

MUNIS Guide

Developed by Computer Education Support in Collaboration with Financial Services Updated November 2018

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SYSTEM:

- Logging on to MUNIS
- Menus
- Logging off MUNIS

Logging on to MUNIS

- 1. Open your internet browser.
- 2. Type the following URL into the address bar and press the ENTER key. https://munisdashboard.jefferson.kyschools.us/default.aspx

This sample screenshot is how MUNIS appears upon opening.

(C) (D) http://e275munisdshb Q < C) (D) Home	
	Stanton, Sheila - ?
BROWSE DASHBOARD	VIEWS 🗮 TYLER MENU 🗰 WEB PARTS 🖂
Tyler Dashboard - 11.1	Search
 My Favorites Recent Activity Menu Favorites 	System Messages
EDIT FAVORITES	
	>

Bookmark this page to avoid typing it each time you log into MUNIS. You may also wish to put a shortcut on your desktop for faster/easier access on a daily basis.

To create a shortcut on your desktop, right-click on your Desktop, select "New" and "Shortcut" in the menu. Then, paste the web address in the dialogue box and follow the remaining prompts.

Menus



Logging Off

1. Click the drop-down arrow next to your name; then select **Sign Out** from the menu as shown below.

(⇐) (⇐) (⇐) http://e275munisdshbd2:55000/default.aspx	×	ACCORTON N		- 0 ŵ	× ☆ @
				Stanton, Sheila	- ?
BROWSE DASHBOARD				My Settings	(D)
Home				Sign Out	
Tyler Dashboard - 11.1				Personalize this Page	
				User Profile	
▼ My Favorites				Apply Template	
Account Inquiry	Save As Ct	rl+S	Syst	Clear User-Added Dashboard Content	
▼ Recent Activity					
Requisition Entry Account Inquiry					
Account Inquiry					
vendor Inquiry					
Menu Favorites					
EDIT FAVORITES					

2. Click the **Close box** at the top right corner to close the browser window.

ACCOUNTING:

- Accounting Code
- Account Inquiry
- Printing a Single Account
- Printing a List of Accounts
- Budget Transfers and Amendments
- Non Posted Budget Transfers
- Accounting Code Quick Review
- Expenditure Code Quick Reference

Accounting Code

All expenses in MUNIS utilize an account or General Ledger (GL) code. The code is comprised of these segments: **Organization** (**Org**), **Object**, and **Project**. Look at this sample MUNIS accounting code:

1491077 0610 900XF

The first part of the account code is known as the **Organization** or **Org**. The **Org** represents **WHO** the code is for when purchasing items. The sample below represents one Org. The **Org** has three sections; the *Unit*, the *Fund*, and the *Key Code*.

149 | 1 | 077

The first three numbers of the **Org** make up the *Unit*. The *Unit* identifies the school or cost center. For schools, the Unit is the school location number. For central offices, the Unit is represented by a 900 number or two letters and a number (CE1 or HR1). The sample code above is for location 149 - Blake Elementary School.

The fourth and sometimes fifth number of the **Org** is the *Fund*. General Fund accounts are represented with the number **1** and Special Revenue accounts, such as Federal and State grants are represented with the number **2**. The District Activity Funds, or Fund 22, are represented with a **28** as the fourth and fifth digits. There are additional *Fund* codes, but these two are the ones used most often by schools and offices.

The last three numbers of the **Org** are known as the *Key Code*. The *Key Code* is the Kentucky Department of Education (KDE) identifier for specific functions, programs, or instructional levels. For all practical purposes, you can think of the *Key Code* as an arbitrary number. An example is **077** - **Office of the Principal**.

The second segment of the MUNIS account code is known as the **Object**. The Object represents **WHAT** the code can be used for when purchasing items. For example, the Object **0610** stands for **General Supplies**.

The third segment of the MUNIS account code is the **Project**. The project is a special identifier for flexible codes, and special funding. Below are examples of **Fund 1** (General Fund) **Project numbers**:

- **900XF** flexible, site-based account (funds that can be transferred)
- **900XN** non-flexible, site-based account (funds that **cannot** be transferred)
- **900XA** non-flexible, add-on funds that the District provides for specific programs (money in addition to the site-based allocation)
- **900XS** flexible, supplemental money (e.g., monthly attendance bonus); or flexible accounts for central offices and special schools.

Fund 2 (Special Revenue**) projects** do **not** start with 900X. Special Revenue or **Grants** have project codes that are 4 to 5 digits. The first digit represents the funding source. KDE and MUNIS refer to Fund 2 as **Special Revenue** and Grants & Awards and Financial Planning & Management *(Budget Office)* refer to Fund 2 as **Grants**.

0 – Local

- 1 State-funded
- 2 Nutrition Services & Federal
- 3 and up Federal-funded

The fourth digit of the project is a letter that represents the year of funding. For example, a Fund 2 project **125D** is a State-funded project for 2017-2018. The project will change to **125E** the following year.

Fund 22 (District Activity Fund) **projects** start with a 7. These funds cannot be transferred by a school.

Account Inquiry

The Account Inquiry screen allows you to view your school or department's account balances. The Account Inquiry screen provides both summarized and detailed information.

1. From the **Quick Links** menu select **Departmental Functions** and then **Account Inquiry**. The following screen is displayed.

HOME		Account Inquiry - Munis [TRA	INING DATABASE Nov 28 2016]	
Confirm	Jpdate ∑Global≁ Duplicate Duplicate Output	ext file DF eview Excel Office	Notes Audit Detail	User Defined Fields hs Menu
Account				
Fund Org Object Project	Acct Acct name Type Rollup III MultiYr Fund	▼ Status	Account Notes]
4 Year Comparison Current Year History				
Yr/Per 2017/05 Fiscal Year 201	Fiscal Year 2016	Fiscal Year 2015	Fiscal Year 2018	3
Original Budget	1	1	È	1 and
Transfers In	È	Ê	È	E .
Transfers Out	Ê	≧	Ê	≧
Revised Budget				
Actual (Memo)	1 I I I I I I I I I I I I I I I I I I I	Ê	1 and	E .
Encumbrances	la anti-	1 Contraction of the second se	1 and	6
Requisitions	1 and			≥
Available				
Percent used				
K K 0 of 0 > >				



- 2. Press **Ctrl-F** or click the **Search** button in the Ribbon.
- 3. In the **Account Inquiry** screen, enter information in the fields using the criteria listed below:

To **find ALL your accounts**, enter your school location number or your central office unit number followed by an asterisk (*) in the **Org** field.

To **find a** specific accounting code, enter the entire **Org**, **Object**, and **Project** code in the appropriate fields. For example: 1491077 0610 900XF

To **find all** accounts in an organizational group (i.e., Library, ECE, Principal) enter the entire **Org** code in the **Org** field. For example: 1491077 To **find only** *General Fund accounts*, enter a **1** in the **Fund** field and your

unit number followed by an asterisk (*) in the **Org** field, or enter your unit number followed by the number **1** and an asterisk (*) in the **Org** field. For example: 1491*

To **find** *Special Revenue accounts*, enter a **2** in the **Fund** field and your Unit number followed by an asterisk (*) in the **Org** field, or enter your unit number followed by the number 2 and an asterisk (*) in the **Org** field. For example: 1492*

To **find** *FLEXIBLE accounts*, enter a **1** in the **Fund** field and your unit number followed by an asterisk (*) in the **Org** field. TAB to the **Project** field and enter **900XF** (schools) or **900XS** (special schools and central offices). For example: 1491* in **Org** and **900XF** in Project.

If your location has both 900XF and 900XS accounts, enter **900XF**|**900XS** in the **Project** field to find both.

4. After entering the search criteria, press the **ENTER** key or click the **Accept** button on the Ribbon.



The Account Inquiry screen returns with the accounts that match the criteria that you entered. If the search returns a large number of accounts, you will be prompted with a message, such as the one below.



If you want to continue and look at all these records, click **Yes**, **Continue** to view them. If you wish to refine your request, click **NO** and change your criteria.

- 5. The number of records in the found set is listed at the bottom of the screen
- 6. To move through the records, click the **Arrow** tools at the bottom of the screen.
- 7. To view the records in a list, press **CTRL-B** or click the **Browse** button in the Ribbon.

Except Carles Segment Find		Search	🔲 Browse 🔛 Query Builder	Add		X Delete O Global +	Print	🔒 Text file 人 PDF	X Excel	Word Email	0 Attach	Notes	🖹 Audit 🔂 Maplink-	Detail Months	User Defined Fields	Return
Confirm Search Actions Output Office Tools Menu	Confirm		Segment Find	7100	Actio	Duplicate	· · · · · ·	Qutout	EACCI	Schedule	ricucii	Tools	\rm Alerts•	Totals	Menu	The control

🧩 ном	E			Ac	count Inquiry - N	/lunis [TRAINII	NG DATABASE Nov	28 2016] >	Account Inquiry	
Accept Cancel	Search	rowse Query Builder	Add Update X Delete	Print	PDF Preview	Word Email Schedule	Attach	🖹 Audit 🔁 Maplink* 🕕 Alerts*	Show/Hide Cols Customize Screen Form	Return
Confirm	Sea	rch	Actions	Out	put	Office	Tools	-	Menu	
▲ Org	Object	Project	Description		2017 Revise	2017 Actu	al 2017 Encumbra	a	2017 Available	
CE11507	0010	900XS	UNALLOCATED ACCOUNT		0.00	0.0	0 0	.00	0.00	
CE11507	011006		DIRECTOR-CERTIFIED SA	LARY	144,721.89	56,003.4	47 0	.00	88,718.42	
CE11507	011010		SPECIALIST-CERTIFIED S/	ALARY	227,874.68	94,264.6	50 0	.00	133,610.08	
CE11507	011012		OTH ADMIN-CERTIFIED SA	ALARY	0.00	0.0	0 00	.00	0.00	
CE11507	011013		ADMIN/PT-CERTIFIED SAL	ARY	0.00	0.0	0 00	.00	0.00	
CE11507	011013	900XS	ADMIN/PT-CERTIFIED SAL	ARY	0.00	0.0	0 00	.00	0.00	
CE11507	011022		CERTIFIED SALARY-TEAC	HERS	860,271.85	329,442.8	33 0	.00	530,829.02	
CE11507	011037		RESOURCE TEACHER-RE	GULAR PF	0.00	0.0	0 0	.00	0.00	
CE11507	011039	900XS	CERTIFIED SALARY-TEAC	HER/PT	0.00	0.0	0 0	.00	0.00	
CE11507	011031	900XS	CERTIFIED SALARY-TEAC	HER/PT	0.00	0.0	0 0	.00	0.00	
CE11507	0110B2		CERTIFIED SALARY-TEAC	HRS	0.00	0.0	0 0	.00	0.00	
CE11507	0111		EXTENDED DAY		0.00	0.0	0 00	.00	0.00	
CE11507	011237		EXTRA SVC-RESOURCE T	EACH/RE	0.00	0.0	0 0	.00	0.00	
CE11507	011327	900XS	OTHER CERTIFIED WORKS	SHOPS	20,000.00	7,323.7	74 0	.00	12,676.26	
CE11507	011392	900XS	OTHER CERTIFIED-EXT TI	ME	60,000.00	40,953.2	25 0	.00	19,046.75	
CE11507	012036		CERTIFIED SUB TEACHER	OTHR LV	0.00	0.0	0 00	.00	0.00	
Column			Total							
NOV Rev E	Bud		0.00							
NOV Act E	Bud		0.00							
Search / Filter									Record	
QV	8		\bigtriangledown		▼ Go ◀					1 of 77

In Browse mode, the accounts appear in a list format as shown in this example.

The main account headings in **Browse** view are:

- Org
- **Object** JCPS uses the Org, Object, and Project in lieu of the
- **Project** account number.
- **Description** The description is the name of the **object** pertaining to that account.
- **Rev Budget** The Revised Budget contains the amount of the original budget minus any amendments.
- Actual/Encumb This amount reflects the sum of actual and encumbered expenses.
- Available This amount reflects the **Rev Budget** minus the Actual/Encumb.

8. Click the **Show/Hide Col** button in the Ribbon to hide all columns except the main account headings listed on the previous page. To hide a column, remove the check next to the name.

	Show / Hide Columns	0			
Select col	umns to show:				
X	Column Heading				
•			Record Number Org	Object	Proje
\checkmark	Org		Record Number	−⊗ 0	900X
\checkmark	Object			1006	
\checkmark	Project		✓ Org	1010	
	Account		Object	1012	
\checkmark	Description		Project	1013	
	NOV Rev Bud		Account Description	1013	900X
	NOV Act Bud		NOV Rev Bud	1022	
	NOV Enc Bud	~	NOV Act Bud	1037	
	NOV Available		NOV Enc Bud	1039	900X
				- 1031	900X
0	Show All Reset Cancel		Reset column sort	10B2	
			Show all columns	11	
You	can also right-click on a column	l 🖉	Hide all but selected	1237	
head	ding, such as Record Number, to	o hide	Reset settings	1327	900X
it			Ereeze to left	= 1392	900X
п.				2036	
			Freeze to right	_	
			Unfreeze all		

9. Click the **Filter** tool at the bottom of the Browse screen to display and print only selected accounts. After entering the criterion, click **Go** to filter the records.

FILTER	ł				
Q	V	8	× 2017 Available	New Filter	Go 4
Start v	with < >		or - for a strictor compare lles '*'	for wildcarde	

Start with <,>,<=,>=,!=,<>, or = for a stricter compare. Use '*' for wildcards.

You can use the following operators and wildcards to filter either in the Browse window or in a search on the Account Inquiry screen fields:

<	LESS THAN
<=	LESS THAN OR EQUAL TO
>	GREATER THAN
>=	GREATER THAN OR EQUAL TO
<>	NOT EQUAL TO
	OR
:	RANGE
*	WILDCARD
?	WILDCARD (ONE CHARACTER)

10. To sort a column in **Browse** view, click the account heading. An upward pointing arrow at the top of the heading indicates **Ascending** sort. An arrow pointing down indicates a **Descending** sort order.



11. To view a particular account while in the **Browse** view, click the **UP** or **Down ARROW** or use the **Scroll Bar** to scroll through the list of accounts. When you locate the account you want to use, double-click the account. The GL Account Inquiry screen returns with the account information displayed.

The Account Inquiry screen contains tabs for **4 Year Comparison, Current Year**, and **History** account amounts.

Account	t												
Fund	1	GF		Acc	t	1 -CE1-2230-4	1 -CE1-2230-470-03-0650 -900XS						
Org	CE11507	COM ED SUP Acct name			SUPPLIES-TEC	HNOL	DGY RELATED	Ē	🖨 Account Notes				
Object	0650	SUPP/TECH Type			Expense		Status Active	∇					
Project	900XS .	🖻 NON	SITE BASED -	FLE Roll	up	CE1SB	. 🖻	CE1NYB					
	MultiYr Fund												
4 Year	r Comparison	Current Year	History										
Yr/Per 2017/05 Fiscal Year 2017						Fiscal Year 2016	Fiscal Year 2016 Fiscal Year 2015				Fiscal Year 2018		
Origina	l Budget		16,000.00	Ē		10,000.00	È	10,000	.00 🔁		.00	È	
Transfe	ers In		11,498.99	Ē		46,417.35	Ē	56,237	.11 🔁		.00	Ē	
Transfe	ers Out		.00	õ		-12,092.10	Ē	-11,148	.00 🔁		.00	È	
Revise	d Budget		27,498.99			44,325.25		55,089	.11		.00		
Actual	(Memo)		12,734.82	Ē		39,320.60	õ	19,813	.57 🔁		.00	È	
Encum	brances		3,718.65	õ		.00	õ		.00 🔁		.00	õ	
Requis	itions		109.11	õ							.00	Ē	
Availab	le		10,936.41			5,004.65		35,275	.54		.00		
Percen	t used		60.23			88.71		35	.97		.00		

The fields for 4 Year Comparison are as follows:

- **Original Budget** the amount of money that was appropriated to the account.
- Transfers In the amount of money that was transferred into the account.
- **Transfers Out** the amount of money that was transferred out of the account.
- **Revised Budget** the original budget plus Transfers–In, minus Transfer–Out, plus CFwd Budget (money carried forward from last year's purchase orders single year funds only, i.e. General Funds).
- Actual (Memo) the total amount of money expensed to the account (money that has been invoiced by vendors, expensed through vouchers, and payroll expenses).
- **Encumbrances** the amount of money that has been charged to the account for purchase orders that have not yet been invoiced.
- **Requisitions** the amount of money that has been encumbered through requisitions (requisitions that are not yet purchase orders).
- Available the amount of money available to spend.
- **Percent used** the percent of money that has been spent to-date.

