MUNIS®

HOW TO UTILIZE PURCHASE ORDER INQUIRY

tyler works.

Implementation

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1.0 Purchase Order Inquiry - Purpose

The MUNIS® PO Inquiry program provides *real time* information about purchase orders. The program has a multitude of uses including (but not limited to):

1. Inquiry about purchase orders by vendor, status, fiscal year, etc.
2. Inquiries about invoice liquidation against purchase orders
3. Receiving information for a purchase order
4. Tracking changes against a purchase order
5. Tracking activity for a purchase order

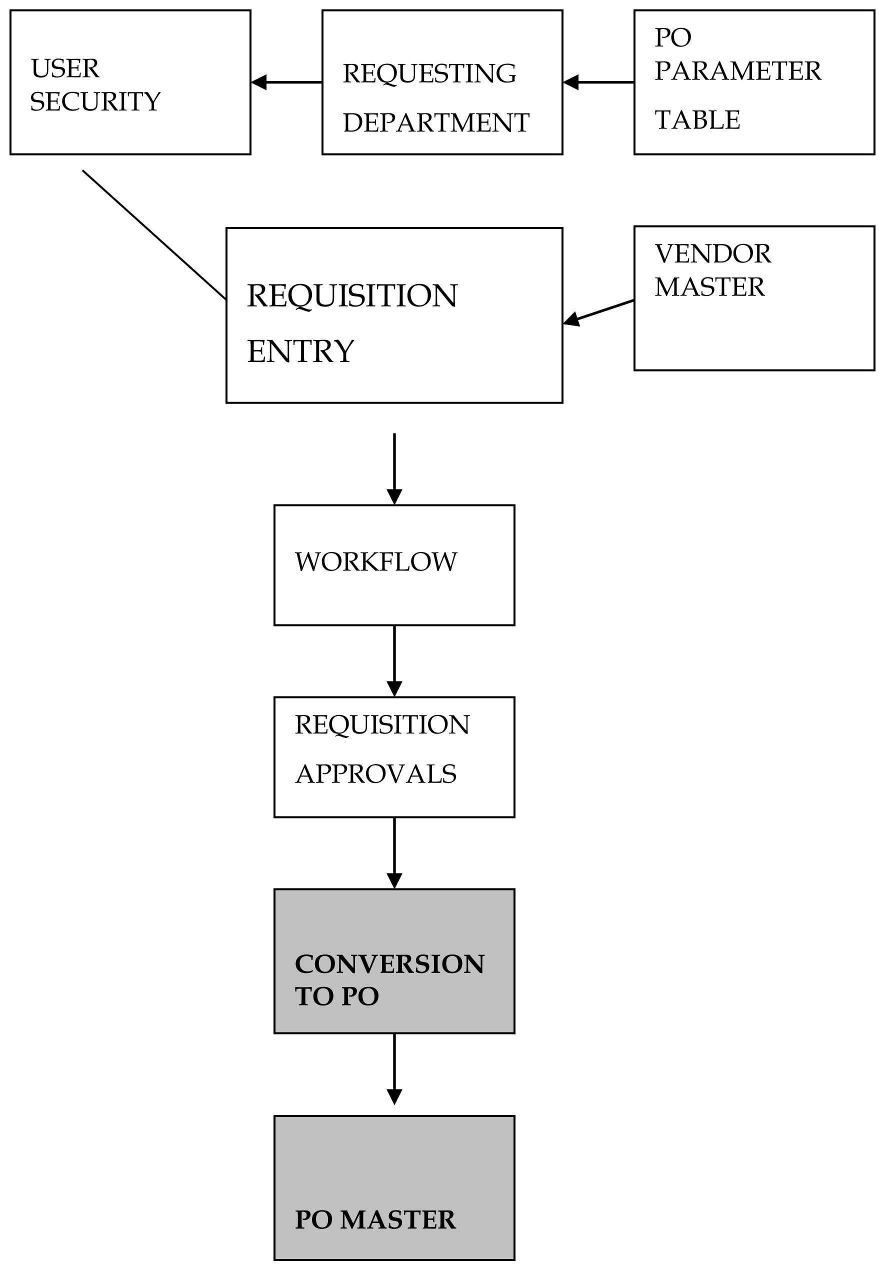
2.0 Purchase Order Inquiry - Prerequisites

