MUNIS Guide

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

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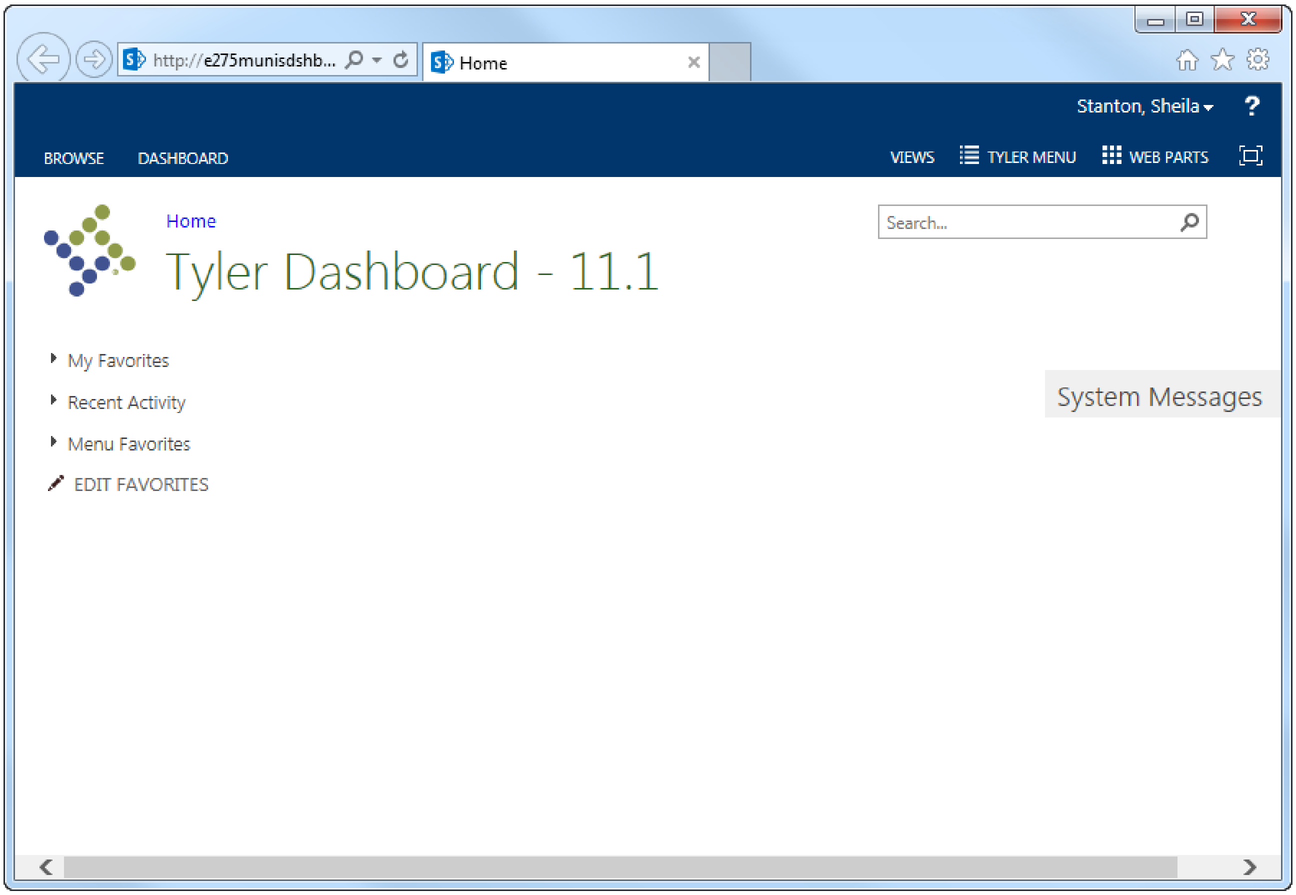
Logging on to MUNIS

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.

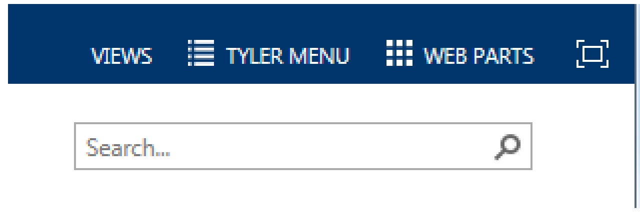


Bookmark this page to avoid typing it each time you log into MUNIS. You may also wish to put a shortcut on your desktop for faster/easier access on a daily basis.