Always check the current fiscal year column to determine the remaining funds in any given account. Even if a grant is awarded in another year, the current fiscal year column is used, not the award year.

HOME	Account Inquiry - Munis [JEFFERSON COUNTY PUBLIC SCHOOLS]											×
Accept Cancel Search	Browse Query Builder Segment Find	Actions	Text file PDF Cxcel Preview Output	/ord mail chedule	Notes	Audit Haplink*	Detail Months Totals	User Defined Fields	Return			
Account								h				
Fund 1 GF Actt 1 -CE1-2230-470-03-0610 -900XS Org CE11507 COM ED SUP Act name GENERAL SUPPLIES Image: Central supplies Object 0610 SUPPLIES Type Expense Status Active Project 900XS Image: Central supplies Central supplies Central supplies MultitYr Fund												
4 Year Comparison Cu	urrent Year History]				
FY 2015 as of 201	5/10 APR											
	Current Year	Carry Forward	i GAAP Tota	s								
Original Approp	5,000.00	231.41	5,231.4	1								
Amendments	364.03	.00	364.0	3								
Revised Budget	5,364.03	231.41	5,595.4	1								
YTD Actual	3,266.56 .00 3,266.56											
Encumbrance	876.81 .00 876.81											
Requisitions	964.50		964.5	1								
Available Budget	256.16	231.41	487.5									
% USEU	95.22	.00	91.2	9								

K K 35 of 103 > X

Account Detail

1. Click the **Folder** icon next to a field to view transaction details for that field or click the **Detail** button in the Ribbon to view all transactions for the account by a date range.

HOME						Account Inc	uiry - Munis (TF	RAINING DATAB
Accept Cancel Search Confirm	Browse Query Builder Segment Find Search	Update Cions	e Print Print Print Drext f PDF M Previe Output	file Excel w Office	Attach Nor	es Audit Det ify E Maplink~ Mo Alerts~ Tot pols	ail User Define nths als Menu	ed Fields
Fund 1	GF	Acct	1 -CE1-2230-470-)-03-0650 -900XS				
Org CE11507	COM ED SUP	Acct name	SUPPLIES-TECHN	NOLOGY RELATED		Account Notes		
Object 0650	SUPP/TECH	Туре	Expense	Status A	ctive V			
Project 900XS	NON SITE BASED) - FLE Rollup	CE1SB	CE1NYB				
			MultiYr Fund					
	Numerat Viene I Beterni							
4 Year Companson	Jurrent Year History							
Yr/Per 2017/05	Fiscal Year 2017	7	Fiscal Year 2016	Fiscal	/ear 2015	Fiscal Year 20	18	
Original Budget	16,000.00) 🖻	10,000.00	۲. E	0,000.00 🔁).	00 🔁	
Transfers In	11,498.99) 🔁	46,417.35	÷	6,237.11 🛃		00 🔁	
Transfers Out	.00) 🖻	-12,092.10	r	1,148.00 🔁		00 🔁	
Revised Budget	27,498.99)	44,325.25		5,089.11).	00	
Actual (Memo)	12,734.82	2 🛃	39,320.60	F	9,813.57 🔁).	00 🚔	
Encumbrances	3,718.65	i 🖻	.00	1	.00 😭	.(00 🔁	
Requisitions	109.11	i 🖻				.(00 🔁	
Available	10,936.41	1	5,004.65		5,275.54	.(00	
Percent used	60.23	3	88.71		35.97		00	

- 2. If you click the **Detail** button the Journal Selection Criteria screen is displayed.
- 4. Enter a journal year/period or date range to search (leave blank for all). Periods represent months of the fiscal year, with 1 representing July, 2 representing August, and so forth. 13 is an extra period that is used for year-end adjustments. After entering your criteria, press the ENTER key or the Accept button in the Ribbon to view the transactions. If transactions are found, the Account Detail screen is displayed.

Date range	07/01/2017	to 12/31/2017	
Year/period	2018 1	to 2018	6
Include Unpo	sted journals	\checkmark	
Limit To:			
Actual jour	nals		
Budget jou	rnals		
Encumbra	nce journals		
Source journ	al		
Reference 1			
Reference 2			
Reference 3			
Reference 4			
Invoice			

%	HOM	IE											A	ccount Inquiry	- Munis [T	RAININC
Accept	O t Cancel	Q Search	📖 Bro	wse ery Builder	Add	Update	X Delete O Global*	Print	📆 Text fi <mark>人</mark> PDF 🗟 Preview	e X	Cel @ Schedule	U Attach	Notes Notify	Audit Maplink*	Detail Journal Approvals	Return
Co	nfirm		Search	1	_	Actio	ns	-	Output		Office		Too	S	Menu	
Org	CE1150	7 C)bject	0650	Pre	oject	900XS	Acco	unt	1 -C	E1-2230-470-03-0	650 -900)XS			
							Account	t Descripti	ion	SUPP	LIES-TECHNOLC	GY REL	ATED			
YR/Pe	er	Eff Dt		PO/Ref2		Amou	Int	Check #	Warrant		▲ Vendor					
2017	02	08/26/	16	1708891		376.0	00	1027775	082916		APPLE COMPU	TER INC	;			
2017	04	10/14/	16	1713567		122.0	08	1030079	102116		CDW GOVERN	MENT IN	С			
2017	05	11/14/	16	1720385		150.9	99	405095	111816		COMPLETE PR	INTER S	OUR			
2017/	04	10/24/	16	1718177		3,109.0	07	404078	102816		COMPLETE PR	INTER S	OUR			
2017/	05	11/15/	16	1650472		750.0	00	405154	111816		INFINITE CAMP	US INC				
2017/	03	09/27/	16	1706244		300.0	00	402631	092816		INFINITE CAMP	US INC				
2017/	03	09/06/	16	1707134		6,500.0	00	401500	090916		MONARCH TEA	CHING -	TECF			
2017/	05	11/15/	16	1722096		720.0	00	1031654	111816		POMEROY IT S	OLUTIO	NS			
2017/	04	10/21/	16	1718488		158.0	00	1030606	102816		POMEROY IT S	OLUTIO	NS			
2017/	05	11/14/	16	1720883		418.0	69	405277	111816		SHOPK12 INC					
2017/	01	07/25/	16	1651957		129.9	99	399644	072916		SPHERO INC					

- 5. To print the detail screen, click the **Print** button in the Ribbon.
- 6. Select the report format by clicking **Summary** or **Detail**. If prompted, sign in using your username and password.
- 7. If you have a connected MUNIS printer, you may choose to print the report to it. Otherwise, select the **PDF** option to generate a PDF file that you can save to your computer or print.

Account Detail SRC Abbreviations

- AJE Post Last Year Adjustments
- API Accounts Payable Invoiced
- APP Accounts Payable Payment
- APM Accounts Payable Invoice Maintenance
- BUA Budget Update Amendment
- BUC Budget Update Completion
- CRP Cash Receipts Posting
- FA* Fixed Assets (not of use to general users)
- POE Purchase Order Entry
- POL Purchase Order Liquidation
- GCR General Cash Transfer
- GBI General Billing Invoice
- GBM General Billing Maintenance
- GEN General Journal Entry
- GEL General Ledger Encumbrance Journal
- GNI **G**eneral Jour**n**al **I**mport
- GRV- General Journal Reversal
- INA **In**ventory **A**djustment
- INI Inventory Issue
- POM Purchase Order Maintenance
- SOY Start of Year
- YEC Year End Closing

Printing a Single Account

You can print a report for a single account or you can print a list of accounts.

- 1. From Quick Links, Departmental Functions select Account Inquiry.
- 2. Click the **Search** tool and enter the account you wish to print. (complete instructions for finding an account are listed in the section titled, **Account Inquiry**)



3. When the account is displayed on the screen, click the **Print** button on the Ribbon.



4. If you have a connected MUNIS printer, you may choose to print the report to it. Otherwise, select the **PDF** option to generate a PDF file that you can save to your computer or print.

Printing a List of Accounts – SBDM Report

- 1. From Quick Links, Departmental Functions select Account Inquiry.
- 2. Click the **Search** tool and enter the search criteria. (complete instructions for finding an account are listed in the section titled, **Account Inquiry**).



- 3. When the accounts are displayed on the Account Inquiry screen, click the **Browse** button in the Ribbon or press **CTRL-B** to view the records in a list.
- 4. When the accounts are displayed on the screen, click the **Print** button on the Ribbon.
- 5. If you have a connected MUNIS printer, you may choose to print the report to it. Otherwise, select the **PDF** option to generate a PDF file that you can save to your computer or print.

Accounting Code - Quick Review

- Account Codes are used in MUNIS for expenses.
- JCPS uses ORG OBJECT PROJECT as the account code.

The **ORG is WHO** the expense is for. Look at these *sample codes*. The sample codes show different account codes for one location, but the entire ORG represents who the funds are for, or where the funds should be spent.

```
1091059 - Wheeler Elem (109) – General Fund (1) – Library (059)
1091077 – Wheeler Elem (109) – General Fund (1) –Principal (077)
1091031 – Wheeler Elem (109) – General Fund (1) – Guidance (031)
```

The **OBJECT is WHAT** you are purchasing or the expense of a salary. To see if you have funds available for supplies, open Account Inquiry and search using your three digit Unit (location number) in the Org field with an *asterisk then tab to the Object field and enter 0610. The search result will display all supply codes for your cost center. The most recent object code quick reference guide is available on the Purchasing Department website.

The **PROJECT reflects the TYPE** of funds. A quick search would be to look for all your flexible funds by entering your Unit number plus an asterisk in the Org field and 900XF for schools or 900XS for central offices in the Project field.

Budget Transfers and Amendments

Budget Transfers and Amendments provide the flexibility of moving funds between flexible accounts. Users can decrease and increase the balances of flexible accounts by moving funds from one account to another.

1. From Quick Links, Departmental Functions select Budget Transfers and Amendments. The following screen is displayed.



 Click the Add button on the Ribbon. The Fiscal year, Period and Effective date fields will be completed automatically.



- 3. Type your initials in the **Journal reference 1** field.
- 4. Type your school name in Journal reference 2 field.
- 5. Enter your location or unit number, followed by a slash and the PROJECT number in the **Short Description** field. Example: 109/900XF
- 6. Press the **ENTER** key or click the **Accept** button on the Ribbon. The following screen is displayed.



🔅 но	OME									Bu	dget Tra	ansfers and	Amendment	s - Munis [TR/	aining	DATABAS	E Nov 28 20	16] > Budget ;	٩n
Iccept Can	cel	Q Search	🗐 Browse 🔝 Query Builder	Add	Update	C Global*	Print	Text file	X Excel	Word Email Schedule	U Attach	Notes Notify	Audit 🔛 Audit	Org Budget User Defined	Return				
Confirm			Search		Acti	ons		Output		Office		Tools		Menu					
ournal																			
ournal 2017	7/05	5366 R	Ref SNS Desc 1	09/900>	(F Eff Da	ate 11/30/2016													
ournal Lines	s																		
Line	Org]	Object	Proje	ect	Descripti	ion			Comm	ent			Eff Date		I/D		Amou	nt
1														11/30/20	16 📺				

- 7. Enter the **ORG**, **OBJECT**, and **PROJECT** for the account you are transferring funds FROM. The account name is entered in the **Description** field.
- 8. In the **Comment** field, type where the transferring funds are going, such as, **TRANSFER TO POSTAGE**; then press the **TAB** key.
- 9. The **EFF/DATE** will automatically be entered. In the **I/D** field, enter the letter **D** to indicate that you are decreasing this account.
- 10. Enter the amount you are transferring out of this account. Do NOT enter a dollar sign (\$).
- 11. Press TAB. Another line will appear with the **ORG**, **OBJECT**, and **PROJECT** numbers duplicated from the previous entry.

<u>ايم</u>	НО	ME											Bu	udget Tra	ansfers and	l Amendment	s - Mu	nis [TR/	AINING) DATABAS	5E Nov 28 20	16] > Budget /	٩m
O Accept	Cance	Search	III 6	Browse Query Build	er	Add	Update		Delete Global≁ Duplicate	Print	Text file	X Excel	Word 2 Email 2 Schedule	0 Attach	Notes Notify	Audit 🗄 Maplink*	Org B User [udget Defined	Return	1			
Confi	irm		Sea	rch			Actio	ons			Output		Office		Tools		M	enu					
Journal																							
Journal 2	2017/0	5 5366	Ref SI	NS Desc	109	/900XF	F Eff Da	ate 11	/30/2016														
																							_
Journal L	lines																						
L	ine (Org		Object		Projec	ct		Descripti	on			Comm	ent			E	ff Date		I/D		Amou	nt
	1	1091077		0610		900X	F		GENERA	L SUP	PLIES		TFS T	O REG F	ROGRAM		1	1/30/20	16 🛅	D		100.0	00
	2	1091077		0610		900X	F		GENERA	L SUPI	PLIES		TFS T	O REG F	ROGRAM		1	1/30/20	16 🛅				

- 12. **Strike** over the numbers with the **ORG**, **OBJECT**, and **PROJECT** numbers of the account you are transferring funds TO.
- 13. Enter a short description, such as **TRANSFER FROM GENERAL SUPPLIES** in the **Comment** field.
- 14. Press TAB. The date will enter automatically. In the **I/D** field, enter the letter **I** to indicate that you are increasing this account.
- 15. Enter the amount that you are transferring into this account. Do NOT enter a dollar sign (\$).
- 16. Press TAB. Another line will appear with the **ORG**, **OBJECT**, and **PROJECT** numbers duplicated from the previous entry.

🐝 на	OME									Bu	dget Tra	Insfers and	Amendment	s - Munis [TR	AINING	DATABAS	3E Nov 28 2016] > Budget Ar	men
Accept Can	cel Search	📰 Brow	vse ry Builder	Add Up	pdate	Delete Global* Duplicate	Print	Text file	X Excel	Word Email Schedule	U Attach	Notes Notify	Audit	Org Budget User Defined	Return			
Confirm		Search			Actions		0	output		Office		Tools		Menu				
Journal																		
Journal 2017	/05 5366	Ref SNS	Desc 109	9/900XF	Eff Date 1	1/30/2016												
Journal Lines	5																	
Line	Org	Ob	bject	Project		Descripti	on			Comm	ent			Eff Date		I/D	Amounf	t
1	1091077	06	510	900XF		GENERA	L SUPP	LIES		TFS T	O REG P	ROGRAM		11/30/20)16 🛅	D	100.00)
2	1091077	05	531	900XF		POSTAG	iΕ			TFS FI	ROM GE	NERAL SUI	PPLIES	11/30/20)16 🛅	1	100.00	-
3	1091077	05	531	900XF		POSTAG	E			TFS F	ROM GE	NERAL SUI	PPLIES	11/30/20)16 🛅			

17. Continue in this manner to complete each line of the transfer. You can transfer funds from several accounts into one account or funds from one account into several accounts. You also can make more than one set of transfers in the journal.

Journal Totals									
Increase	100.00								
Decrease	100.00								

The dollar amount in the Journal Totals must balance.

18. When you are finished, you will have an additional unused line. <u>DO NOT</u> <u>PRESS TAB</u>, press **ENTER** or click the **Accept** button on the Ribbon. The additional line will be deleted.



- Pro-	HC	OME						Bu	dget Tra	ansfers and	Amendment	s - Munis [TRAININ	G DATAB/	SE Nov 28	2016] > Bu	dget Amenc
Accept	t Canc	Cel Search	Browse	Add Upd	Ate Colobal*	Print Text file	X II Excel	 Word Email Schedule 	U Attach	Notes Notify	Audit 🔛 Maplink*	Summary Line Acct	O Return				
Co	nfirm		Search		Actions	Output	0	Office		Tools		Menu					
Journa	al																
Journa	al 2017/	/05 5366	Ref SNS Desc 1	09/900XF E	ff Date 11/30/2016												
Journa	d 2017/	/05 5366	Ref SNS Desc 1	09/900XF E	ff Date 11/30/2016												
Journa	al 2017/	/05 5366	Ref SNS Desc 1	09/900XF E	ff Date 11/30/2016												
Journa Journa	al 2017/	7/05 5366	Ref SNS Desc 1	09/900XF Et	ff Date 11/30/2016	ion		Comm	ant			Eff D		1/D			Amount
Journa Journa	al 2017/ al Lines Line	/05 5366 Org	Ref SNS Desc 1	09/900XF E	ff Date 11/30/2016	ion		Comme	ent			Eff Da	ıte	I/D			Amount
Journa Journa	al 2017/ al Lines Line 1	/05 5366 Org 1091077	Ref SNS Desc 10 Object 0610	Project 900XF	ff Date 11/30/2016 Descript GENER/	ion Al supplies		Comme TFS T(ent D REG P	ROGRAM		Eff Da 11/30	ite 12016	I/D D			Amount 100.00
Journa	al 2017/	/05 5366	Ref SNS Desc 1	09/900XF E	ff Date 11/30/2016												

19. When you have successfully completed the transfer, click the **Return** button on the Ribbon to return to the Budget Amendment Entry screen.