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

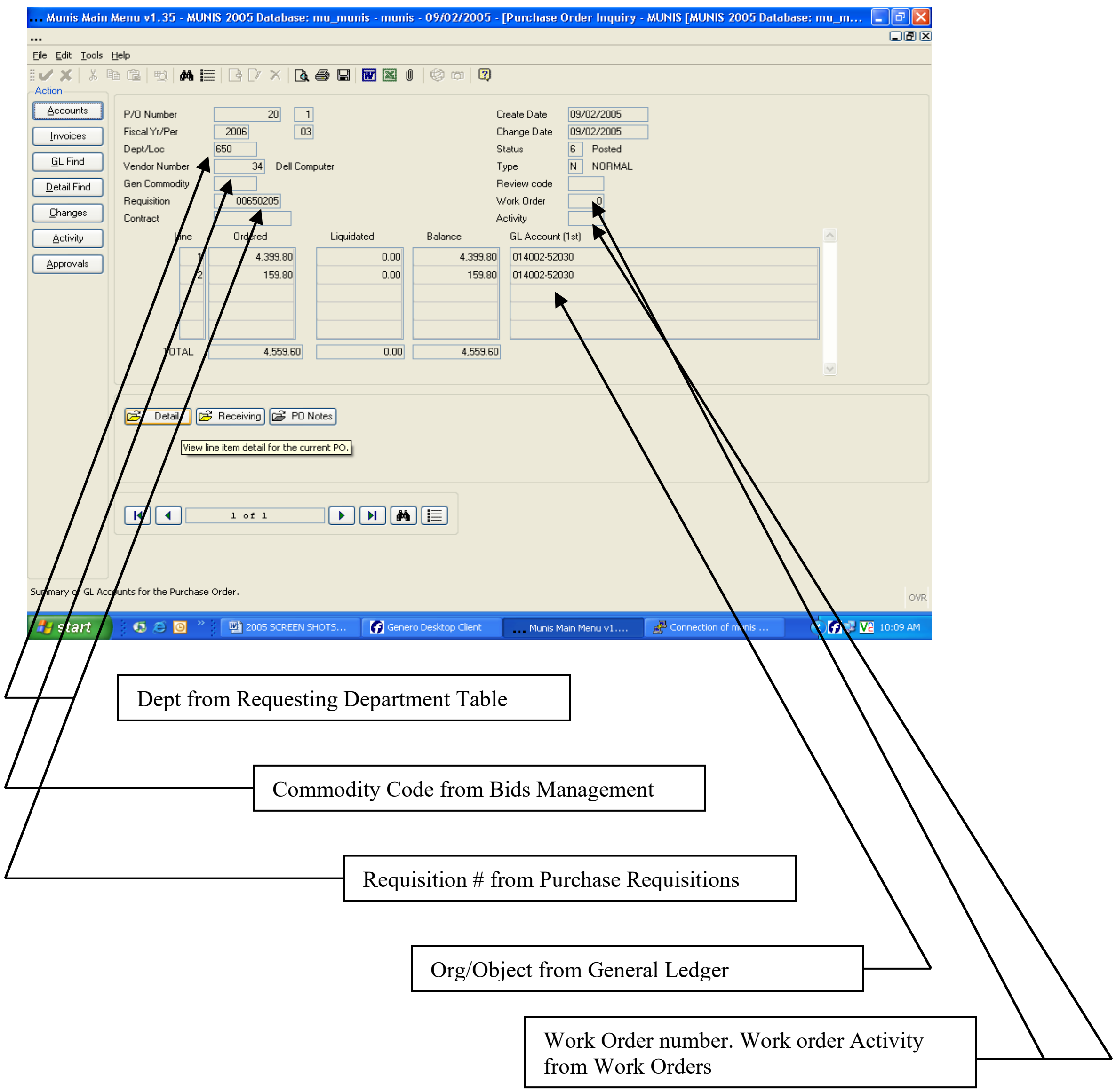
1. Chart of Accounts
2. PO Parameter Table
3. Requesting Department Table
4. Bill to/Ship to Table
5. Workflow Business Rules for Purchase Orders
6. Vendor Master
7. User Security linking the entry user to a default Department Code (Recommended)

