purchasing>Purchase Order Processing>Requisition Entry

Adding a requistion

Upon entering the Requistion Entry program, in order to add a requistion a user will need to click on the add sign  located on the Munis Ribbon.

The Main tab is divided into two sections, the header and line item detail sections. The header contains information such as the vendor, shipping address, and so on; the line details contain the order details by line.



FIELD DESCRIPTIONS

MAIN

Dept/Loc -This box contains the department or location responsible for the requisition.

Fiscal Year - The fiscal year in which the requisition is created.

Current/Next - This option can be the current or next year; the program automatically highlights Current or Next when you type the four-digit year. Current year requisitions update the current year balance; next year requisitions update the next fiscal year.

Requisition Number - This is the requisition number. This number is automatically generated to the next available number.

Status - This list indicates the current approval status of the selected requisition. This field is a number and is only changed by actions, not within the requisition screen.

1- Rejected: The requisition has been rejected by an approver. Click the Approvers button to view the rejection comments. To update a rejected requisition, click the Activate button.

2- Created: The requisition header (general) details have been entered, but general ledger (GL) details have not been entered, or, the requisition has header and GL detail, but does not have the appropriate budget to move it to a Status 4. In this case, a budget transfer must be made and posted, after which, you can click the Allocate button to move the requisition to a status 4-Allocated.

4- Allocated: The requisition has been entered and has been allocated (charged) to a general ledger account, therefore money is being taken from available budget. The requisition has not been released into Workflow. A requisition must be in a status 4-Allocated to be released into Workflow; click Release to initiate the Workflow process.

6- Released: The requisition has been released into Workflow and is awaiting approval. Click the Approvers button to see the current approval status.

8- Approved: The requisition has been fully approved in Workflow and is ready to be converted to a purchase order.

0- Converted: The requisition has been converted to a purchase order. The number is included on the Terms/Miscellaneous tab in Requisition Entry.

Entered - This is the date that the requisition is created. When you are creating a record, the default value is the current date, but you can change this if the official creation date is other than the current date.

By - This is the user ID of the person who enters the requisition. When you are adding or updating a record, the program completes this box automatically and you cannot change the entry.

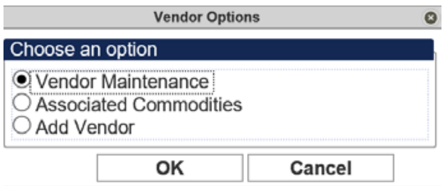
PO Expiration – Do not enter this field.

Received By – Do not change this field. It will default to quantity.

Project accounts applied – This is defaulted to be checked. This check box indicates that project account strings have been applied to the requisition.

VENDOR

Vendor – This is the vendor number from whom you are requesting the requisition items. You can type a vendor number, or you can click the help button to select or search for the vendor. If a vendor does not already exist or needs maintenance, click the yellow folder and select the appropriate action. This will be submitted to workflow.



Committed - ***Part of bid/contract process, pulls from vendor file*** The check box is automatically selected or cleared based on the vendor and commodity code and cannot be manually updated.

Name - This is the vendor's name, which is automatically entered based on the vendor number selected.

PO Mailing – This is the vendor's remit address to be used for purchase orders and will be automatically filled in based on the vendor file.

Delivery Method - This is the desired delivery method for the completed purchase order. The default values of these check boxes are drawn from the vendor record.

Address – This is the vendor's address

SHIPPING INFORMATION

Ship To - This is the location to which the item should be delivered. This will print on the PO being sent to the vendor.

Email - This is the contact e-mail address for the shipping location. This will be print on the PO being sent to the vendor.

MISCELLANEOUS

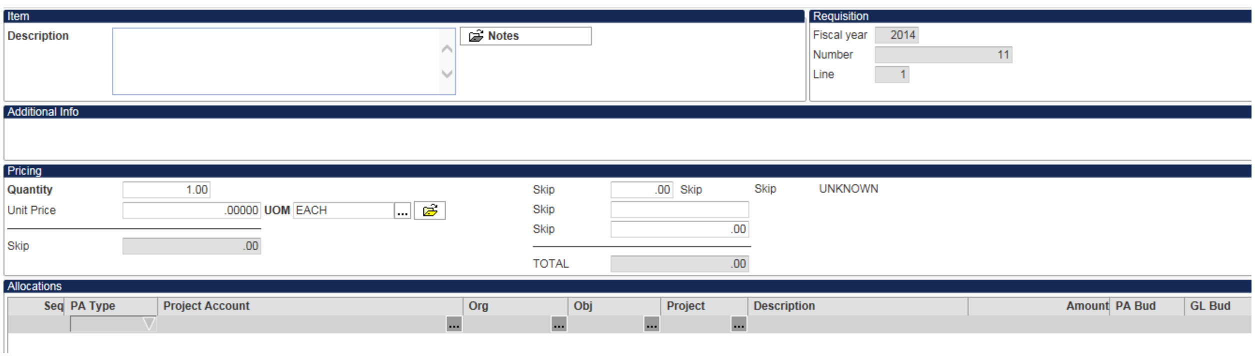
Allocation – This is the allocation code for general ledger distribution.