20. Click the **Release** button in the Ribbon. The **Amendment status** field changes to **Approved**. (If this transfer needs approval from another department such as Title I, or FRYSC the Amendment status will show as Pending Approval until the department head and Budget and Financial Planning approve the transfer. Check your email for either approved or held status for your amendment.)

HOME						Bud	lget Transfers	and Am	endments - N	/lunis [Tl
Accept Cancel Search Bro Confirm Search Search	wse ery Builder h	Update Colorate Actions	Print Output	Excel Word By Email Schedule Office	Attach	Notes Notify Notify Tools	Audit Maplink*	Define Period Release	Output-Post Lines Menu	O Return
CIERK	sstanto1									
Fiscal year	2017									
Period	05 NOV									
Journal	5366									
Journal reference 1	SNS									
Journal reference 2	WHEELER									
Short description	109/900XF									
Effective date	11/30/2016									
Budget year code	1									
Entity code	1									
Amendment type	1									
Budget projection inclusion	One Time	\sim								
Amendment status	Held									
	Update recu	irring journal								
	Enter user d	lefined info								
Workflow										
My Approvals Approve	Reject	Forward	Hold App	rovers						

21. Click the **Output-Post** button and choose **The current journal only**; press **ENTER** or click **Accept** from the Ribbon.



22. When the Output type dialog box appears, select the Save radio button. Enter a file name; then click the drop-down arrow to change Save as Type to PDF. Click OK.

Output type ○ Munis printer ● Save	Save in Munis spool directory File name bgamdent0002 Save as type PDF (.pdf) Plain text (txt)
Output style	Comment: Saves to a life tenevatile from the Saved Reports program. You may accept the default or enter your own file name.
Presentation Standard	Copies 1 ▲ ▼ ✓ Enable hyperlinks if present
	OK Cancel

23. To view the PDF Report, return to the main menu and choose My Saved Reports.

A confirmation message is displayed. If you find a mistake on the transfer press **CTRL-U** for Update or click the **Update** tool to make a change. After making the change, click **Accept** or press **ENTER** to continue.

- 24. If you find a mistake on the PDF copy, click **No** to cancel. Do **not** post the Journal until you are certain that the transfers are accurate. You cannot make changes after the Journal is posted.
- 25. If the printed copy is correct, click **Yes** to post the Journal. The following message appears. Click **OK**.



26. When finished, choose File – Exit from the menu, or click the **Close** box at the top right corner of the window to exit.

IMPORTANT

You must get the message, **No errors detected. Post Journal?** If the message did not prompt you to **Post Journal**, the transfers were entered, but the Journal was not posted. This is usually caused by a permission problem. If the message 'No errors detected. Post Journal?' did not appear, contact the MIS Help Desk at 3552.

If the message **Establishing new budget/creating a multi-fund code** displays, **ALWAYS** click **No to all** before proceeding. Doing otherwise will cause the entire grant budget to be out of balance.

Transfers and amendments **MUST** be output posted by **4pm on Mondays**, or they will be dumped and the process must be redone.

Non-Posted Budget Transfers

If you had to leave the Budget Transfers and Amendments screen before the Journal was posted, you can pull the journal back up and post it at a later time. You can also make corrections or delete a journal that has not been posted.

1. From the Quick Links menu, Departmental Functions, select **Budget Transfers and Amendments**. Click the **Browse** button or **Control-B**.



- 2. When the **Budget Amendment Entry** screen appears it will display any journal that has not been posted. To complete this journal, double-click the line and the journal opens up in the Budget Amendment Entry mode. Now you can make corrections and release the journal and complete the Output-Post steps, or delete the journal.
- To make corrections to a journal, click Lines. Click Update or Ctrl-U to make changes to the account code or amounts. Click Accept or press ENTER to save the changes. Click Return to return to the journal to Release and Output-Post.

Define	Output-Post
Period	Lines
Release	<u></u>
	Menu Accesse

• To delete the journal, click the **Delete** tool from the toolbar, or **Ctrl-D**. Click the

Journal Details		<u>, </u>	<u>, </u>	
Clerk	sstanto1			
Fiscal year Period	2015 10 APR			
Journal Journal reference 1	SNS			
Journal reference 2	WHEELER			
Short description	109/900XF			
Effective date	04/23/2015			
Budget year code	1			
Entity code	1			
Amendment type	1			
Special Condition	V			
Amendment status	Held			
Workflow				
My Approvals	Approve Reject	Forward	Hold	Approvers

Yes, Delete button to confirm the action

3. If all journals have been posted, this message will appear once you have chosen the **Browse** button from the **Budget Amendment Entry** screen.



It is recommended that you verify all journals are posted once they are created and that no journals are in the Browse mode waiting for action. Any un-posted entries will be deleted on Monday afternoon.

PURCHASING AND RECEIVING:

- Model Procurement
- Commodity Codes
- Vendor Inquiry
- Warehouse Requisition
- Normal Requisition (Bid Items)
- Non-Bid Requisition (Non Competitive D & F)
- Non-Bid Requisition (Small Purchase D & F)
- Blanket Requisition
- Quick Review
- Rejected Requisitions
- Making Changes/Adding/Deleting
- Purchase Order Receiving

Model Procurement

The Model Procurement Code is the law that governs all purchasing by the Jefferson County Public School District. (KRS 45A) Kentucky Model Procurement Code with three general provisions:

- 1. The statutory principles and policy guidance for managing and construction for public purposes.
- 2. Administrative and judicial remedies for the resolution of controversies relating to public contracts.
- 3. Set of ethical standards governing public and private participants in the procurement process.

The Kentucky Model Procurement Code became effective on local governmental units, including school boards, on January 1, 1980. The Jefferson County Board of Education adopted the use of Model Procurement since the law makes purchasing a more flexible tool for the user and gives the user the right to draft regulations, which will assist in the purchasing process.

All school district employees **MUST** follow the Model Procurement Statutes, Federal laws and statutes and all state laws and statues pertaining to purchasing and procurement as well as Board procurement policies.

Purchasing Process

The standard purchasing process for State agencies involves: requisitioning; public bid solicitation; bid receipt; evaluation and contract award.

The Purchasing Department conducts the formal bids process. Sealed bids received in response to the solicitation are awarded to the bidder who offers the best value to the District. Bids are tabulated; checked for responsiveness to the stated terms, conditions and specifications; evaluated; and awarded to the bidder who offers the Best Value to the District. These bids are also referred to as local bids. There are State and Government bids that are also used when purchasing items. When items are not on local, state, or government bids, the Determination and Findings process must be followed when purchasing.

The requisition to purchase request is forwarded through the MUNIS system to the purchasing department who reviews and approves all requisitions. The Purchasing Department checks the requisition for accuracy and competitiveness. Once approved, the requisition is converted into a purchase order. For more procedural information visit the website: <u>http://apps.jefferson.k12.ky.us/webshr/ws%5Ffin/finance/</u>

Determination and Findings Information

The **Determination and Findings** are written, signed, legally binding statements, submitted by an employee, to explain/justify the method and logic that he/she has used to select material, services, or suppliers when committing federal, state, or district funds for purposes of procurement of NON-BID materials or services. There are two (2) types of Determination and Findings in use by district employees:

- 1. Small Purchase D & F
- 2. Non-Competitive Negotiations D & F

Small Purchase D & F:

The Small Purchase D & F is used when you are concerned with the monetary limits required by Model Procurement and district Policy and when your purchase does not qualify for one of the noncompetitive methods.

Small purchases may be used for the award of any contract or purchase that does not exceed an aggregate amount of \$20,000.00. (Purchases of like items by the district that exceeds \$20,000.00 in value must be formally bid. The \$20,000.00 amount is that amount purchased by the entire district in a fiscal year. This is called an AGGREGATE AMOUNT.) Dollar Limits and Requirements for a Small Purchase D & F are as follows:

- For all purchases which do not exceed \$5,000.00 in value: Purchaser shall use his/her best efforts to obtain the lowest price from a responsible/ responsive vendor for the supplies, services, or construction to be procured.
- For all purchases which exceed \$5,000.00 in value but do not exceed \$10,000.00 in value: Purchase requisition; Small Purchase D & F with three telephones quotes, electronic (Internet) or catalog – competitive comparison prices.
- For all purchases which exceed \$10,000.00 in value but which do not exceed \$20,000.00 in value: Purchase requisition; Small Purchase D & F with three written quotes from competitive suppliers. Electronic (Internet) printed quotes will be accepted as a written quote.
- For all purchases which exceed \$20,000.00 in value: Must be formally bid. Contact the Purchasing/Bid Specifications Unit.

Non-Competitive Negotiation D & F:

This Non-Competitive Negotiation D & F is used when competition is not feasible. Bidding is not required if the item/service fit any of the following: **Emergency** - "Emergency" shall mean a relative condition of insufficiency of service or of facilities resulting in disturbance or distress within the procurement procedure of the Board. <u>An emergency can be declared only if the Chief Executive Officer or his designee duly certifies that an emergency exists.</u>

Single Source - There is only one source within a reasonable geographical area where the product can be procured. (i.e. copyright holder, publisher)

Licensed Professional - The contract is for the services of a licensed professional, such as attorney, physician, psychiatrist, psychologist, certified public accountant, registered nurse or educational specialist.

Perishable Items - The contract is for the purchase of perishable items purchased on a weekly or more frequent basis, such as fresh fruits, fresh vegetables, fresh fish or fresh meat. This is to be used by Nutrition Services only.

Replacement parts where the need cannot be reasonably anticipated

Items for Resale - The contract is for proprietary items for resale; or in school districts the contract relates to an enterprise in which the buying or selling by students is a part of the educational experience.

Expenditures made on authorized trips outside of Jefferson County

Significant savings - The contract is for a sale of supplies at reduced prices that will afford a purchase at savings to the Board.

Commodity Codes

Numbers are used to identify items you wish to purchase. In MUNIS this identification number is called the **commodity code**. Items in the *JCPS Warehouse* and on *line item bids* have a unique commodity code which contains the exact description and price of the item.

Percentage of discount bids and items that are not on bid are usually assigned a **generic commodity code**. Generic commodity codes have a short, non-specific description followed by two asterisks. The asterisks remind the user that a description must be entered to identify the item. Two examples of commodity codes are shown below. The commodity code for the folder, describes exactly what type of folder you wish to purchase; while the 'generic' commodity code for the desk accessories contains the two asterisks which means additional information is required.

Commodity Code	Description
5690400-1097361	FOLDER, MANILA, LETTER SIZE 1/3 CUT (100/BOX)
4600515-1714116	ACCESSORIES, DESK **

1. Click the **Quick Links**, **Departmental Functions** menu and choose **Commodity Codes**. The following screen is displayed.

HOME			Com	modities - Munis [TRAINING DA
Accept Cancel Search Search	ilder Hadd Update Colobal- Duplicate Actions	Print Qutput	Attach Notes Audit Attach Attach Attach Attach Attach Attach Attach Attach Attach Attach Attach	Vendors Import MCC Crosswalk Menu
Commodity Commodity code Acquisition method Short description	Type code Normal UOM			
Main Default buyer Long description				
GL object			C	
Vendor Information Primary vendor Vendor item number 1099 box		Committed Vendor Information Source Custom source Date range Override Contract number	V to	
Last Purchase Information Date From vendor PO number Unit price	Current Purchase Information Blanket PO number Bid number Inventory item Fixed asset Subject to tax	Bid Catalog	dors	

- 2. Click the Search button on the Ribbon or press CTRL-F.
- Click in the Short Description field. With your Caps Lock on, enter the name of the item followed by an asterisk (*). Click the Accept button on the Ribbon or press ENTER.

For example: Enter the word PAPER* in the description field. Do not use plurals or descriptors.

All items matching the description will be found. For **PAPER***, there are over 300 records that match the find criteria.

						Commodit
Confirm	ilder Add Update Actions	Delete Global+ Duplicate	Text file PDF Preview Output	 Word Email Schedule Office 	Attach Notes Notify Tool	Audit Maplink* Alerts*
Commodity Commodity code Acquisition method Short description PAPER*	Ty No	rpe code				
Main						
Default buyer Long description					~	
GL object MCC code Vendor Information	Cor	Confirm Re	ecord Set	g 385 records	?	
Primary vendor		Yes, Con	tinue No		to	
1059 007			Override Contract number	•		
Last Purchase Information Date	Current Purchase Informa Blanket PO number	ation				
From vendor PO number	Bid number	j ∂ Bi	d Catalog			
	Subject to tax		⊂≓ Ap	oproved Vendo	rs	

4. The number of records in the found set is listed at the bottom of the screen. To move through the records click the **Arrow** tools at the bottom of the screen.



5. To view the items in list view, click the **Browse** tool on Ribbon. This may take a few seconds. An indicator at the bottom of the screen shows the status.



Selecting browse info: 227

6. When the Browse screen appear, you can scroll through the records or filter the list even further by clicking the **Filter** tool at the bottom of the **Browse** screen.

FILTE	R								
Q	V®	WHITE	× Description	New Filter	Go d				
Start with <,>,=,>=,!=,<>, or = for a stricter compare. Use '*' for wildcards.									

For example, to display only the white paper from the list, enter the information shown above. After entering the criterion, click **Go** to start the filter.

When viewing the items in **Browse** view, double-click on an item to return to the Commodity Codes screen. There you can read the full description of the item.

- 7. When you locate the item you wish to order, write down the commodity code <u>or</u> in the case of a warehouse item, the inventory number (outlined in red on the next page).
- 8. If the commodity is on bid, click **Approved Vendors** to view the list of approved vendors. Write down the vendor number; then choose **Exit** from the **File** menu or click the **Close** box at the top right corner of the window to return to the previous screen. If the item is in the Warehouse, you do not need a vendor number.

	Commodities - Munis [TRAINING DA
	Confirm Search Search Image: Confirm Search Image: Confirm Search Image: Confirm Image: Confirm Search Image: Confirm
	Commodify Commodify Code 5760620-1077927 Type code Detail Commodify Commodify Commodify Commodify Code 5760620-1077927 Vormal UOM REAM Commodify Commod UOM REAM Commodify Commod UOM REAM Commod Comm
Click Approved Vendors to view the vondors for	Default buyer Long description PAPER, 8 1/2" X 11" WHITE 20 LB (500 SHEETS/REAM) LG 5461 CASCADES REPRO PLUS 30% PCW GL object MCC code
items on bid. You do not need a vendor	Vendor Information Committed Vendor Information Primary vendor 58697 Image: Committed Vendor Information Source None Custom source Image: Custom source Date range 01/01/1900 Override Contract number
number for Warehouse items.	Last Purchase Information Current Purchase Information Date 09/29/2016 Blanket PO number Trom-wardy 55667 Blid number 1011 PO number 1716/44 Information Unit price 2.88000 Fixed asset Subject to tax Cat Approved Vendors

Vendor Inquiry

When completing a requisition to order **any** item other than Warehouse items, you **must** have a vendor number.

1. From the **Quick Links**, **Departmental Functions** menu select **Vendor Inquiry**. The Vendor Inquiry screen will appear.

$\langle \mathbf{x} \rangle$	HOME													Vendo	or Inquir	y - Muni	is [TRAINING	DATABA
Accept Confi	Cancel S	earch	Browse Duery Bui	lder Add	Update Actio	Delete Global• Duplicate	Print	PDF	X Excel	Word Email Scheo Office	A	U	Notes Notify	Audit Maplink*	Sort 1099 D Invoice	Data e Inquiry Me	Check Inquiry PO Inquiry More •	Return
General Vendor Alpha Status	Vendor In	formati +1	ion V	Entity Type Reaso	n				V	∇	Audits Entere Modifi By Chang	s ed ied ge Set		V É				
Main	General	Mis	scellaneous	Contacts	User De	fined Certi	fications	Insurance	s W	/ithholding	Wa	rning N	lessages					
Compa	ny Name	on							Addres	<u>ses (0)</u>	<u>C</u>	<u>comme</u>	<u>nts (0)</u>					
Zip cod	e																	
City			-															
Country Email Fax	r		••		Foreign e	entity												
Identific	ation							Additional										
DUNS	Inder	enden	t contractor					Perfor	mance odity									
Vendor	Alerts																	

2. Click the **Search** tool on the Ribbon.



3. Click in the Alpha field and enter the name of the vendor, followed by an asterisk (*); then click **Accept** or press **ENTER**. All matching vendors will be found.
Note: Entering an asterisk (*) after the vendor name will find all occurrences containing the vendor name and anything after it, for example (JOHNSON*) would find (JOHNSON AND SMITH) or (JOHNSON WELDING INC).