3.0 Purchase Order Inquiry - Data Flow

3.1 Overall – From a Requisition



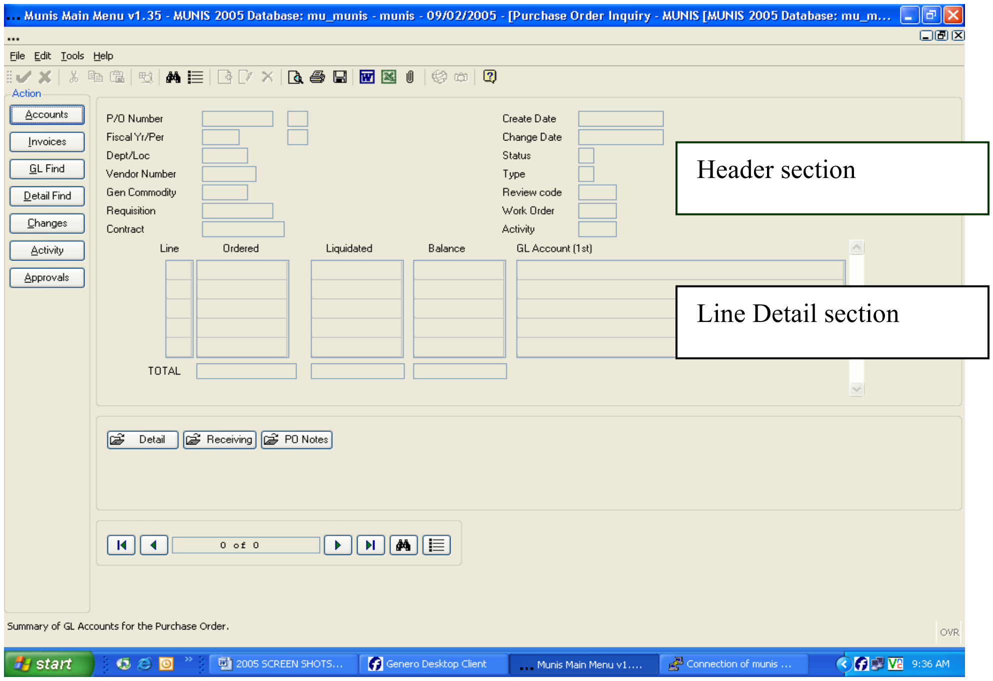
3.2 Integration to Other Modules/Tables



4.0 Purchase Order Inquiry - Process

4.1 Overview

The Purchase Order Inquiry screen has summary information about the purchase order header and detail. It shows how much has been liquidated against a purchase order and the open balance.



The Header section contains information relative to every Line Item – PO Number, fiscal year/period the PO was created, Department/Location, Vendor Number, etc.

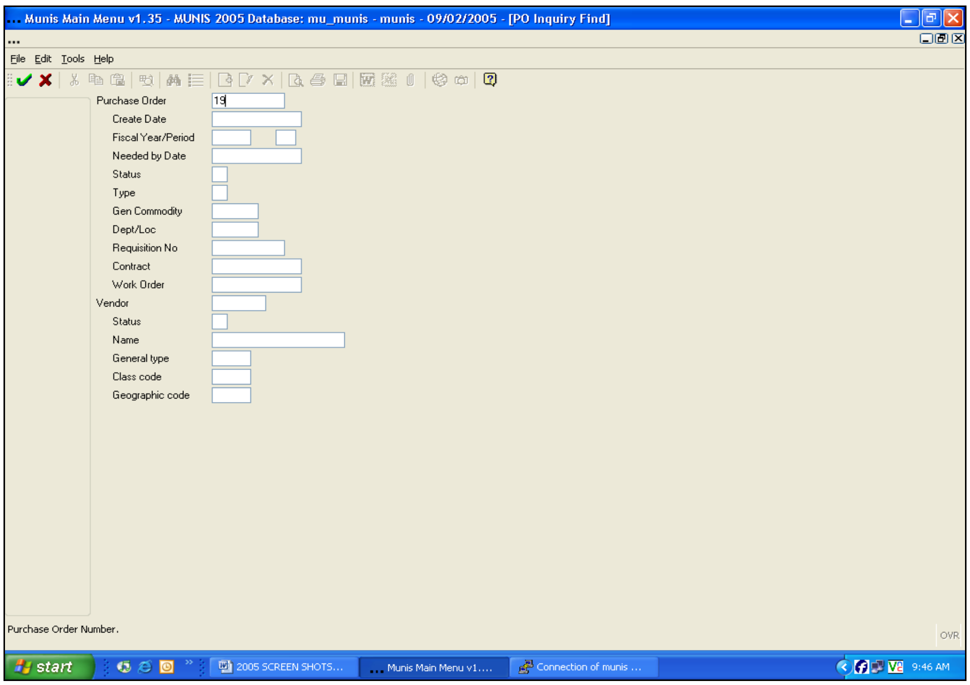
The Line Item section contains specific information on dollar amount ordered, amount liquidated, and balance.

