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Munis Purchasing

Procedural Documentation
for
East Stroudsburg Area School District

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Disclaimer

Requisition Entry

Objective

This document provides instruction on how to enter a requisition into the Munis Requisition Entry program. This document is intended all users responsible for entering requisitions.

Overview

By entering a requisition, you are requesting funds to make a purchase. As soon as the requisition is entered, the funds for the purchase are set aside, or pre-encumbered, for the specified general ledger expense account. When the requisition is released, it moves through the approval process, after which it is converted into a purchase order.

Prerequisites

Before you can successfully complete this process, you must ensure that roles granting the necessary permissions have been assigned to your user account. If the roles have not been established, contact the system administrator to have them updated or added into the Munis system.

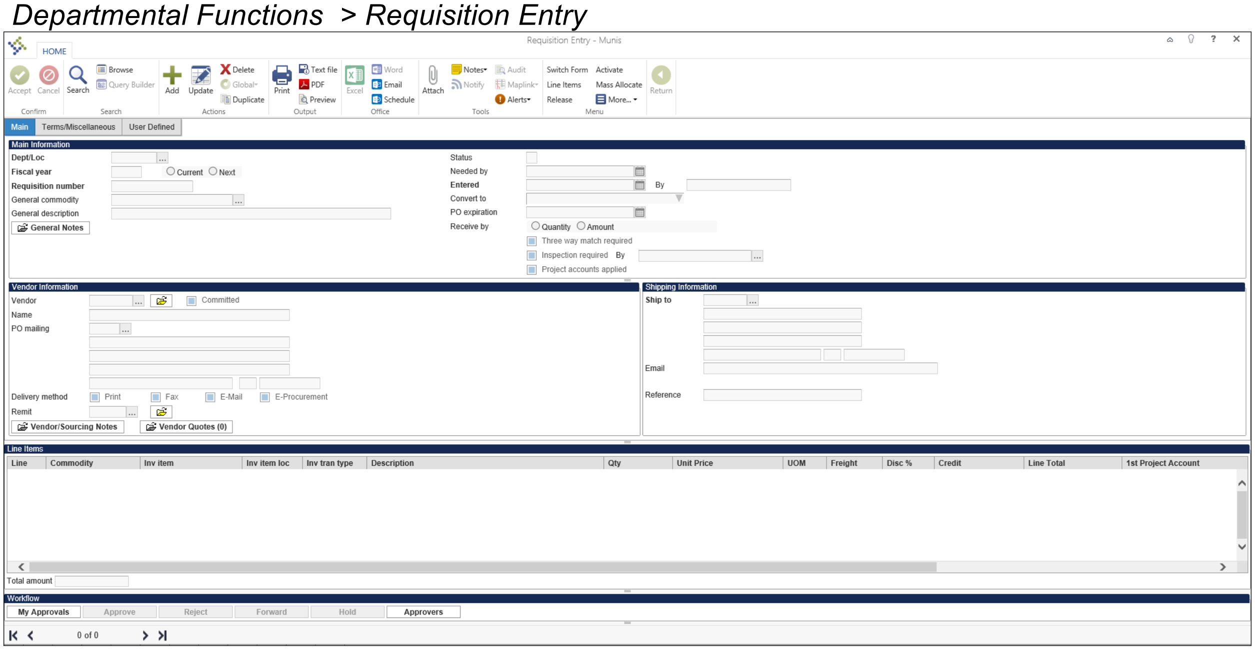
Before beginning the requisition entry process, gather the following information:

- The vendor name or vendor number from which you would like to purchase the items.
- The general ledger expense accounts that will be used for the purchase.
- The quantity, price, and description of the item being purchased.

Procedure

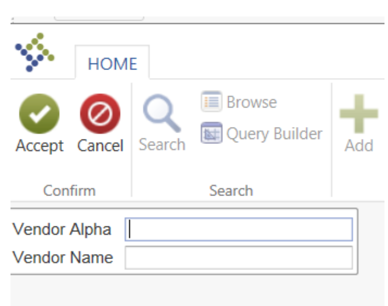
To create a requisition:

1. Open the Requisition Entry program.
   Financials > Purchasing > Purchase Order Processing > Requisition Entry
   -or-
   Departmental Functions > Requisition Entry



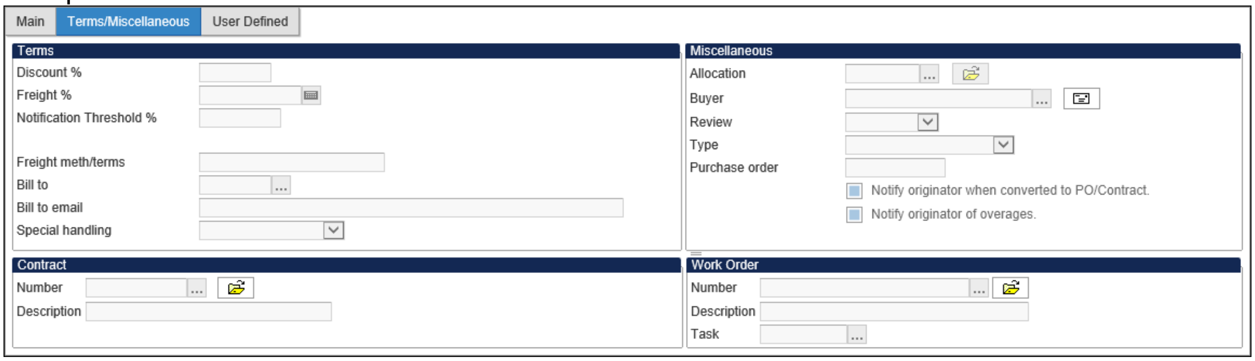
2. Click Add on the ribbon.
3. Complete the fields, as required, to define the requisition details. Refer to the following table for specific field information.

Field	Description	ESASD
Main Tab		
Main Information		
Dept/Loc	This box contains the department or location responsible for the requisition.	Will default for your department but can be changed.
Fiscal Year	The box identifies the fiscal year in which the requisition is created. This option can be the current or next year; the program automatically highlights Current or Next when you type the four-digit year.	
Requisition Number	This box identifies the requisition number.	The system will autopopulate the next requisition number for you.
General Commodity	This box specifies the general (type 2) commodity for the requisition. Press **Tab** to leave this box blank if your organization does not use commodity codes. Codes entered in this box must exist in the Commodities program.	Commodity Codes ARE NOT required, you may skip over this field.
General Description	This box contains a general description for the order. The description can contain up to 50 alphanumeric characters.	This description will carry over to the Purchase Order.
Status	This list indicates the current status of the selected requisition. This box is accessible when you click Search to locate a record.	2 – Created, 4 – Allocated, 6 – Released, 8 – Approved, 0 – Converted, 1 - Rejected
Needed By	This box specifies the date by which the goods or services in this requisition are needed.	
Entered	This box displays the date that the requisition is created.	
By	This box displays the user ID of the person who enters the requisition. When you are adding or updating a record, the program completes this box automatically, and you cannot change the entry. This box is accessible when during the Search process; type a user ID to find only those requisitions entered by that specific user.	
Convert To	This list allows you to define whether the requisition will be converted to a purchase order or a contract.	Convert to Purchase Order

Field	Description	ESASD
PO Expiration	This field defines the expiration date of a purchase order created from the requisition. The date entered in this box is automatically transferred to the purchase order record during the conversion process, but you can change it after the purchase order is created.	
Receive By	This option determines the manner in which the invoice will be received: quantity or amount.	
Three Way Match Required	This check box, if selected, indicates that a three-way match will be required for the purchase order that will be created from this requisition. This check box does not have any actual effect at the requisition level. It is intended as a method of speeding the data entry process, as the value of the check box is carried to the created purchase order when the requisition is converted.	Three way match will require that the Purchase Order, Purchase Order Receiving Record and the Invoice match.
Inspection Required	This check box is only available if you selected the Three Way Match Required check box and adds another level of matching.	You may skip this field.
By	This box contains the name of the inspector for the requisition.	You may skip this field.
Project Accounts Applied	This check box indicates that project account strings have been applied to the requisition.	Please uncheck this box unless your purchase is associated with an existing project in Munis.
Vendor Information		
Vendor	This box identifies the vendor from whom you are requesting the requisition items. You can type a vendor number, or you can click the field help button to select a vendor. If the Enforce Bid Defaults check box in Bid Management Roles is selected, only awarded vendors can be entered. The Committed Vendor check box, if selected, indicates that the vendor is designated as a sole source for the commodity. The information in Vendors provides the default value for this box, and you cannot change this.	You may enter a portion of the vendor name in the Vendor Alpha Field and click accept to search. 
Committed	This check box indicates that the	

Field	Description	ESASD
	selected vendor is a committed vendor, either because of a bid, or a contract. The check box is automatically selected or cleared based on the vendor and commodity code and cannot be manually updated.	
Name	This is the vendor's name, which is automatically entered based on the vendor number selected.	
PO Mailing	This box identifies the vendor's remit address to be used for purchase orders.	
Delivery Method	This is the desired delivery method for the completed purchase order. The default values of these check boxes are drawn from the vendor record. The E-Procurement option indicates that the purchase order will be submitted via the vendor's online shopping interface.	
Remit	This box specifies the address to which payments should be sent. The default value is zero if the vendor does not have any remit addresses on record; otherwise the default value is one. Values are zero or any existing remit address number for that vendor. When liquidating a purchase order in the Invoice Entry program, if the remit address number is greater than 0, the remit address entered in this field is the default value on the invoice.	
Shipping Information		
Ship To	This is the location to which the item should be delivered.	You may select another Ship To location from the field help.
Email	This is the contact email address for the shipping location.	
Reference	This is the name to reference on the vendor's shipping document. You can enter up to 30 characters in the box.	

4. Complete the fields on the Terms/Miscellaneous tab.



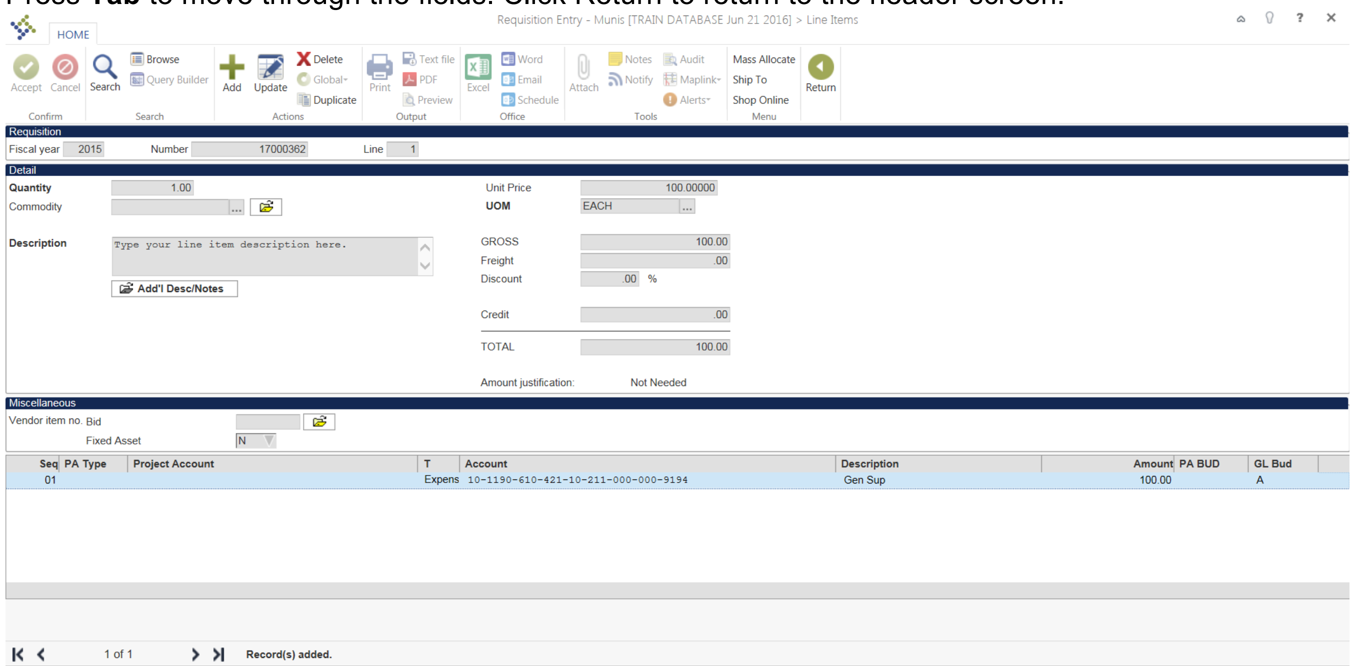
Field	Description	ESASD
Terms		
Discount %	This is the vendor's standard discount percent, if applicable.	You may skip this field.
Freight %	This is the percentage of the order that the vendor charges for shipping, if applicable.	You may skip this field.
Sales Tax %	This is the sales tax percent paid to the vendor.	You may skip this field
Use Tax %	This is the use tax percent that is paid to the state.	You may skip this field.
Notification Threshold %	The value of this box determines at what expenditure amount notifications are sent to the requester after the requisition is converted to a purchase order, and then liquidated with an invoice. The percentage is transferred to a purchase order during the conversion process.	You may skip this field.
Freight Method/Terms	This is the shipping method and terms. The default value for this information displays from the standard methods and terms identified in the Vendors program for the selected vendor.	You may skip this field.
Bill To	This is the bill-to code of the department or location paying for the item. If the Dept/Loc box has an associated default bill-to code, it is displayed in this box, but you can change this.	
Bill To Email	This is the contact email address for the billed department.	
Special Handling	This list identifies special circumstances for the requisition or purchase order:	