Type the asterisk (*) before the vendor name to find all occurrences containing the vendor name and anything before it, for example (*JOHNSON) would find (ADAM JOHNSON or KIMBLE AND JOHNSON).

Type an asterisk (*) before and after the vendor name will find all occurrences containing the vendor name and anything before and after, for example (*JOHNSON*) would find (ADAM JOHNSON, THE JOHNSON STORE, JOHNSON AND JOHNSON).

- 4. The number of **records** in the found set is listed at the bottom of the screen. To move through the records click the arrow tools at the bottom of the screen or click the **Browse** button in the Ribbon to view the records in an alpha list.
- 5. When you locate the **vendor number** for the company you wish to order from, write it down.
- 6. If there is no **vendor number** for the company you wish to order from, you will need to complete a **Vendor Information Inquiry form**, and fax to 485-3894 before you can complete a requisition. This form and others can be located on line by visiting the **Financial Services** department under Employees from the JCPS Home Page.

Adding an Attachment to Your Requisitions

- 1. Click the paperclip Attach button/icon on the ribbon.
- 2. Double-click Requisition Attachment.
- Click New then Import. Click Choose File and select the file you want to attach. Click Import.
- 4. Click Save at the top left (next to New)

Warehouse Requisitions

Before beginning the Warehouse Requisition, look up the **commodity codes** and the **account code** to be used for all the items you are ordering.

1. From the **Quick Links**, **Departmental Functions** menu select **Requisition Entry**.

There are two tabs on the requisition entry screen. The **MAIN** tab which indicates who is placing the order, who will receive the order, and the vendor. The **MAIN** tab also is the place to send a note to your purchasing assistant to include **Vendor** information required on a **Determination and Finding**.

The other tab is **TERMS/MISCELLANEOUS** which is used to change the **BILL TO** and change a regular requisition to a **BLANKET** Order.

Main Terms/Miscellaneous Main Information Dept/Loc Fiscal year Requisition number General commodity General description General Notes		Status Needed by Entered By PO expiration Receive by Quantity Amount	
Vendor Information Vandor Name PO mailing Delivery method Remit Wendor/Sourcing Notes Wendor Quotes (0)	d all	S S E R	hipping information hip to hip
Line Items Line Commodity Inv item	Inv item loc Inv tran type Description	Vendor	ati

2. Click the **Add** tool in the Ribbon.



3. On the **MAIN** tab, your department code should appear in the **Dept/Loc** field. If your department or location code does not appear in the field, type the code in the field and press the **TAB** key. If you do not know your Dept/Loc code, click the ellipsis (...) or press **F9** to access a list of departments and locations.

Main Terms/Miscellaneous											
Main Information											
Dept/Loc	109 WHEELER ELEMENTARY SCHOOL	Status	2 Created								
Fiscal year	2017 Current O Next	Needed by									
Requisition number	39491	Entered	12/27/2016 🗰 By sstanto1								
General commodity		PO expiration									
General description		Receive by	Quantity Amount								
😅 General Notes											
Vendor Information			Shipping Information								
Vendor	🔊 🔳 Committed		Ship to 109								
Name			WHEELER ELEMENTARY								
PO mailing	0		5700 CYNTHIA DRIVE								
			LOUISVILLE KY 40291								
			Email 96620								
			Reference								
Delivery method	Print Fax E-Mail										
Remit	🗃										
🖨 Vendor/Sourcing	Notes 😂 Vendor Quotes (0)										

- 4. Press the **TAB** key to move to the **FY (fiscal year)** field. This field defaults to the current year. If you wish to use funds from a different fiscal year, type the fiscal year in the field.
- 5. Press **TAB** to skip to the **Requisition number** field. This field will be generated automatically. Write this Requisition number down for future reference.
- 6. Press TAB to skip the General commodity field.
- 7. In the **General description** field, **ENTER YOUR SCHOOL OR DEPARTMENT NAME IN ALL UPPERCASE** (limit 30 characters).
- 8. Press TAB to skip Needed by, Entered, and Vendor fields.
- 9. In the Ship to field enter your cost center's shipping code. If shipping to a different school or department, you may enter a different shipping code. For schools, the shipping code is the school's location number. For departments, this number is usually two alpha characters, followed by a number, such as CE1 or HR1. If you do not know your shipping code, click the ellipsis next to the field.
- 10. Press **TAB** to move to the **Reference** field. Type the person responsible for **receiving** the order. You can also enter a location as shown below.

Shipping Information	ation									
Ship to	109									
	WHEELER ELEMENTARY									
	5700 CYNTHIA DRIVE									
	LOUISVILLE KY 40291									
Email	96620									
Reference	STANTON/OFFICE ×									

11. Press **TAB** to move to the *Terms/Miscellaneous* screen or click on the Terms/Miscellaneous tab.

Main	Terms/Miscellaned	us
Terms	-+ 0/	
Freight	%	
Freight Bill to Bill to e Special	meth/terms mail handling	109 WHEELER ELEMENTARY 96620 N - NONE
Contra Numbe Descrip	r r btion	
Line Iten Line	Commodity	Inv item Inv item Inv item Inv tran type Description

- 12. Press **TAB** to skip **Discount %**, **Freight%**, **Freight meth/terms**. These fields are not used on Warehouse requisitions.
- 13. If you are billing a school or department other than your own, click the dropdown arrow in the **Bill t**o field and select the code from the list.
- 14. Press **TAB** to skip the **Special handling** field.
- 15. Click **Accept** or press **ENTER** to skip the remaining fields. The **Line Detail** screen appears. The Line Detail is the screen where the items you want to order are entered.

HOME							Requisition Er	Entry - Munis [TRAINING DATABASE Nov 28 2016] > Line Items
Confirm	Browse D Query Builder Search	Add Update	C Delete Global* Duplicate	PDF PDF Preview Output	Excel Word Excel Email Schedule Office	Attach Notes	E Audit	Return
Requisition Fiscal year 2017	Number	394	2 Line	1				
Detail				10				
Quantity	1.00 ×				Unit Price	6	00000	
Commodity		😅			UOM	EA		
Inventory Item	[🗃			Freight			
Location					Discount percent	.00		
Туре	O Pick ticket O Purchase				Credit Line item total		.00	0
Description				< >	Amount justification	n: UNKNO	OWN	
	Add'I Desc/Not	tes						
Miscellaneous								
Manufacturer						Bid		2
KETS Code						Dept/Loc		109 WHEELER ELEMENTARY SCHOOL
Vendor				Vendo	r Address Information	 quired by 		
PO mailing						Requested by		
Delivery Method	Print				~	Receipt notification t	D	Inc.
	Fax					Fixed asset		N V
	E-Mail				~	WO Number		😅
1.000 Mar.	E-Procurement					WO Task		0
Remit	0[]	6						Notify buyer
1	Vendor/Sourcing	Notes						
Vendor item no.								
1099 box								
Seq Org	Obj	Project	Description			Amou	t GL Bud	

16. Type the quantity for the first line item; then press **TAB twice** to move to the **Inventory Item** field.

17. Enter the **Inventory number** in the **Inventory Item** field; then press TAB.

Requisition				
Fiscal year 2017	Number 39492	Line 1		
Detail				
Quantity	1.00		Unit Price	.00000
Commodity	🖻		UOM	REAM
Inventory Item	1077927		Freight	
Location	881		Discount percent	.00
Туре	 ○ Pick ticket ○ Purchase 		Credit	.00
			Line item total	.00
Description	PAPER,8 1/2 X 11 WHITE 20 LB (500 FOR COPY MACHINE ECONOSOURCE	SHEETS/REAM)	Amount justification:	UNKNOWN
	Add'I Desc/Notes			

If you do not know the Inventory number, return to the Commodity Code screen to find it or look it up in the Warehouse catalog. You can enter either the Commodity code or Inventory number for Warehouse items.

The description of the item, price, and UOM will automatically be generated in the **Description** field.

The **Location** field will indicate the location of the item. The warehouse locations are as follows:

881 – Instructional **886** – Maintenance **894** – Custodial

- 18. Press **TAB** to skip the **Freight**, **Discount Percent**, and **Credit** fields. You will not enter any data in the **Miscellaneous** area of the Requisition Entry screen.
- 19. Enter your account number in the appropriate Org, Obj, and Project fields at the bottom of the screen. Do NOT press the TAB key after entering the Project. Click the Accept button on the Ribbon or press the ENTER key to accept the line information. The amount will be calculated automatically and the cost center account will be updated.
- 20. To add another line item, click the **Add** tool in the toolbar. Repeat the steps 16-19 for each line item. When ordering multiple items, you can copy the account number from the first line item to save time. To copy the account number, click the Copy GL Acct button located on the upper left hand side of the screen.
- 21. When you are finished, click the **Return** button; then click on the *Main* tab on the **Requisition Entry** screen.
- 22. To print the warehouse requisition, click the **Print** button from the Ribbon.

23. Select **Req Format**. Click the **OK** button.

, , , , , , , , , , , , , , , , , , ,	Options	0
Choose an option		
Req Format PO Format Req XML Export		
OI	K	Cancel

24. The **Printing Options** screen is displayed.

Select or deselect the options you wish to use, then click the **Accept** button or press the **ENTER** key. It is strongly recommended that you always select *Print authorized by signature line*. This provides a line for your supervisor to sign authorizing the approval of the requisition.

Print Options								
O Full GL Account Number Org/Obj								
Print GL account description with each line								
Print vendor SSN/FID								
Print authorized by signature line								
Print user-defined fields								

- 25. The **Output** dialog box is displayed. Choose **Save**, enter a File name, select **PDF** from the *Save as type* drop-down list; then click **OK**.
- 26. To print the saved report, click the Browser button on the Windows taskbar to return the main menu.
- 27. From the Main Menu, choose **Saved Reports**.

HOME	Saved Reports - Munis [TRAINING DATABASE Apr 10 2015]											
Accept Cancel Confirm Search	Ider Add Update Global*	Print PDF Qutput Cutput	e Notes Audit	Retrieve - TylerCM Display Reports Submit - TylerCM Print Reports Mass Delete Reports Menu								
Mode												
LIST MODE												
User ID Repor	t File Name Report Title		Date T	ime Pages								
sstanto1 bgam	dent0002.pdf BUDGET AM	MENDMENT ENTRY PRF	04/20/2015	16:07 3								
sstanto1 bgam	dent0004.pdf BUDGET Al	04/23/2015 (07:57 3									
sstanto1 glactin	nq0001.pdf G/L ACCOU	INT - MASTER INQUIRY	04/23/2015 (08:13 2								
sstanto1 glactin	nq0002.pdf G/L ACCOU	INT - MASTER INQUIRY	04/23/2015 (08:17 2								
sstanto1 glactin	nq0003.pdf ACCOUNT I	NQUIRY	04/23/2015 (08:30 5								
sstanto1 rqent	rgentpst0001.pdf REQUISITION PRINT 05/04/2015 09:12 1											

- 28. Double-click the report you wish to print. You will be prompted to open or save the report.
- 29. Click **Open**.

30. When the report opens in Adobe Acrobat, choose **File/Print** from the menu.

Ti raentas	t0001 (1) pdf - Adobe Reader	,						• • X
File Edit	View Window Help							*
<mark>≧ O</mark> pen Ope <u>n</u> F	rom Acrobat.com	Ctrl+0	2 🗈 🔹 1 (1 o	1)	-	Tools	Fill & Sign C	Comment
🔁 C <u>r</u> eate I	PDF Online		FIA/ICE	b. Hinar	ncial Se	TVI O Click o	n Sign to add text at	nd place
Save As	5	Ctrl+S Shift+Ctrl+S	I Servi	ces Ser	VICAS	Shaping the	ires on a PDF file.	
Save As Save <u>T</u> o	s Ot <u>h</u> er o Acrobat.com	,			Requisition	00055281-00	FY 2015	- 11
	nd Track Files Online i <u>l</u> e		ξΥ 7E	Acct No: 1091077-0 Review:	510-900XF			Е
Get Doo Revert	cuments Signed			Buyer: Status: A	llocated		Page 1	- 11
<u>C</u> lose		Ctrl+W		Ship WHEEL	TO ER ELEMENTARY			- 11
		Ctrl+D	T PKWY	5700	SYNTHIA DRIVE			
Vie <u>w</u> Al	Il Recent Files	Cuitr	223-5133	LOUIS 96620	VILLE, KY 40291	L		
1 C:\Us 2 C:\Us 3 C:\Us	ers\\WAREHOUSE CATALO ers\\iSafe Certification.pdf ers\\GCFLearnFree instructi	G.pdf ons.pdf	5309					
4 C:\Us	ers\\Certificate (1).pdf							
Evit	sers \ \Certerate.pur	Ctrl+0						
- <u>L</u> it		cui+q	1					
	Date Ordered	Vendo Numbo	or Date er Required	Ship Via Ter	ns Departm	ent		
	05/04/1	5 0041	31		WHEELER	ELEMENTARY	SCHOOL	
	LN Descr:	iption / A	Account		Qty Unit	Price N	Net Price	-

- 31. After verifying that the requisition is correct, click the browser button in the Windows taskbar to return the Requisition Entry screen.
- 32. After printing and verifying that the requisition is correct, click **Release** button to submit the order to **Supply Services**.

The Status field in the upper right-hand corner changes to **0 Converted**.

33. When you are finished, click **Exit** from the **File menu** or click the **Close box** at the top right corner of the window to exit and return to the **Main Menu**.

Normal Requisition (BID items)

Before beginning the process of entering a requisition, look up the **commodity code**, the **vendor number**, and **the account code**.

1. From the **Quick Links**, **Departmental Functions** menu, select **Requisition Entry**.

Requisition Entry - Munis ITRAINING DATABASE Nov 28 20161 HOME E Text file Word Email O O Q Browse Notes D Audit Switch Form Activate X Delet XII 0 Global-PDF T Maplink- Line Items Notify Mass Allocate Duplicate 5 Schedule O Alerts* Release More... Main Terms/M Main Infor Dept/Loc Status Needed by O Current O Next Fiscal year Requisition number By Entered PO expirati General commodity General description Receive by O Quantity O Amount General Notes Vendor Informa Committee 125 PO mailing Delivery method Print Fao E-Mai 1 S Vendor/Sourcing Notes G Vendor Quotes (0)

The Requisition Entry screen is displayed.

2. Click the **Add** tool on the toolbar.

Add

- 3. Your department code should appear in the **Dept/Loc field**. If your department or location code does not appear in the field, type the code or click the ellipsis (...) button; then double-click the appropriate code from the list. You also can press **F9** to access the list.
- 4. Press the **TAB** key to move to the **FY (fiscal year) field**. This field defaults to the current year. If you wish to use funds from a different fiscal year, type the fiscal year in the field.
- 5. Press **TAB** to skip **Requisition number** field. **The requisition number will be generated automatically.** Write down the requisition number.
- 6. Press **TAB** to skip the **General Commodity** field. You will not use this field.
- 7. In the **General description** field, **ENTER YOUR SCHOOL OR DEPARTMENT NAME IN ALL UPPERCASE** (limit 30 characters).
- 8. Press **TAB** to move to the **Needed By** field. If you need the items by a specific date, enter the date using the format: MM/DD/YYYY in the **Needed By** field, and call the Purchasing Department. (*Schools please call your Purchasing Assistant*) Otherwise leave this field blank and press **TAB** to skip it.

9. The **General Notes** button is used to attach a message for the vendor or for Purchasing. The General Note can be used to notify the vendor (i.e., Attention Gina, Gratis Materials, Ship to...., Bid Reference number...) or a note to the Purchasing Assistants that additional information will follow. (i.e., *Please fax PO to vendor, contract on file, PO addendum to follow*, etc.).

Type the note. If the vendor should see the note, click the **Print on PO** button in the Ribbon. When finished, click the **Accept** button or press **ENTER** to save the note. Click the **Return** button on the Ribbon to return to the Requisition Entry screen.

🧩 но	ME										Re	quisition Entry	/ - Munis [TR	AINING
Accept Canc	el Search	🔳 Browse 🔝 Query Builder	Add	Update X D	elete lobal + uplicate	Print	Text file	X Excel	Word Email Schedule	U Attach	Notes Notify	🖹 Audit 🔁 Maplink* 1 Alerts*	Print On PO Import	Return
Confirm		Search		Actions			Output		Office		Tools		Menu	
Requisition Date/Time Created By	2017 2016-12 sstanto1	39493 -28 08:02		Print on PO.										
				< >										

- 10. Press **TAB** to move to the **Vendor** field. Enter the approved **vendor number** for the **bid item**.
- 11. Press **TAB** to skip the **PO Mailing** and **Remit** fields. If needed, these fields will be filled in automatically.
- 12. In the **Ship to** field, if necessary, enter your shipping code. If you wish to ship the items to a different school or department, click the ellipsis (...) and select the **Ship to Code** from the list. Press **TAB** and the location description is displayed.
- 13. In the **Reference** field type a location or person responsible for receiving the order.