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.

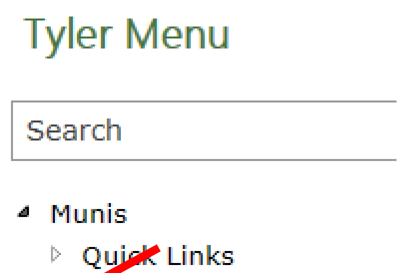
Menus

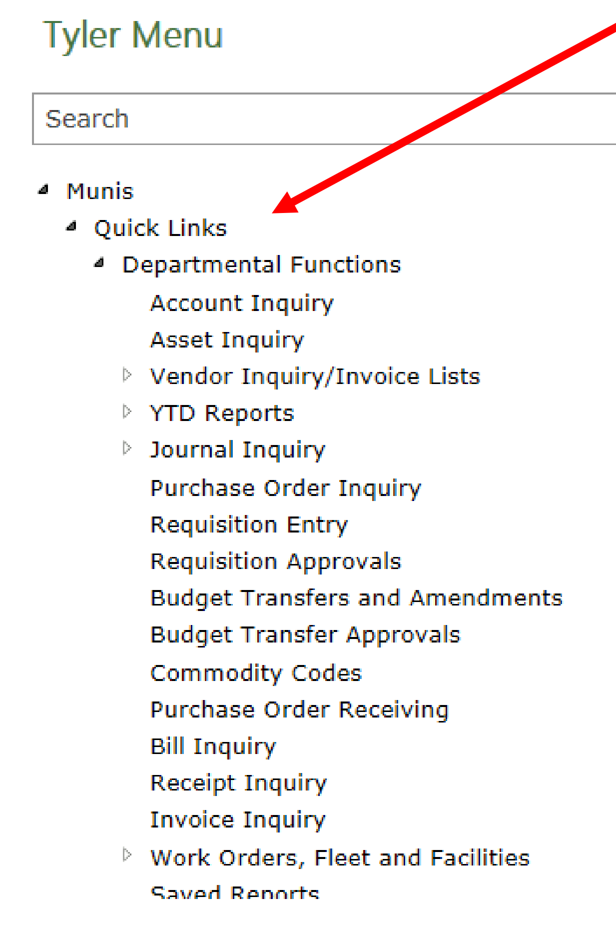
Click TYLER MENU at the top of the screen.



MUNIS screens are found under **Munis - Quick Links – Departmental Functions**.

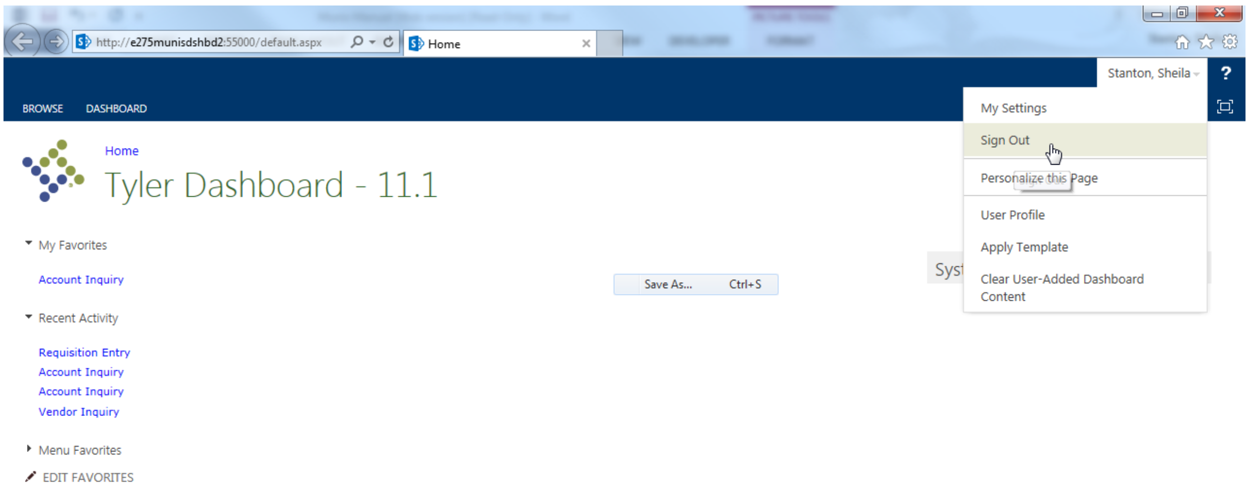
The caret symbol (**>**) indicates that the menu is collapsed. Click once on the caret symbol to expand the view.





