

HOW TO ENTER A REQUISITION

tyler works.

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HOW TO ENTER A REQUISITION

1.0 <u>Requisition - Purpose</u>

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

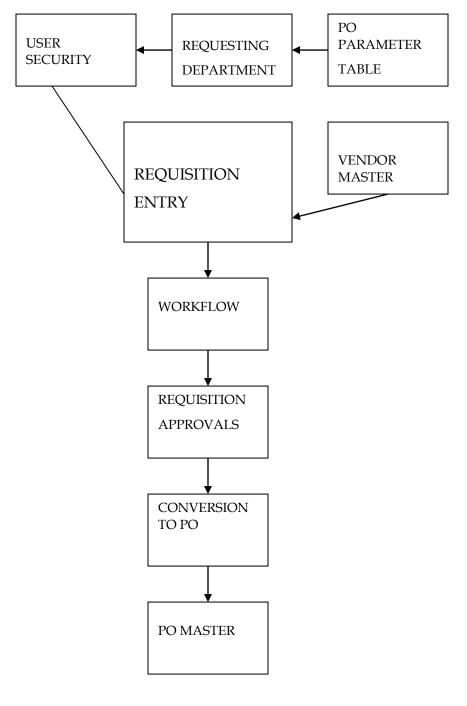
2.0 <u>Requisition - Prerequisites</u>

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 <u>Requisition - Data Flow</u>

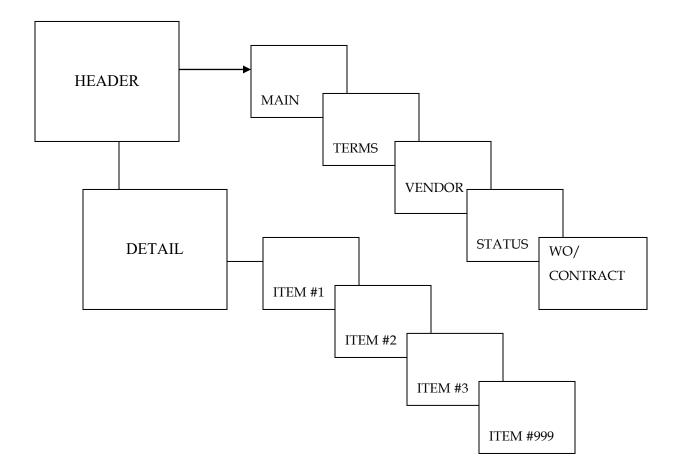
3.1 Overall



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3.2 Requisition



4.0 <u>Requisition - Process</u>

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.

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	•
Line Detail Pept/Loc Pr/Req # Activate General Desc Vendor Vendor Vendor Vendor Vendor Sid Commods	Status
Vendor Prices Line Item Detail GL Allocation Detail GL Allocation Summary Vendor Pos Line Item Qty Commodity Code Inven Item Unit Price	UOM Freight Disc % Credit Line Total Description
Detal Line screen.	
ader 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.

Eile Edit Tools		
Action	Main Terms/Shipping Vendor Status W0/Contract	
Line Detail		
Release	Dept/Loc Status	
	FY/Req # Entry Date 133 General Commodity Needed By 133	
Activate	General Desc Entered By	
Approvers	Vendor 😰 Ship To	
Notes	Vendor Address	
Allocate		
Bid Commods		
⊻endor Prices	Line Item Detail GL Allocation Detail GL Allocation Summary	
Vendor Awards		
	Line Qty Commodity Code Inven Item Unit Price UOM Freight Disc % Credit Line Total Description	~
⊻endor Post		
		~
	Total Amount	
Detail Line screen.		
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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:

🐼 Vendor Help 📃	
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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 **V**. You will be brought to the Vendor Search screen.

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endor Alpha Sort	Address 1	Address 2	City	State	Zip	~
4456 ABC SUPPLY						
1 ABC SUPPLY CO		1 Main St	Chicago	IL	02301	
58 ABLE CONCRETE	3610 North Elm St		High Point	NC		
430 Absolute Auto Body	2100 Linberg St		Greensboro	NC	27419	
10 Adams R Adams	40 Mayberry Ln		East Chester	IL	05403	_
30 Adams Tree Service	137 Woodbine Dr		Greensboro	NC		
73 Advantage Paper	45 Fore St		Hendersonville	NC	03122	
2 Alliance Inc	101 Commercial St		Buffalo	NY	03210	
83 Alliance Protection	302 Unity St		Raleigh	NC	03801	
31 ANDREWS, SUSAN	8 MAPLE LN		Raleigh	NC	03802	
201 ARS & Associates	210 Dennett St		Portsmouth	MA		
23 AUAC	943 Industrial Ave		Charlotte	NC	04401	
5715 BB&T State Credit Un	2100 Wharf St		Boston	MA	04310	
99 BOISE CASCADE	100 LINCOLN STREET		BILLINGS	MT	05991	
1000 CALIFORNIA POWER CI	D	130 COMMERCIAL ST	LOS ANGELAS	CA	04302	
230 Cane Kieth	35 Andover St		Havard	MA	04302	
4443 CAP AUTO SUPPLY	3450 WILLIAMS BLVD		MONTROSE	CO		
29 Carter Jannette	5409 Maple St		Charlotte	NC	05403	
4423 COCO COLA	1 MAIN ST		ATLANTA	GA	01221	
1701 Colonial Insurance C	389 Union Hwy		Albany	NY	03211	
earch/Filter		Recor	d			_