14. Press **TAB** to move to the **Terms/Miscellaneous** screen or click the tab highlighted below.

HOME							Requis	tion Entry - Mu	his (TRAINING DATABASE	Nov 28.2016]		
Accept Cancel Search	Browse Query Builder Search Act	Colors Colors	PDF PDF Preview Dotput	Word Email Schedule Office	Attach	Notes Notify Tools	Audit Maplink- Alerts*	() Return				
Main Terms Alecellan Terms Discount % Freight % Freight meth/terms Bill to Bill to email Special handling	109 [] WHEELER 96620 [N - NONE	ELEMENTARY		1					Misceleneous Allocation Buyer Review Type Purchase order	NoRMAL V Normal View Converted In Notify originator when converted In Notify originator of overages.	a PO/Contract.	
Contract Number Description une Rems	6								Work Order Number Description Task	(6)		
Line Commodity	Inv item	Inv item loc	Inv tran type	Description					Vendor		Qty	Unit Pri

- 15. Press **TAB** to skip the **Discount %** and **Freight %** fields.
- 16. In the **Freight meth/terms** field, type the method of delivery (**optional**). If you leave the **Freight meth/terms** field blank, the order will be sent Best Way.
- 17. Press **TAB**. If you are billing a school or department other than your own, click the ellipsis (...) button to display the **Bill to Codes**. Select the code from the list.
- 18. Press TAB to skip Special handling, Allocation, Buyer, and Review fields.
- 19. Press TAB to skip the Type field. There are two types you may use when preparing requisitions, one is the Normal or a *regular* requisition, and the other is a Blanket Order. To change from Normal to Blanket, click the drop-down arrow and select B-Blanket. A Blanket Order is a Purchase Order that is opened for the purpose of processing repetitive purchases from a single vendor.
- 20. Click the **Accept** button or press **ENTER** to skip the remaining fields. The **Line Detail** screen appears.

HOME					Requis	istion Entry - Munis [TRAINING DATABASE Nov 28 2016] > Line Items
ccept Cancel Se	Query Builder Search	Add Update Do Actions	slete obal- uplicate Print Print Preview Output	Excel Word Excel Schedule Office	Attach Notes R AA Notify H M Tools	Audit: Maplink: Alerts:
scal year 2017	7 Number	39493	Line 1			
stal uantity emmodity ventory item scation /pe escription	Pick licket Purchase		0	Unit Price UOM Freight Discount percent Credit Line item total Amount justification	.00 EA .00 UNKNOWN	00000 00 00
	Add T Descritor	12:5				
anufacturer ETS Code andor D mailing elvery Method nmit andor item no. 199 box	Print Fax E-Mail E-Procurement 0[]	Gi Notes		\sim	Bid DepthLoc Required by Receipt notification to Find assort WO Number WO Task	109 WHEELER ELEMENTARY SCHOOL
Seq Org	Obj	Project	Description		Amount GL	. Bud

- 21. Type the quantity for the first line item; then press **TAB**.
- 22. Enter the **commodity code** in the **Commodity field**.
- 23. The description of the commodity code will appear in the **Description** field. Verify that this is the correct item before continuing.

Detail			
Quantity	1.00	Unit Price	2.59000
Commodity	5690820-1150598 🗭	UOM	EA
Inventory Item	🗃	Freight	.00
Location		Discount percent	.00
Туре	Pick ticket Purchase	Credit	.00
		Line item total	2.59
Description	STAPLER, DESKTOP LIGHT DUTY BLACK WIDE BASE AND RUBBER SLIPPER DURABLE METAL CONSTRUCTION 20 SHEET STAPLING CAPACITY OFFICEMAX VR #H10M97553	Amount justification:	UNKNOWN
	Add'I Desc/Notes		

IMPORTANT

Not all bid items will display the FULL description of the item. Some items are assigned a **generic commodity code**. If the item is **generic**, a short description will appear in the field followed by **two asterisks** (**). Other bid items may require that you specify additional information, such as size or color. In both cases, the additional description should NOT be typed in the description field. Instead, additional information must be attached as an **Add'I Desc/Note**.

24. If necessary, click the **Add'I Desc/Notes** button below the **Description field** to add the description of the item you are ordering.



- 25. Type the full description of the item on the lines provided. Be sure to enter catalog number or any other pertinent information for the item, such as color, size, etc.
- 26. If you entered a description of the item, click the **Print on PO** button to change the field from **N** (No) to **Y** (Yes). Only descriptive notes should be printed on the P.O.

- 27. When you have finished typing the description, click the **Accept** button or press **ENTER** to save the note.
- 28. Click the **Return** button on the Ribbon to return to the Line Detail screen.
- For line item bids, the unit price and unit of measure will be entered automatically. For generic commodity codes, update the Unit Price and UOM (Unit of Measure) fields by typing over the existing information.
- 30. Press **TAB** to skip the **Freight** field. Freight is entered as a separate line item.
- 31. If you are entering an item that has a discount, enter the discount in the **Discount % field**. A 10% discount is entered as 10.
- 32. Press **TAB** to skip the **Credit** field.
- 33. Enter the account number you wish to charge in the appropriate **Org**, **Obj**, **and Project fields**. **Do NOT press the TAB key after entering the Project**. The amount will be entered and the cost center budget will be updated. If you wish to split the amount between two or more accounts, enter the second account line with the amount you wish to charge to the account. Repeat this for each account line. The total of all amounts should equal the total amount of the line item.
- 34. When you are finished, click the **Accept** button or press **ENTER** to save the line item.
- 35. To add another line item, click the **Add tool** in the Ribbon.
- 36. Repeat steps 21-35 for each line item. When ordering multiple items, you can copy the account number from the first line item to save time. To copy the account number, click the Copy GL Acct button located on the upper left hand side of the screen.
- 37. When you are finished, click the **Return** button; then click on the *Main* tab on the **Requisition Entry** screen.
- 38. Before submitting the order to **Purchasing**, you should verify that the order is correct. To print the requisition, click the **Print** button from the Ribbon.
- 39. Select Req Format. Click the OK button.

	Options		0
Choose an option			
Req Format PO Format Req XML Export			
OK		Cancel	

40. The **Printing Options** screen is displayed. Select or deselect the options you wish to use, then click the **Accept** button or press the **ENTER** key. It is strongly recommended that you always select *Print authorized by signature line*. This provides a line for your supervisor to sign authorizing the approval of the requisition.



- 41. The **Output** dialog box is displayed. Choose **Save**, type a File name, select **PDF** from the *Save as type* drop-down list; then click **OK**.
- 42. To print the saved report, click the Browser button on the Windows taskbar to return the main menu.
- 43. From the Main Menu, choose Saved Reports.
- 44. Double-click the report you wish to print. You will be prompted to open or save the report.
- 45. Click Open.
- 46. When the report opens in Adobe Acrobat, choose **File/Print** from the menu.

🔁 rq	entpst0001 (1)	.pdf - Adobe Reader											x
File	Edit View	Window Help											×
0 🕙 0)pen)pe <u>n</u> From Acr	obat.com	Ctrl+0	3 (1 (1 of	1)	114	* - 🗄 😫		Tools	Fill & Sig	n Comm	ient
10 C	reate PDF Onli	ne		PI	Comu	200	Fin	ancia	l Se	Jefferse Q Click	on Sign to ad	d text and place	e
E Si	ave	ci.:	Ctrl+S		JUIVI		C	317 71 00		Public Statistic	tures on a PD	r file.	
5	ave <u>A</u> s ave As Other	Shr	nt+Ctri+S	PP						Snaping the	erutui	re i	- 11
Si	ave <u>T</u> o Acroba	t.com		L				Requi	isition	00055281-00	FY 2	015	11
🕒 Se	en <u>d</u> and Track	Files Online		Æ			Acct 1	No:					=
🖂 Se	end Fi <u>l</u> e			E .			10910	77-0610-900	XF				- 11
🔐 G	iet Documents	Signed		1			Buyer		_				-11
R	e <u>v</u> ert			1			Status	s: Allocate	ed		Page	1	-11
C	lose		Ctrl+W				S	nip To					-11
P	rop <u>e</u> rties		Ctrl+D	T F	KWY		5	700 CYNTHIA	A DRIVE				-11
8 P	rint				54.00		L	DUISVILLE,	KY 4029	1			
V	ie <u>w</u> All Recent	Files		1223	-5133		90	5620					11
1	C:\Users\\W	AREHOUSE CATALOG.pdf		1200									11
2	C:\Users\\iS	afe Certification.pdf		1303	, 								11
3	C:\Users\\G	CFLearnFree instructions.pdf		I .									11
4	C:\Users\\C	ertificate (1).pdf		I .									11
- 2		encrate.pui	~ ~ ~										11
Ę	<u>x</u> nt		Ctri+Q										
													1.
		Date Ordered	Vend Numb	or er	Date Required	Ship Via		Terms	Departm	ent			
		05/04/15	0041	31					WHEELER	ELEMENTARY	SCHOOL	C	
		LN Descripti	on / i	Acco	unt			Qty	Unit	Price	Net Pr	ice	-

- 47. After verifying that the requisition is correct, click the browser button in the Windows taskbar to return the Requisition Entry screen.
- 48. Click the **Release** button to submit the order to Purchasing.
- 49. If you get the message, "Warning! No Workflow Business Rules..." click Yes.



This message means your requisition will be routed directly to Purchasing. If you do not get this message when releasing your requisition, then another department must approve it before it can be routed to Purchasing. (Title I, Technology, FRC...)

- 50. Verify that the requisition has been approved. In order for **Purchasing** to process the order, the Status field must be **8** Approved.
- 51. When you are finished, click the **Close box** at the top right corner of the window to exit to the Main Menu.

Requisition status definitions:

1	=	Rejected -	Requisition has been returned to cost center due to errors or the requisition is not complete and requires attention. Please view notes for details.
2	=	Created -	A requisition number has been created in MUNIS, but no detail lines have been added.
4	=	Allocated -	Detail lines have been added to the requisition, but the requisition has not been released.
6	=	Released -	Requisition is waiting for budget center approval.
8	=	Approved -	The requisition has been received by the Purchasing Department.
0	=	Converted -	The requisition has been converted to a Purchase Order.

After requisition(s) are released, it is **your** responsibility to check the status.

Non-Bid Requisition (Non-Competitive D&F)

Non-Competitive means you plan to purchase an item(s) directly from the publisher, manufacturer, authorized dealer, or the person holding the copyright. Before beginning the process of entering a Non-Bid requisition, look up the **commodity code**, **vendor number**, **and accounting code**. It also is recommended that the method/reason for the **Non-Competitive D &F** be obtained prior to beginning.

1. From the **Quick Links**, **Departmental Functions** menu, select **Requisition Entry**.

HOME		Requisition Entry - Munis [TRAINING DATABASE Nov 28 2016]
Confirm	Browse Duery Builder Search Search	Notes Audit. Switch Form Activate Notify Haplink** Mass Allocate Olertrs** Release Menu
Main Terms/Misce	allaneous	
Main Information Dept/Loc Fiscal year Requisition number General commodity General description General Notes	Current ONext	Status Needed by Entered By PO expiration Receive by O Quantity O Amount
Vendor Information		Chinning Information
		Sinpping mormation
Vendor Name PO mailing	Committed	Ship to
Vendor Name PO mailing	Committed	Ship to
Vendor Name PO mailing Delivery method Remit	Print Fax E-Mail	Email Reference

The Requisition Entry screen is displayed.

- 2. Click the **Add** tool on the toolbar.
- Add
- 3. Your department code should appear in the **Dept/Loc field**. If your department or location code does not appear in the field, type the code or click the ellipsis (...) button; then double-click the appropriate code from the list. You also can press **F9** to access the list.
- 4. Press the **TAB** key to move to the **FY (fiscal year) field**. This field defaults to the current year. If you wish to use funds from a different fiscal year, type the fiscal year in the field.
- 5. Press **TAB** to skip **Requisition number** field. **The requisition number will be generated automatically.** Write down the requisition number.
- 6. Press TAB to skip the General Commodity field. You will not use this field.
- 7. In the General description field, ENTER YOUR SCHOOL OR DEPARTMENT NAME IN ALL UPPERCASE (limit 30 characters).

- 8. Press **TAB** to move to the **Needed By** field. If you need the items by a specific date, enter the date using the format: MM/DD/YYYY in the **Needed By** field, and call the Purchasing Department. (*Schools please call your Purchasing Assistant*) Otherwise leave this field blank and press **TAB** to skip it.
- 9. The **General Notes** button is used to attach a message for the vendor or for Purchasing. The General Note can be used to notify the vendor (i.e., Attention Gina, Gratis Materials, Ship to...., Bid Reference number...) or a note to the Purchasing Assistants that additional information will follow. (i.e., *Please fax PO to vendor, contract on file, PO addendum to follow*, etc.).

🧩 ном	IE										Re	quisition Entry	y - Munis [TR	AINING
Accept Cancel	Search	Browse Query Builder	Add	Update	X Delete O Global *	Print	Text file	X Excel	Word Email Schedule	U Attach	Notes Notify	Audit 🗄 Maplink*	Print On PO Import	Return
Confirm	2	Search		Actio	ons		Output		Office		Tools		Menu	
Note Requisition Date/Time Created By	2017 2016-12-28 sstanto1	39493 08:02		Print on	PO.									

Type the note. If the vendor should see the note, click the **Print on PO** button in the Ribbon. When finished, click the **Accept** button or press **ENTER** to save the note. Click the **Return** button on the Ribbon to return to the Requisition Entry screen

- 10. Press **TAB** to move to the **Vendor** field. Enter the **approved vendor number** for the **non-bid item**. If you do not know the **vendor number**, look up the vendor number by clicking on the ellipsis (...) button. Type the name of the vendor (in UPPER CASE) in the **Vendor Alpha** field. Click the **Accept** button to display a list of vendors with this name. Select the appropriate vendor from the list; then click the **Accept** button to enter the vendor number in the **Vendor** field.
- 11. Press **TAB** to skip the **PO Mailing** and **Remit** fields. If needed, these fields will be filled in automatically.

12.	Click the	Vendor	/Sourcing	Notes	button.
-----	-----------	--------	-----------	-------	---------

Vendor Information	
Vendor	61050 🔁 Committed
Name	COURIER JOURNAL
PO mailing	0
	525 WEST BROADWAY
	P O BOX 740031
	LOUISVILLE KY 40201-7431
Delivery method	V Print Fax E-Mail
Remit	🖆
🖨 Vendor/Sourcir	ng Notes 🗁 Vendor Quotes (0)

13. Click the **Import** button in the Ribbon.

🧩 ном	E		Requisition Entry	/ - Munis [TRAINING	DATABASE Nov 28 2016J > Ver	ndor Sourcing Notes
Accept Cancel	Carling Browse Search Query Builder	Add Update X Delete	Print Text file	Excel Word	Image: Notes Image: Audit Attach Image: Notes Image: Audit Image: Notes Image: Notes Image: Notes Attach Image: Notes Image: Notes	Print On PO Import
Confirm	Search	Actions	Output	Office	Tools	Menu
Note						
Requisition	2017 39494					
Date/Time	2016-12-28 09:53	Print on PO.				
Created By	sstanto1					
		<u>`</u>				

14. From the **Requisition Notes** screen double-click line number **3** to import **NONCOMPETITIVE NEGOTIATION METHOD**.



- 15. Click the **Update** button on the Ribbon.
- 16. Select the non-competitive negotiation method by entering an **X** in the appropriate parenthesis; then delete the extra space so that the parenthesis align.
- Tab down to **PERSON RESPONSIBLE** and enter the full name of the individual who is providing the information for the **D & F**. Enter the name after the colon.
- Tab down to FINDINGS. The findings statement starts with, "I DETERMINE ..." Do not re-state "I Determine..." Explain your findings using a full sentence, such as "Courier



Journal must be published direct from the publisher." Do use the words "single source" or "only company" as the findings.

- 19. Do not click the Print On PO button. Click the Accept button or press ENTER.
- 20. Click the **Return** button on the Ribbon to return to the Requisition Entry screen.
- 21. Press **TAB** to move to the **Ship to** field. If you wish to ship the items to a different school or department, click the ellipsis (...) and select the **Ship to Code** from the list.
- 22. In the Reference field type a location or person responsible for receiving the order. Press **Tab** to skip **Entered** field.