Logging Off

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



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

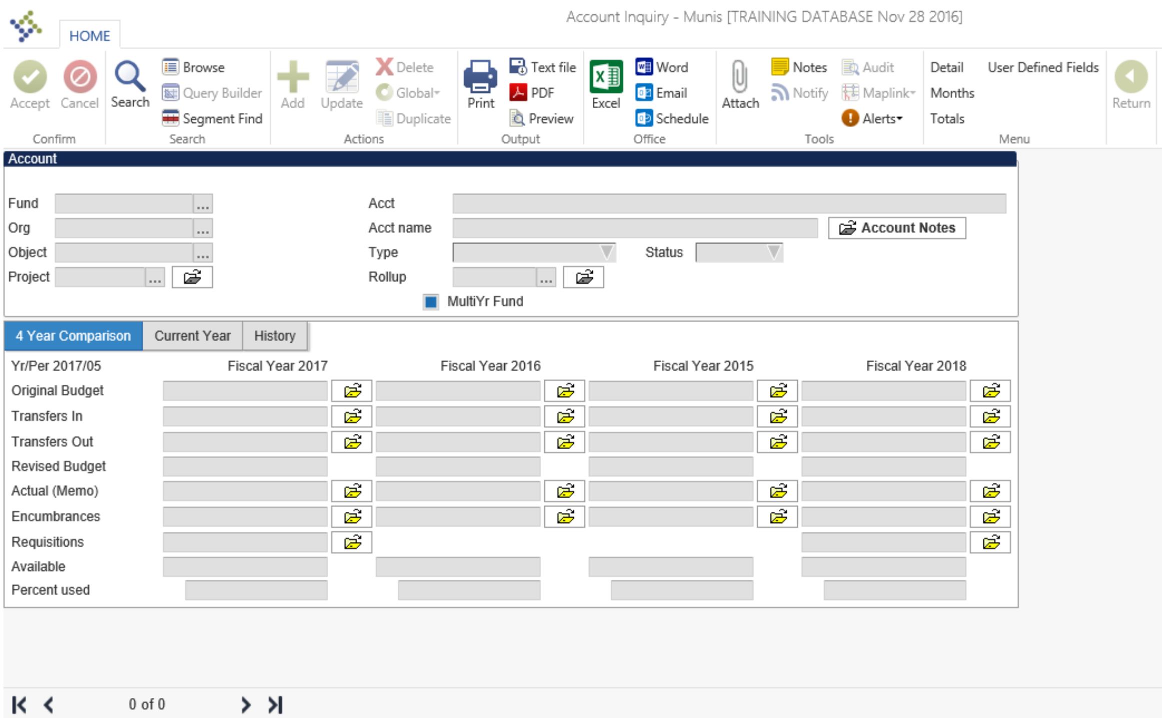
The fourth digit of the project is a letter that represents the year of funding. For example, a Fund 2 project **125D** is a State-funded project for 2017-2018. The project will change to **125E** the following year.

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

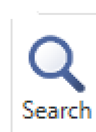
Account Inquiry

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.



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*

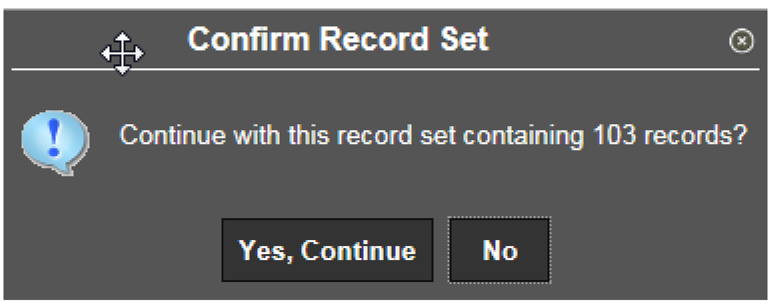
To **find** *Special Revenue accounts*, enter a **2** in the **Fund** field and your Unit number followed by an asterisk (*) in the **Org** field, or enter your unit number followed by the number 2 and an asterisk (*) in the **Org** field. For example: 1492*

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.