4.2 Finding a Purchase Order

From the Main Menu:
Dept Menu
D.) PO Inquiry

This program can also be called from Invoice Entry/Proof

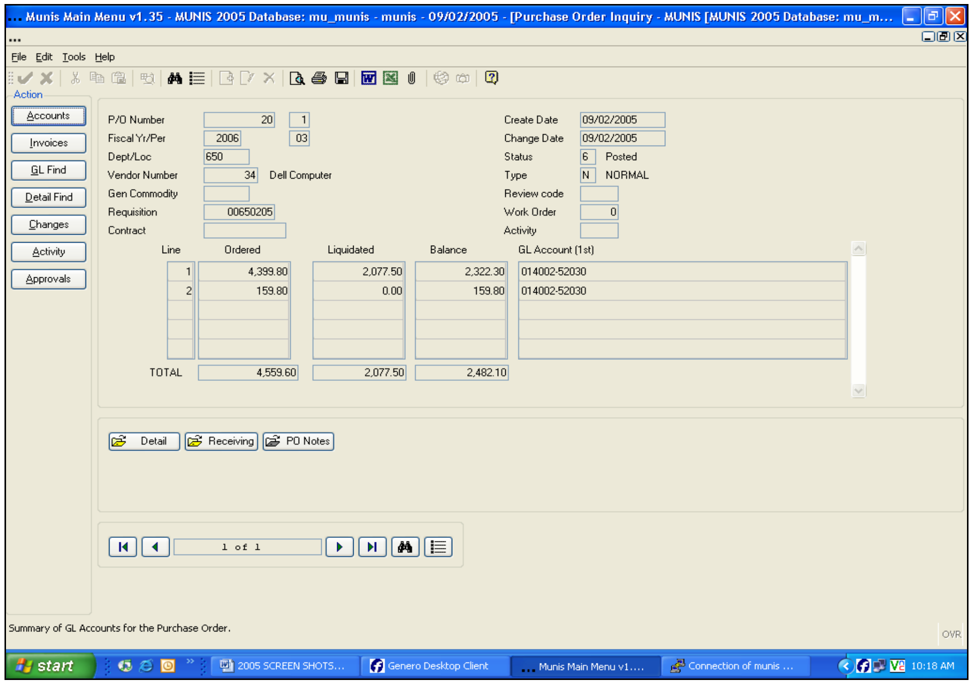
Click the Find button. This will position you in the purchase order number field of the inquiry screen.



The most common way to find a purchase order is to type in the purchase order number, and then click the Accept button.

Other query methods: if you do not know the PO number, you can find by all of the fields highlighted in white, or a combination of any of the fields highlighted in white.

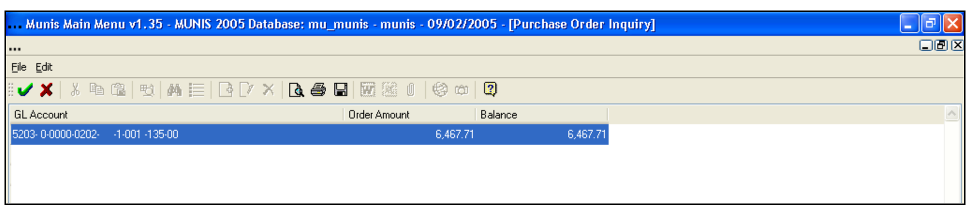
The purchase order shown below has been partially liquidated. It is a status 6 – Posted (not printed).