Field	Description	ESASD
	• None - No special processing. • Confirming - A confirming order, or a follow-up to a telephone order. This prints the words Confirming PO on the purchase order form. • Print first - Indicates that this requisition should be printed first once it becomes a purchase order. • Prepaid - Indicates that this is a prepaid requisition.	
Miscellaneous		
Allocation	This is the allocation code for general ledger distribution.	You may skip this field.
Buyer	This is the person requesting the item to be purchased.	
Review	This list determines the requisition's review process.	You may skip this field
Type	This list identifies the type of requisition: • Normal - Purchase order for specific goods or services. • Blanket - A purchase order that is intended to be used over a long period of time. • Dept/Emergency - Purchase order that must be rushed. • RFP/Bid - A request for proposal or bid.	
Purchase Order	This is the number assigned to this purchase order once converted.	
Notify Originator When Converted to PO	This check box, if selected, directs the program to send an email to the employee who entered the requisition that it has been successfully converted to a purchase order. If the Notify Originator When Requisition is Rejected or Converted to a PO check box in Department Codes is selected, this option is selected as well, but you can change this.	You will find this notification on your Tyler Dashboard in your Notification Tile. It will be labled RCP.
Notify Originator of Overages	This check box, if selected, causes the program to notify the requester when a requisition has liquidations greater than the specified amount.	You may skip this field.
Contract		
Number	This box contains the contract number associated with the selected commodity.	You may skip this field.

Field	Description	ESASD
Description	This is the contract description. The description is automatically completed	You may skip this field.
Work Order		
Number	This box identifies the work order number associated with a contracted service, if applicable.	You may skip this field.
Description	This is the description of the work order.	You may skip this field.
Task	This box contains the work order activity code.	You may skip this field.

5. Click Accept to save the header information. The program displays a new screen for the Line Items screen. You may also continue to the Line Items screen by tabbing through the last field in the Miscellaneous section.

6. Click Add to begin entering the line detail information for your requested line item. Press **Tab** to move through the fields. Click Return to return to the header screen.



Field	Description	ESASD
Requisition		
Fiscal Year	This box indicates the fiscal year in which the requisition was entered. The year is display only.	This value will default from the header screen.
Number	This box displays the requisition number entered on the main Requisition Entry screen. This number is display only.	This value will default from the header screen.

Field	Description	ESASD
Line	This box provides the item's sequence in the requisition. This number is assigned by the program and you cannot change it.	
Detail		
Quantity	This box specifies the order quantity for a single line item in the requisition. The program multiplies the number entered here by the unit price of the line item to calculate the net cost. The default quantity value is 1, but you can change this.	
Commodity	This box identifies the detail (type 4) commodity code for the item. Press **Tab** to leave this box blank if your organization does not use commodity codes.	You may skip this field.
Inventory Item	This box specifies the item number.	You may skip this field.
Location	This box indicates the location of the item.	You may skip this field.
Type	This option determines the item type: pick ticket or purchase order.	Leave this at Purchase Order.
Product ID	This is the product ID of the requested item.	
Description	This is an item description. You can enter up to 210 alphanumeric characters. If your site does not use the Bid Management module, and a commodity that has been defined as a Bid Item in Commodity Codes is used, this field is not accessible. The program uses the default value from the commodity code, which you can only override if you have been assigned permission to do so in Requisition Roles.	
Unit Price	This box contains the unit price of the goods or services specified on the line item. The program multiplies this amount by the quantity to calculate the line item total. For pick ticket lines, the unit price is entered from Inventory Items. The program uses the default value from the commodity code, which you can only override if you have been assigned permission to do so in Requisition Roles.	
UOM	This box indicates the unit of measure to be printed for the line item.	

Field	Description	ESASD
	The value of this box does not affect the calculation of the Item Total.	
Freight	This box indicates the freight charge, if applicable.	You may skip this field.
Discount Percent	This box identifies the vendor discount for this line item, if applicable.	You may skip this field.
Credit	This box records a trade-in or credit. When you enter an amount, the program reduces the line item total by the credit amount. You can enter a credit of up to 9,999.99 or until the line item total is reduced to zero. This credit prints on the requisition and resulting purchase order. Enter reasons for the credit in the Description box.	
Line Item Total	This box displays the total amount for the current line item. This amount is display only.	
Description	This box provides an item description. The description can contain up to 210 alphanumeric characters. Click the Add'l Desc Notes button to add more information.	
Miscellaneous		
Manufacturer	This is the manufacturer of the requested item, if applicable.	You may skip this field.
Manufacturer Item Number	If a manufacturer has been entered, this is the manufacturer's specific item number for the requested item.	You may skip this field.
Vendor	This box identifies the vendor from which to order the commodity.	You may skip this field.
PO Mailing	Identifies the specific vendor mailing address to which to submit the resulting purchase order.	
Delivery Method	This is the delivery method to use when delivering the purchase order created from the requisition.	This will default from the vendor file.
Remit	This is the remit address for the record.	
Vendor Item Number	This is the vendor's specific item number for the requested item, if applicable.	You may skip this field.
1099 Box	This list specifies the 1099 Box code. If the 1099 Default box for the Object Code segment the Chart of Account Segments	

Field	Description	ESASD
	program has been completed, the program completes the value. If the 1099 Default box in the Chart of Account Segments program is blank, the default value for this box displays from the Vendors program.	
Bid	This box identifies the bid number, if applicable. To update bid details, including the commodity, click the folder button to open the Create Bid Master program. If the Enforce Bid Defaults check box in Bid Management Roles program is selected, any information previously entered on the bid (such as unit price or discount) cannot be changed.	
Dept/Loc	This box indicates the department/location code of the requesting department. The default value is entered according to the department code associated with your user ID, but you can change this if you are authorized to order items for more than one department. If the department code is changed while adding or updating a requisition, the program displays a replacement confirmation message. Click Yes to replace the current data with the new department's defaults.	
Required By	This box specifies the date by which the goods or services in this requisition are needed.	
Requested By	This box contains the user ID of the person who requested the item. The value of this box must be a Munis user.	
Receipt Notification To	This box contains the Munis user ID of the individual to notify when the item is received.	
Employee	This is the employee to which the inventory item should be issued.	You may skip this field.
Fixed Asset	This list indicates if the item is a fixed asset (Y), a master fixed asset (M), or not a fixed asset (N).	You may skip this field.
WO Number	This box specifies a work order number, which is applicable only if the line detail item is for a work order. The program automatically allocates the line detail to the work order. Work order numbers apply if your organization uses Munis Work Order, Fleet and Facilities.	You may skip this field.

Field	Description	ESASD
WO Task	This box indicates the task code from the associated work order. Work order tasks apply if your organization uses Munis Work Order, Fleet and Facilities.	You may skip this field.
Risk Claim	If the requisition is associated with a risk management claim, this box contains the risk claim number. Click the folder button to view the risk claim record.	You may skip this field.
Notify Buyer	This check box, if selected, directs the program to notify the buyer when the item is received. To use the notification functionality, there must be an accurate email address in the E-mail Address box in User Attributes.	

Once you have entered the required line detail information, press **Tab** to move to the GL Allocation section on the Line Detail screen. This section contains the general ledger expense accounts that are to be charged for the specific line items.

Field	Description	ESASD
Seq	This box displays is the sequence number assigned to the line item by the program.	
Project Account	This box contains the project account number, if applicable.	
Account Type and GL Account Number	The account type Expense will default. The next box provides the account number of the general ledger account for the requisition. The program completes the account description when you enter an account number.	You may use the field help button to locate the appropriate account.
Percent	This box indicates the percentage of the total requisition amount that is allocated to this account.	
Amount	This box contains the total value of the items. This calculation assumes the cost of the line item is being allocated to a single expense account. Adjust this to distribute the cost over multiple allocation lines (for example, expense accounts), if desired, but the total of the allocation lines must equal the line item total.	

Field	Description	ESASD
PA Bud	This box indicates the project account status for the line item, if applicable.	
GL Bud	This box indicates the budget status for the line item. A budget allocation code of A indicates that the line item is approved, regardless of budget level. A value of U indicates that the account is under budget.	

7. Enter the general ledger expense accounts to which to charge the item. You can either type account number or click the field help button in each box to select the appropriate account.
8. To allocate the line item amount to more than one general ledger account, enter the amount to expense to the first general ledger expense account, and then press **Tab** to move through the remaining fields for the current line, and then to the next account line, where you can enter another expense account and amount. Repeat these steps as many times as needed, until the total amount allocated to expense accounts equals the total cost for the line item.
9. When all general ledger accounts are added, click Accept to save the detail.
10. If you have additional items to order, click Add on the ribbon of the Line Items screen and repeat the process for each item that you add to the requisition.
11. Once you have completed adding all of your requested items, click Return on the ribbon to return to the main Requisition Entry screen.
12. You may toggle between the main Requisition Entry screen and the Line Items screen by using the Return button (on the Line Items screen) and/or clicking on Line Items (on the ribbon of the Requisition Entry screen).
13. From the Requisition Entry screen click the Release option to submit the requisition and initiate the approval process.
14. Once you have released the requisition for approval, you will be able to view the requisition, but will not be able to make any further changes to it unless it is rejected through the approval process.

Results

Approval Status

1- **Rejected**: The requisition has been rejected by an approver. Click the Approvers button to view the rejection comments. To update a rejected requisition, click the Activate button.

2- **Created**: The requisition header (general) details have been entered, but general ledger (GL) details have not been entered, or, the requisition has header and GL detail, but does not have the appropriate budget to move it to a Status 4. In this case, a budget transfer must be made and posted, after which, you can click the Allocate option to move the requisition to a status 4–Allocated.

4- **Allocated**: The requisition has been entered and has been allocated (charged) to a general ledger account, therefore money is being taken from available budget. The requisition has not been released into Workflow. A requisition must be in a status 4–Allocated to be released into Workflow; click Release to initiate the Workflow process.

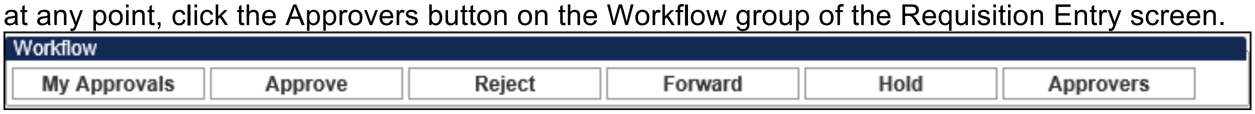
6- **Released**: The requisition has been released into Workflow and is awaiting approval. Click the Approvers button to see the current approval status.

8- **Approved**: The requisition has been fully approved in Workflow and is ready to be converted to a purchase order.

0- **Converted**: The requisition has been converted to a purchase order. The number is included on the Terms/Miscellaneous tab in Requisition Entry.

Status Change

With Workflow in place, a released requisition has a status of 6–Released. To see the approval process at any point, click the Approvers button on the Workflow group of the Requisition Entry screen.



Requisitions must be successfully approved by all approvers prior to being converted to into a purchase order. Once a requisition is approved, it is eligible to be converted into a purchase order. When your requisition has been converted to a purchase order, you receive a confirming email.

GL Impact

At the time a general ledger account is allocated to a line item in a requisition, the available budget for that account is reduced by the corresponding amount.

What's Next?

The requisitions will go through an approval process and must be successfully approved by all approvers prior to being converted to into a purchase order.

Reactivating a Rejected Requisition

If a requisition is rejected, the originator receives an email. Rejection notes can be viewed in the original requisition within the Requisition Entry program. If the requisition has been rejected, it must be reactivated prior to making any changes to the requisition.

To reactive a rejected requisition:

1. On the Requisition Entry header, click Search, enter search criteria to identify the submitted requisition, and then click Accept to execute the search.
2. Click Notes to view the rejection notes. At this point, make a determination if the requisition can be resubmitted with changes. If so, proceed.
3. Click Activate to change the status from 1- Rejected to 4-Allocated.
4. Click Update on the ribbon to make changes to the Requisition header.
5. To make changes to the line items, click Line Detail and make the necessary changes to the appropriate lines. Be sure to save any changes by clicking Accept.
6. When line item changes are complete, click Return on the ribbon to return to the Requisition Entry screen.

