MUNIS®

HOW TO ENTER A REQUISITION

tyler works.

Implementation

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HOW TO ENTER A REQUISITION

1.0 Requisition - Purpose

The MUNIS Requisition program has two main objectives:

1. Gather required information to be used in the creation of a Purchase Order, Inventory Pick Ticket or Bid with the intention of obtaining goods or services.
2. Reduce the available budget by the amount of the Requisition. This provides real-time available budget tracking as follows:

   APPROVED BUDGET less:

   - Actual expenses (Invoices, Paid Checks, General Journal Entries)

   - Purchases on Order (PO's)

   - Purchases on Request awaiting approval (Requisitions)

   AVAILABLE BUDGET

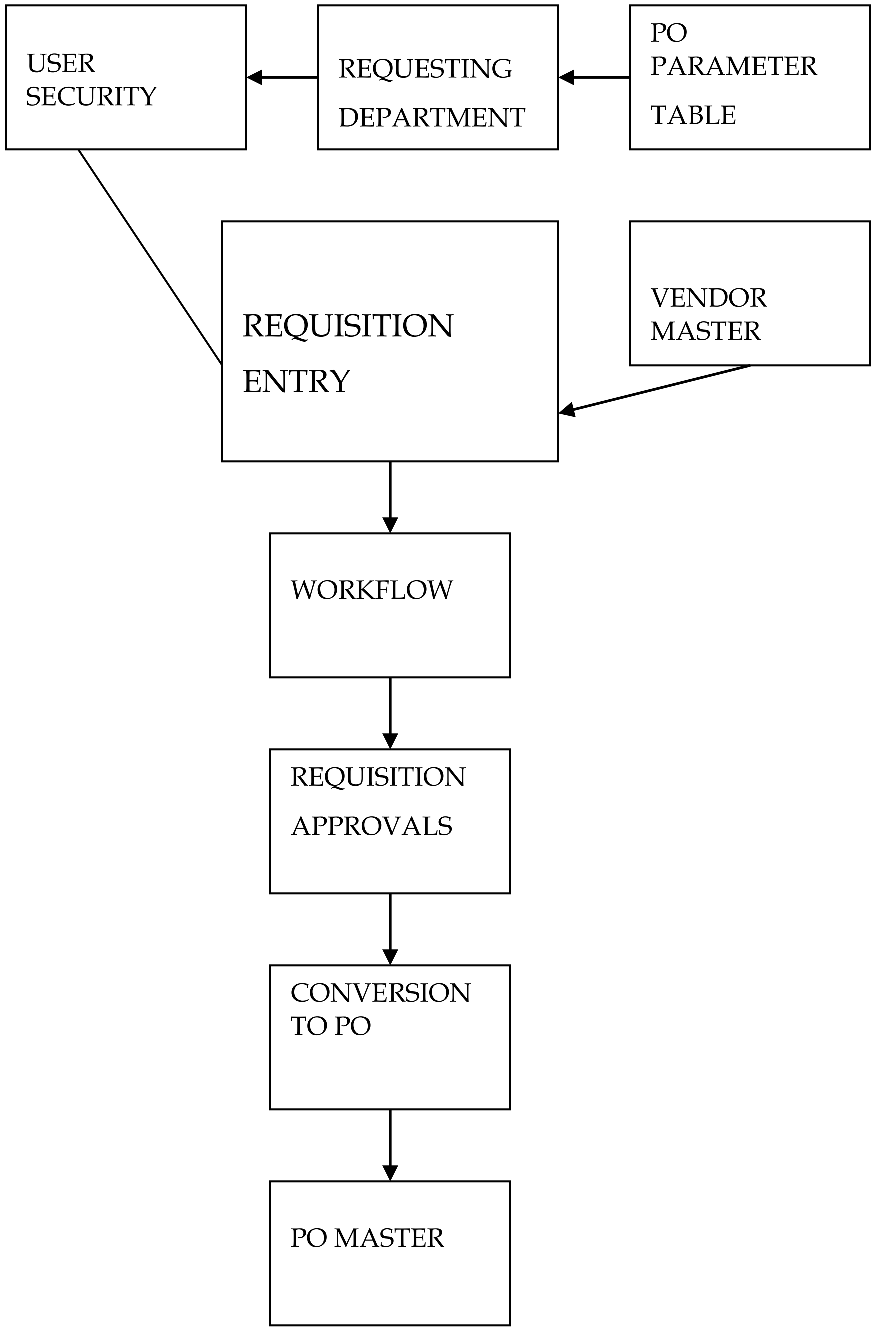
2.0 Requisition - Prerequisites

The following database tables must be populated prior to the entry of a requisition (recommended tables are not required but strongly recommended).