Complete line details

Click on the Accept sign 

located on the Munis Ribbon in Line Detail

Next, fill out the fields found in the Detail part of requisition entry. The fiscal year, number and line in all populate automatically.



ITEM

Description – This is the description of the item's detail

REQUISITION

Fiscal year - The fiscal year in which the requisition is created.

PRICING

Quantity – this amount is multiplied by the unit price to determine the total amount to allocate

Unit Price – price per unit

UOM – unit of measure, for all items *EACH*

GROSS – Quantity X Unit Price

TOTAL – For our purposes, GROSS amount

Once the detail has been completed the next step is to allocate the requistion by entering one or more accounts against the requistion. Enter the general ledger expense accounts to which the item will be charged by completing the Org, Object, and Project Code (if applicable) boxes.

<u>Seq</u> – The line item number

PA Type –

Project Account – account number for a project in Project Ledger

<u>Org</u> – the department cost center. This is filled in automatically when using a project

<u>Object</u> – the type of expense. This is filled in automatically when using a project

<u>Project</u> – if applying against a Project, 5 digit field

<u>Description</u> – description of the account chosen, generally the object code

<u>GL Bud</u> - "A" Above Budget, and "U" Under Budget

Once completed, on the Munis Ribbon please click the Accept Key 

followed by the Return Key 

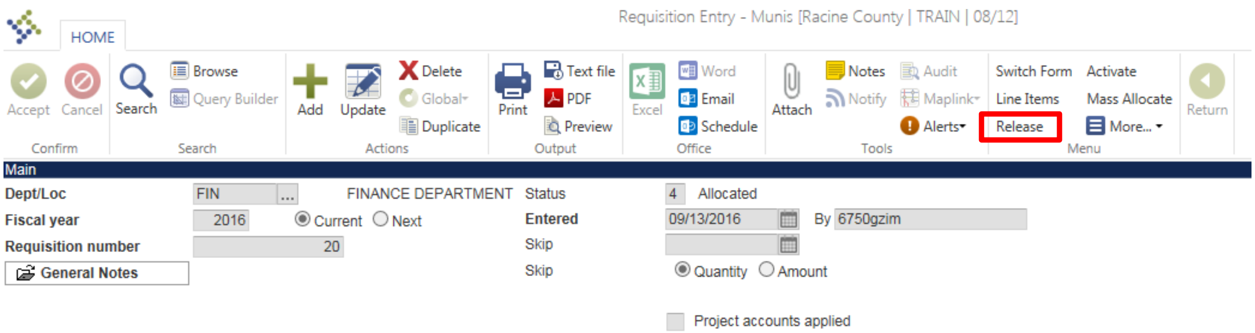
This will return you to the Requistion Header page.

You have completed two steps of the Requistion process, creating a requistion (status 2) and allocatng a requisition (status 4).

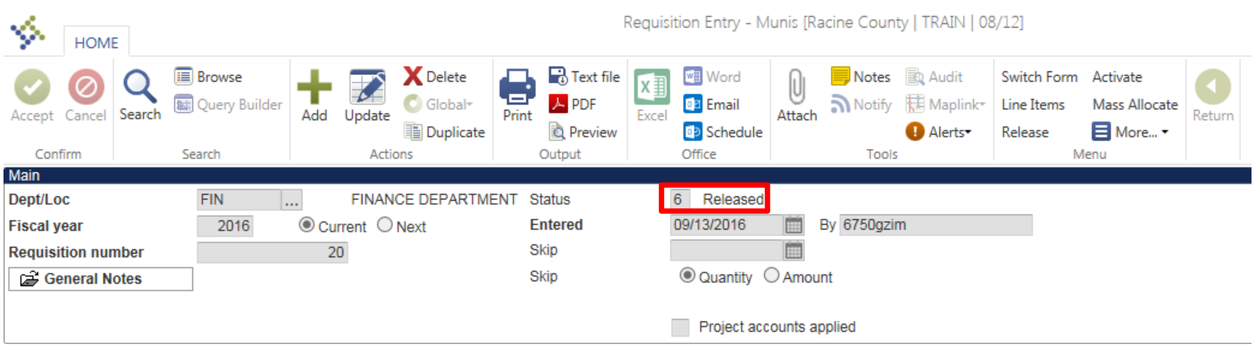
On the Requistion Header screen you can see that the status has now changed to that of Allocated

Release a requisition for approval

On the Requisition Header screen, click "Release"  on the Munis Ribbon to release the current requisition into workflow.