Once all changes have been made, click the Release option on the Requisition Entry screen to resubmit the requisition to the approval process.

Requisition Approval

Objective
This document provides instruction for approving released requisitions. It is intended for personnel responsible for approving requisitions.

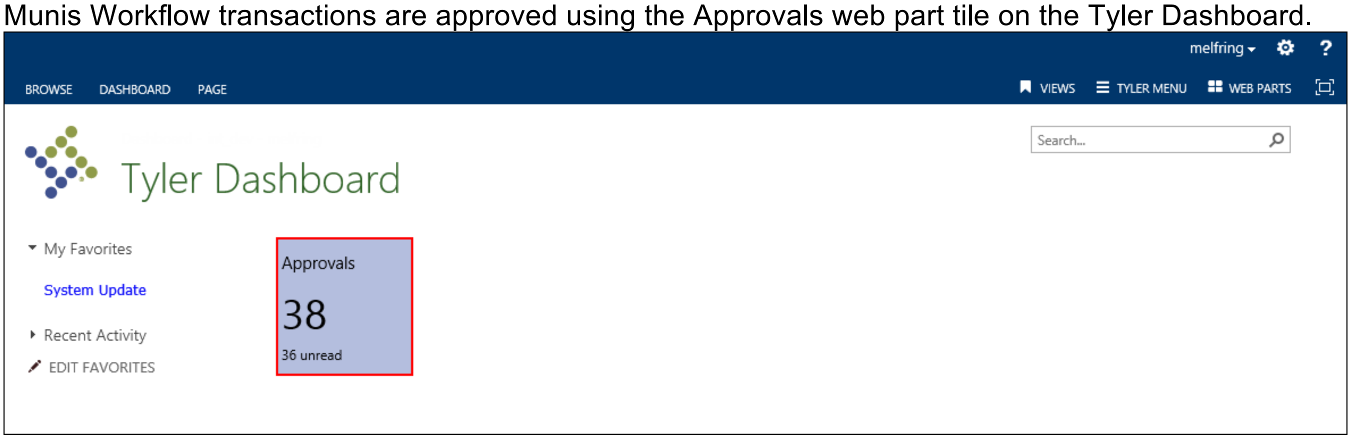
Overview
The Workflow Approvals web part, in conjunction with the Workflow business rules, establishes an electronic approval process for requisitions. When a requisition is released in Munis, the requisition is submitted to an approval process. The requisition must be approved by all necessary approvers in order for it to be converted into a purchase order or contract. This document describes the approval process using the Workflow Approvals web part.

Prerequisites
Before you can successfully complete this process, you must ensure that roles granting the necessary permissions have been assigned to your user account. If the roles have not been established, contact the system administrator to have them updated or added into the Munis system.

Confirm the following:

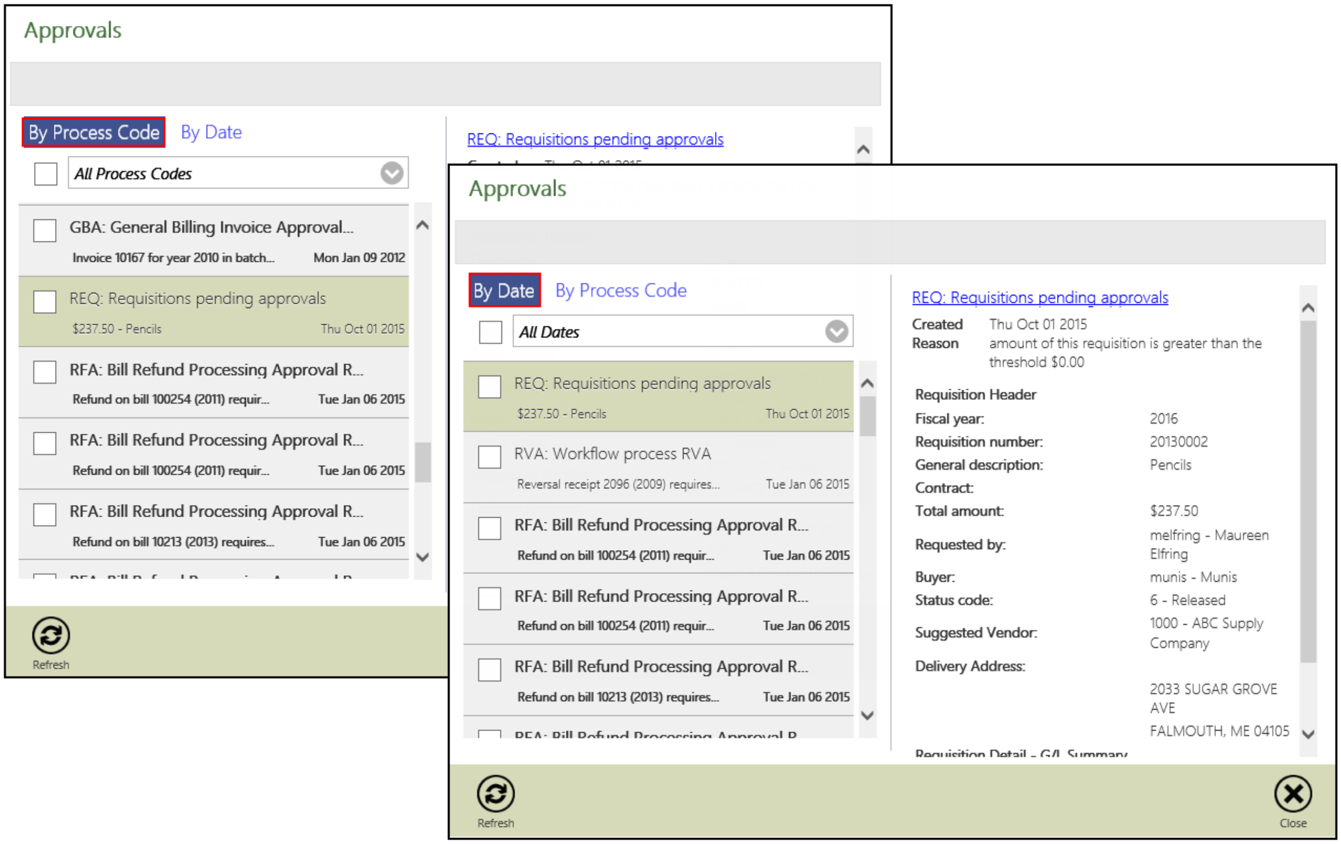
- Requisitions have been completed and released.
- Workflow business rules are established.
- You are included in the Workflow User Attributes program as an approver.
- You have access to the Workflow Approvals web part from the Tyler Dashboard.

Procedure
Munis Workflow transactions are approved using the Approvals web part tile on the Tyler Dashboard.

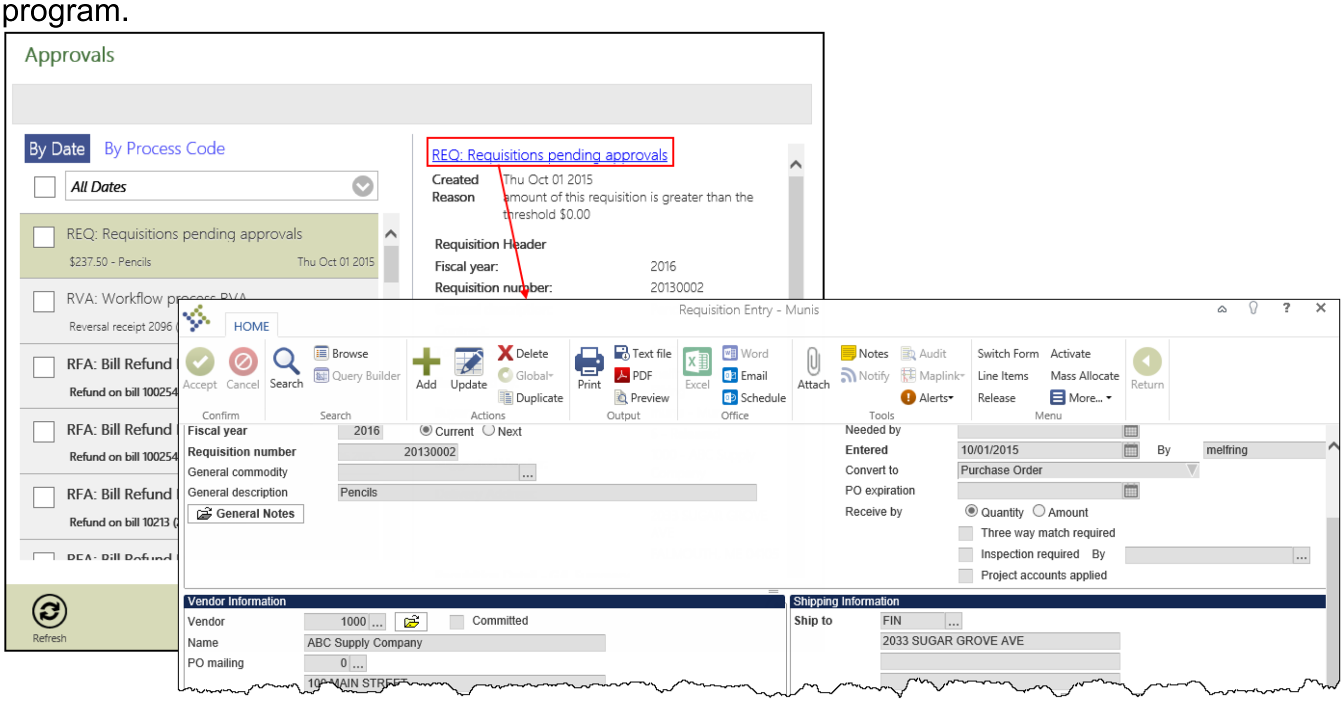


To approve an item:

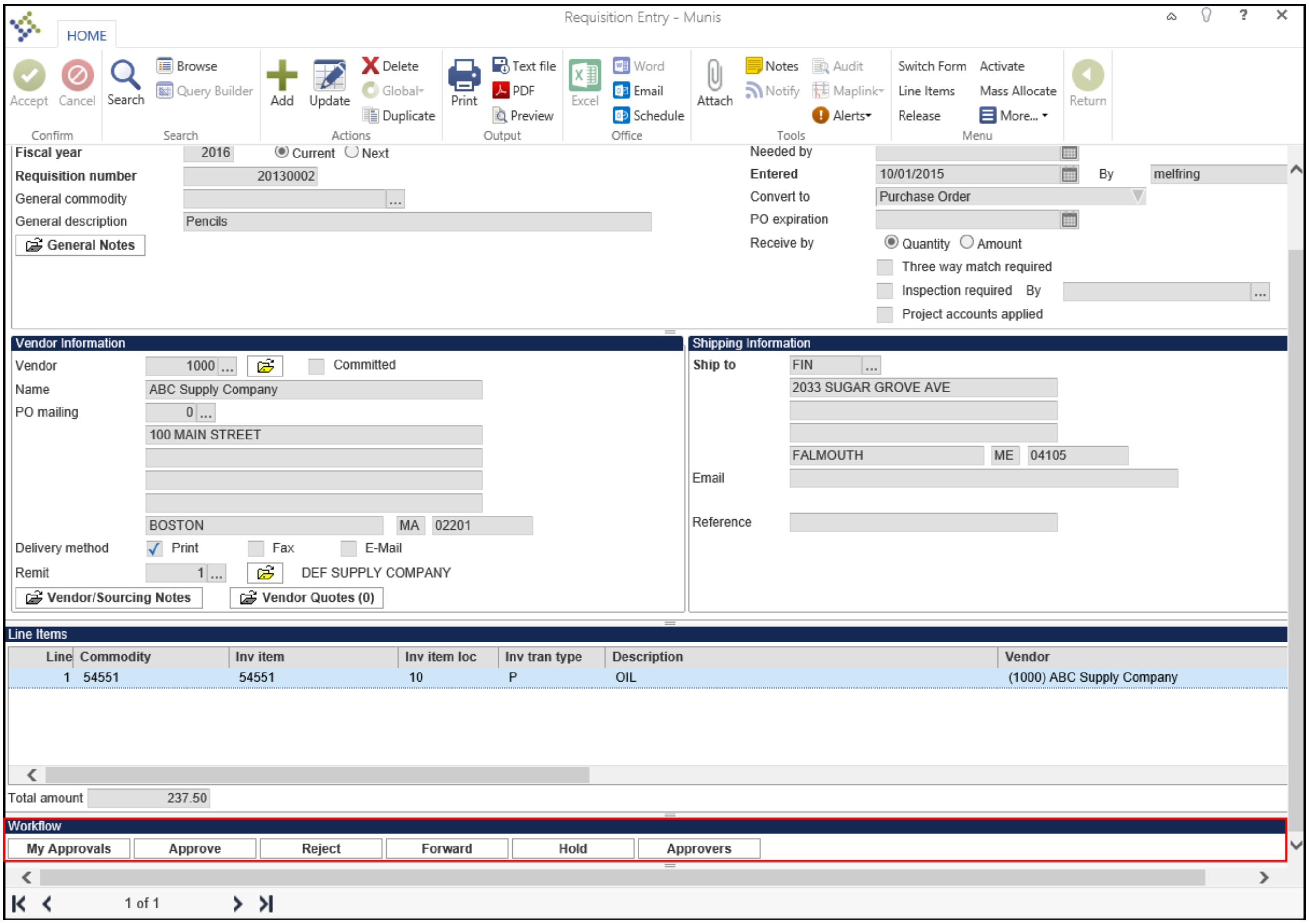
1. Double-click the Approvals tile to list all items currently awaiting approval. Use the By Date or By Process Code options to sort the items.