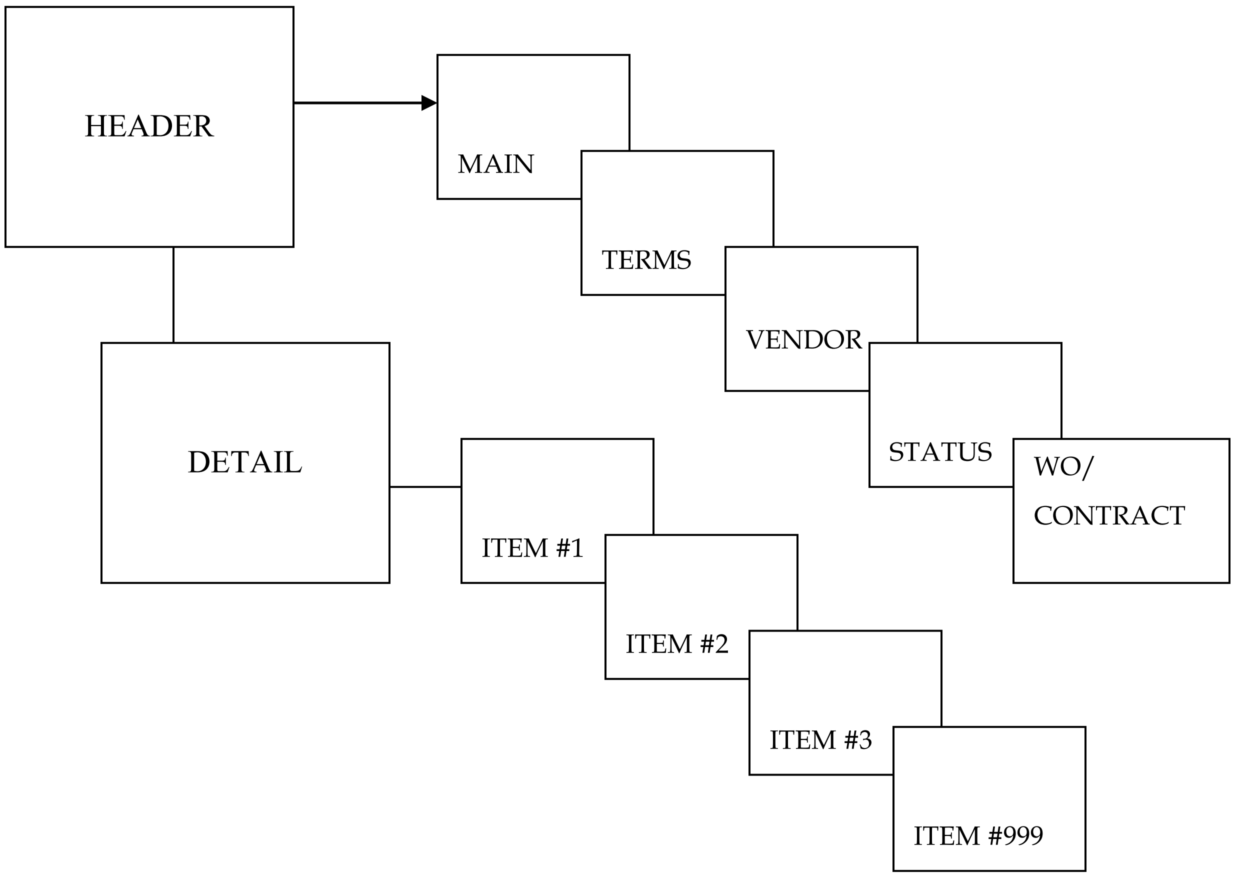
1. Chart of Accounts
2. PO Parameter Table
3. Requesting Department Table
4. Bill to/Ship to Table
5. Workflow Business Rules for Requisitions
6. Vendor Master (Recommended)
7. User Security linking the entry user to a default Department Code (Recommended)

