On-line requisitions

An on-line requisition contains the same info that a paper requisition does. The advantages of an on-line requisition include:

1. It can be viewed by different parties at any time no matter where it is in the approval process
2. It can be tracked
3. The funds are encumbered as soon as a valid fund number is entered
4. It is faster
5. You can attach documents electronically rather than making copies
6. Easy reference to previous purchases

Attachments

Attachments are electronic copies of documents attached to individual requisitions and purchase orders.

An attachment can be made by scanning or e-mailing a document from your Xerox copier to your computer and attaching it to a requisition, opening the paper clip icon and selecting add a new data record (the white paper with a yellow plus icon).
Attachments provide approvers with information needed to make their approval. Having information available electronically moves the requisitions along quicker than tracking down paper documents.

Attachments may be added to the requisition at any time no matter where the requisition is in the approval process. For example, your supervisor may approve a requisition knowing he/she has seen the document(s) supporting your requisition but the next approver may be in a different office and need to review the document. If you are notified of the need for a particular document you may attach it electronically and the approver will be able to see it as soon as you create the attachment. This is quick and easy compared to ponying, walking it over, or faxing. Attach once and all can share the information. No wasted paper, time, etc.

**Attachments do not appear with the printed purchase orders. Please make sure important information such as invoice number, date, board approval reference number, contract number and/or date appear in the line item description or general notes so that information is available to those who view the printed purchase order.**

Remind the approvers that there is an attachment by making a general note to see attached.
**Entering an on-line requisition**

Begin in the requisition entry screen found under financials, purchasing, purchase order processing OR department, requisition entry.

Choose the white sheet of paper with yellow plus icon to add a new record (create a new requisition).
Your 3 digit location code should appear in the Dept/Loc field.

The fiscal year should appear as the current. You can change that to the next if you are entering requisitions for the upcoming fiscal year. You can do this if the budget has been approved. We know that when notified by the budget department.

After you tab through the field, the requisition number appears. The system assigns the next available number.
You enter the 3 digit general commodity code. This determines who in the purchasing department will handle your requisition. If left blank, your requisition will not reach the purchasing department and will be “lost” in the approval process. **If submitting a Service Center Supplies Requisition, use 903 as the commodity code.**

The general description will appear in the box below. This description may appear on the remittance advice that accompanies the vendor’s payment. The description can be modified here. If you are generating a payment only, not ordering any materials or services in advance and the vendor will not be receiving the PO but only the payment you may want to change this to a more informative description possibly identifying the period of service, location, or order. Accounts payable will modify either description so there is some meaningful information available to the vendor. Remittance advices do include the PO and the invoice numbers. Purchase orders do not show the commodity general description. Please include meaningful information in the line item description, do not rely on the commodity code description.

The need by date can be entered AFTER the line detail (on page 9) has been entered. This field can be left blank or any date can be entered. This field cannot accept letters – no ASAP. **Please do not enter a date that is unreasonable.**

The entered on date can be modified but MUNIS will show the actual date the requisition was first modified.
Enter the vendor number and the vendor’s name and address will appear in the fields below. If you do not know the vendor number click on the 3 dots and a search box will appear. Here you enter the beginning of the vendor’s name. Use all capital letters as that is how MUNIS operates. You can enter the beginning of the word or the whole word and a list will appear if there is more than 1 match. No wildcards are accepted in this search. **You will leave this blank if you are submitting a Service Center Supplies Requisition.**

The yellow folder brings up a maintenance file that you won’t need. Corrections to information that appears in the vendor file should be directed to the Purchasing office at 816-3585.

If you the vendor is not in MUNIS, submit your requisition with the vendor field blank and note the recommended vendor and contact information in the General Notes area as you would have in the body of a paper requisition.

Your ship to address is generated automatically but may be changed if you are not receiving the ordered items or service at your default location. Again you may search by clicking on the box with the 3 dots. A list will appear and you may scroll through that to find what you need.

In the ship to reference box please include the name of the delivery reference and their contact phone number – **the whole 7 digit number**. This is who the blue copy of the PO will be sent to. There is no need to note who to send the blue to if that person is already identified on this ship to reference line.
Service Center orders should include the name and ROOM NUMBER in the delivery reference field.

Tab will take you to the next group of fields on the page. Most of this information will be entered by the Buyer if necessary. If this is a confirming order, that is you have already received the merchandise or service and are simply generating the requisition to make the payment, you may change Special handling – NONE to CONFIRMATION using the drop down in that field. This will generate a printed note on the PO that this is a confirmation. Also, you may want to uncheck or check either of the boxes at the bottom.
Tab will bring you to the line detail entry. On this page enter the first item being requested. The quantity, unit price, UOM (unit of measure – each, dozen, box, gallon, pail, lot, etc), and description including the part or item number should all be entered by the requisitioner. Please be brief but as specific as possible.