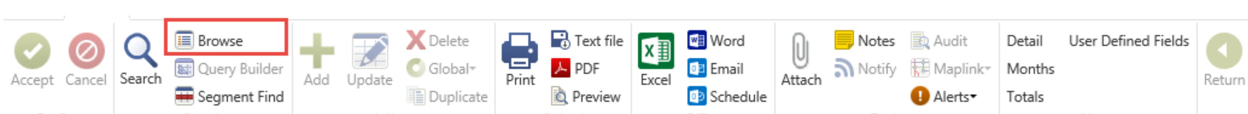


If you want to continue and look at all these records, click **Yes, Continue** to view them. If you wish to refine your request, click **NO** and change your criteria.

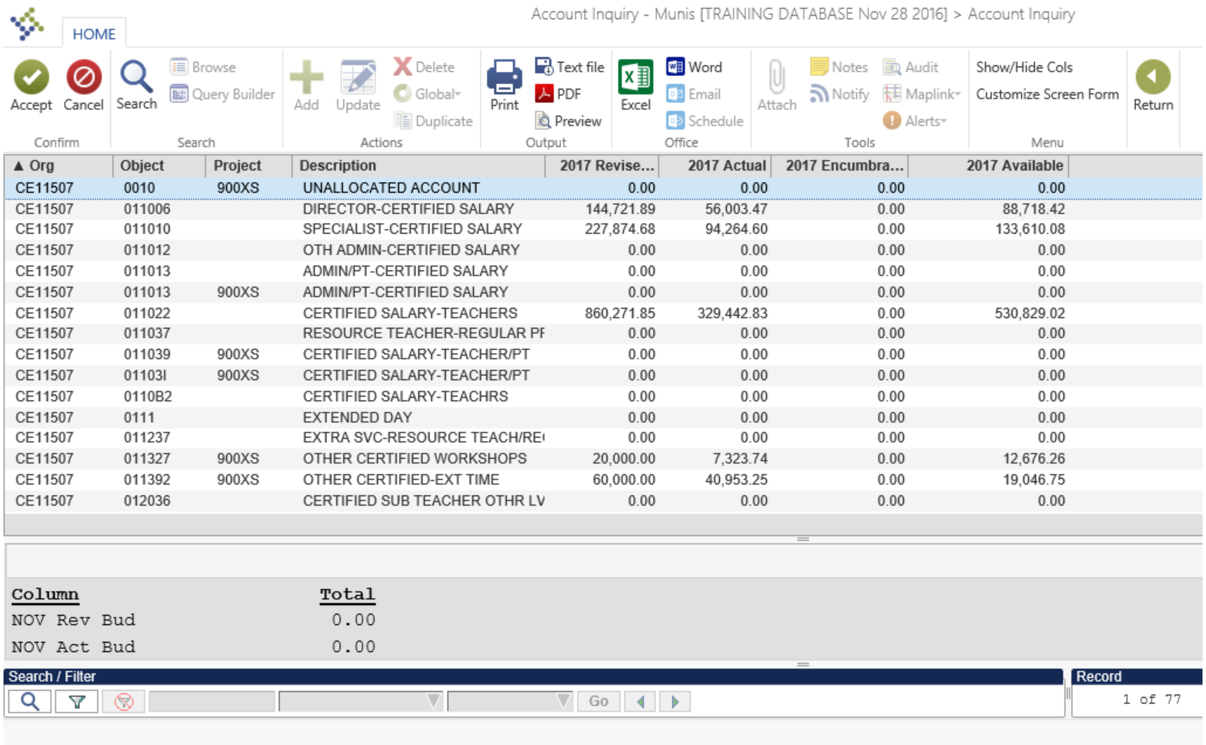
5. The number of records in the found set is listed at the bottom of the screen

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.