3.0 Requisition - Data Flow

3.1 Overall



3.2 Requisition

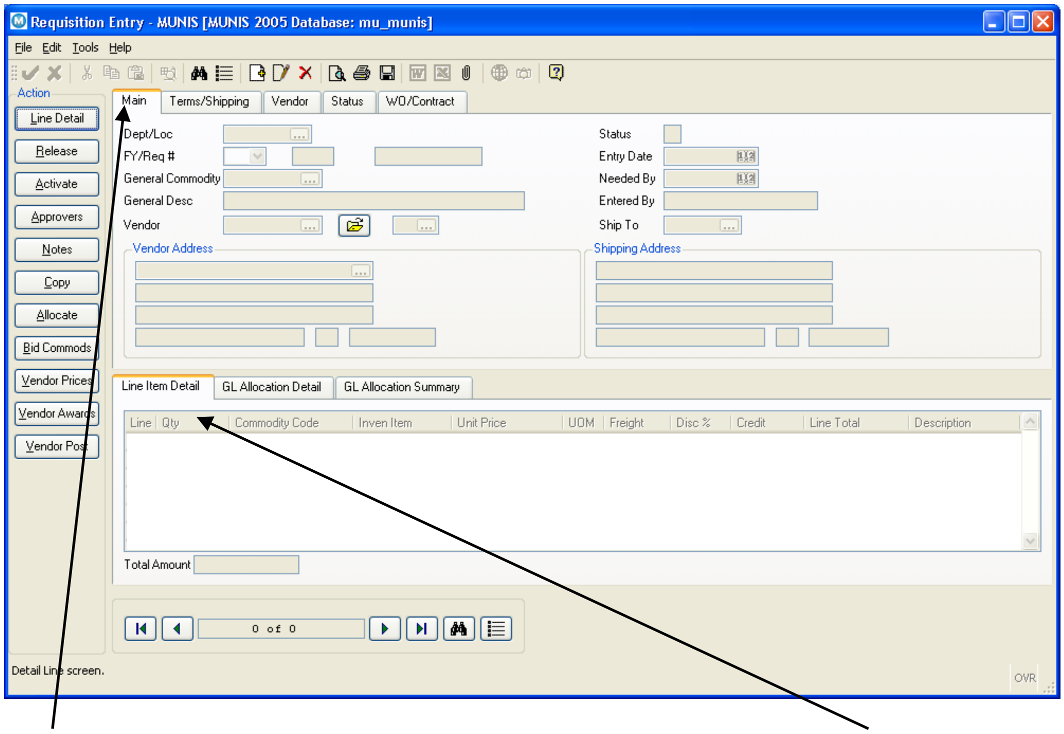


4.0 Requisition - Process

IMPORTANT POINT: There are many options available when processing Requisitions. For example, we could utilize Commodity Codes, Inventory Items, or reference a Work Order or Contract. We could also apply discounts or add freight. For the purpose of this manual, we are focusing on required fields and not showing how to utilize options.

4.1 Overview

The Requisition Entry screen is divided into two sections: Header and Line Item Detail.

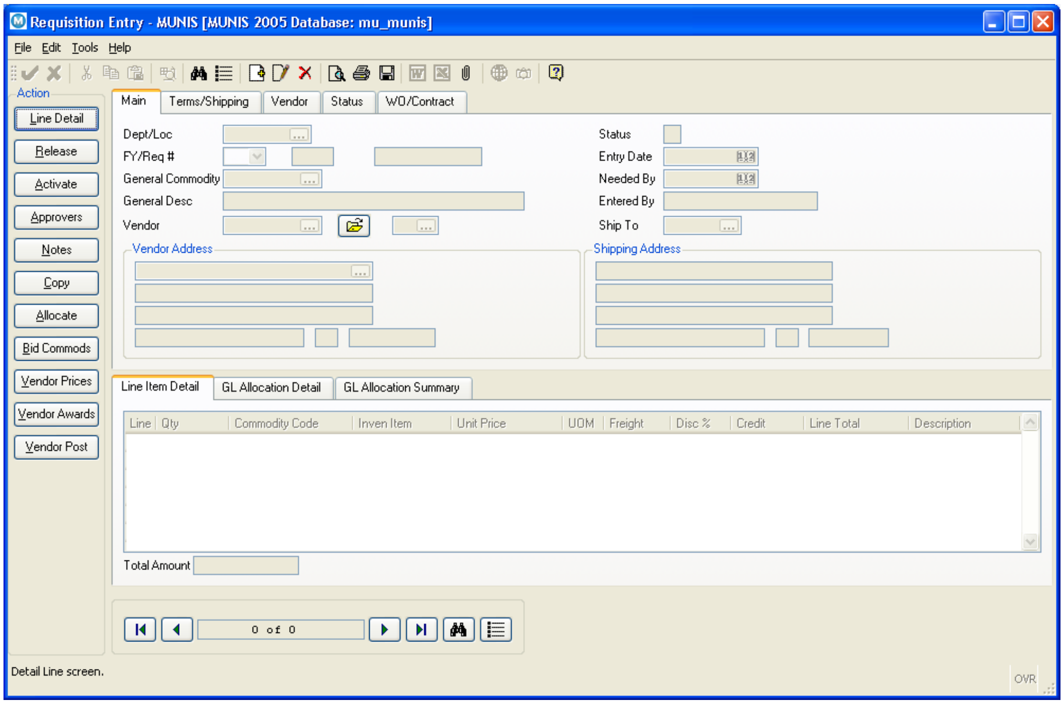


Header section   Line Item Detail section

The Header section contains information relative to every Line Item. The Line Item section contains specific information for each requested item such as quantity, price, and ledger account(s) to be charged.

