Approving Requisitions

1. Open MUNIS Web Live. If you do not have the icon on your desktop you can find it on the IT Department’s webpage.

2. Go to Requisition Approval. This may be in any of 3 different places
   a. listed in your favorites, or
   b. under Departmental Functions, or
   c. under Financials, Purchasing, Purchase Order Processing

3. Click on the Select button on the left to choose the requisition you’d like to review.

4. Click anywhere on the requisition information and then click the View Requisition button to open the requisition.

5. The Main page will be the first view you have. This contains the PO heading information.
   a. Make sure a general commodity code was entered. If it was entered correctly, the commodity description appears BOTH to the right of & below the commodity code. If this is not the case this requisition will not complete its process and must be rejected. The requisition will need to be re-released after it is corrected.
   b. Verify your delivery address and that the delivery reference includes a complete name and phone number.
   c. Review or add any General Notes and Attachments.
   d. You may view the prior approvals and future path of the requisition by clicking on the Approvers button at the bottom of the page.

6. Click on the Line Detail button to open a window that displays the items on the requisition. You can review the quantity, estimated expenditure, and account information on this page. Use the arrows at the bottom of the page to scroll if there are multiple items.

7. Use the X in the upper right corner to close this window and return to the Main page.

8. You can Approve, Reject, or Hold using the buttons at the bottom of the Main page.

9. When finished reviewing requisitions, use the X in the upper right corner to close this window. You will be returned to the list view of the requisitions awaiting your approval.