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



▲ Org	Object	Project	Description	2017 Revise...	2017 Actual	2017 Encumbra...	2017 Available
CE11507	0010	900XS	UNALLOCATED ACCOUNT	0.00	0.00	0.00	0.00
CE11507	011006		DIRECTOR-CERTIFIED SALARY	144,721.89	56,003.47	0.00	88,718.42
CE11507	011010		SPECIALIST-CERTIFIED SALARY	227,874.68	94,264.60	0.00	133,610.08
CE11507	011012		OTH ADMIN-CERTIFIED SALARY	0.00	0.00	0.00	0.00
CE11507	011013		ADMIN/PT-CERTIFIED SALARY	0.00	0.00	0.00	0.00
CE11507	011013	900XS	ADMIN/PT-CERTIFIED SALARY	0.00	0.00	0.00	0.00
CE11507	011022		CERTIFIED SALARY-TEACHERS	860,271.85	329,442.83	0.00	530,829.02
CE11507	011037		RESOURCE TEACHER-REGULAR PF	0.00	0.00	0.00	0.00
CE11507	011039	900XS	CERTIFIED SALARY-TEACHER/PT	0.00	0.00	0.00	0.00
CE11507	01103I	900XS	CERTIFIED SALARY-TEACHER/PT	0.00	0.00	0.00	0.00
CE11507	0110B2		CERTIFIED SALARY-TEACHRS	0.00	0.00	0.00	0.00
CE11507	0111		EXTENDED DAY	0.00	0.00	0.00	0.00
CE11507	011237		EXTRA SVC-RESOURCE TEACH/RE	0.00	0.00	0.00	0.00
CE11507	011327	900XS	OTHER CERTIFIED WORKSHOPS	20,000.00	7,323.74	0.00	12,676.26
CE11507	011392	900XS	OTHER CERTIFIED-EXT TIME	60,000.00	40,953.25	0.00	19,046.75
CE11507	012036		CERTIFIED SUB TEACHER OTHR LV	0.00	0.00	0.00	0.00

Column	Total
NOV Rev Bud	0.00
NOV Act Bud	0.00

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

- **Org**
- **Object** — JCPS uses the Org, Object, and Project in lieu of the account number.
- **Project**

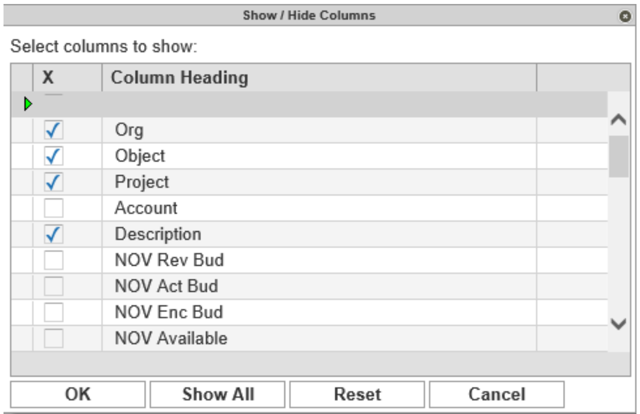
- **Description** – The description is the name of the **object** pertaining to that account.

- **Rev Budget** – The Revised Budget contains the amount of the original budget minus any amendments.

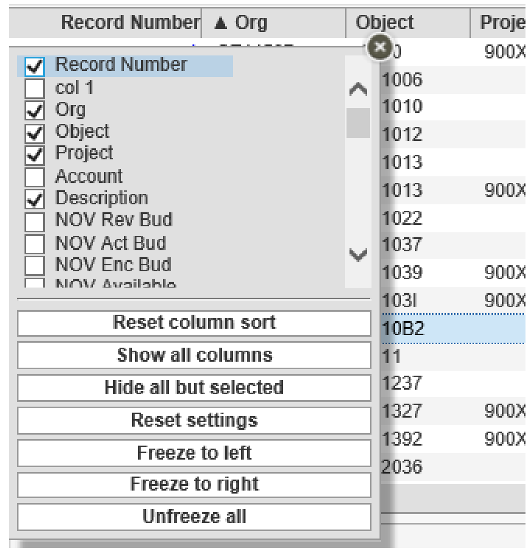
- **Actual/Encumb** – This amount reflects the sum of actual and encumbered expenses.

- **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.



You can also right-click on a column heading, such as Record Number, to hide it.

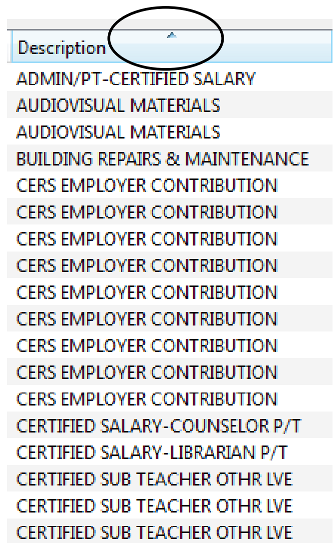


9. Click the **Filter** tool at the bottom of the Browse screen to display and print only selected accounts. After entering the criterion, click **Go** to filter the records.