4.2 Adding a record

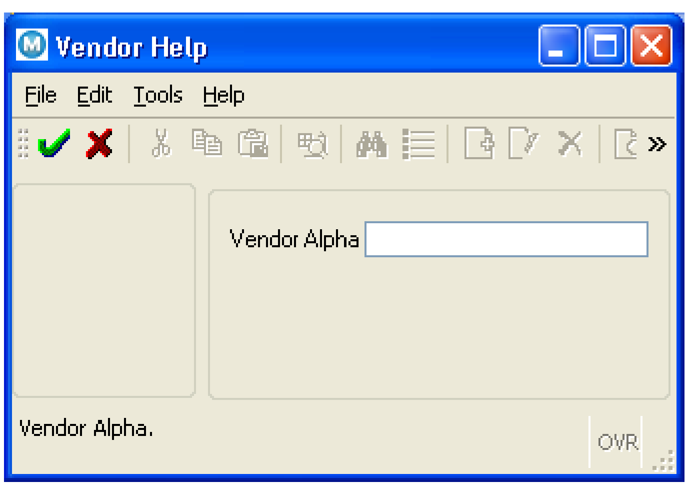
Click the Add New Record button . You will be positioned on the Main tab of the Requisition Header section.



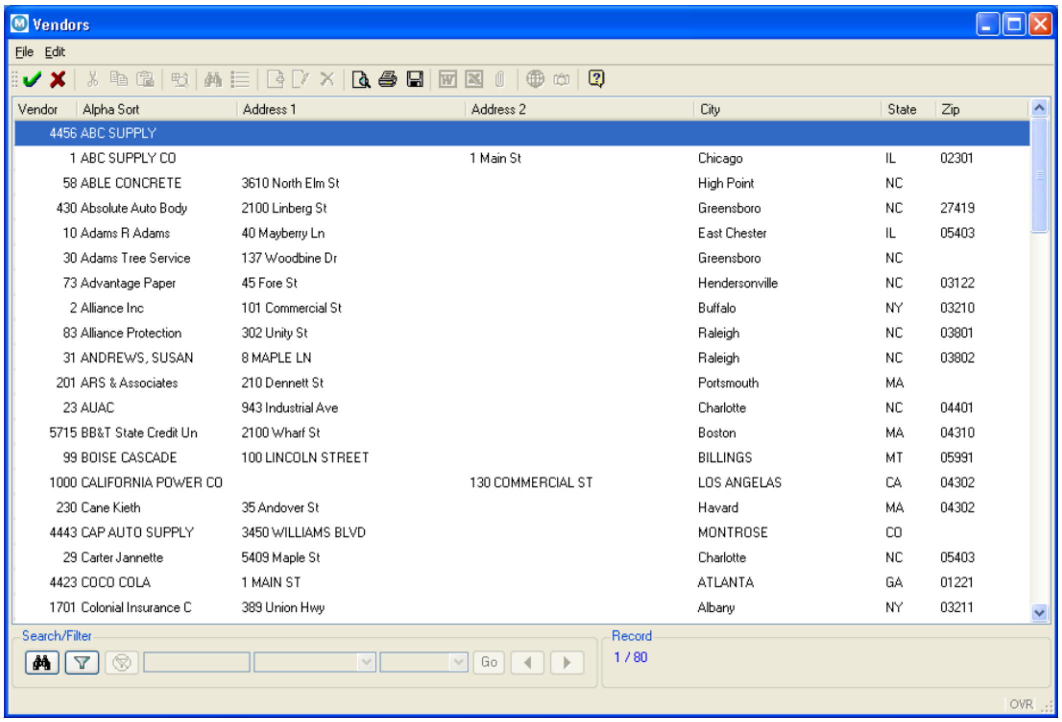
The Dept/Loc field should be automatically populated from your security profile (if not, please see your System Administrator). You should not change this value unless you are authorized to purchase items for several departments.

Accept the fault Fiscal Year and Req # and tab down and populate the General Description.

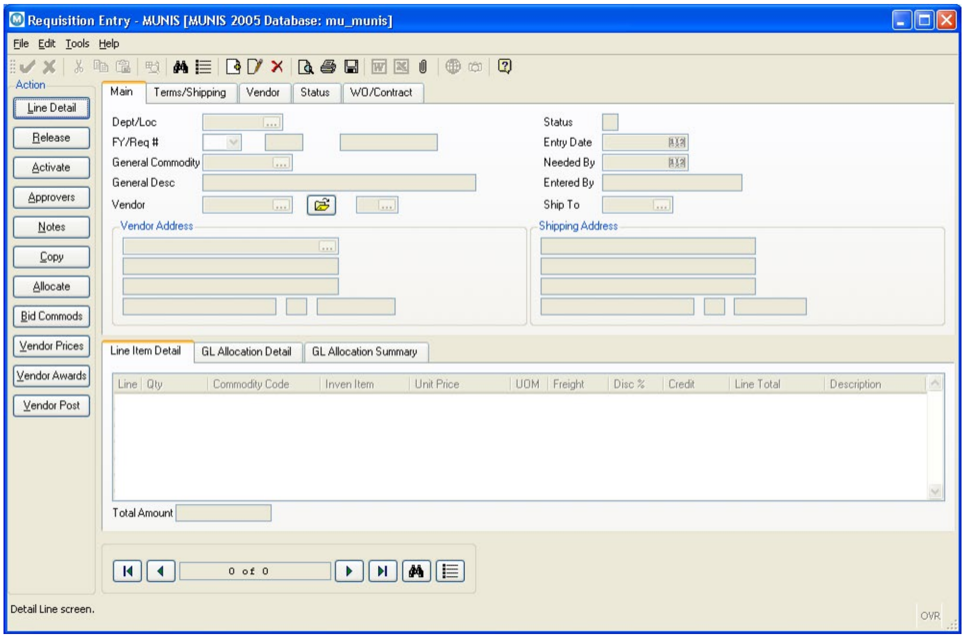
Select a vendor by clicking on  within the Vendor Number field. You will see the following dialog box:



Enter the first character (or several characters) of the vendor's name. This will make searching for the vendor faster and easier. You can leave this blank and search the entire vendor database. When complete, click the accept button . You will be brought to the Vendor Search screen.

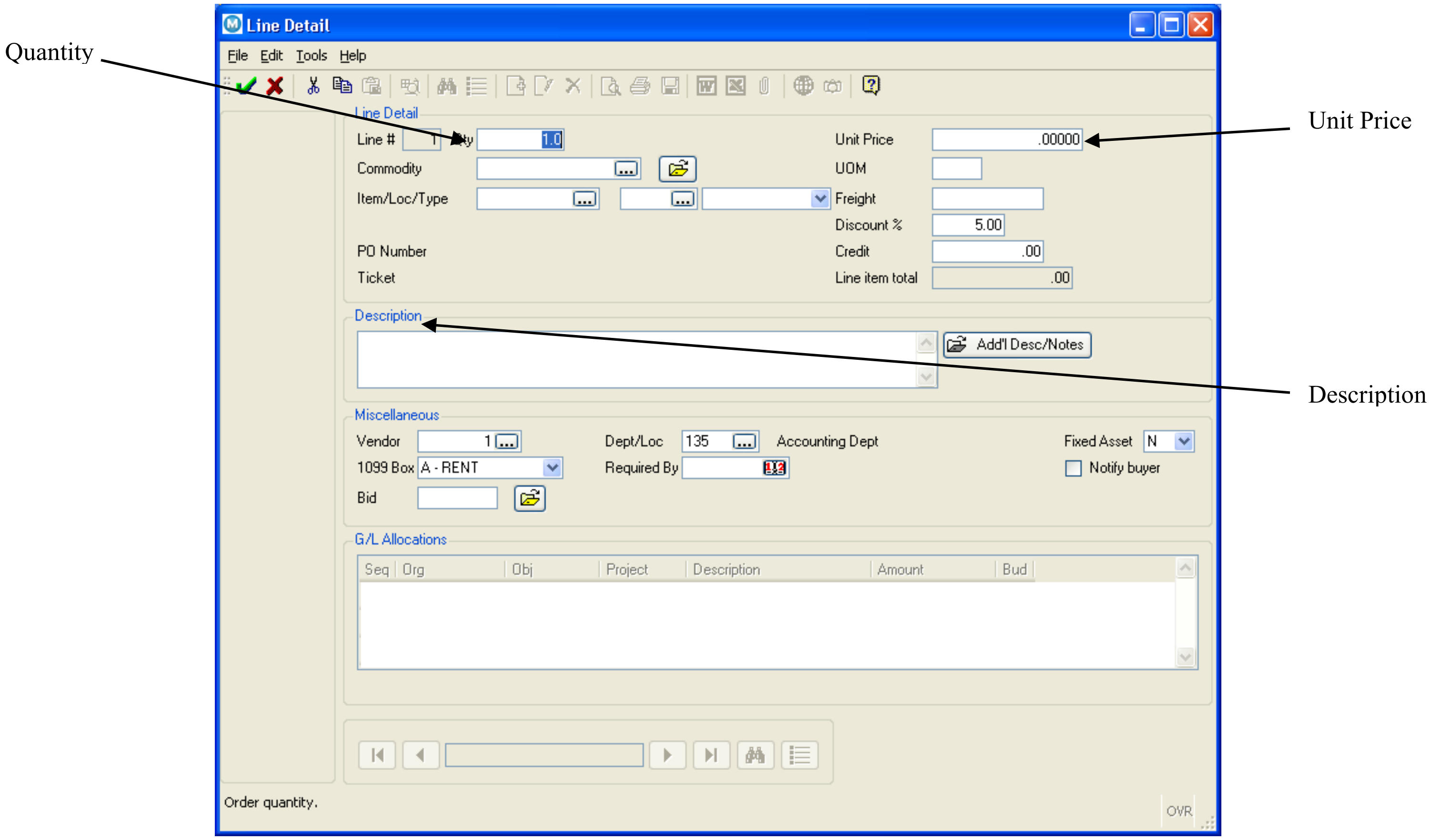


Select your vendor by double-clicking on the vendor name. You will then return to the Requisition Entry screen.