22. Press **TAB** to move to the **Terms/Miscellaneous** screen or click the tab highlighted below.

% ,	HOME				Requisi	tion Entry -	Munis (TRAIN	ING DATABASE Apr	10 2015]				? ×
Accept Ca	ncel Search	Browse Query Builder	Add Update	Delete Global+ Duplicate	Print Dutput	ext file DF eview	Word Email Schedule Office	Attach Notes Tools	Audit Audit Maplink* Return				
Main T	erms/Miscellar	ieous											
Terms								Miscellaneous					
Discount 9 Freight % Freight me Bill to	% eth/terms	.000 .000	. WHEELER	ELEMENTARY				Allocation Buyer Review Type Purchase order	N - NORMAL				
Bill to ema Special ha	ail andling	96620 N - NONE]		Notify originator	when converted to PC of overages.	D/Contract.		
Contract	_							Work Order					
Number		🖼						Number		🖻			
Descriptio	n							Task					
Line Items					k			Task					
Line Items	Commodity	Inv	item	Inv ite	em loc Inv	tran type	Description	Task		Qty	Unit Price	1	Freight
Line Items	Commodity	Inv	tem	Inv ite	Mar Inv	tran type	Description	=		Qty	Unit Price		Freight
Line Items	Commodity	Inv	Item	Inv ite	k Inv	tran type	Description	=		đţ	Unit Price	1	Freight
Line Items Line	Commodity	lav	liem	Inv ite	m loc Inv	tran type	Description	=		Qţy	Unit Price	1	Freight
Line Items Line Total amou	Commodity	Inv	item	Inv ite	m loc Inv	tran type	Description	=		Qty	Unit Price	1	Freight
Line Items Line Items Total amou Workflow	Commodity nt	Inv	ttem Reject	Invite	m loc Inv	tran type	Description	- provers		Qty	Unit Price	1	Freight

- 23. Press TAB to skip the Discount % and Freight % fields.
- 24. In the **Freight meth/terms** field, type the method of delivery (**optional**). If you leave the **Freight meth/terms** field blank, the order will be sent Best Way.
- 25. Press **TAB**. If you are billing a school or department other than your own, click the ellipsis (...) button to display the **Bill to Codes**. Select the code from the list.
- 26. Press TAB to skip Special handling, Allocation, Buyer, and Review fields.
- 27. Press **TAB** to skip the **Type** field. There are two types you may use when preparing requisitions, one is the **Normal** or a *regular* requisition, and the other is a **Blanket Order**. To change from Normal to Blanket, click the drop-down arrow and select **B-Blanket**. A **Blanket Order** is a Purchase Order that is opened for the purpose of processing repetitive purchases from a single vendor.

28. Click the **Accept** button or press **ENTER** to skip the remaining fields. The **Line Detail** screen appears.

HOME					Requisition	n Entry - Munis [TRAINING DATABASE Nov 28 2016] > Line Iterrs
ccept Cancel Se	Query Builder	Add Update Colora	Print Dr Preview	Excel Word	Attach	inke Return
Confirm	Search	Actions	Output	Office	Toois	
equisition scal year 2017	Number	39493	Line 1			
exciption	Pick licket Purchase		0	Unit Price UOM Freight Discount percent Credit Line item total Amount justification	00000 EA	00 00
Iscellaneous anufacturer ETS Code andor D mailing elivery Method	Add1 Desc/No	los		 	Bid DeptLoc Required by Receipt notification to Fixed assol WO Number	109 WHEELER ELEMENTARY SCHOOL
nmit andor item no. 199 box	E-Procurement 0[]	Notes			WO Task	0
Seq Org	Obj	Project De	scription	L.	Amount GL Bud	

- 29. Type the quantity for the first line item; then press **TAB**.
- 30. Enter the **commodity code** in the **Commodity field**. If you do not know the commodity code, return to the MUNIS menu and select the **Commodity Codes** menu option to search for the commodity code.
- 31. Press **TAB**. A short description will appear in the Description field followed by two asterisks (**).
- 32. Click the **Add'I Desc/Notes** button below the **Description field** to add the description of the item you are ordering.



33. Type the full description of the item on the lines provided. Be sure to enter catalog number or any other pertinent information for the item, such as color, size, etc.

- 34. Click the **Print on PO** button on the Ribbon to change the field from **N** (No) to **Y** (Yes).
- 35. When you have finished typing the description, click the **Accept** button or press **ENTER** to save the note.
- 36. Click the **Return** button on the Ribbon to return to the Line Detail screen.
- 37. Press TAB to skip Item/Loc/Type fields.
- 38. Update the **Unit Price** and **UOM** (Unit of Measure) fields by typing the appropriate information.
- 39. Press **TAB** to skip the **Freight field**. Freight is entered as a separate line item. (Note: Freight line cannot be added to a Bid Textbook Purchase Order.)
- 40. If you are entering an item that has a **discount**, enter the discount in the **Discount % field**. A 10% discount is entered as 10.
- 41. Press **Tab** to skip the **Credit** field.
- 42. Enter the **account number** you wish to charge in the appropriate **Org**, **Obj**, **and Project fields**. Do NOT press the Tab key after entering the Project. The amount will be entered and the cost center budget will be updated. Remember you can split the amount between two or more accounts.
- 43. When you are finished, click the **Accept** button or press **ENTER** to save the line item.
- 44. To add another line item to this requisition, click the **Add tool** in the toolbar.
- 45. Repeat steps **29-43** for each additional line.
- 46. When you are finished, click the **Return** button; then click on the *Main* tab on the **Requisition Entry** screen.
- 47. Before submitting the order to **Purchasing**, you should verify that the order is correct. To print the requisition, click the **Print** button from the Ribbon.
- 48. Select Req Format. Click the OK button.

	Options	0	l
Choose ar	n option		
● Req Fo ○ PO For ○ Req XM	rmat mat 1L Export		
	ОК	Cancel	

49. The **Printing Options** screen is displayed. Select or deselect the options you wish to use, then click the **Accept** button or press the **ENTER** key. It is strongly recommended that you always select *Print authorized by signature line*. This provides a line for your supervisor to sign authorizing the approval of the requisition.

- 50. The **Output** dialog box is displayed. Choose **Save**, enter a File name, select **PDF** from the *Save as type* drop-down list; then click **OK**.
- 51. To print the saved report, click the Browser button on the Windows taskbar to return the main menu.
- 52. From the Main Menu, choose Saved Reports.

HOME	Saved Reports - Munis [TRAINING DATABASE Apr 10 2015]											
Accept Cancel Se	earch	Add Update Clobal	Print Text file	Excel Word	Attach Notes	Audit Ret Maplink Sub	trieve - TylerCM Display Report bmit - TylerCM Print Reports uss Delete Reports	s Return				
Confirm	Search	Actions	Output	Office	Tools		Menu					
LIST MODE Choose one of the I NOTE: You can als	LIST MODE Choose one of the menu options or use the toolbar to act on the highlighted file. NOTE: You can also highlight a file and double-click or press <enter> to preview.</enter>											
User ID	Report File	Name Report 1	itle		Date	Time	Pages					
sstanto1	bgamdent0	0002.pdf BUDGE	T AMENDMENT ENTRY	PRF	04/20/	2015 16:07	7 3					
sstanto1	stanto1 bgamdent0004.pdf BUDGET AMEI			PRF	04/23/	2015 07:57	7 3					
sstanto1	o1 glactinq0001.pdf G/L ACCOUNT - MASTER INQUIRY				04/23/	2015 08:13	3 2					
sstanto1	glactinq000	02.pdf G/L ACC	COUNT - MASTER INQU	JIRY	04/23/	2015 08:17	7 2					
sstanto1	glactinq000	03.pdf ACCOU	NT INQUIRY		04/23/	2015 08:30	0 5					
sstanto1	rqentpst00	01.pdf REQUIS	ITION PRINT		05/04/	2015 09:12	2 1					

- 53. Double-click the report you wish to print. You will be prompted to open or save the report.
- 54. Click **Open**.
- 55. When the report opens in Adobe Acrobat, choose **File/Print** from the menu.

📜 rqentpst0001 (1).pdf - Adobe Reader							l	- 0 - X
File Edit View Window Help								×
🖄 <u>O</u> pen	Ctrl+O	1 (1 of	1) 📄 🗭 114	% - 1 8 🚇	- 1	Tools	Fill & Sign	Comment
Open From Acrobat.com								
🔁 Create PDF Online		FIA ICES	E Fin	ancia	I Se	Click	on Sign to add te	xt and place
Eave	Ctrl+S	I Servi	ces H	unçia		Public signal	tures on a PDF fil	e.
Save <u>A</u> s Shif	t+Ctrl+S	FERITAI	TAT S		S.	Shaping the	e Future	
Save As Ot <u>h</u> er	•							
Save <u>T</u> o Acrobat.com				Requi	sition (00055281-00	FY 201	5
Bend and Track Files Online		7E	Acct	No:				=
🖂 Send Fi <u>l</u> e			10910	77-0610-900	XF			
🔐 Get Documents Signed			Buyer	:				
Revert		1	Statu	s: Allocate	d		Page 1	
Close	Ctrl+W		s	hip To				
Prop <u>e</u> rties	Ctrl+D	JT PKWY	W. 5	700 CYNTHIA	DRIVE			
🖶 Print			L	OUISVILLE,	KY 40291	L		
View All Recent Files		223-5133	9	6620				
1 C:\Users\\WAREHOUSE CATALOG.pdf								
2 C:\Users\\iSafe Certification.pdf		309						
3 C:\Users\\GCFLearnFree instructions.pdf								
4 C:\Users\\Certificate (1).pdf								
5 C:\Users\\CertErate.pdf								
E <u>x</u> it	Ctrl+Q							
Date Ordered	Vend Numb	or Date er Required	Ship Via	Terms	Departme	ent		
05/04/15	0041	31			WHEELER	ELEMENTARY	SCHOOL	
LN Descripti	on / i	Account		Qty	Unit	Price	Net Pric	e .

56. After verifying that the requisition is correct, click the browser button in the Windows taskbar to return the Requisition Entry screen.

57. Click the **Release** button to submit the order to Purchasing.

К НОМЕ			R	equisition Entry	g database Ap	r 10 2015]				\$ \vee	? X	
Accept Cancel Search	Query Builder	dd Update	lelete ilobal* Iuplicate	PDF Preview	el Word Schedule	Attach	Audit Maplink*	Switch Form Line Items Release	Activate Mass Allocate More •	Return		
Main Terms/Misce	Ilaneous	Actions		συτρυτ	Office	1008	5	Me Me	nu			
Main Information												
Dept/Loc	109	WHEELER B	ELEMENTARY S	CHOOL		Status	4	Allocated				
Fiscal year	2015	Current O Next				Needed b	y	6				
Requisition number	Ę	55281				Entered	0	5/04/2015	By sstante	o1		
General commodity						PO expira	ation	C				
General description	WHEELER ELEN	MENTARY				Receive t	by (◉Quantity ○A	mount			
🖻 General Notes												
Vendor Information						Shipping Inform	ation					
Vendor	4131 😥	Committed	1			Ship to	109 .					
Name	OFFICE MAX						WHEELER E	LEMENTARY				
PO mailing	0	T DIOING					5700 CYNTH	IIA DRIVE				
	STE 104	I PNWI					LOUISVILLE		KY 4029	91		
	012 104					Email	96620					
	LOUISVILLE		KY 40223-513	13								
Delivery method	Print E	ax 🗌 E-Ma	ail			Reference						
Remit	1 🔀	OFFICE MAX										
Sendor/Sourcin	ng Notes 📑 Ver	ndor Quotes (0)										
Line Items					=							
Line Commodi	ty Inv iten	n	Inv item loc	Inv tran type	Description					Qty	Unit Price	En
1 5690820-	1150598				STAPLER, DE	SKTOP LIGHT DL	ITY BLACK WI	IDE BASE AND F	เบ่	1.00	2.59000	
												\sim
1												

58. If you get the message, "Warning! No Workflow Business Rules..." click Yes.



This message means your requisition will be routed directly to Purchasing. If you do not get this message when releasing your requisition, then another department must approve it before it can be routed to Purchasing. (Title I, Technology, FRC...)

59. Verify that the requisition has been approved. In order for **Purchasing** to process the order, the Status field must be **8** Approved.

Status	8 Approved	
Needed by		
Entered	05/04/2015 🛅 By sstanto1	
PO expiration		
Receive by	Quantity Amount	

60. When you are finished, click the **Close box** at the top right corner of the window to exit to the Main Menu.

Requisition status definitions:

- **1** = Rejected Requisition has been returned to cost center due to errors or requisition is not complete and requires attention. Please view notes for details.
- **2** = Created A requisition number has been created in MUNIS, but no detail lines have been added.
- **4** = Allocated Detail lines have been added to the requisition, but the requisition has not been released.
- **6** = Released Requisition is waiting for budget center approval.
- **8** = Approved The requisition has been received by the Purchasing Department.
- **0** = Converted The requisition has been converted to a Purchase Order.

Even if the status is 8- Approved, the Purchasing Department can reject it if it contains errors or if it is incomplete. See section titled Correcting Errors for instructions on finding and correcting rejected requisitions.

Non-Bid Requisition (Small Purchase D&F)

For **Non-Bid Requisition – Small Purchase** you will need at least **3 vendors** and **price quotes**. Before beginning the process of entering a Non-Bid requisition, look up the **commodity code**, **vendor number**, and the **accounting code**. Note that only the vendor number for the company you are placing the order with is needed, and it is also recommended that the method/reason for the **Small Purchase D & F** be obtained prior to beginning.

1. From the **Quick Links**, **Departmental Functions** menu, select **Requisition Entry**.

Kequisition Entry - Munis (TRAIN	ING DATABASE Nov 28 2016]
	te Return
Confirm Search Actions Output Office Tools Menu	
Main Terms/Miscellaneous	
Main Information	
Dept/Loc Status	
Fiscal year O current O Next Needed by	
Requisition number Entered By	
Central commonly	
Centeria descapation	
Verdez Information Statement	Shinning Information
Vendor Committed	Ship to
Name	
PO mailing	
	Email
	Reference
Delivery method Print Fax F-Mail	
😴 Vendor/Sourcing Notes 🛛 😰 Vendor Quotes (0)	

The Requisition Entry screen is displayed.

- 2. Click the Add tool on the toolbar.
- Your department code should appear in the Dept/Loc field. If your department or location code does not appear in the field, type the code or click the ellipsis (...) button; then double-click the appropriate code from the list. You also can press F9 to access the list.
- 4. Press the **TAB** key to move to the **FY (fiscal year) field**. This field defaults to the current year. If you wish to use funds from a different fiscal year, type the fiscal year in the field.
- 5. Press **TAB** to skip **Requisition number** field. **The requisition number will be generated automatically.** Write down the requisition number.
- 6. Press **TAB** to skip the **General Commodity** field. You will not use this field.
- 7. In the **General description** field, **ENTER YOUR SCHOOL OR DEPARTMENT NAME IN ALL UPPERCASE** (limit 30 characters).
- 8. Press **TAB** to move to the **Needed By** field. If you need the items by a specific date, enter the date using the format: MM/DD/YYYY in the **Needed By** field,

and call the Purchasing Department. (*Schools please call your Purchasing Assistant*) Otherwise leave this field blank and press **TAB** to skip it.

9. The **General Notes** button is used to attach a message for the vendor or for Purchasing. The General Note can be used to notify the vendor (i.e., Attention Gina, Gratis Materials, Ship to...., Bid Reference number...) or a note to the Purchasing Assistants that additional information will follow. (i.e., *Please fax PO to vendor, contract on file, PO addendum to follow*, etc.).

Type the note. If the vendor should see the note, click the **Print on PO** button in the Ribbon. When finished, click the **Accept** button or press **ENTER** to save the note. Click the **Return** button on the Ribbon to return to the Requisition Entry screen

У ном	ME										Requisitior	e Entry - Muni	s [TRAINING	DATABA
Accept Cance	Search	🔲 Browse 💽 Query Builder	Add	Update	X Delete O Global*	Print	Text file	X Excel	Word Email Schedule	U Attach	Notes Notify	🖹 Audit 🔃 Maplink*	Print On PO Import	Return
Confirm		Search		Actio	ons		Output		Office		Tools		Menu	
Note Requisition Date/Time Created By	2017 2016-12- sstanto1	39493 -28 08:10	Line	Print on	PO.									
				< >										

- 10. Press **TAB** to move to the **Vendor** field. Enter the **approved vendor number** for the **non-bid item**. If you do not know the **vendor number**, look up the vendor number by clicking on the ellipsis (...) button. Type the name of the vendor (in UPPER CASE) in the **Vendor Alpha** field. Click the **Accept** button to display a list of vendors with this name. Select the appropriate vendor from the list; then click the **Accept** button to enter the vendor number in the **Vendor** field.
- 11. Press **TAB** to skip the **PO Mailing** and **Remit** fields. If needed, these fields will be filled in automatically.
- 12. Click the Vendor/Sourcing Notes button.