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:

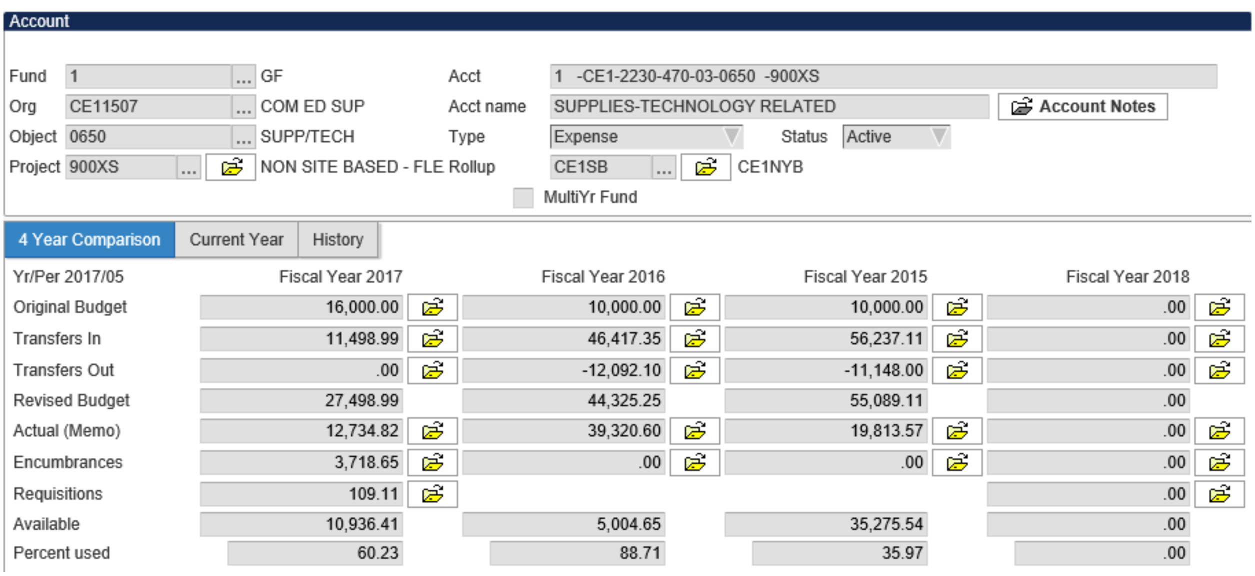
<	LESS THAN
< =	LESS THAN OR EQUAL TO
>	GREATER THAN
> =	GREATER THAN OR EQUAL TO
< >	NOT EQUAL TO
|	OR
:	RANGE
*	WILDCARD
?	WILDCARD (ONE CHARACTER)

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.

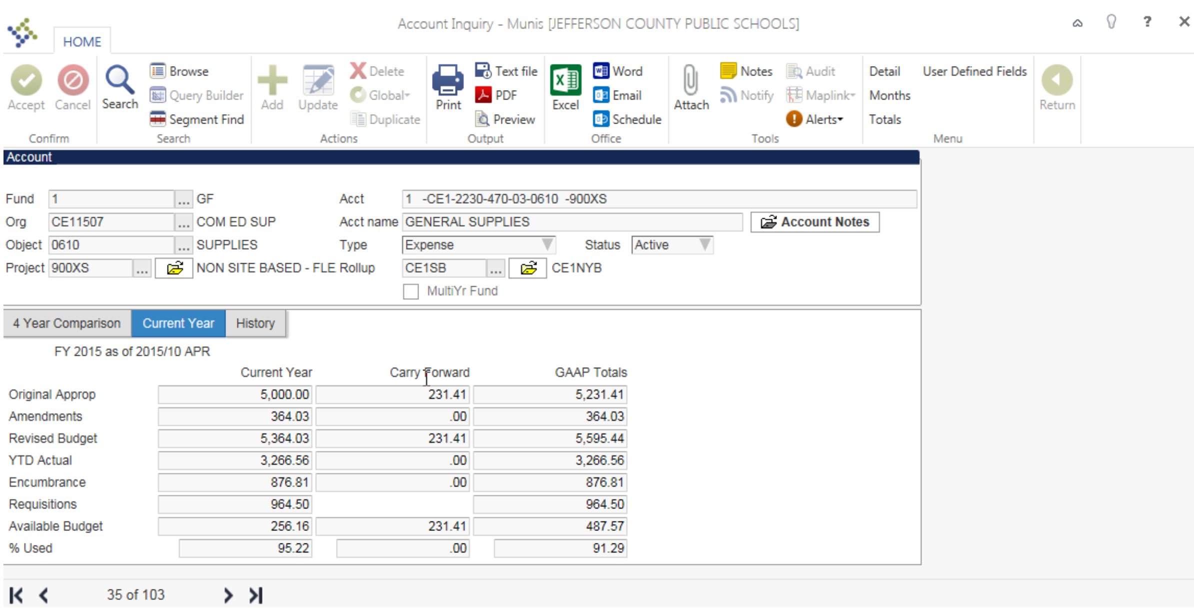
The Account Inquiry screen contains tabs for **4 Year Comparison, Current Year**, and **History** account amounts.