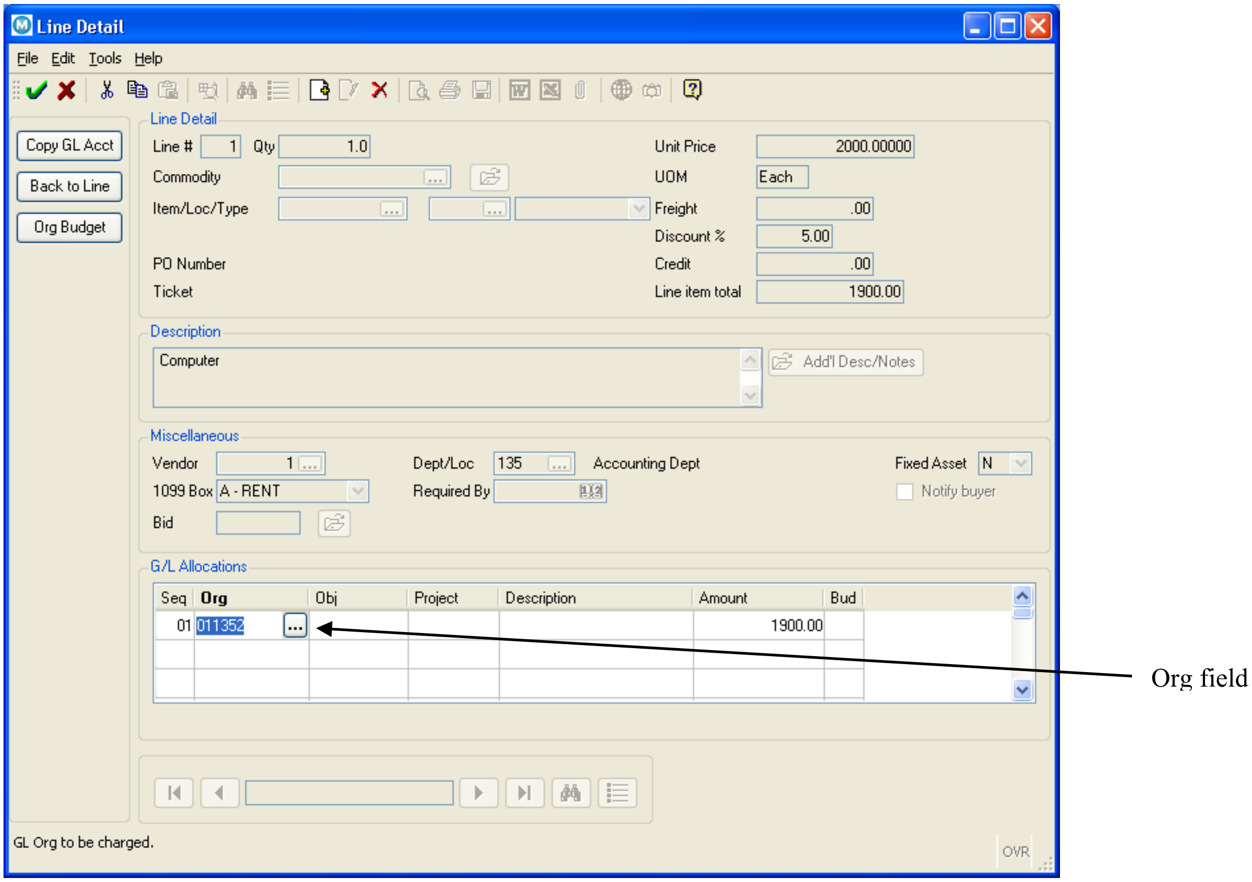


Enter data in the remaining fields on the Main tab. When complete, click the accept button .