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

🙆 Requisition	Entry - MUNIS [MUNIS 2005 Database: mu_munis]	
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Action	Main Terms/Shipping Vendor Status W0/Contract	
Line Detail		
Belease	Dept/Loc Status	
Helease	FY/Req # Entry Date B13	
Activate	General Commodity	
Approvers	General Desc Entered By	
	Vendor Ship To	
Notes	Vendor Address Shipping Address	
Сору		
Allocate		
Bid Commods		
Vendor Prices	Line Item Detail GL Allocation Detail GL Allocation Summary	
Vendor Awards		
	Line Qty Commodity Code Inven Item Unit Price UDM Freight Disc % Credit Line Total Description	
Vendor Post		
		~
	Total Amount	
Detail Line screen.		OVR

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:

	🔟 Line Detail									
Quantity	<u>File E</u> dit <u>T</u> ools <u>H</u> e	lp								
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		Line Detail				· · · · · · ·				Unit Price
		Line #	1.0			Unit Price	.(00000	_	
		Commodity		(ž	3	ИОМ				
		Item/Loc/Type				✓ Freight				
						Discount %	5.00			
		PO Number				Credit	.00			
		Ticket				Line item total		.00		
		Description								
						~	🛛 😂 Add'l Desc/	Notes		
						~				
		Miscellaneous					2			— Descriptio
				Dept/Loc	135 D A	counting Dept		Fixed Asset N		
		1099 Box A - RENT	v	Required By		soounding blops		Notify buyer		
		Bid								
	ſ	G/L Allocations								
		Seq Org	ОЫ	Project	Description	Amount	Bud			
									<u>v</u>	
	Order quantity.									
									OVR:	

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

🔟 Line Detail			
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₩ ★ & "	🖻 🕼 ∰ ∰ 🔚 🖪 [/ 🗙]2, 🗇 🖫 😿 📧 () € ∠Line Detail		
Copy GL Acct	Line # 1 Qty 1.0	Unit Price 2000.00000	
Back to Line	Commodity	UOM Each	
	Item/Loc/Type	Freight .00	
Org Budget		Discount % 5.00	
	PO Number	Credit .00	
	Ticket	Line item total 1900.00	
	Description		
	Computer	Add"I Desc/Notes	
		<u>~</u>	
	Miscellaneous		
		ounting Dept Fixed Asset N	
	1099 Box A - RENT Required By	Notify buyer	
	Bid		
	G/L Allocations		
	Seq Org Obj Project Description	Amount Bud	
	01 011352	1900.00	
			Org field
			Org field
GL Org to be charg	ad		
ac org to be charg	50,	OVR	

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 **use** button and you open the Object help window:

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Object Code	Description	-
52000	Utilities	
52010	Dues & Memberships	
52020	Data Processing	
52030	Equipment	
52070	Materials	
52080	Training & Education	
52090	Travel	
5236	Contract Services	
529999	AIU	
54000	Office Supplies	
54010	Postage	
54020	Telephone	
54040	Books Periodicals Subscription	
54045	Motor Pool	
54050	Depreciation	
54060	Miscellanous	
543210	Savannah	
549998	Dane County	
549999	Miami Beach	
58000	Capital Outlay	~
Search/Filter—	Record	
# 7	© Go () 1/21	
		OVR

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

Tab through the Project and Amount fields.

🙆 Line Detail		
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	Line Detail	
Back to Line	Line # 1 Qty 1.0 Unit Price 2000.00000	
Org Budget	Commodity C UDM Each	
	Item/Loc/Type Freight	
	Discount % 5.00 PO Number Credit .00	
	Ticket Line item total 1900.00	
	Computer	
	Miscellaneous	
	Vendor 1 Dept/Loc 135 Accounting Dept Fixed Asset N	
	1099 Box A - RENT Required By RXA Notify buyer	
	Bid 🔁	
	G/L Allocations	
	Seq Org Obj Project Description Amount Bud	
	01 011352 52030 EQUIPMENT 1900.00 U	
	02 011 352 520300	
		- Paguisition
		- Requisition
		fully allocated.
		allocated.
GL Org to be charg	ed.	

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

To complete our Requisition, click on the **second** 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 **v** to complete your Requisition and return to the Header screen.

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4.3 Processing Data

	Requisition Entry - MUNIS [MUNIS 2005 Database: mu_munis]	×
Release	Ele Edit Iools Help	
Kelease	± ✓ X X ha ta ta M 🔚 🕑 📝 X 🕭 🥌 🖬 👿 🛛 🌒 🛱 🛱 🖓	
	Action Main Terms/Shipping Vendor Status W0/Contract	
	Line Detail Dept/Loc 135 Accounting Dept Status 6 Released	
	Belease FY/Reg # C 2005 61 Entry Date 08/08/2005 N3	
	Activate General Commodity Needed By 133	
	General Desc Computer Entered By chepburn	
	Approvers Vendor 1 😰 0 Ship To Acct	
	Notes Vendor Address Shipping Address	h
	Copy ABC Supply Co Accounting Office 11 Main St 1	
	Allocate 1 Main St Rm 101	
Approvers '	Chicago III (12301 Ealmouth Má (14105	
	Bid Connods	J
	Vendor Prices Line Item Detail GL Allocation Detail GL Allocation Summary	
	Vendor Awards	-
	Line Uty Commodity Code Invenitiem Unit Price UUM Preight Disc % Credit Line Total Description	9
	<u>Vendor Post</u> 1 1.0 2000.00000 Each 0.00 5.00 0.00 1900.00 Computer	
	Total Amount 1900.00	1
	Release this Requisition for approvals.	
	keedase tris keejustuun run approvals.	۱

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 <u>Requisition - Self-Study Exercises</u>

- 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.