The fields for **4 Year Comparison** are as follows:

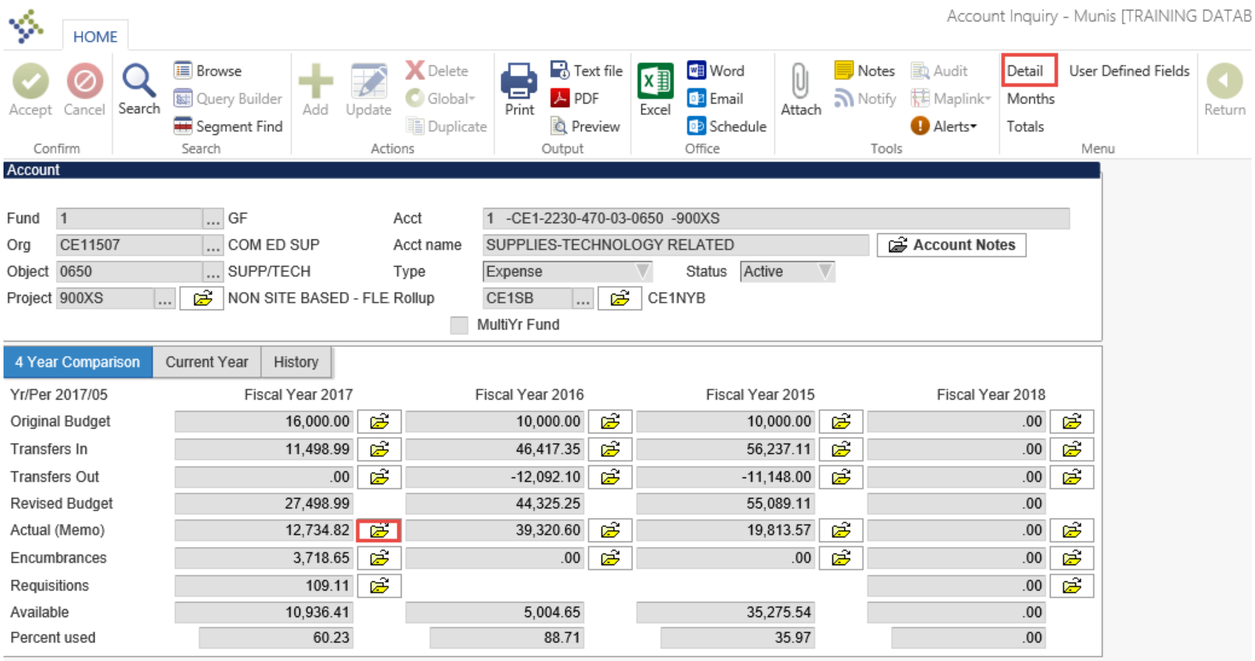
- **Original Budget** – the amount of money that was appropriated to the account.
- **Transfers In** – the amount of money that was transferred into the account.
- **Transfers Out** – the amount of money that was transferred out of the account.
- **Revised Budget** – the original budget plus Transfers–In, 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.