Vendor Information	
Vendor	61050 🔁 Committed
Name	COURIER JOURNAL
PO mailing	0
	525 WEST BROADWAY
	P O BOX 740031
	LOUISVILLE KY 40201-7431
Delivery method	Verint Fax E-Mail
Remit	
Carl Vendor/Sourcin	ng Notes 🖉 Vendor Quotes (0)

13. Click the **Import** button in the Ribbon.

У ном	E		Requisition Entry	y - Munis [TRAINING	i DATABASE Nov 28 2016] > Ve	ndor Sourcing Notes
Accept Cancel	Search Browse	Add Update X Delete	Print Text file	Excel Word Excel Email Schedule	Attach Notes Audit	Print On PO Import
Confirm	Search	Actions	Output	Office	Tools	Menu
Note Requisition Date/Time 2 Created By s	2017 39494 2016-12-28 09:53 stanto1	Print on PO.				
		< ~				

14. From the **Requisition Notes** screen select number **1** for **D&F Note 1 Vendors**.

Accept Cancel	Search	🔳 Browse 🔝 Query Builde	er Add Upda	te Delete	Print	🕞 Text fi 🥕 PDF 🗟 Previe	Excel	Word Email Schedule	U Attach	Notes Notify	Audit 🕀 Maplink*	Show/Hide Cols Customize Screen Form	Return
Confirm		Search	A	ctions		Output		Office		Tools		Menu	
Туре		Number	Dated	By User		1	Descriptio	n					
Normal		1	06/17/2003	kdesupp			D & F: NC	TE 1 - VENDO	RS				
Normal		2	06/17/2003	kdesupp			D & F: NO	TE 2 - PRICES	3				
Blanket		3	06/17/2003	kdesupp			NONCOM	PETITIVE NEO	GOTIATI	ON METHO	D:		
Normal		4	06/17/2003	kdesupp			WAREHO	USE SHIPPIN	G VERIF	ICATION			
Blanket Normal		3 4	06/17/2003 06/17/2003	kdesupp kdesupp			NONCOM WAREHO	DETITIVE NEC	GOTIATI G VERIF	ON METHO	D:		

15. Click the **Update** button on the **Vendor/Sourcing Notes** screen.

Accept Cancel	Search Browse	Add Update X Delete	Print DF	Excel Word Schedule	Attach Notes	Audit	Print On PO Import	Return
Contirm	Search	Actions	Output	Office	View attachment	s for the current	t data record (0))
Requisition Date/Time Created By	2015 55282 2015-05-04 10:30 kdesupp	Print on PO.						_
D & F: NOTE VENDORS 1. 2. 3. TYPE OF QUOI [] PHONE [] WRITTI [] CATALO [] OTHER	1 - VENDORS IE: QUOTES EN QUOTES DG	<						

- 16. Click next to number 1 under Vendors and enter the name of the first vendor, making sure not to delete the numbers. Repeat this for vendor number 2 and 3.
- 17. **TAB** to **Type Of Quote**, place an **X** between the parentheses of the method of comparison.
- 18. **TAB** to **PERSON RESPONSIBLE** and enter the name of the individual who provided the information for the D & F.
- 19. **TAB** to the **FINDINGS** statement, and enter the information which must start with, "**I DETERMINE**....."
- 20. Do not click the **Print On PO** button. Click the **Accept** button or press **ENTER** to save the D&F.
- 21. Click Add to add another note. Click Import and select 2 for D & F: Note 2 Prices and then click Update. Fill out the note to indicated the three price quotes. Do not click Print On PO. Click Accept or press ENTER to save the note.
- 22. Click the **Return** button on the Ribbon to return to the Requisition Entry screen.
- 23. Press **TAB** to move to the **Ship to** field. If you wish to ship the items to a different school or department, click the ellipsis (...) and select the **Ship to Code** from the list.
- 24. In the Reference field type a location or person responsible for receiving the order. Press **Tab** to skip **Entered** field.
- 25. Press **TAB** to move to the **Terms/Miscellaneous** screen or click the tab highlighted below.
- 26. Press TAB to skip the Discount % and Freight % fields.
- 27. In the **Freight meth/terms** field, type the method of delivery (**optional**). If you leave the **Freight meth/terms** field blank, the order will be sent Best Way.
- 28. Press **TAB**. If you are billing a school or department other than your own, click the ellipsis (...) button to display the **Bill to Codes**. Select the code from the list.

- 29. Press TAB to skip Special handling, Allocation, Buyer, and Review fields.
- 30. Press **TAB** to skip the **Type** field. There are two types you may use when preparing requisitions, one is the **Normal** or a *regular* requisition, and the other is a **Blanket Order**. To change from Normal to Blanket, click the drop-down arrow and select **B-Blanket**. A **Blanket Order** is a Purchase Order that is opened for the purpose of processing repetitive purchases from a single vendor.
- 31. Click the **Accept** button or press **ENTER** to skip the remaining fields. The **Line Detail** screen appears.

HOME					Requisiti	n Entry - Munis [TRAINING [DATABASE Nov 28 2016] > Line Iter	ns
ccept Cancel Se	Query Builder	Add Update Clobal-	Print R PDF	X Word Excel Email	Attach Notes IR Aud	ink- Return		
Confirm	Search	Actions	Output	Office	Tools			
scal year 2017	7 Number	39493	Line 1					
uantity ommodity ventory item scation		📸		Unit Price UOM Freight Discount percent	.0000 EA	3		
/pe	O Pick ticket O Purchase			Credit. Line item total		00		
escription			0	Amount justification	UNKNOWN	70		
	🖨 Add'i Desc/Noti	:5						
iscellaneous								
anufacturer	-				lid	E		
ETS Code					Dept/Loc	109 WHE	ELER ELEMENTARY SCHOOL	
O mailing		i.			Required by		71-10	
elivery Method	Print			^	Receipt notification to	1		
	Fax				fixed asset	N V		
	E-Mail				VO Number			
	E-Procurement			×.	VO Task	0		
emit	0[1			1-12-18-18-18-18-18-18-18-18-18-18-18-18-18-	Nolify buyer		
	C Vendor/Sourcing M	lotes				and a second second		
andor item no.								
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- 31. Type the quantity for the first line item; then press **TAB**.
- 32. Enter the **commodity code** in the **Commodity field**. If you do not know the commodity code, return to the MUNIS menu and select the **Commodity Codes** menu option to search for the commodity code.
- 33. Press **TAB**. A short description will appear in the Description field followed by two asterisks (**).
- 34. Click the **Add'l Desc/Notes** button below the **Description field** to add the description of the item you are ordering.
- 35. Type the full description of the item on the lines provided. Be sure to enter **catalog number** or any other pertinent information for the item, such as **color**, **size**, etc.
- 36. Click the **Print on PO** button on the Ribbon to change the field from **N** (No) to **Y** (Yes).
- 37. When you have finished typing the description, click the **Accept** button or press **ENTER** to save the note.
- 38. Click the **Return** button on the Ribbon to return to the Line Detail screen.

- 39. Press TAB to skip Item/Loc/Type fields.
- 40. Update the **Unit Price** and **UOM** (Unit of Measure) fields by typing the appropriate information.
- 41. Press **TAB** to skip the **Freight field**. Freight is entered as a separate line item. (Note: Freight line cannot be added to a Bid Textbook Purchase Order.)
- 42. If you are entering an item that has a **discount**, enter the discount in the **Discount % field**. A 10% discount is entered as 10.
- 43. Press Tab to skip the Credit field.
- 44. Enter the **account number** you wish to charge in the appropriate **Org**, **Obj**, **and Project fields**. Do NOT press the Tab key after entering the Project. The amount will be entered and the cost center budget will be updated. Remember you can split the amount between two or more accounts.
- 45. When you are finished, click the **Accept** button or press **ENTER** to save the line item.
- 46. To add another line item to this requisition, click the **Add tool** in the toolbar.
- 47. Repeat steps **29-44** for each additional line.
- 48. When you are finished, click the **Return** button; then click on the *Main* tab on the **Requisition Entry** screen.
- 49. Before submitting the order to **Purchasing**, you should verify that the order is correct. To print the requisition, click the **Print** button from the Ribbon.
- 50. Select Req Format. Click the OK button.

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- 51. The **Printing Options** screen is displayed. Select or deselect the options you wish to use, then click the **Accept** button or press the **ENTER** key. It is strongly recommended that you always select *Print authorized by signature line*. This provides a line for your supervisor to sign authorizing the approval of the requisition.
- 52. The **Output** dialog box is displayed. Choose **Save**, enter a File name, select **PDF** from the *Save as type* drop-down list; then click **OK**.
- 53. To print the saved report, click the Browser button on the Windows taskbar to return the main menu.

54. From the Main Menu, choose **Saved Reports**.

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LIST MODE Choose one of the menu options or use the toolbar to act on the highlighted file. NOTE: You can also highlight a file and double-click or press <enter> to preview.</enter>											
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sstanto1	glactinq00	01.pdf	G/L ACCOUNT - N	IASTER INQUIRY			04/23/2015	08:13	2		
sstanto1	glactinq00	02.pdf	G/L ACCOUNT - N	ASTER INQUIRY			04/23/2015	08:17	2		
sstanto1	glactinq00	03.pdf	ACCOUNT INQUIR	RY			4/23/2015	08:30	5		
sstanto1	rgentpst00	01.pdf	REQUISITION PRI	NT)5/04/2015	09:12	1		

55. Double-click the report you wish to print. You will be prompted to open or save the report.

56. Click Open.

57. When the report opens in Adobe Acrobat, choose **File/Print** from the menu.

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58. After verifying that the requisition is correct, click the browser button in the Windows taskbar to return the Requisition Entry screen.

59. Click the **Release** button to submit the order to Purchasing.

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60. If you get the message, "Warning! No Workflow Business Rules..." click Yes.



This message means your requisition will be routed directly to Purchasing. If you do not get this message when releasing your requisition, then another department must approve it before it can be routed to Purchasing. (Title I, Technology, FRC...)

61. Verify that the requisition has been approved. In order for **Purchasing** to process the order, the Status field must be **8** Approved.

Status	8 Approved	
Needed by		
Entered	05/04/2015 🛅 By sstanto1	
PO expiration		
Receive by	Quantity Amount	

- 62. When you are finished, click the Close box at the top right corner of the window to exit to the Main Menu.Click on the Main tab to verify that 8 Approved appears in the Status field. In order for Purchasing to process the order, the Status must be 8 Approved. When you are finished, click Exit from the File menu or click the Close box () at the top right corner of the window to exit. If your requisition is a Status 6 the means it is waiting for Budget Center Approval and hasn't been released to Purchasing.
- 63. Remember it is your responsibility to check the status.

Blanket Requisitions

A **Blanket Order** is a Purchase Order that is opened for the purpose of processing repetitive purchases from a single supplier. A blanket order allows you to encumber funds on an order for an entire year. For example, a \$500 blanket order for Pepsi allows you to order additional drinks throughout the year without submitting another requisition. The amount you order and receive would be deducted from the original \$500.00 until that amount is exhausted. You may increase or decrease the amount on the PO if necessary by completing the **Request For Purchase Order Maintenance Change Notice/Vendor Change** form.

Follow the appropriate instructions for entering the type of requisition. For example, if ordering a blanket order for Pepsi follow the instructions for a Bid Requisition. The differences for the blanket order are as follows:

- On the Terms/Miscellaneous screen change Normal to Blanket.
- The Line Detail description must include WHO, WHAT, WHERE, WHEN and WHY for example:

THIS IS A BLANKET ORDER FOR MISCELLANEOUS CLOTHING ITEMS, SUCH AS BELTS, UNDERWEAR, SOCKS, ETC. TO BE PURCHASED FROM DECEMBER THROUGH MAY OF THE SCHOOL YEAR 2015-2016 FOR THE PURPOSE OF DRESS CODE/EMERGENCIES.

- Quantity for a Blanket order is always 1 and the Unit of Measure is always LOT.
- Note: You will need to include a **D & F for Small Purchase** if this Blanket Order is for non-Bid Items.

Entering Additional Receiving for Blanket Orders that Have Had Increases

After PO Maintenances, blanket orders may have increases in fund availability and require additional receiving.

- 1. Navigate to **PO Receiving**
- 2. Click Add.
- 3. Fill in Year PO Number Line fields.
- 4. **TAB** past **Quantity** field to the **Dollar Amount** field.
- 5. Enter the amount of the invoice you want to receive and press **ENTER**. ****DO NOT TAB****
- 6. This will automatically complete receiving. If notes or comments need to be added, click **Update** to add the notes, then click **Accept.**

Purchasing Quick Review

Nothing can be ordered without a commodity code and an accounting code.

A warehouse requisition does not require a vendor number. A warehouse requisition does not require on-line receiving. All other types of requisitions do. Requisitions for warehouse or bid items do not require a Determination and Findings (D & F). All other types of requisitions do.

A **Bid requisition** means you are purchasing items off a bid list. Remember you can only purchase bid items on a bid requisition and you can only purchase items from one vendor at a time.

A **Non-Competitive D & F** means that the item you are purchasing is only available through one vendor and it is not a bid item. For example, the National Educational Computing Conference (NECC) is only available through NECC because it is a one of a kind conference. Another example, a book or software that is only available from publisher or copyright holder.

A **Small Purchase D & F** means that the item you are purchasing is available from multiple vendors and it is not on bid. For example, Tee Shirts with printed school logo, many companies provide this item and in order to purchase it you would need to contact three separate companies and get their price quotes. Another example is hotel accommodations, software not on bid, and technology devices not on bid (mouse pads, flash drives, external hard drive...)

A **Blanket Purchase** order is used to purchase a specific item(s) multiple times during the school year. A blanket order allows you to encumber funds on an order for an entire year. For example, a \$500 blanket order for Pepsi allows you to order additional drinks throughout the year without submitting another requisition. The amount you order and receive would be deducted from the original \$500.00 until that amount is exhausted. And you may increase the amount on the PO if necessary by completing the **Request For Purchase Order Maintenance Change Notice/Vendor Change** form.

Remember when ordering items not on bid, the requisition will require a Determination & Finding.

Once a PO has been paid out, if you have a remaining balance, be sure to have the remaining balance cancelled.

You cannot make changes to requisitions that have a status of **8 Approved**. If you need to make changes to an approved requisition, contact the Purchasing department **immediately**.
Rejected Requisitions

All purchase requisitions are approved by the Purchasing Department. If a requisition is incomplete or incorrect, the Purchasing Department will **reject** the requisition. You should receive an email when the requisition is rejected. When a requisition is rejected, you will need to:

- 1) find the requisition;
- 2) read the rejection note;
- 3) activate the rejected requisition;
- 4) make the appropriate changes; and then
- 5) re-release the requisition.
- 1. From the *Quick Links Departmental Functions* menu select Requisition Entry.
- 2. Click the Search tool in the toolbar.



- 3. Enter the **fiscal year**. Choose **current** or **next**. Enter **requisition number** in the **Requisition number field** to find a specific requisition or enter a **1** in the Status field to find **all rejected requisitions**.
- 4. Click the **Accept** button or press the **ENTER** key. If you entered the number 1 in the status field all Rejected requisition(s) will be displayed.
- 5. If you have multiple rejected requisitions it may be necessary to click the **Arrows** at the bottom of the screen to move to the rejected requisition you wish to change or click the **Browse** button to view all the rejected requisitions on one screen.

IMPORTANT Check the status of your rejected requisitions on a weekly basis.

6. From Browse view, double-click the requisition to return to the Main screen. When the requisition is displayed, click the **Notes** button in the Ribbon; then choose General to view the reason the requisition was rejected.

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7. Double-click on the **Reject** message to read the entire error message.

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 After reading the error message, choose Return from the Ribbon to return to the Requisition Notes screen. Choose Return again to return to the Requisition Entry screen.



- Requisitions that have been rejected must be activated before changes can be made. To activate the requisition, click the Activate button.
- 10. You are now ready to correct or delete the requisition. Follow the instructions on the following pages to make changes to the requisition.
- 11. When you are finished, you must **Release** the requisition again.

Correcting, Adding, or Deleting a Requisition

Making Changes to the Main and Terms/Miscellaneous Tabs

- 1. Click the **Update tool**.
- 2. Make the necessary changes to the top portion of the requisition on the **Main** tab or to the terms and/or shipping by clicking on **Terms/Miscellaneous** tab.
- 3. Click the **Accept** button or press the **ENTER** key to save changes.