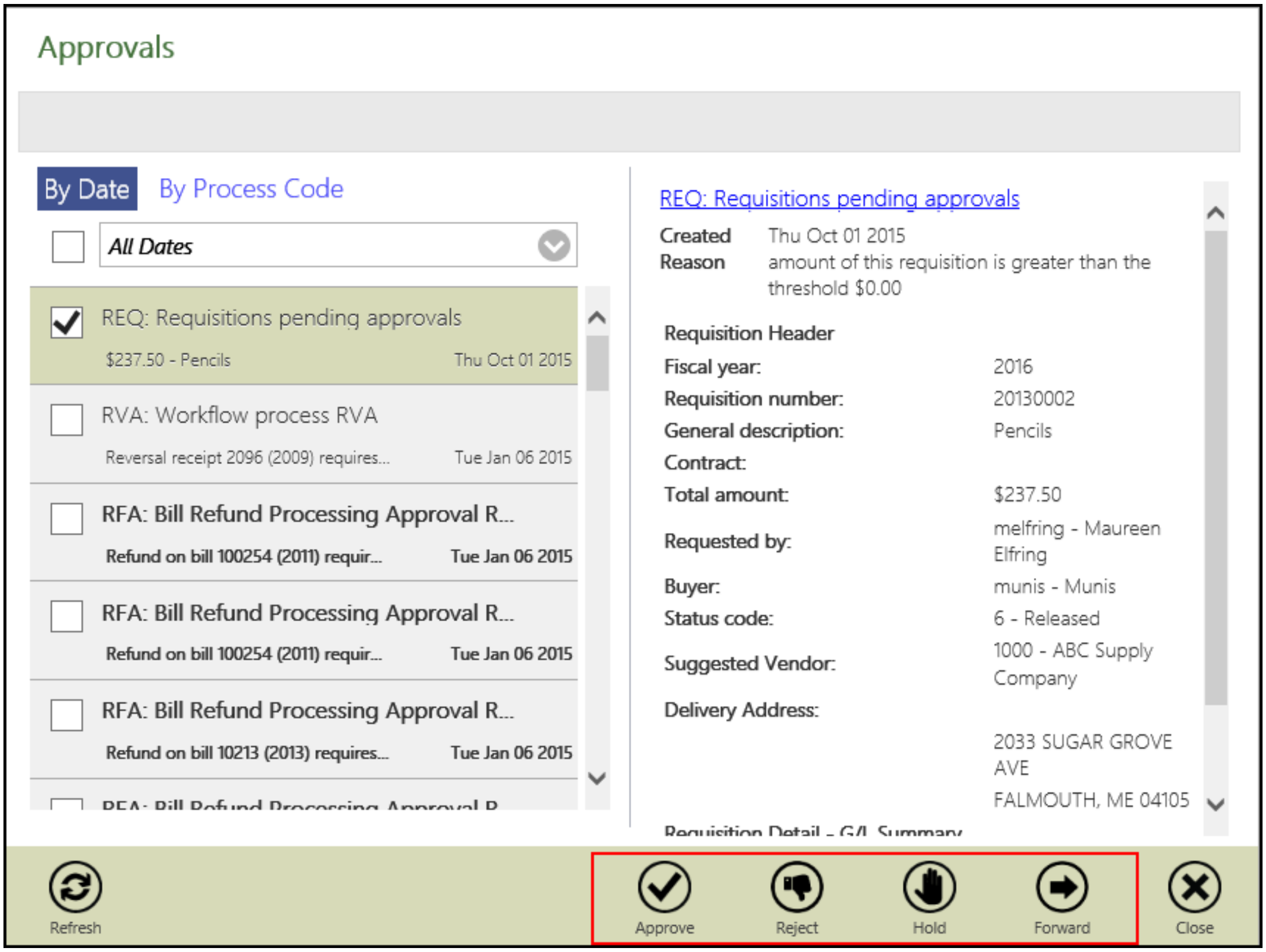
2. Review the items awaiting approval.
3. To view additional information, click the Detail link to view the item in the applicable Munis program.



4. To approve the item from the Munis program, use the options in the Workflow group at the bottom of the screen.



5. To approve the item from the Approvals tile, select the item to display the Workflow options, and then select the appropriate action.



When you select Accept, Reject, Forward, or Hold, the web part provides an Optional Comment (Accept) or Required Comment (Reject, Forward, or Hold) box. For required comments, enter the reason for the action.

Button	Description
Approve	Identifies the record as approved, and sends notification to the next approver in sequence.
Reject	Rejects the item. You must enter a rejection reason. The program notifies the originator of the rejection and reason. The originator determines the next course of action (alteration and resubmission or deletion).
Forward	Allows you to choose another Munis user to review this pending record. If you are approving an item that has been forwarded to you, the Forward option is not available.
Hold	Retains an item in your approval queue for additional review. It will remain here until further action is taken.
Convert	When you are the final approver for a requisition and you have the appropriate permissions, the Convert option allows you to convert the requisition to a purchase order or contract.

Results
Depending on the action selected for each record, the status results differ.

Status Change
The status of rejected requisitions is changed from 6–Released to 1–Rejected.
The status of approved requisitions remain at 6–Released until the approval of the final step in the approval process. At that time, the status changes to 8–Approved.

GL Impact
There is no impact on the general ledger accounts at this time.

What's Next?
Requisitions with a status of 8–Approved are eligible for conversion to purchase orders. Rejected requisitions may be corrected by the originators and resubmitted to the approval process.

Purchase Order Change Orders

Objective
This document provides instructions on how to process a purchase order change order using the Purchase Order Change Orders program.

Overview
This program allows users to process PO change orders. A purchase order change order allows for change requests to be made with workflow approvals. The changes are not reflected on the purchase order until approved.

Prerequisites
Before you can successfully complete this process, you must ensure that roles granting the necessary permissions have been assigned to your user account. If the roles have not been established, contact the system administrator to have them updated or added into the Munis system.

Confirm the following:

- The Allow Workflow in PO Change Orders check box is selected in the Purchase Order Settings program.

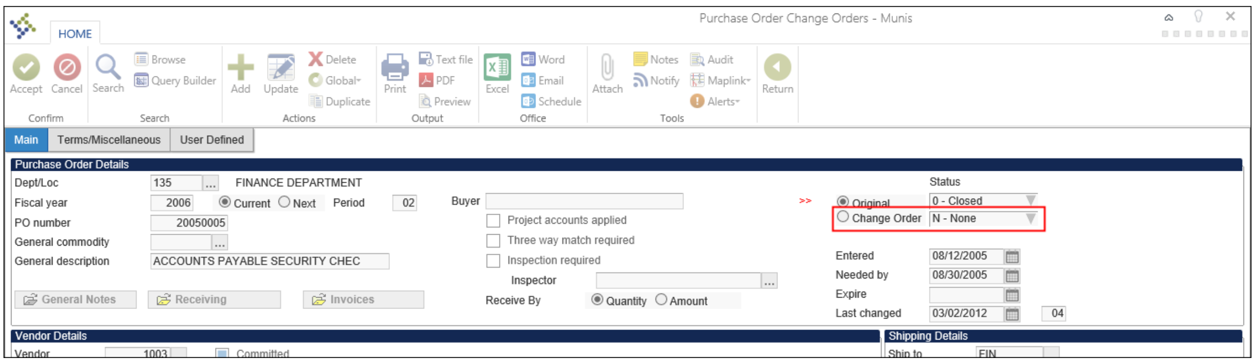
Procedure

The purchase order change order process includes cancelling and closing purchase orders.

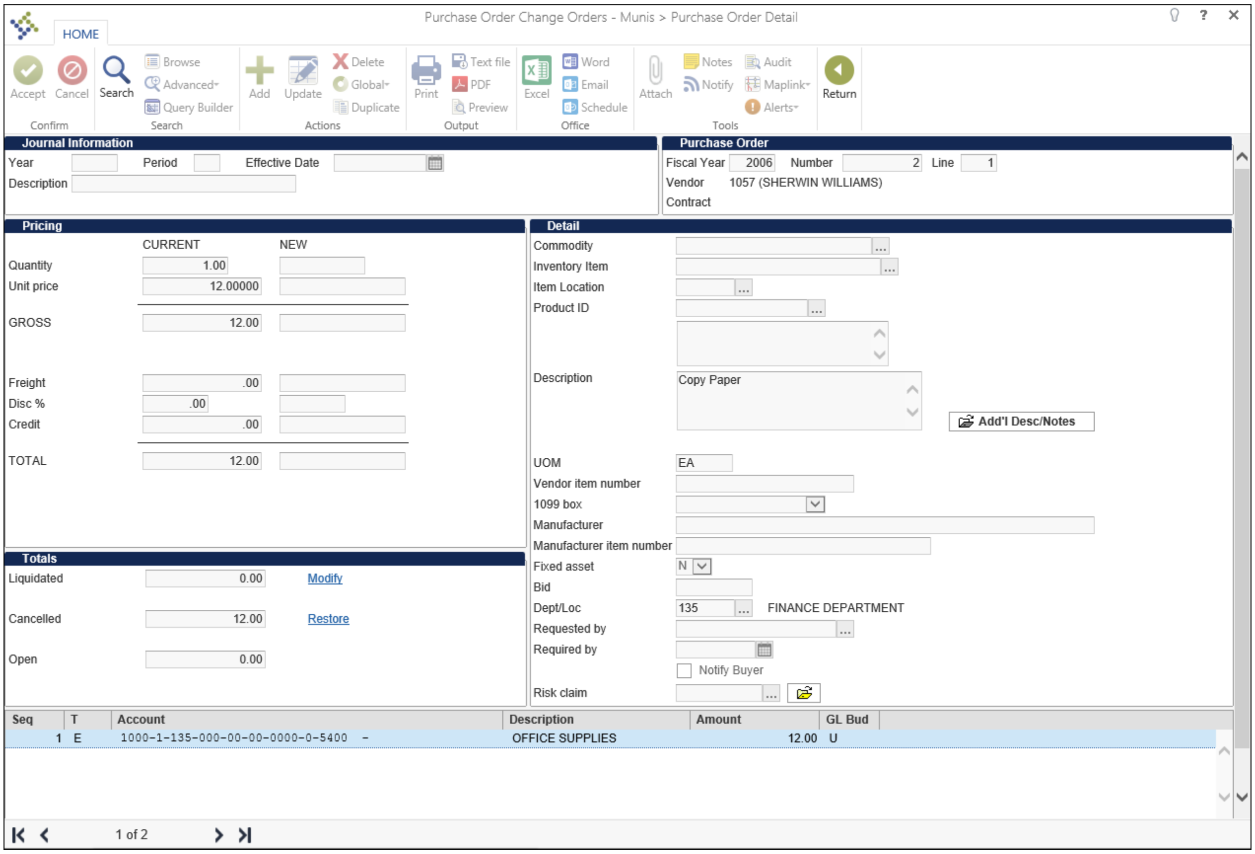
Changing a Purchase Order

To enter a change order:

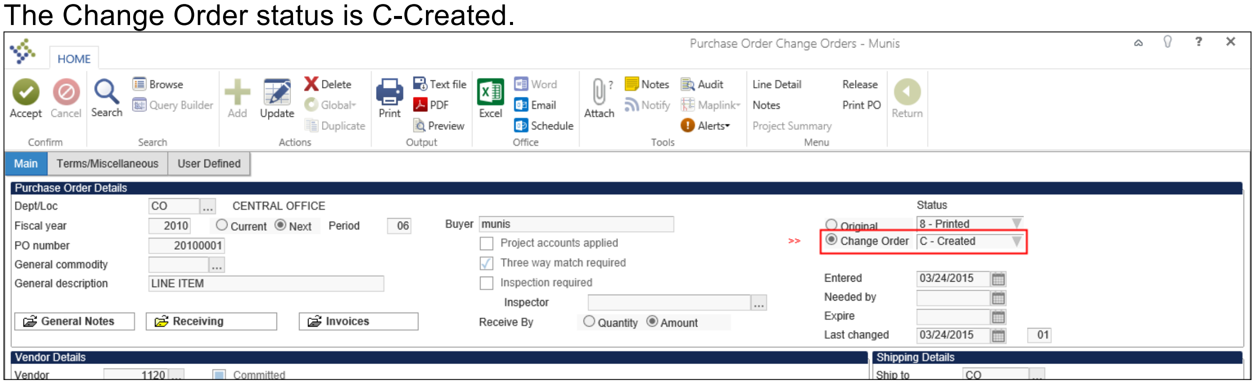
1. Open the Purchase Order Change Orders program.
   Purchasing > Purchase Order Processing > Purchase Order Change Orders
2. Click Search on the ribbon and enter the PO number and Fiscal Year of the PO to be modified.
3. Click Accept.
   The program displays the selected purchase order. The status for the Change Order option is N-None.