4.3 Action Keys

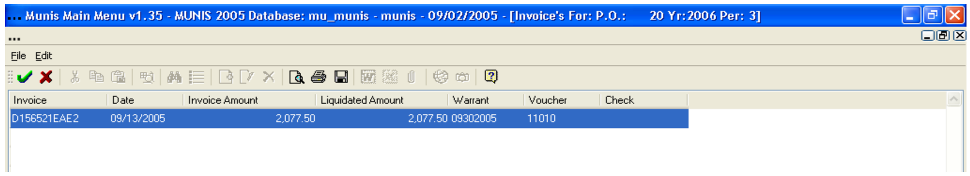
Action keys are found to the left of the purchase order header information. These keys operate on the active set of purchase orders.

Accounts - Displays all of the GL Accounts for the current purchase order, with the order amount and balance.



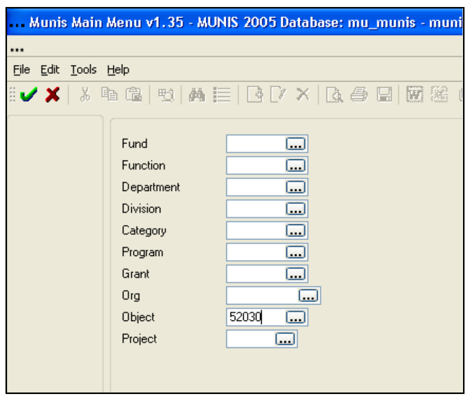
Invoices – summarizes invoice information related to the purchase order. In the example below, 1 invoice has been applied against purchase order #19 in the amount of $2,077.50. Warrant number and voucher number are shown from A/P Invoice Entry.

The invoice has not been paid - there is no check number.

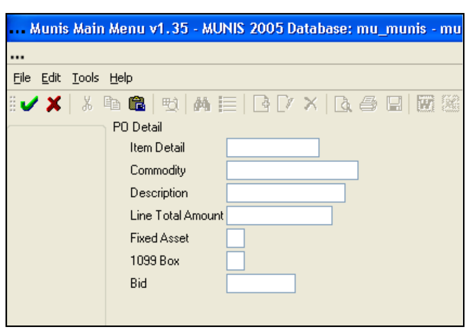


<u>GL Find</u> – to find all purchase orders with a particular G/L Account, i.e. all purchase orders with an object code 52030 – Equipment.

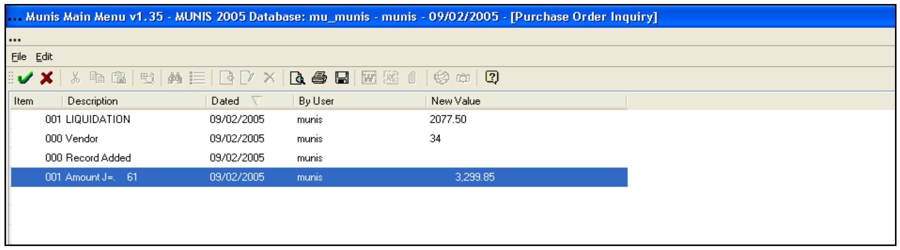
To query click the Find button, enter your information then click on the Accept button.



<u>Detail Find</u> - queries the active set of purchase orders by line item detail, i.e. information that comes from Commodity, Inventory; Fixed Assets (Y or N), 1099 and Bid information.

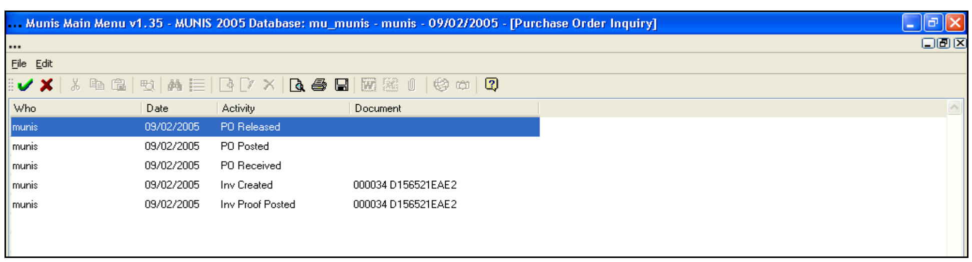


Changes – shows any changes for the purchase order displayed. For example, liquidation information changes in purchase order vendor or amount.