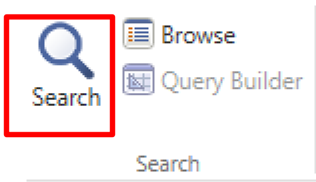


Clicking Release changes the status from "Allocated 4" to "Released 6"



Searching for a requisition

Click on the Search icon on the Munis Menu



Complete one or more of the fields to create an active set of requisitions matching the search criteria, or leave all of the fields blank to create an active set of all requisitions. Common search criteria is Dept/Loc, Requisition number, or Status. Press the Accept Key 

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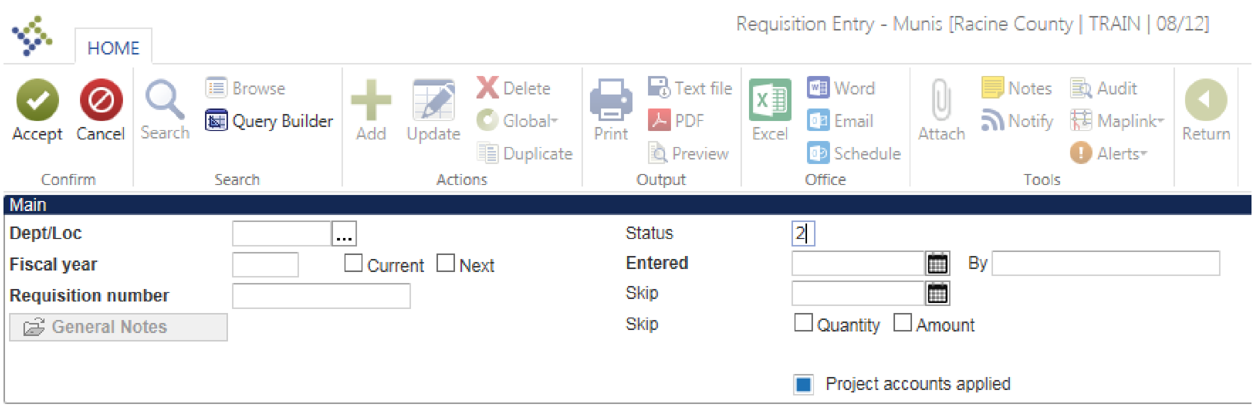
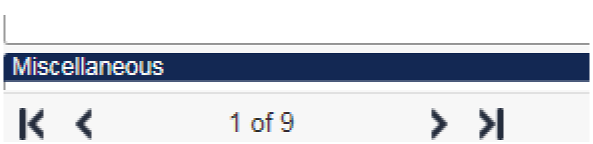
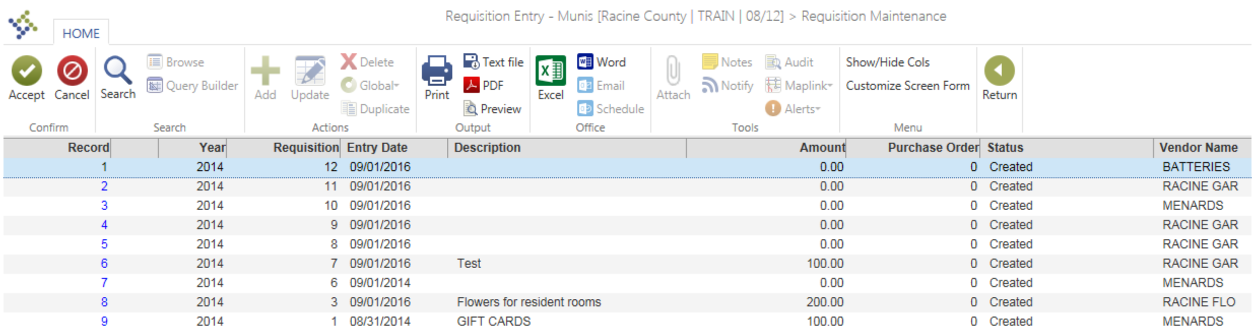


All results will be shown individually and can be clicked through on the bottom arrows or follow the next step to see a list of the search results.