4. Click Update on the ribbon to make any required changes on the PO header screen.
5. Click Accept to save the changes.
6. Click the Line Detail option on the ribbon to update the details.
   The program displays the Line Detail screen.



7. Click Update and make changes to the quantity, amount, or account lines as needed.
8. Click Accept to save the changes.
9. Click Return on the ribbon to return to the PO Header screen.
   The Change Order status is C-Created.

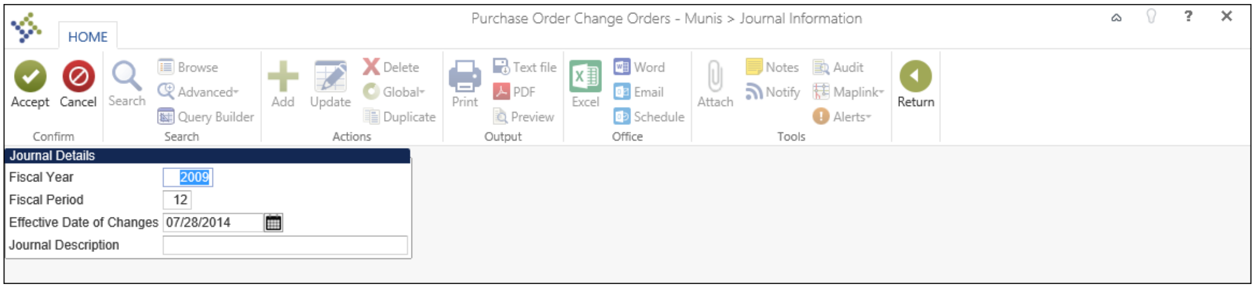


10. Click Release to move the change order to the Workflow process.
    The Change Order status is updated to P-Pending.

Canceling a Purchase Order

To cancel a purchase order:

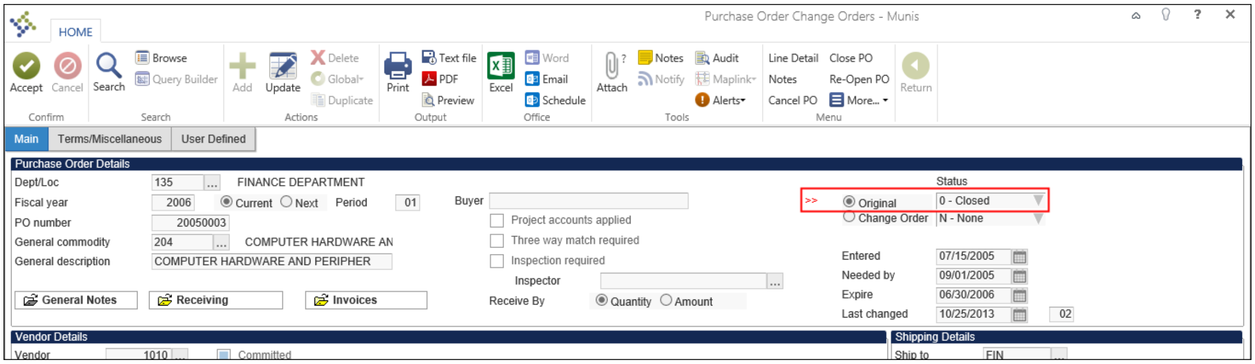
1. Within the Purchase Order Change Orders program, find the PO to cancel.
   You cannot cancel a purchase order that has an unposted change order.
2. Click Cancel PO on the ribbon.
   The program displays the Journal Information screen where journal information can be entered to post the PO liquidation.



3. Enter the fiscal year, period, effective date, and a brief description of why the purchase order is being canceled.
4. Click Accept.
   The program displays a confirmation message: “Are you sure you want to cancel the selected PO(s)?”
5. Click Yes.
   The program displays the Output screen.
6. Enter the output type and settings for the proof report.
7. Click OK.
8. Review the report.
   The purchase order is canceled; canceled purchase orders do not go through the Workflow process.

Closing a Purchase OrderwTo close a purchase order:

1. Within the Purchase Order Change Orders program, find the purchase order to close.
   Only POs that have a zero open dollar amount with a status of 8-Printed can be closed.
2. Click Close PO on the ribbon.
   The program displays a confirmation message.
3. Click Yes to close the purchase order.
   The PO status changes to 0-Closed.



Closed POs do not go through the Workflow process.

Results

The purchase order is not affected by the change until the change has been approved and posted. The exceptions are closed and canceled POs; these changes do not require workflow approvals.

GL Impact

The general ledger will not be affected until the change order is approved and posted. The exception is with canceled purchase orders; these purchase orders liquidate their encumbrances when posted to the general ledger.

What's Next?

The purchase order change order can be approved and posted to the general ledger.

Change Order Approval

Objective
This document provides instructions on how to approve a change order.

Overview
The Workflow Approvals web part, in conjunction with the Workflow business rules, establishes an electronic approval process for purchase order change orders. When a change order is released in Munis, it is submitted to an approval process. The change order must be approved by all necessary approvers in order for it to be converted into a purchase order or contract. This document describes the approval process using the Workflow Approvals web part.

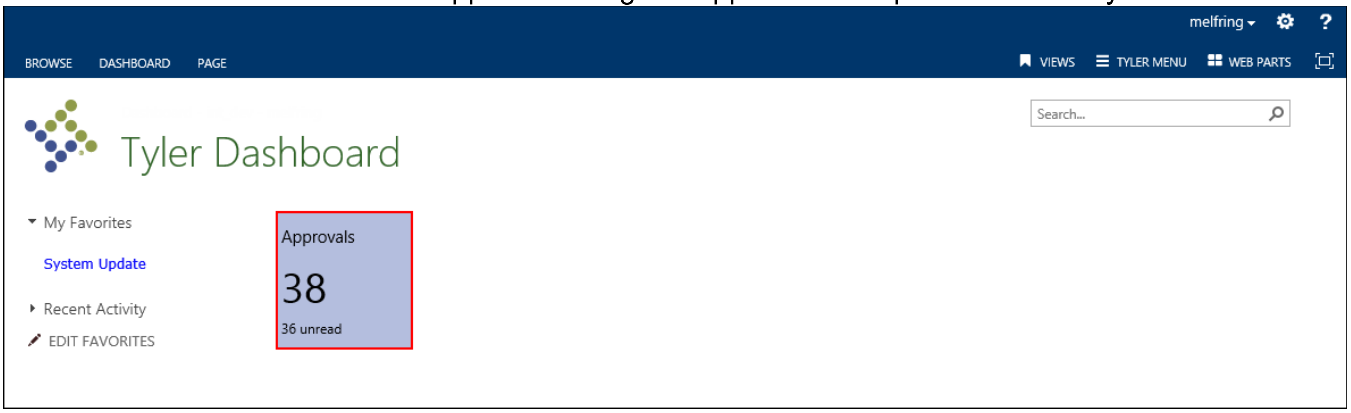
Prerequisites
Before you can successfully complete this process, you must ensure that roles granting the necessary permissions have been assigned to your user account. If the roles have not been established, contact the system administrator to have them updated or added into the Munis system.

Confirm the following:

- Purchase orders are available.
- Workflow business rules are established.
- Approvers are entered in the Workflow User Attributes program.
- You have access to the Workflow Approvals web part from Tyler Dashboard.

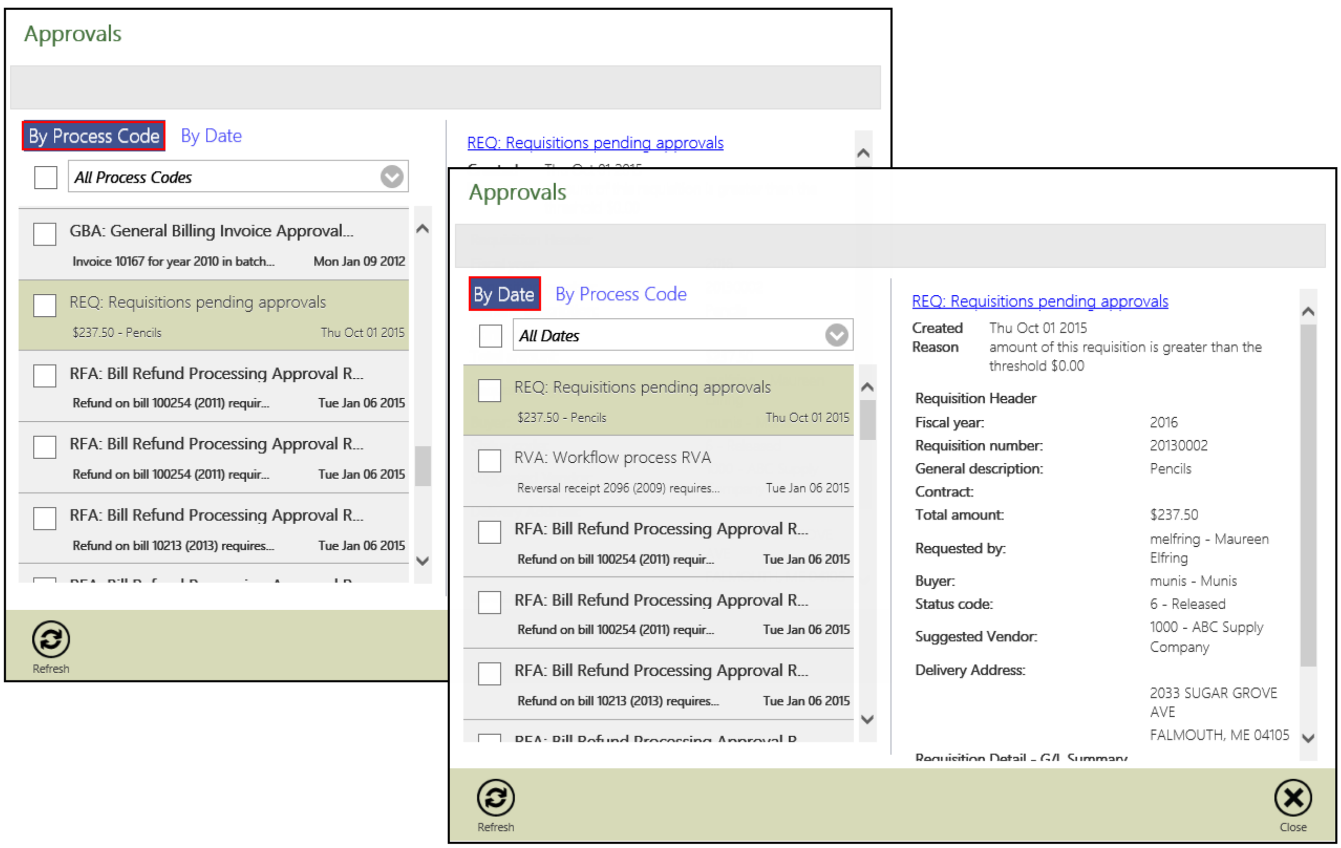
Procedure

Munis Workflow transactions are approved using the Approvals web part tile on the Tyler Dashboard.