If there are any freight charges or estimates please include those on a separate line item entering them in the freight field with a line item description of Shipping & Handling. Use your tab key to go through the fields.
If you are ordering materials for or from the service center stock, enter the 7 digit commodity code in the Commodity field. Be sure to use the hyphen between the first 3 and the last 4 digits. Tab and the Description field, Unit of Measure, and Unit Price will automatically be filled. A pop-up message will appear asking if you want to replace the current description/UOM with the default description/UOM and you should enter Yes. Verify that the description matches your intended item. If the description is incorrect you may have input the wrong item number in the Commodity field.

The type of requisition will need to be selected in the Type area. There are 2 choices – Pick Ticket should be selected if you are ordering items from the service center and Purchase is only used by the Inventory Department when they are replenishing their stock.
Next, enter the fund number of the account to charge the purchase to. Tab through the account description will appear as well as the remaining account balance at the bottom of your screen. If you are entering multiple lines, you may use the copy feature to include the same fund for the next line detail entry.

Click on the green checkmark at the upper left corner of your screen to accept this line item. Add a new record if you have another line item. When you reach the field to enter the fund number you will see 3 boxes on the left. By clicking the top box – Copy GL Acct, the same fund you used for the first line will appear.

You may use more than 1 fund to pay for a single line item. Simply enter the amount you’d like to be charged to each fund. You may use different funds on different lines also.

You may use the red X on the left to cancel anything. This will cancel the entire line you have been entering.
When you are finished entering all of the required information you may release the requisition and the approval process begins.

You may view the approval process at any time. Find the requisition and click on Approvers at the left.
The entire approval ladder should show from your department head through to the Buyer. You can see whose approvals have been made and where it is in the process.

The screen below shows that this requisition is in J. LoTempio’s queue awaiting her approval.

A little later the Approvers screen shows that the requisition is in B. Smith’s queue awaiting her approval.
**** If you become aware of any problems with the approval process such as personnel changes or leaves that affect your approvals please notify the Purchasing Agent so we can address that and keep your requisitions moving.

Once a requisition is rejected the funds are no longer encumbered.

What to do if your requisition is rejected

You will get an e-mail from MUNIS.

You can go back to requisition entry and search with the binoculars for the requisition.

Look for the note from the person who did not approve the requisition by clicking on the Approvers button on your left. The reason for the rejection or instructions may be included under the approver or you can look at the notes by clicking on Notes on the left hand side of the requisition.

Once you have made the necessary change to the requisition then Activate it. Just click the Activate button on the left.

After you have activated it click the Release button on the left. That should generate a new approval ladder. You can view this by clicking on the Approvers button on the left. Your requisition status in the upper right corner should say “Released”. If it does not then you should get help.
Duplicating or Copying a Requisition

You may use the Copy button on the left to copy a requisition.

After clicking on the Copy button you will be prompted to select the fiscal year and date for the new requisition.
If we have not closed the fiscal year yet please be careful to choose the correct year, sometimes you will have to select next year because the previous year has not been closed yet, this typically happens during July and August. The date should be the day that you are entering the requisition (today).

Once the new requisition is created, you may edit it as appropriate. Maybe the line item description needs a new year or month. Maybe this is the same order for a second location so the ship to needs to be updated.
Reviewing an on-line requisition

When a requisition comes to you for approval, an e-mail notification will be sent to your Lotus Notes account and the requisition will be held in your queue. From the MUNIS Application Menu choose Requisition Approval found under Purchase Order Processing. Any requisitions that are currently waiting for your review will be in this queue.

Click on the update icon on the top menu bar (the picture of the blank paper with the pencil) and then you can select the requisition that you want and select the View Requisition button on the left. The requisition will appear and you can look it over, including:

- view attachments by clicking the paper clip on the top of the page,
- read notes by clicking on General Notes,
- look at line detail by clicking the button on the left,
- and review the fund and anything else as you would have on a paper requisition, and
- view the approval process by clicking the Approvers button on the left.

When you are done viewing the requisition, click the red X in the upper right corner to close the requisition view and return to the approval queue.

You can mark that requisition with an A to approve, an H to hold, or an R to reject.
When you click the green checkmark in the upper left hand corner the requisitions will move if you have marked any A or R. An approved requisition will move to the next approver on the approval ladder and a rejected requisition will go back to the person who entered the requisition.

Any requisitions that were not marked or marked with an H will remain in your queue until you approve or reject.

Keep this copy for your reference. Please call purchase at 816-3585 if you need any further assistance.

Jennifer LoTempio
Purchasing Agent
816 City Hall
816-3585