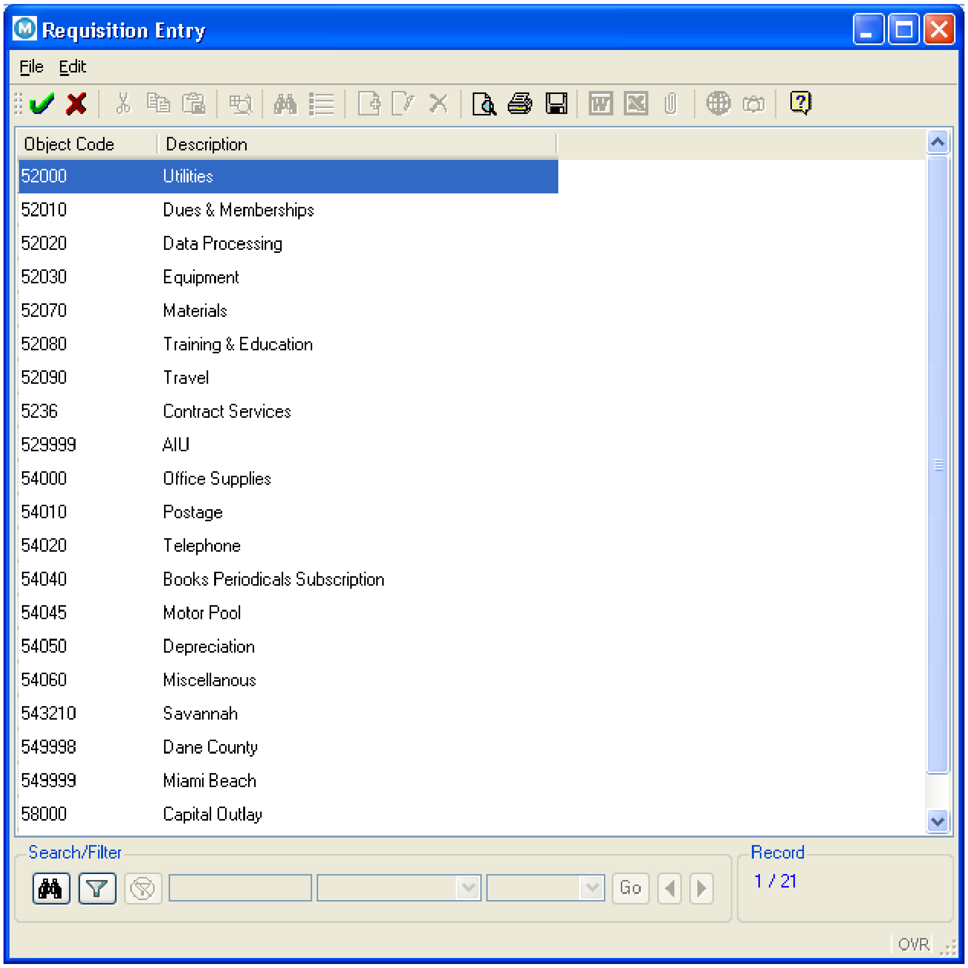
You have completed the Header section and are now viewing the Line Item Detail screen:



Enter your Quantity, Unit Price and Description (tab through all other fields). Now tab down to the Org field.

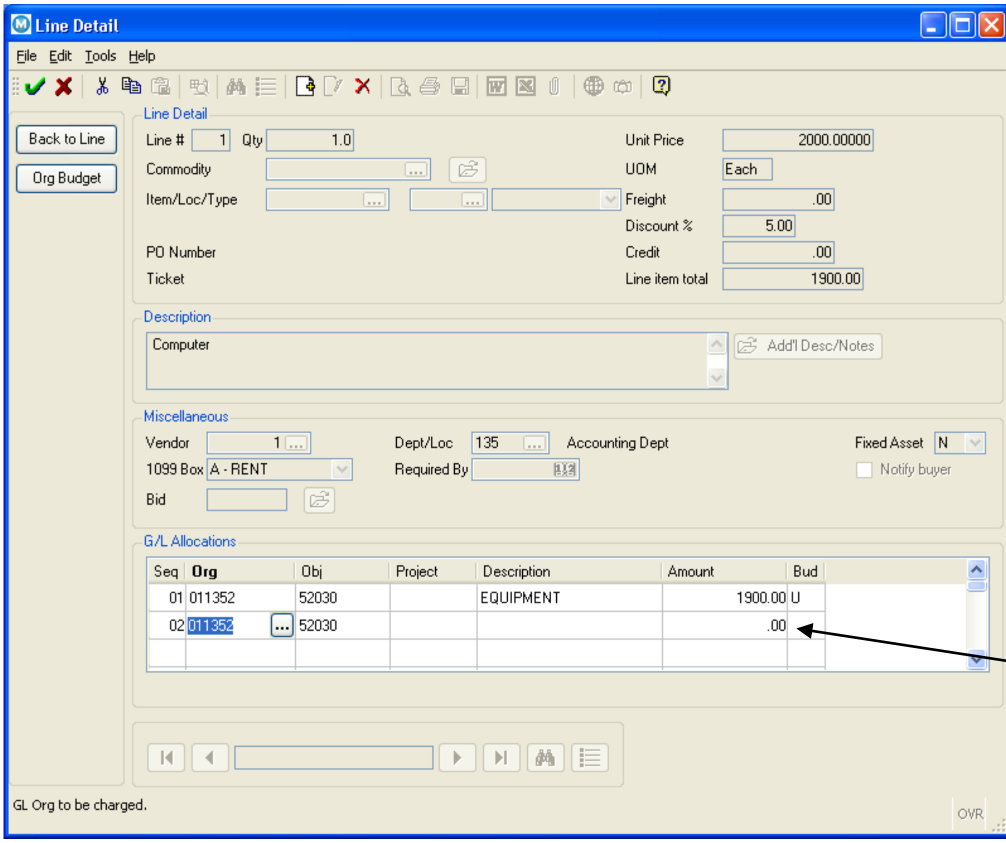


The Org Code will default from the Requesting Department table. Tab to the Object field and enter a valid Object within the default Org. To see valid objects, click on the  button and you open the Object help window:



Select the desired Object by double-clicking the Object number. You will return to the Detail screen.