Making Changes to a Line Item and/or Account Code

- 1. Click the Line Detail button.
- 2. Click the **Arrows** at the bottom of the screen to move to the line to be changed.
- 3. Click the Update tool.
- 4. Make the necessary changes to the line item.
- 5. Click the **Accept** button or press the **ENTER** key to save the changes.
- 6. Make the necessary changes to the account code.
- 7. Click the **Accept** button or press the **ENTER** key to save the changes.
- 8. Choose **Return** button on the Ribbon to return to the **Requisition Entry** screen.

Adding an Item Description

- 1. Click the Line Detail button.
- 2. Use the **Arrows** at the bottom of the screen to move to the line to be changed.
- 3. Click the Add'l Desc/Notes button.
- 4. Click on the **Add** tool.
- 5. Type a description of the item.
- 6. Click the **Accept** button or press the **ENTER** key to save the changes.
- 7. Choose **Return** button on the Ribbon to return to the **Requisition Entry** screen.

Editing an Existing Description Note

- 1. Click the Line Detail button.
- 2. Use the **Arrows** at the bottom of the screen to move to the line to be changed.
- 3. Click the Add'I Desc/Notes button.
- 4. Use the **Arrows** to move to the note containing the description.
- 5. Click the **Update tool**.
- 6. Make the necessary changes.
- 7. Click the **Accept** button or press the **Enter** key to save the changes.
- 8. Choose **Return** button on the Ribbon to return to the **Requisition Entry** screen.

Deleting a Description Note

- 1. Click the Line Detail button.
- 2. Use the **Arrows** at the bottom of the screen to move to the line to be changed.
- 3. Click the Add'l Desc/Notes button.
- 4. Use the **Arrows** to move to the note containing the description.
- 5. Click the **Delete** tool.
- 6. Click **Yes** to delete the note or **No** to cancel the deletion.
- 7. Choose **Return** button on the Ribbon to return to the **Requisition Entry** screen.

Deleting a Line Item

- 1. Click the Line Detail button.
- 2. Use the **Arrows** at the bottom of the screen to move to the line to be deleted.
- 3. Click the **Delete** tool.
- 4. Click **Yes** to delete the line item or **No** to cancel the deletion.
- 5. Choose **Return** button on the Ribbon to return to the **Requisition Entry** screen.

Adding a Non-Competitive D & F

- 1. Click the Vendor/Sourcing Notes button.
- 2. Choose **Import Note**. Click the **green check mark**. The following screen is displayed.
- 3. Double-click **NONCOMPETITIVE NEGOTIATION METHOD**. If necessary, click the **Arrows** at the bottom of the screen to locate the blank Noncompetitive note.
- 4. Click the **Update** tool.
- 5. Put your **[X]** for the **Noncompetitive Negotiation method**, tab to the **Reason line** and type the reason for this choice.
- 6. Click the **Accept** button or press the **ENTER** key.
- 7. Choose **Return** button on the Ribbon until you return to the **Requisition Entry** screen.

Editing a Non-Competitive D & F

- 1. Click the **Vendor/Sourcing** Notes button
- 2. If necessary, click the **Arrows** at the bottom of the screen to locate the **Non-Competitive note** to be updated.
- 3. Click the **Update** tool.
- 4. **TAB** to the appropriate fields and make the necessary changes to the note.
- 5. Click the **Accept** button or press the **ENTER** key to save the changes.
- 6. Choose **Return** button on the Ribbon until you return to the **Requisition Entry** screen.

Deleting a Non-Competitive Note

- 1. Click the **Vendor/Sourcing** button.
- 2. Use the arrows at the bottom of the screen to select the note to be deleted.
- 3. Click the **Delete tool**.
- 4. Click **Yes** to delete the line item.
- 5. Choose **Return** button on the Ribbon until you return to the **Requisition Entry** screen.

Adding a Small Purchase D & F Vendor Note

- 1. Click the Vendor/Sourcing Notes button.
- 2. Choose Import.
- 3. Double-click **D& F NOTE 1 VENDORS**.
- 4. Click the **Update tool**.
- 5. TAB to the appropriate line and type the names of each of the three vendors. Indicate with an X the method chosen. Tab to the Reason line and type the reason for choosing the vendor. Remember the statement must begin with "I DETERMINE...".
- 6. Click the **Accept** button or press the **ENTER** key to save the changes.
- 7. Choose **Return** button on the Ribbon to return to the **Requisition Entry** screen.

Editing a Small Purchase D & F Vendor Note

- 1. Click the Vendor/Sourcing Notes button.
- 2. If necessary, click the **Arrows** at the bottom of the screen to locate the **Vendor note**.
- 3. Click the **Update tool**.
- 4. Make the necessary changes to the note.
- 5. Click the Accept button or press the ENTER key to save the changes.
- 6. Choose **Return** button on the Ribbon until you return to the **Requisition Entry** screen.

Deleting a Small Purchase D & F Vendor Note

- 1. Click on the **Main** tab.
- 2. Click the Vendor/Sourcing Notes button.
- 3. If necessary, click the Arrows at the bottom of the screen to locate the Vendor note.
- 4. Click the **Delete** tool.
- 5. Click **Yes** to delete the line item.
- 6. Choose **Return** button on the Ribbon to return to the **Requisition Entry** screen.

😂 👘 Vendor/Sourcing Notes

Adding a Vendor Pricing Note

- 1. Click the Line Detail button.
- 2. Use the **Arrows** at the bottom of the screen to move to the line to be changed.
- 3. Click the Add'I Desc/Notes button.
- 4. Choose Import Note.
- 5. Double-click **D&F Note 2 Prices.**
- 6. Click the **Update** tool.
- 7. Type the **Vendor** pricing information.
- 8. Click the **Accept** button or press the **ENTER** key.
- 9. Choose **Return** button on the Ribbon until you return to the **Requisition Entry** screen.

Editing a Vendor Pricing Note

- 1. Click the Line Detail button.
- 2. Use the **Arrows** at the bottom of the screen to move to the line to be changed.
- 3. Click the Add'l Desc/Notes button.
- 4. If necessary, use the arrows to locate the **Vendor Pricing** note.
- 5. Click the **Update** tool.
- 6. Make the necessary changes to the note.
- 7. Click the **Accept** button or press the **ENTER** key to save the changes.
- 8. Choose **Return** button on the Ribbon until you return to the **Requisition Entry** screen.

Deleting a Vendor Pricing Note

- 1. Click the Line Detail button.
- 2. Use the **Arrows** at the bottom of the screen to move to the line to be changed.
- 3. Click the Add'I Desc/Notes button.
- 4. If necessary, use the arrows to locate the **Vendor Pricing** note.
- 5. Click the **Delete** tool.
- 6. Click **Yes** to delete the line item.
- 7. Choose **Return** button on the Ribbon until you return to the **Requisition Entry** screen.

Deleting a Requisition

1. Click the **Delete** tool.

Do not click the update tool, no need to update before deleting.

2. Click **Yes** to delete the requisition.

Release the Requisition

- 1. After making all necessary changes, click **Release** to route your requisition back to Purchasing.
- 2. Verify that the **Status** field in the upper right-hand corner of the **Main** tab shows **8 Approved**.

Requisition status definitions:

1 = Rejected –	Requisition has been returned to cost center due to errors or requisition is not complete and requires attention.
2= Created -	A requisition number has been created in MUNIS
4= Allocated -	Lines have been added to the requisition, but the requisition has not been released to Purchasing.
6= Released –	Requisition is waiting for budget center approval.
8= Approved -	Requisition is at Purchasing Department.
0 = Converted -	Requisition has been converted to a Purchase Order.

Remember to check your requisition(s) status.

Purchase Order Receiving

Receiving should be completed in *MUNIS* promptly following the delivery of the order. Receiving must be completed in order for a purchase order to be paid. There are two screens to process receiving in *MUNIS*. The **Quick Receipt** screen is used to receive all items on one or more lines of a purchase order or to receive the purchase order in full. The **Purchase Order Receiving** screen is used to receive partial line item(s), to record returned items, and to print the receiving file. A purchase order can have multiple receiving records in order to complete the Purchase Order.

1. Click the **Purchase Order Receiving** from the **Quick Links – Departmental Functions**.

HOME			P	urchase Order R	eceiving - Munis [TR	AINING	DATABASI	E Apr 10 2015	5]	
Accept Cancel Search	Browse	Add Update	Delete Global≁ Duplicate	rint DF	Excel Word Schedule	U Attach	Notes	Audit Maplink*	Quick Receipt Audits	Retur
Confirm Confirm	Search	Actions		Output	Office		Tools		Menu	
O Fiscal Year		PO Number			Line #					
/endor		Vendor alpha			Ellic II					
tem		Bid #								
Description										
						^				
						\sim				
/lanufacturer										
Manufacturer item no.			Ven	dor item no.						
Quantity		_								
Drdered		Received								
Remaining		Invoiced								
Received Returned										
Received Details	2									
Quantity		Dollar Amount	t	(Date					
Packing Slip#		Fixed Asset#		1	By					
Comments										
							~			
Quantity Invoiced										
Quantity Invoiced	Fully Invoiced									

The following screen is displayed.

- 2. Click the **Quick Receipt** button on the Ribbon.
- 3. Type the fiscal year in the **PO Fiscal Yr/#** field.



4. Press the **TAB** key and enter the purchase order number for the order you wish to receive. It is not necessary to enter leading zeros. Click the **Accept button** on the Ribbon or press the **ENTER** key. 5. All items on the purchase order are shown in the lower portion of the window.

🐝 ном	E	Purchase C	rder Receiving	- Munis [TRAINING DA	TABASE Apr 10 2	D15] > Pt Selec	t Lines Part	ial
	O Browse	Lelete	E. E. Te	xt file 🚺 💷 Word	📔 📃 No	tes 🖹 / Selec	t All Kec	Return
Accept Cancel	Search Query Builder	Add Update Global	Print PE	DF Excel Email	Attach Attach	tify 📴 Unsel	ect All Aud	its
Confirm	Search	Actions	e 🔍 Pro Output	Office	lle 1	ools	Menu	
Purchase Order								
PO Fiscal Yr/#	2015 154137	70						
Vendor		68730 GREEN JOHN R	OMPANY					
Packing Slip#		Fix Asset#						
Dept	109							
PO Amount	178.42							
Line De	scription		Item		Ordered	Rec'd TD	Remaining	Receive
P/ 1	PER, LOOSELEAF 3 HOLE	E WIDE RULED 8 1/2" X 11" V			42.00	.00	42.00	
NC 2	DTEBOOK, COMPOSITION	WIDE RULE, WIRELESS SE			136.00	.00	136.00	
CL 3	IP, PAPER #2 JUMBO WIR	RE NICKELED 100/BX CHARL	ES LE(dµ	50.00	.00	50.00	

- 6. If all items on this order are complete, click the **Select All** button.
- 7. Click the **Receive** button and then click the **Accept** button or press the **ENTER** key.
- 8. If an item is only partially received, click on the line and then click the **Select Lines** button. Under the **Receive** column. Choose **Partial** for the line item. The **Partial Receipt** screen will open.

		Purchase	e Order Recei	iving - Munis [TRA]	INING DATABASE	Apr 10 201	15] > Purch	ase Order Re	ceiving >	;
НОМ	E								-	
Accept Cancel	Search	Add Update	X Delete O Global *	Print Text file	Excel Excel	Attach	Notes Notify	Audit 🕀 Audit	Return	? ×
Confirm	Search	Action	ns	Output	Office		Tools			
Purchase Order										
PO Fiscal Yr	2015 P	O Number	1541370	Line #	001					
Ordered	42.00 R	eceived		.00 Remaining		42.00				
Received										
Quantity	20	Dollar Amount		.00 Date 05	/07/2015					
Packing Slip#		Fix Asset#	Т	By sst	anto1					
Comments			1	,						
						\sim				
						\sim				
Returned										
Quantity	.00									
Comments										
					\sim					
RMA										
1										

 Enter the Quantity received and any Comments you may have.
 For a BLANKET Order <u>never</u> put anything in Quantity, always tab to Dollar Amount and enter the amount spent. Click the Accept button or press ENTER when finished. 10. When you have completed every line item, click the **Receive** button in the Ribbon.

Note: If you did not receive items for a line, you can leave the line blank, however, you will need to click the **Accept** button or press the **ENTER** key to let the program know that you are finished and ready to receive.

11. After receiving the items, choose the **Close** box at the top right hand corner of the screen to return to the **Purchase Order Receiving** screen.

The Quantity Received field will show a decimal amount. For example if the blanket order is \$200.00 and you receive \$100.00, the Quantity Received field would show .5, indicating that you had received half of the total amount.

View/Printing Existing Receiving Files

- 1. Click the **Purchase Order Receiving** from **Quick Links**, **Departmental Functions** menu.
- 2. From the Purchase Order Receiving screen, click the **Search** tool on the Ribbon.



- 3. Press the **TAB** key to move the cursor to the **PO Number** field. Enter the purchase order number for the receiving file you wish to view.
- 4. Click the **Accept** button or press the **ENTER** key. The **Purchase Order Receiving** records are displayed on the screen.

Confirm Purchase Order	Search	Actions	C	Output	Office		Tools	Menu
PO Fiscal Year	2015	PO Number	1541370		Line #	001		
Item	06730	Bid #	GREEN JOHN P	COMPANY				
Description	PAPER, LOOSELEA	F 3 HOLE WIDE RI	ULED 8 1/2" X 11	WHITE BON	D W/RED MAR	GIN		
	LINES 100 SHEETS	PKG AMERICAN P	PAPER CONVER	FERS VR #AF	PC-130P100	0		
Manufacturor								
Manufacturer item no.			Vendor iter	m no.				
Quantity	12.00			20.00				
Remaining	42.00 R	ivoiced		.00				
Received Returns	he							
Received Details								
Quantity	20.00	Dollar Amount		22.20 Date	05/07/2015			
Packing Slip#		Fixed Asset#		Ву	sstanto1		~	
Comments						^		
						\sim		
Quantity Invoiced		.00						
	Fully Invoiced							

- bottom of the screen to move to the receiving record you wish to view.
- 6. If you want to see the receiving records in a list, click the **Browse** button in the Ribbon.

У ном	E			I	Purchase Ord	der Rec	eiving - Muni	is [TRA	INING DATA	BASE Aj	or 10 2015]	> Purchase (Order Receiving				۵	0 ?	×
Accept Cancel	Q Search	📰 Browse 🔝 Query Builder	Add U	J pdate	X Delete O Global*	Print	Text file	X II Excel	Word Email Schedule	U Attach	Notes Notify	Audit 🔂 Audit	Show/Hide Cols Customize Screen	Form	Return				
Confirm		Search		Action	ns	(Dutput		Office		Tools		Menu						
Record Numb	ber	Year		PO #	Line		Ordered	Rec D	Date		Receive	d	Amount		Returned	Invoiced	Fully In	voiced	Com
22781	17	2015	15	41370	1		42.00	05/07	7/15		20.0	o	22.20		0.00	0.00	N		
22781	18	2015	15	41370	2		136.00	05/07	7/15		100.0	0	80.00		0.00	0.00	N		
22781	19	2015	15	41370	3		50.00	05/07	7/15		50.0	0	23.00		0.00	0.00	N		
										1									

- 5. In Browse mode, double-click on a line or highlight the record and click the **Accept** button or press **ENTER** to return to the receiving record.
- 6. When you have the receiving file on the screen, choose the **Print** button from the Ribbon.
- 7. When you are finished, click the **Close box** at the top right hand corner of the screen to exit.
- 8. The following screen is displayed. Click Local Printer.

🔤 Output	
Output type	
 Munis printer 	Printer name: Properties
O Local printer	Status:
Save	ID:
O Display	
	Comment: Outputs to a printer available to the Munis server. You may
	accept the default or select a different printer from the list.
Report title	
Purchase Order Receiving	
-Options	
Landscape	Copies 1 💌
Current only	
	OK Cancel

- Enter an optional title, such as RECEIVING TICKETS FOR PO# 1241657; then click Display to preview the report or click Local Printer to send the report to your default Windows printer. Click the OK button.
- 10.Click **Exit** from the **File** menu or click the **Close box** () at the top right corner of the window to exit.

If you made a mistake while entering the receiving information, delete the record; then re-enter it. To delete a receiving record, click the **Delete** tool on the Ribbon. You will not be able to delete a receiving record from the receiving file if it has been approved for payment.

Appendix:

• Help & Forms

Help & Forms

Finance Support Technician - Jessica Kirby 485-7112

Accounting — 485-3146 Grants and Awards — 485-3461 Help Desk —485-3552

Purchasing/Bid Department Info:

Wyatte Wynn – Director 485-3543 Donna Cockerill - Coordinator 485-7860 Kathy Williams - Senior Purchasing/Bid Clerk 485-7861

Current information on bid clerks and buyers, as well as forms, can be found on the Purchasing website: www.jefferson.kyschools.us/departments/purchasing