Activity – shows all activity associated with the current purchase order, including the used ID of the person the performed the activity, the date of the activity, and document information. In the example below, the following activity has taken place:

PO was entered and released; PO was Posted; Items were received against the PO, and Invoice was created that liquidated the PO in some form (fully or partially), the Invoice was posted and is ready for payment. The *Document* column shows the vendor number and the invoice number.

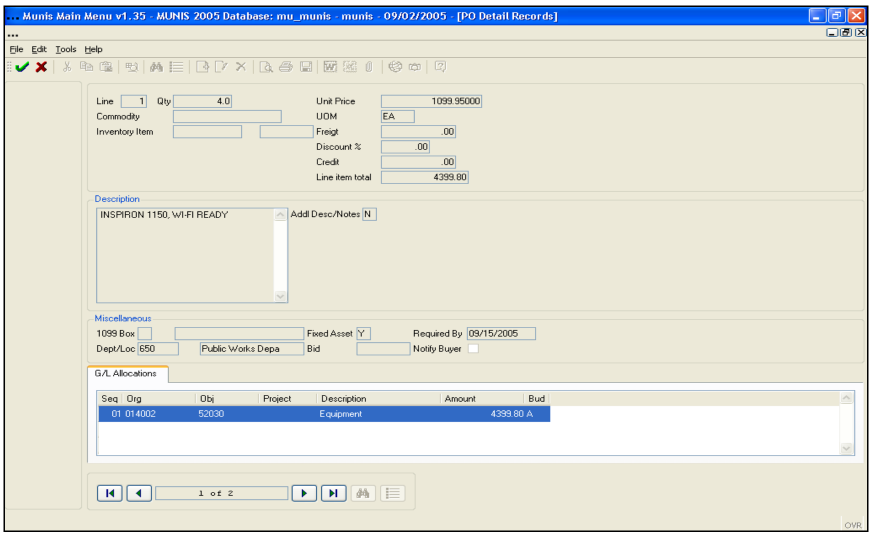


Approvals – Where workflow is in use, this displays all workflow activity for a particular purchase order.

4.4 Folders

When additional information is available about a purchase order one or more of these folders will be highlighted. For example, if your site does not use PO Receiving that folder will be grayed out. Below is a description of each folder.

Detail - Click on the *Detail* folder icon. The first line number will be highlighted. Point and click to select the appropriate line item number to see detailed information. Click 'Accept'.

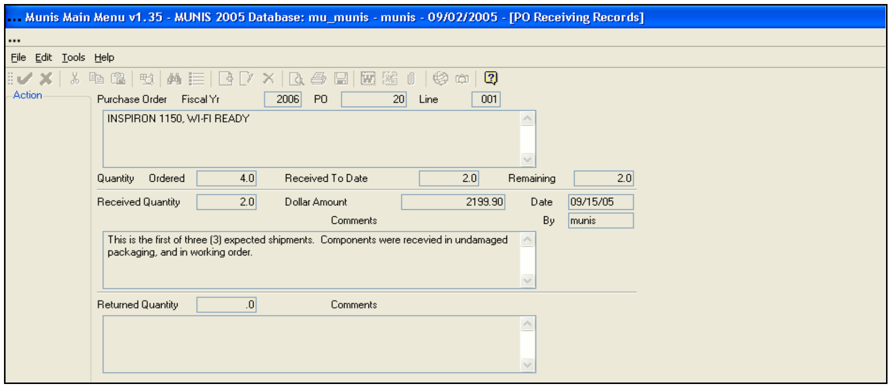


This screen should look familiar – it is similar to the Purchase Order detail screen in PO Entry.