Tab through the Project and Amount fields.



Requisition is fully allocated.

In the example above, we have fully allocated our Requisition.

To complete our Requisition, click on the  icon. You will remain on the Line Item Detail screen with the option to:

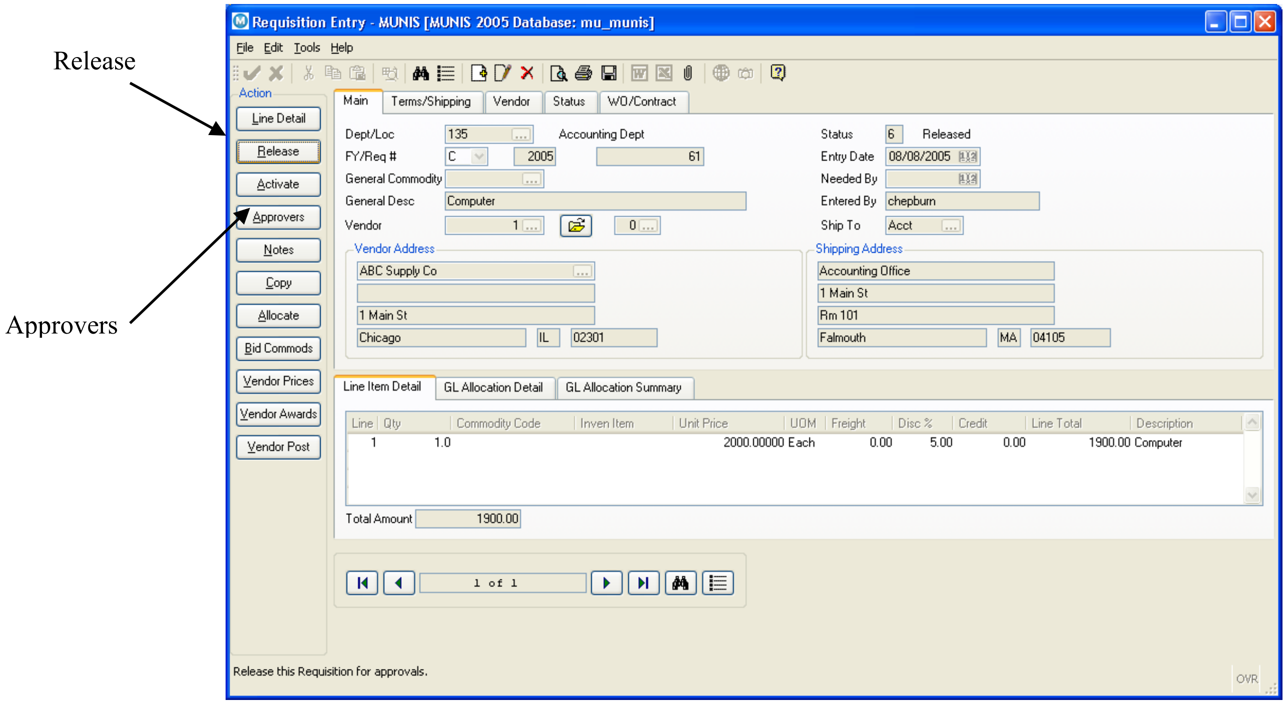
 Update the information you have entered on the Line Item Detail screen

 Add a second line item to your Requisition

 Accept your Requisition "as-is" and return to the Requisition Header screen

Click on the  to complete your Requisition and return to the Header screen.

4.3 Processing Data



To send your Requisition to the required approvers, (as determined by the Workflow Business Rule table) click on the Release button.

To view the Approvers, click on the Approvers button (note, you must release the Requisition first).

Congratulations, you have entered a Requisition!

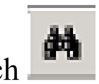
5.0 Requisition - Self-Study Exercises

1. Review the Terms/Shipping tab on the Requisition Header – enter or change the terms and shipping location.

2. Add a note explaining why you selected a vendor and indicate the bids you received from the other vendors by clicking on the Vendor Notes button within the Vendor tab.

3. Create a Requisition with 3 detail line items.

4. Create a Requisition with one of the detail line items allocated to at least 3 different general ledger accounts.

5. From the Requisition entry screen, use the search  icon to find all the Requisitions entered by you between a date range.

6. Print your Requisitions using the print  icon.