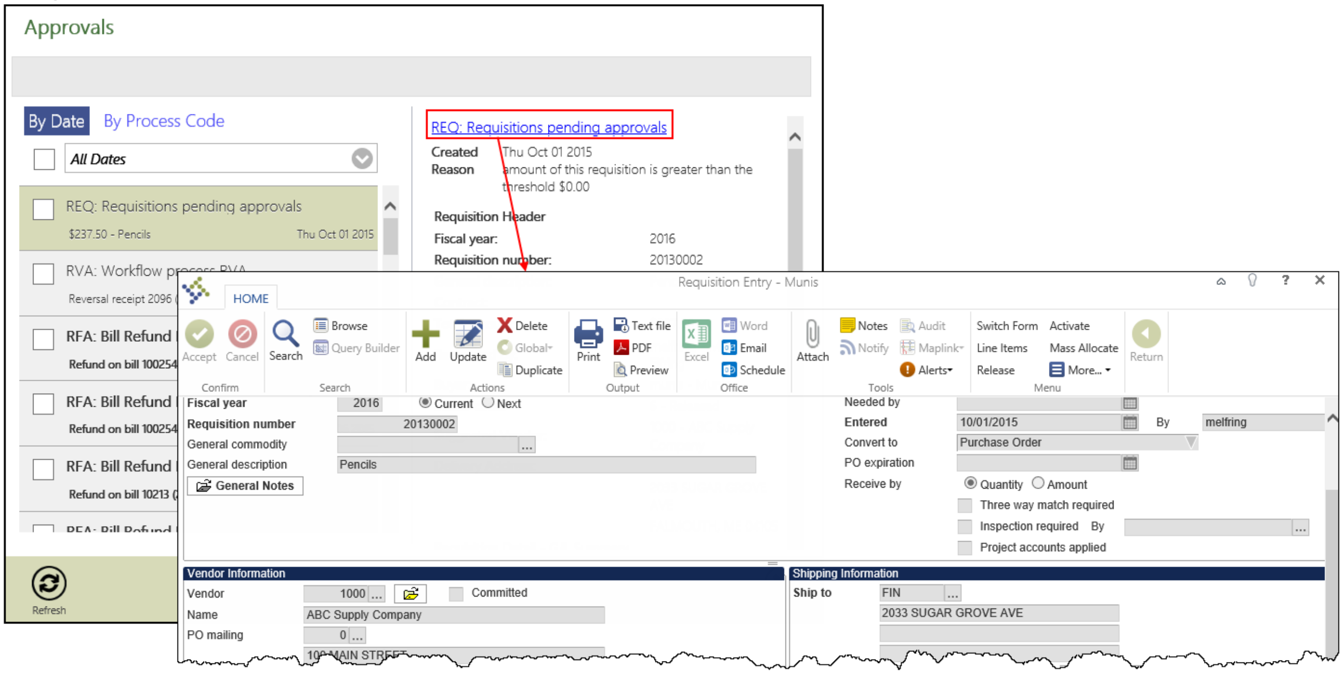
To approve an item:

1. Double-click the Approvals tile to list all items currently awaiting approval. Use the By Date or By Process Code options to sort the items.

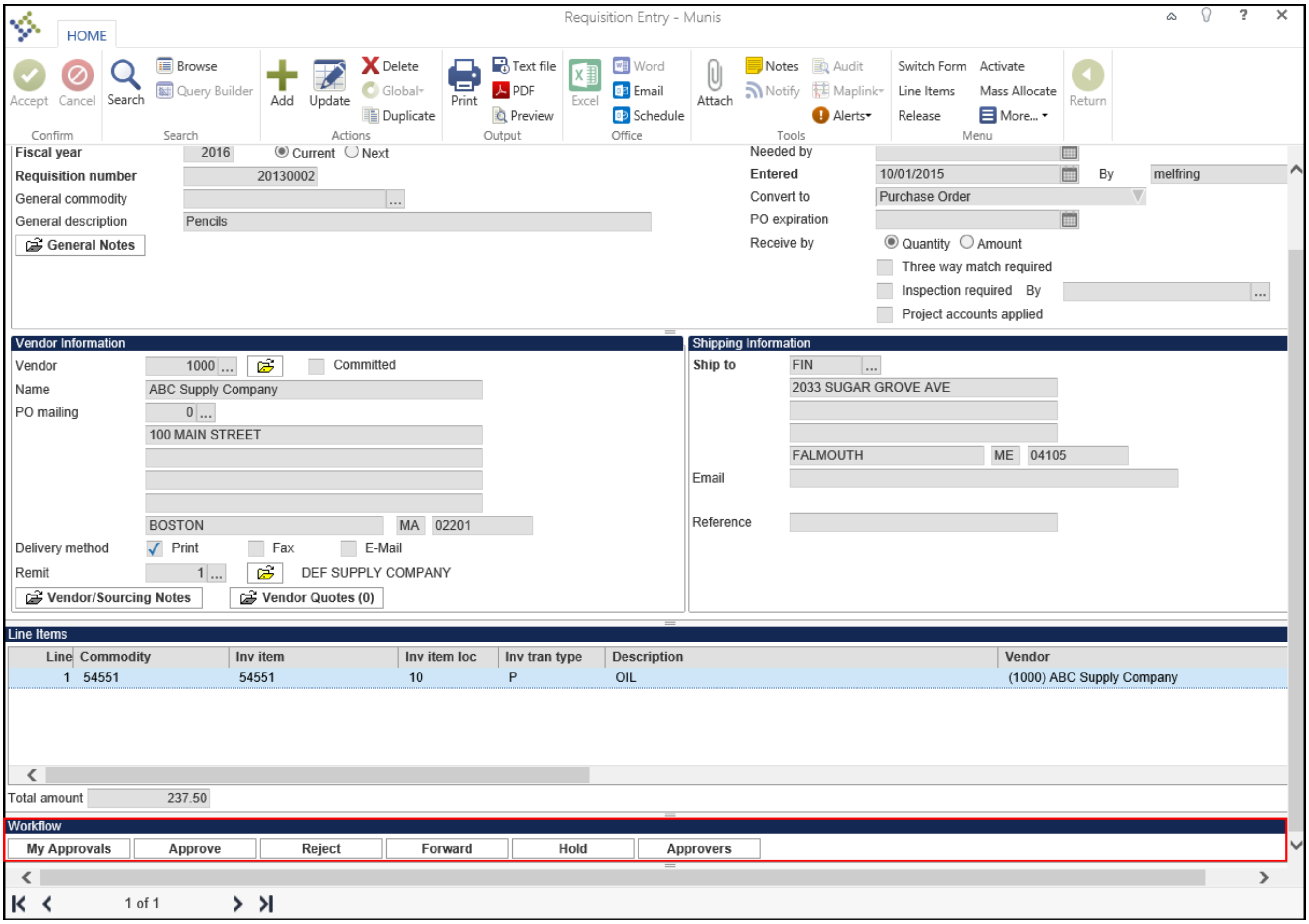


2. Review the items awaiting approval.

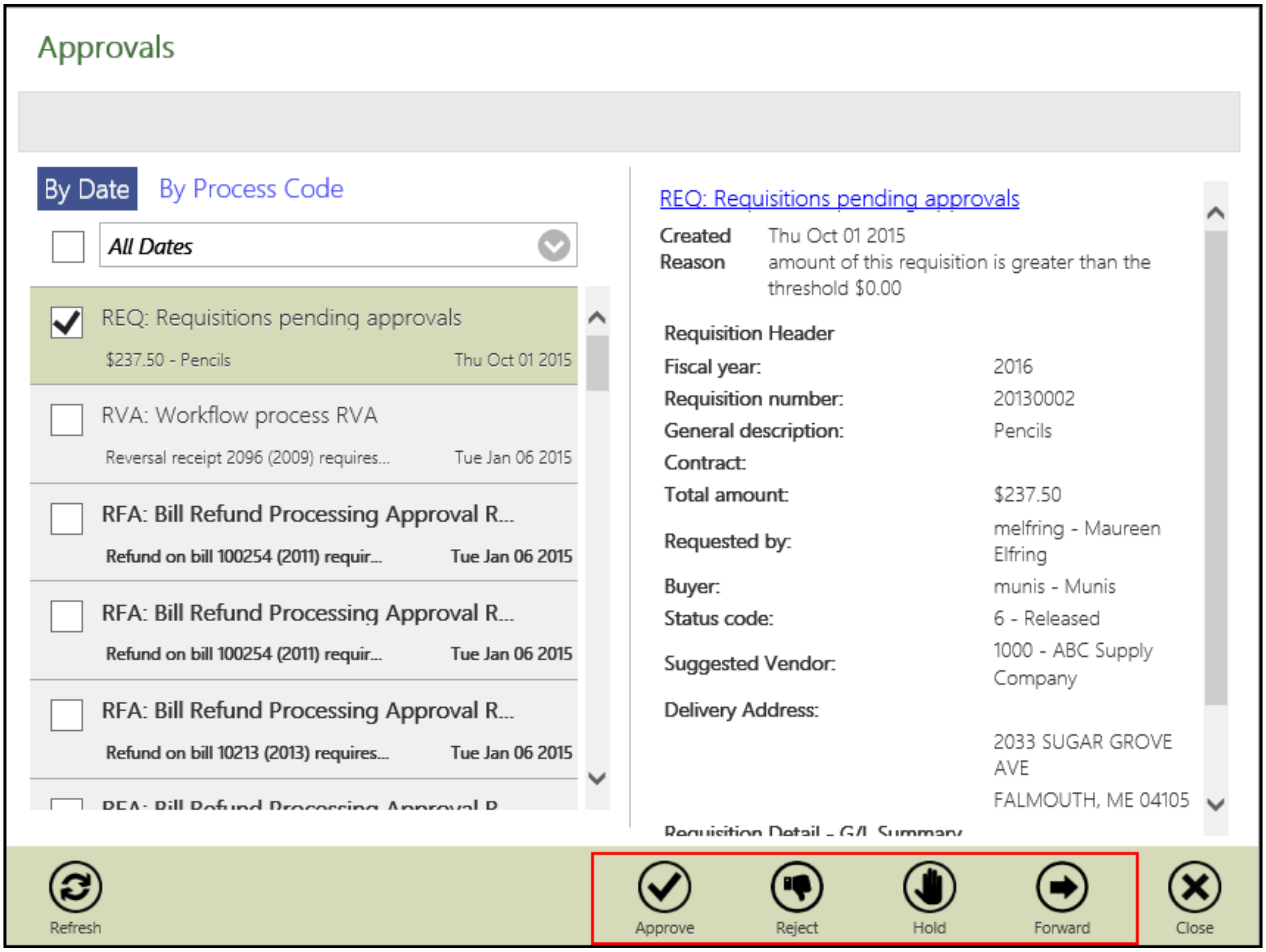
3. To view additional information, click the Detail link to view the item in the applicable Munis program.



4. To approve the item from the Munis program, use the options in the Workflow group at the bottom of the screen.



5. To approve the item from the Approvals tile, select the item to display the Workflow options, and then select the appropriate action.



When you select Accept, Reject, Forward, or Hold, the web part provides an Optional Comment (Accept) or Required Comment (Reject, Forward, or Hold) box. For required comments, enter the reason for the action.

Button	Description
Approve	Identifies the record as approved, and sends notification to the next approver in sequence.
Reject	Rejects the item. You must enter a rejection reason. The program notifies the originator of the rejection and reason. The originator determines the next course of action (alteration and resubmission or deletion).
Forward	Allows you to choose another Munis user to review this pending record. If you are approving an item that has been forwarded to you, the Forward option is not available.
Hold	Retains an item in your approval queue for additional review. It will remain here until further action is taken.
Convert	When you are the final approver for a requisition and you have the appropriate permissions, the Convert option allows you to convert the requisition to a purchase order or contract.

Results

The purchase order change order has been approved or rejected. If approved the change order can be released. If rejected, Workflow sends an email notification to the originator indicating the rejection. The originator can then update the change order and resubmit or delete the change order.

GL Impact

The general ledger is not impacted by this process; the change order does not update the general ledger until it is posted.

What's Next?

The change order can be posted.

Posting Change Orders

Objective
This document provides the procedure for processing a purchase order change order using the Purchase Order Change Orders program.

Overview
There is no impact on the purchase order or on the general ledger until the purchase order change order is posted. For posting to occur, the purchase order change order must have been approved through Workflow.

Prerequisites
Before you can successfully complete this process, you must ensure that roles granting the necessary permissions have been assigned to your user account. If the roles have not been established, contact the system administrator to have them updated or added into the Munis system.

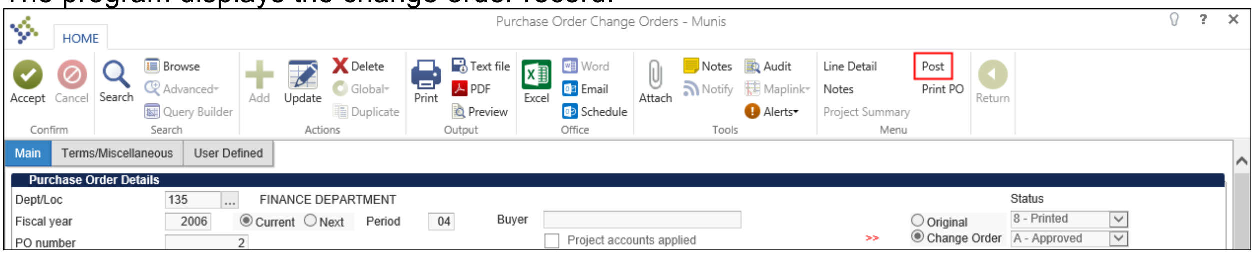
Confirm the following:

- You have permission to maintain and post purchase order change orders.
- Change orders to post have the status of A-Approved.