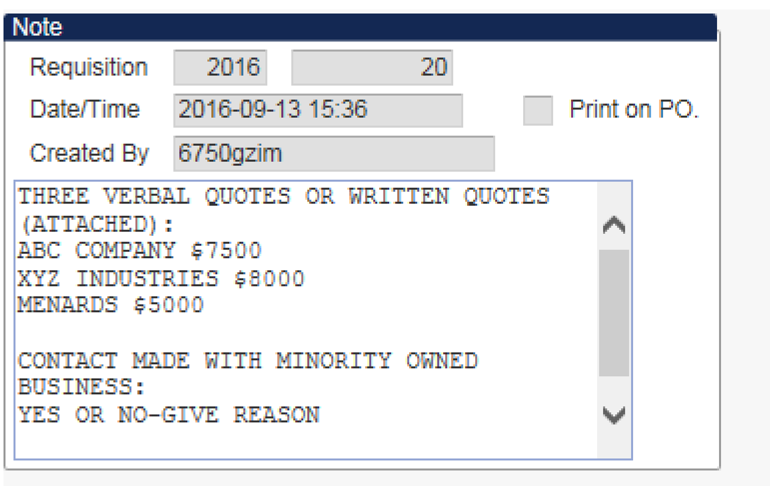
Once the results have been returned, click on Browse Browse for a list of all records in the active set.



Record	Year	Requisition	Entry Date	Description	Amount	Purchase Order	Status	Vendor Name
1	2014	12	09/01/2016		0.00	0	Created	BATTERIES
2	2014	11	09/01/2016		0.00	0	Created	RACINE GAR
3	2014	10	09/01/2016		0.00	0	Created	MENARDS
4	2014	9	09/01/2016		0.00	0	Created	RACINE GAR
5	2014	8	09/01/2016		0.00	0	Created	RACINE GAR
6	2014	7	09/01/2016	Test	100.00	0	Created	RACINE GAR
7	2014	6	09/01/2014		0.00	0	Created	MENARDS
8	2014	3	09/01/2016	Flowers for resident rooms	200.00	0	Created	RACINE FLO
9	2014	1	08/31/2014	GIFT CARDS	100.00	0	Created	MENARDS

Add/update requisition notes

Click General Notes or Vendor/Sourcing Notes to add or update notes associated with the selected requisition.



If no notes exist for the current requisition, the program displays the Notes screen with a blank text box, as seen above.

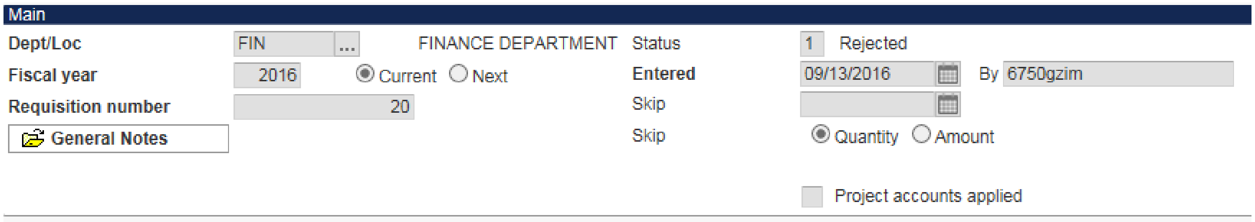
Write the note in the blank field text box followed by Accept. This adds the note, which can be Updated

Add Three Verbal or Written Quotes. If Written quotes, attached a scanned image of quotes. Add Contact Made with Minority Owned Business Yes or No. If No, give reason why.

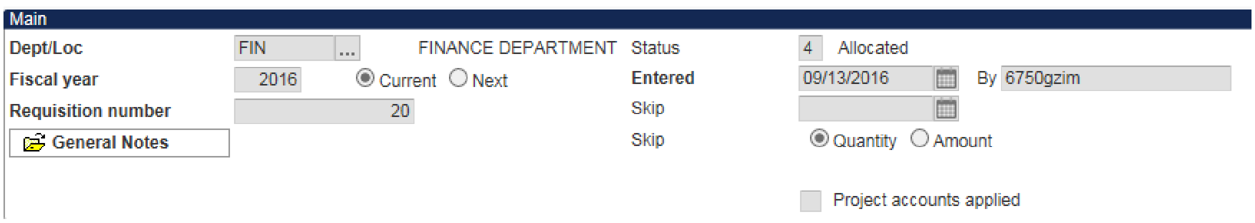
Do not check Print on PO.

Reactivate a rejected requisition

Search for the requisition that is currently rejected.



Click Activate button Activate on the Munis menu to reactive the requisition, changing the status from 1 to 4-Allocated.



The value of the Entry Date box is the current date (09/13/2016) and the value of the Entered By box is the user ID of the person activating the requisition (6750gzim).