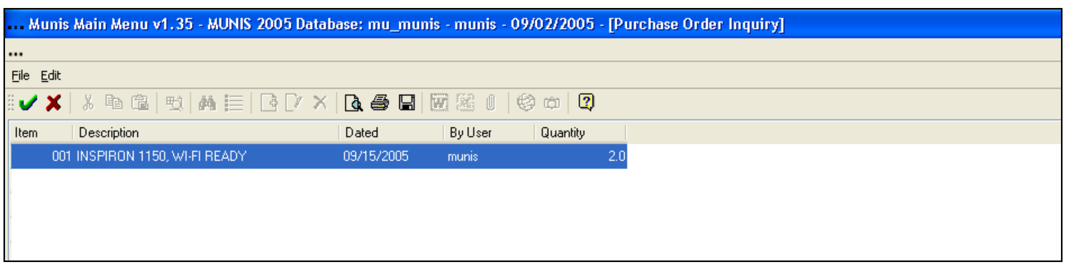
Once reviewed, click the 'Accept' button to return to the main PO Inquiry screen.

Receiving – when you are using the PO Receiving program, you've added a record indicating full or partial receipt of goods and services for a particular purchase order. That information can be reviewed here by clicking on the Receiving folder.

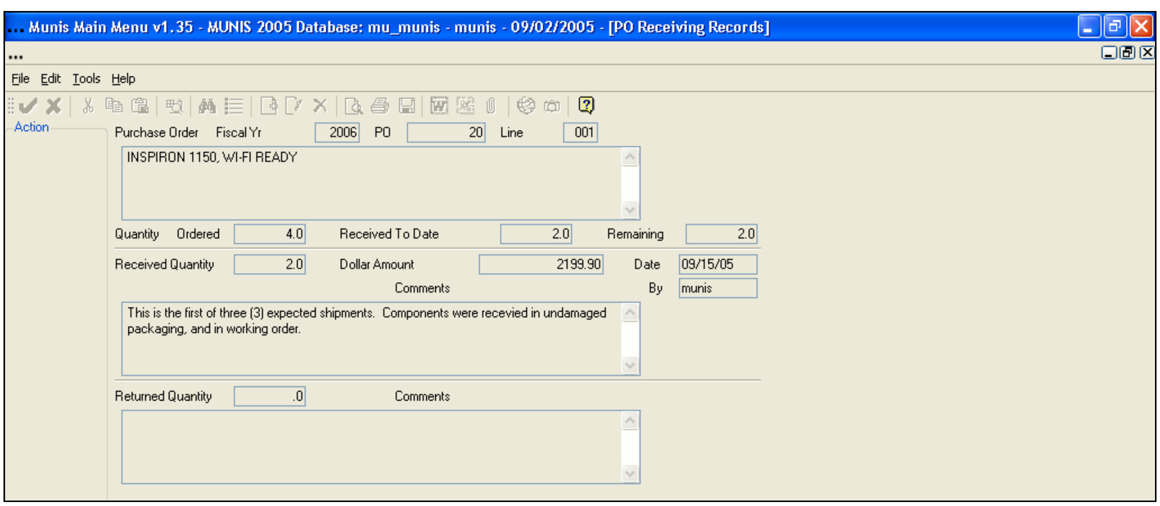
Here is an example of a receiving record…



When accessing this information from PO Inquiry, the summary screen shows the following:



For more detail on the items received, click on the ‘Accept’ button :



PO Notes – to display any notes for the selected purchase order.

4.5 What-If?

Q: Can the invoice amount exceed the liquidation amount?
A: Yes, but the purchase order can only be liquidated for the open amount. Use the Invoice action button to compare the invoice amount of a purchase order to the liquidated amount.

Q: What happens when an invoice is voided after it fully or partially liquidates a purchase order?
A: The invoice is shown as “deleted” on the *Activity* screen, and the Purchase Order is shown as “reencumbered” on the *Changes* screen.

Q: Can I print the PO?
A: Yes. You may also print a list of all PO’s in the active set and/or a profile of a purchase order. All of the print functions are active here (Display, Print, Spool.)

Q: I notice that I can export information to MUNIS Office?
A: Yes. You may export to Excel and Word, and use the paperclip function.

5.0 Purchase Order Inquiry - Self-Study Exercises

1. Find a purchase order using the vendor number, or a combination of fields other than the PO number or creation date.
2. Use the appropriate action key to determine what invoices have liquidated a purchase order.
3. Is there any PO Receiving information? How do you know?
4. Use the appropriate action key to determine if there are any changes to a purchase order.
5. Export information from the active set to Excel or Word.