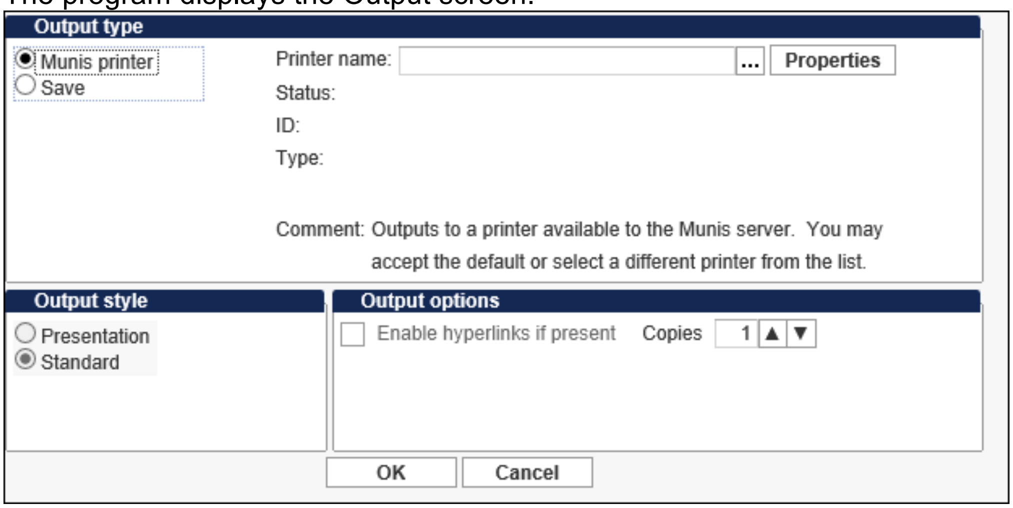
Procedure

To post a purchase order change order:

1. Open the Purchase Order Change Order program.
2. Click Search on the ribbon bar and complete the fields, as required, to find the change order to post. The status of the change order must be A-Approved.
3. Click Accept.
   The program displays the change order record.



4. Click Post.
   The program displays the Output screen.



5. Select the output type and complete the applicable output settings.
6. Click OK.

Results

The purchase order is updated with the change. The PO is updated with a date to indicate the change and the change sequence number is increased by one.

The change is also recorded in the PO audit table and can be viewed through the PO Inquiry and PO Change Order programs.

GL Impact

If the change involved quantity, unit cost or general ledger accounts, a journal entry is produced to update the accounts allocated on the purchase order.

What's Next?

The purchase order can be accessed in the same manner all other purchase orders are accessed. The purchase order can have receiving records added or paid through Accounts Payable.

Purchase Order Receiving

Objective
This document provides instructions on how to record the receipt of items using the Munis Purchase Order Receiving program.

Overview
The purpose of creating a receiving record is to document that goods that have been ordered have been received before invoices are paid. Entering these records allows Accounts Payable personnel to match the purchase order, purchase order receiving record, and the accounts payable invoice to ensure that all pieces match prior to payment to the vendor. You may receive each item individually or you may receive all items at one time.

Prerequisites
Before you can successfully complete this process, you must ensure that roles granting the necessary permissions have been assigned to your user account. If the roles have not been established, contact the system administrator to have them updated or added into the Munis system.

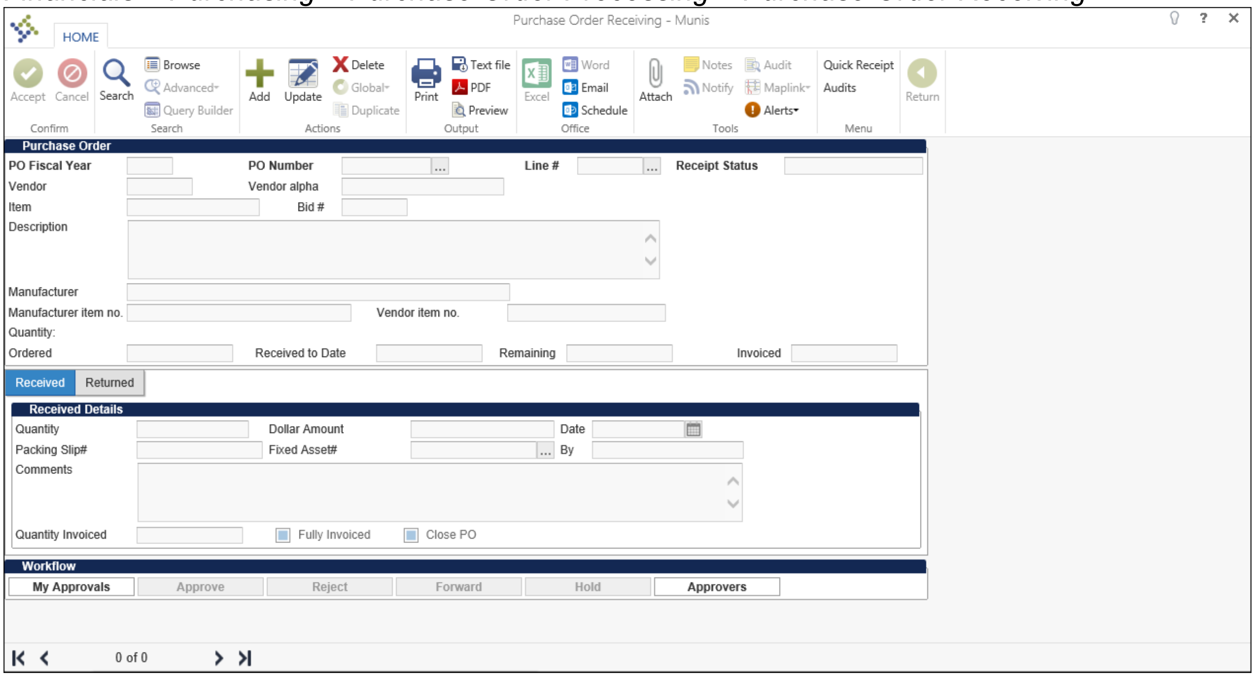
Confirm the following:

- You have permission to receive purchase orders for the department.
- Open purchase orders exist.
- Ordered goods have been received from the vendor.

Procedure

To receive individual lines (partial receipt) of a purchase order:

1. Open the Munis Purchase Order Receiving program.
   Financials > Purchasing > Purchase Order Processing > Purchase Order Receiving



2. To add a new receiving record, click Add.
3. Complete the following fields to create a PO Receiving record.

Field	Description	East Stroudsburg Area School District
Purchase Order		
PO Fiscal Year	This box identifies the fiscal year associated with the open purchase order. When you are adding entries, the default value is the current year, but you can change this for next year purchase orders. You cannot change this value when updating a record. Accept the default value of No unless the Holding Current Year Open check box is selected in the General Ledger Settings program. If using a dual year method, enter correct fiscal year.	
PO Number	This box specifies the open purchase order against which orders will be received. You can type a specific purchase order number or click the field help button to select a purchase order from a list of open purchase orders.	

Field	Description	East Stroudsburg Area School District
Line #	This box specifies the detail line number representing the received material or service. You can type a specific line number for the purchase order or click the field help button to select a purchase line from a list.	
Receipt Status	This box contains the receiving record's current status. The box is used when a POI business rule exists, which requires an inspector's approval of receiving records before an invoice can be entered against the associated purchase order. An inspector can update the value of this box using the workflow buttons.	
Vendor	This box contains the number for the purchase order vendor, which comes from the selected purchase order. There is no access to this box when you are adding a record.	
Vendor Alpha	This box identifies the purchase order vendor by name. There is no access to this box when you are adding a record.	
Item	This box contains the inventory item number for the item being received. There is no access to this box when you are adding a record.	
Bid #	This box identifies the number of the bid associated with the purchase order. If a bid exists, the program completes this box when you enter a purchase order number. There is no access to this box when you are adding a record.	
Description	This box displays the purchase order description as entered in Purchase Order Entry. The program displays the description when you enter the purchase order number. There is no access to this box when you are adding a record.	
Manufacturer	This is the manufacturer of the item.	
Manufacturer Item Number	This is the manufacturer's stock number for the item, if applicable.	
Vendor Item Number	This is the vendor's stock number for the item, if applicable.	
Quantity		
Ordered, Received	These fields indicate the total quantity of	

Field	Description	East Stroudsburg Area School District
to Date, Remaining, Invoiced	items ordered, received to date, remaining, and invoiced for this purchase order. There is no access to these boxes when you are adding a record.	
Received Tab		
Received Details		
Quantity	This is the quantity of the commodity that has been received. If the Enforce Invoice Variance Amounts in PO Receiving option is selected in Purchase Order Settings, the program will not allow you to enter a quantity that falls outside the defined variance threshold. The variance amount is defined in Accounts Payable Settings.	
Dollar Amount	This is the dollar amount of the received quantity. You can leave the default value, which comes from the selected purchase order, or type a dollar amount.	
Date	This is the date the commodity was received. You can type the date in the box, click the calendar button to select the date, or leave the default date, which is the current date.	
Packing Slip #	This is a packing slip number for each purchase order line number received.	
Fixed Asset #	This is the fixed asset number for each purchase order line number received, if applicable.	
By (user id)	This box indicates the user ID of person who created the receiving record. The program completes this value; this is a display-only field.	
Comments	These are internal comments about the commodity you have received. For example, “Order is not completely received. Waiting on 10 more items.” These comments do not print on the invoice liquidation proof or the check stub.	
Quantity Invoiced	This is the quantity that is returned. Returned items are expected to be reshipped at a later date. The returned quantity does not affect the open purchase order. If using Munis 3-way match, the program may supply a default value when the invoice is entered. No access to this box.	

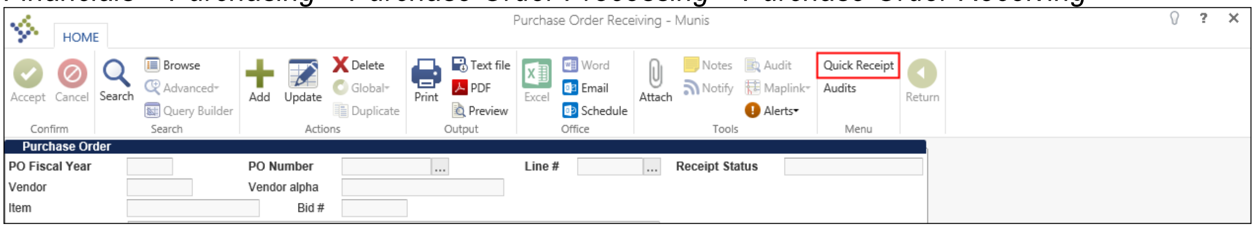
Field	Description	East Stroudsburg Area School District
Fully Invoiced	If this check box is selected, it indicates that the quantity is fully invoiced. If using Munis three-way match, the program may update this check box with the default status (selected or cleared) when the invoice is entered. The program completes this check box; it is not accessible.	
Close PO	This check box indicates that the purchase order has been fully invoiced, and that the purchase order should be closed after receiving is complete.	
Returned Tab		
Quantity	This box indicates the quantity that is returned if items were returned. Returned items are expected to be reshipped at a later date. The returned quantity does not affect the open purchase order. The quantity is for informational purposes only.	
Comments	This box contains any internal comments explaining why the order was returned.	
RMA	This is the return merchandise authorization number used to return the items.	

1. Click Accept when complete to save the record.

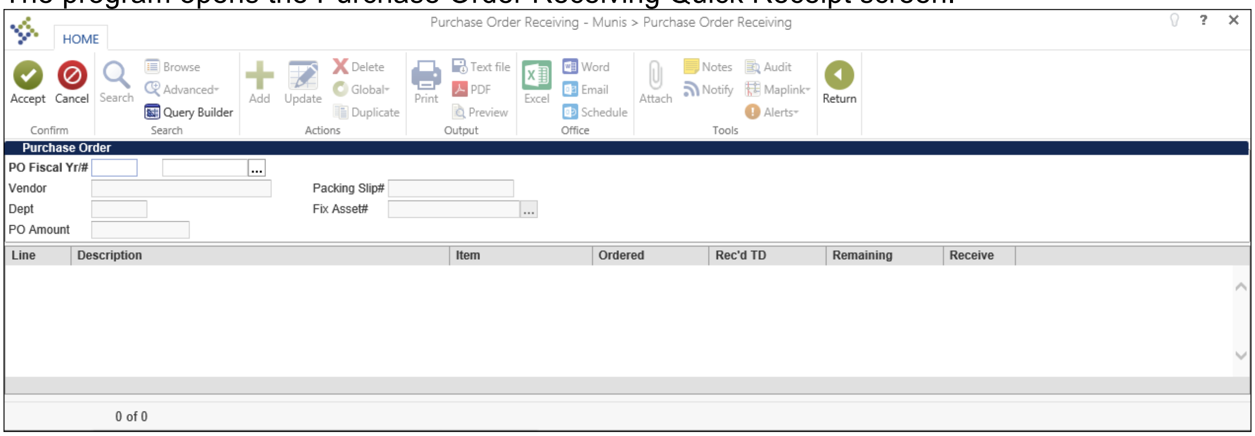
Using Quick Receipt Entry

If you have a purchase order that has many lines and you wish to receive against all or most of the lines at the same time, use the Quick Receipt option:

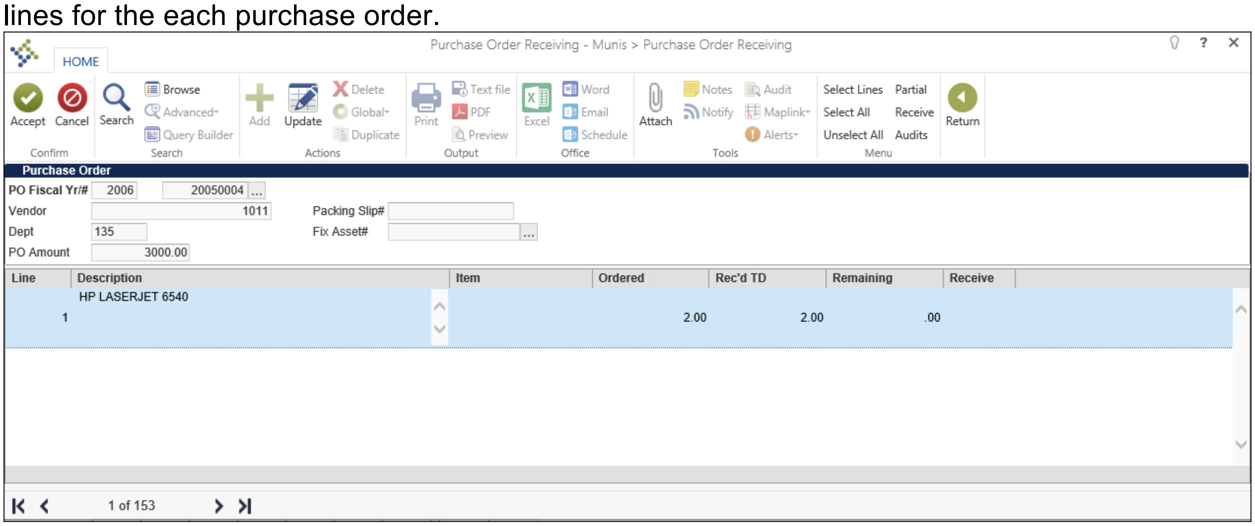
1. Open the Munis Purchase Order Receiving program.
   Financials > Purchasing > Purchase Order Processing > Purchase Order Receiving



2. Click Quick Receipt.
   The program opens the Purchase Order Receiving Quick Receipt screen.



3. Type the fiscal year, purchase order number, or both for the open purchase orders, and then click Accept.
   The program displays an active set of the purchase orders and the purchase order details and the lines for the each purchase order.

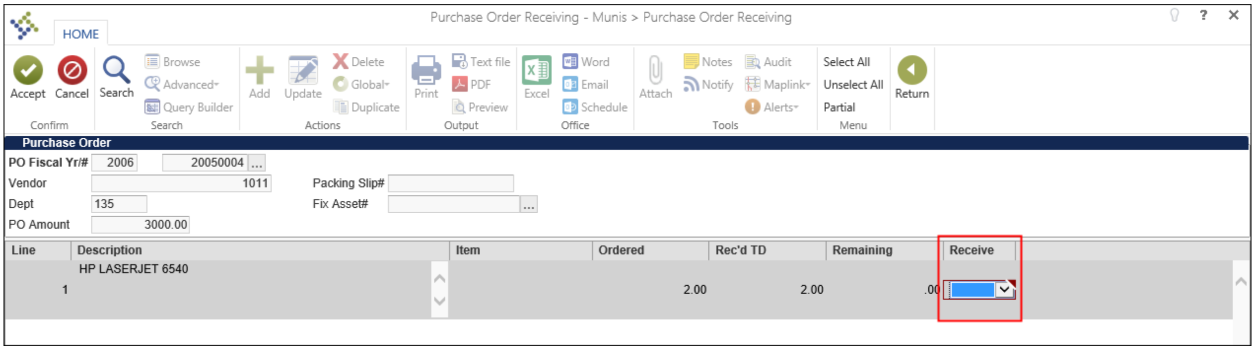


The following table provides descriptions for the fields on this screen.

Field	Description	East Stroudsburg Area School District
Purchase Order		
PO Fiscal Yr/#	These boxes display the fiscal year for the open purchase order and the purchase order number.	
Vendor	This box displays the vendor number for the purchase order items.	
Dept	This box displays the department for which the item was ordered.	
PO Amount	This box indicates the total purchase order amount.	
Packing Slip #	This is the packing slip number for each purchase order line received. The number can be up to 15 alphanumeric characters.	
Fixed Asset #	This is a fixed asset number for each purchase order line received, if the items ordered are fixed assets.	
Line Table		
Line	This is the purchase order line number for the item.	
Description	This is the purchase order description for the item.	
Item	This is the number of the item being received.	
Ordered	This box displays the total number of this item ordered by this purchase order.	
Received TD	This box displays the number of items received against this purchase order to date.	
Remaining	This box displays the number of this line item remaining to be received for this purchase order.	
Receive	This check box directs the program to receive the line item.	

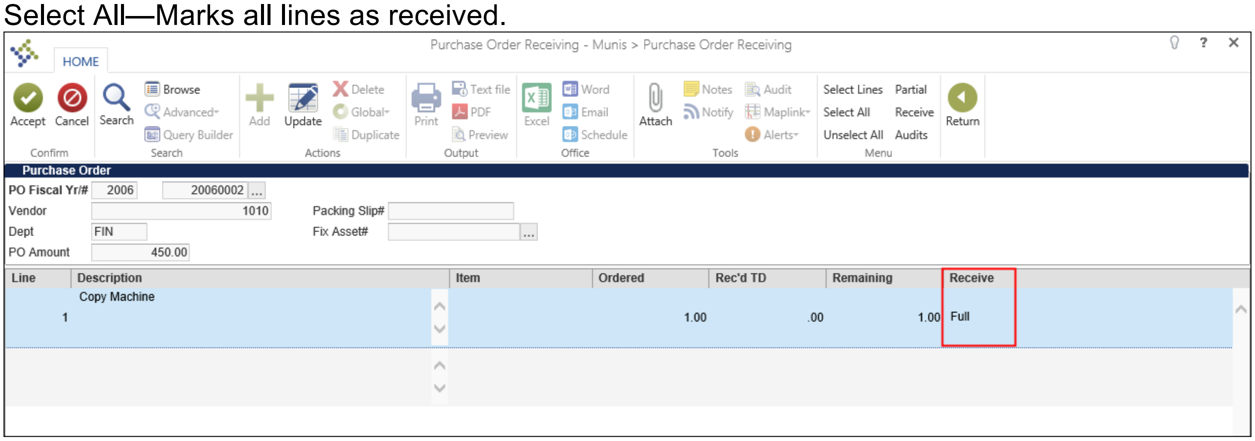
4. Use the Select Lines, Select All, and Partial options to perform the following tasks:

- Select Lines—Makes the Receive list accessible for an individual line.



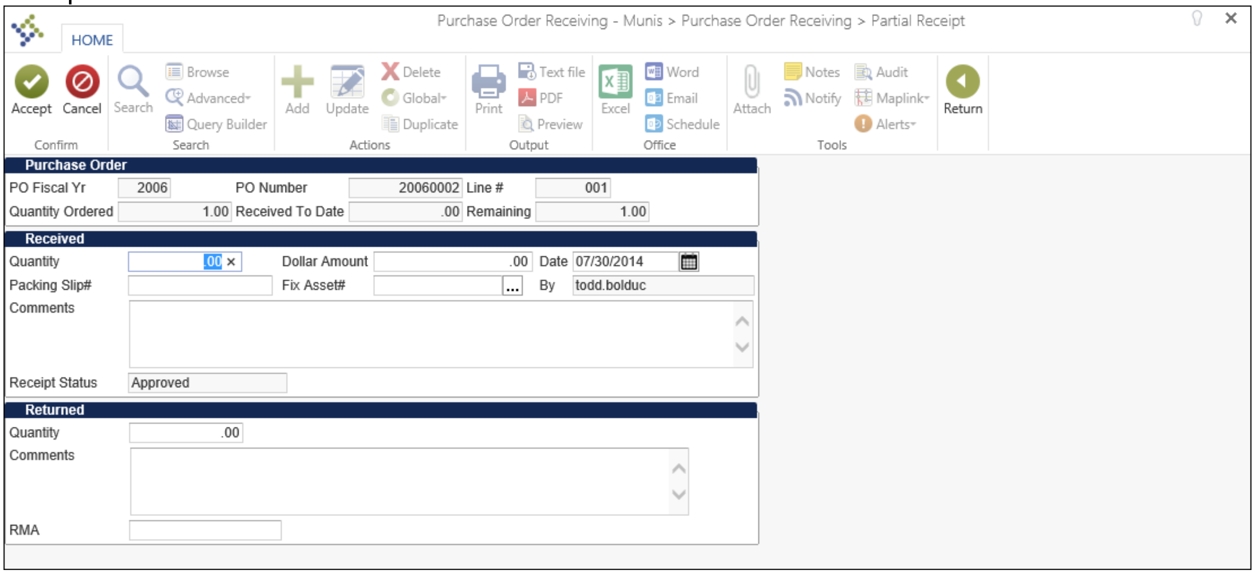
Use this option if you received most of the items but still have some remaining. In this case, select Full or Partial from the Receive list. If you select partial for a selected line, you must click the Partial option to display the Partial Receipt screen to add information about the partial receipt.

- Select All—Marks all lines as received.



- Unselect All – Clears the value of the Receive list for all lines.
- Partial—Makes a partial receipt on a line in the purchase order. Select the line for which to make the partial receipt and click Partial.
  The program displays the Partial Receipt screen, where you are required to enter the partial

receipt details.



5. Once all items on this purchase order have been noted appropriately, click Receive to submit the selections.
   The program displays a message in the status bar indicating that your selections have been received.

To receive additional quick receipt items on a different purchase order, click the Search button and repeat the process.

Important: Any receiving records created using the Quick Receipt process reflect a receipt date that is the same as the date of entry. If the Date of Receipt is different, Quick Receipt cannot be used.
The purchase order records the receiving record. Within PO Inquiry, the Purchase Order Receiving button is highlighted to indicate that receiving records are available. These records are necessary to be able to pay invoices against the purchase order.

To add a new record for individual lines:

1. Click Add on the main screen to enter a new receiving record.
2. Complete the fields according to the following table to create a PO Receiving Record.
3. Click Accept to save the record.

Field	Description	East Stroudsburg Area School District
Purchase Order		
PO Fiscal Year	This box identifies the purchase order fiscal year. Accept the default value of No unless the Hold Current Year Open check box is selected in the General Ledger Settings program; if you are using a dual year method, enter correct fiscal year.	
PO Number	This box contains the purchase order number against which you are	

Field	Description	East Stroudsburg Area School District
	receiving items. Click the field help button to select a purchase order number.	
Line #	This box identifies the line number of the purchase order for the item you are receiving.	
Vendor	This box identifies the vendor providing the items. The program completes this value according to the purchase order entered.	
Vendor Alpha	This box identifies the purchase order vendor by name. There is no access to this box when you are adding a record	
Item	This is the item number that represents the inventory item.	
Bid #	If the PO resulted from a bid, this box displays the bid number.	
Description	This box displays the description from the purchase order. This is a display-only field.	
Quantity Ordered/ Received to Date/ Remaining/Invoiced	These boxes display the purchase order details for the purchase order and line numbers entered. The program completes these fields.	
Received Tab		
Received Quantity	This box identifies the exact quantity received.	
Dollar Amount	This box displays the dollar amount according to the purchase order. If the amount should be different than the default value, enter dollar amount of the order received.	
Date	This is the date the items are received. The current date is the default value, but you can change this to reflect the exact day the items were received.	
Packing Slip #	This is the packing slip number, if the vendor supplied this information.	
Fix Asset #	This box identifies the fixed asset number for the item, if applicable.	
By	This box displays the user ID of the person entering the record. The program completes this value; this is a display-only field.	
Comments	This box contains internal comments that relate to the receiving data. For example, “The order is not completely	

Field	Description	East Stroudsburg Area School District
	received; waiting on 10 more items.”	
Quantity Invoiced	If using Munis three-way match, when the invoice is entered, the program completes this field with the quantity of the item that was invoiced. This is a display-only field.	
Fully Invoiced	If this check box is selected, it indicates that the quantity is fully invoiced. If using Munis three-way match, the program may update this check box with the default status (selected or cleared) when the invoice is entered. The program completes this check box; it is not accessible.	
Returned Tab		
Returned Quantity	If items were returned, enter the quantity of any items being returned.	
Returned Comments	If items were returned, enter comments explaining why the order was returned.	

Results

The purchase order records the receiving record. Within PO Inquiry, the Purchase Order Receiving button is highlighted to indicate that receiving records are available. These records are necessary to be able to pay invoices against the purchase order.

GL Impact

The general ledger is not affected by this action.

What’s Next?

An invoice can now be presented against the purchase order within Accounts Payable.