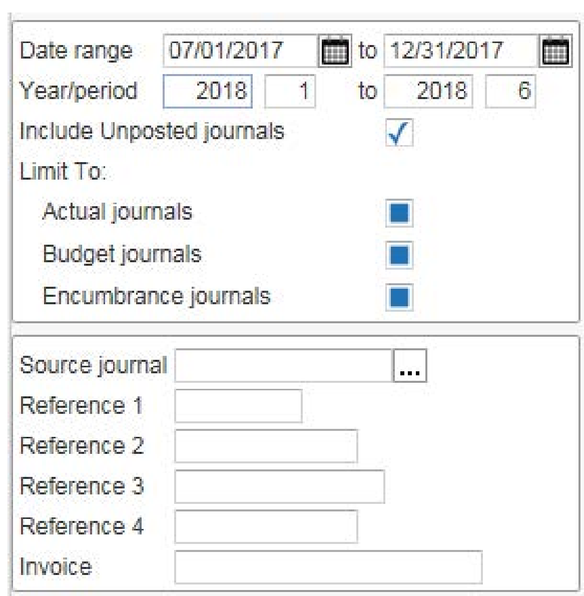


Account Detail

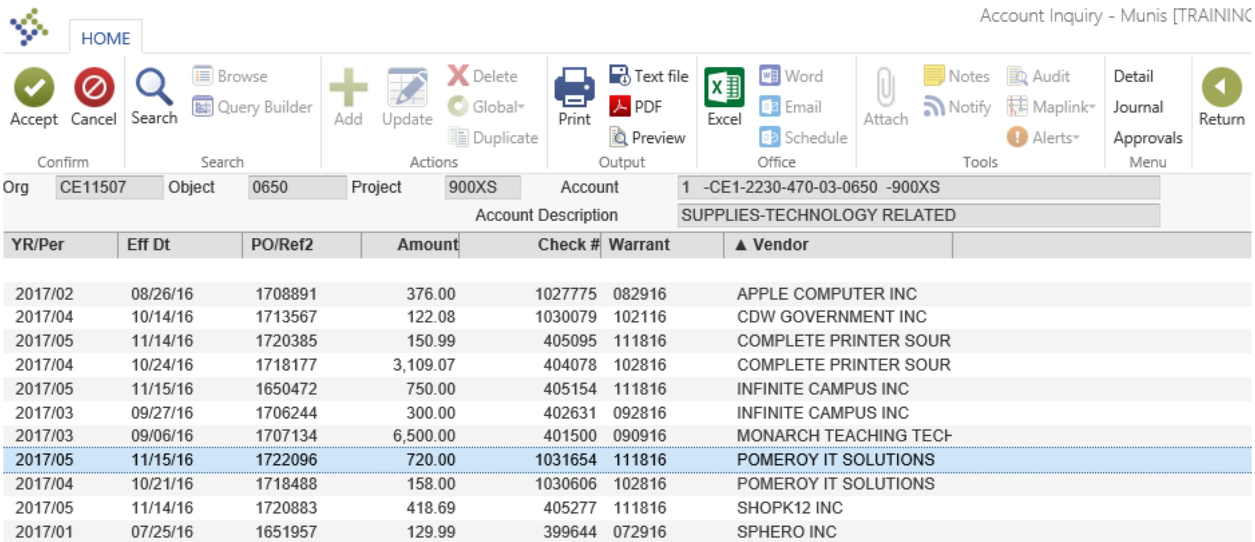
1. Click the **Folder** icon next to a field to view transaction details for that field or click the **Detail** button in the Ribbon to view all transactions for the account by a date range.



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.



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 **A**d**j**ustm**e**nts
API – **A**ccounts **P**ayable **I**nvoiced
APP – **A**ccounts **P**ayable **P**ayment
APM – **A**ccounts **P**ayable Invoice **M**aintenance
BUA – **B**udget **U**pdate **A**mendment
BUC – **B**udget **U**pdate **C**ompletion
CRP – **C**ash **R**eceipts **P**osting
FA* – **F**ixed **A**ssets (not of use to general users)
POE – **P**urchase **O**rder Entry
POL – **P**urchase **O**rder **L**iquidation
GCR – **G**eneral **C**ash Transfe**r**
GBI **–** **G**eneral **B**illing **I**nvoice
GBM – **G**eneral **B**illing **M**aintenance
GEN **–** **G**eneral Journal **En**try
GEL – **G**eneral **L**edger **E**ncumbrance Journal
GNI – **G**eneral Jour**n**al **I**mport
GRV– **G**eneral Journal **R**e**v**ersal
INA – **In**ventory **A**djustment
INI – **In**ventory **I**ssue
POM – **P**urchase **O**rder **M**aintenance
SOY – **S**tart **o**f **Y**ear
YEC – **Y**ear **E**nd **C**losing

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)

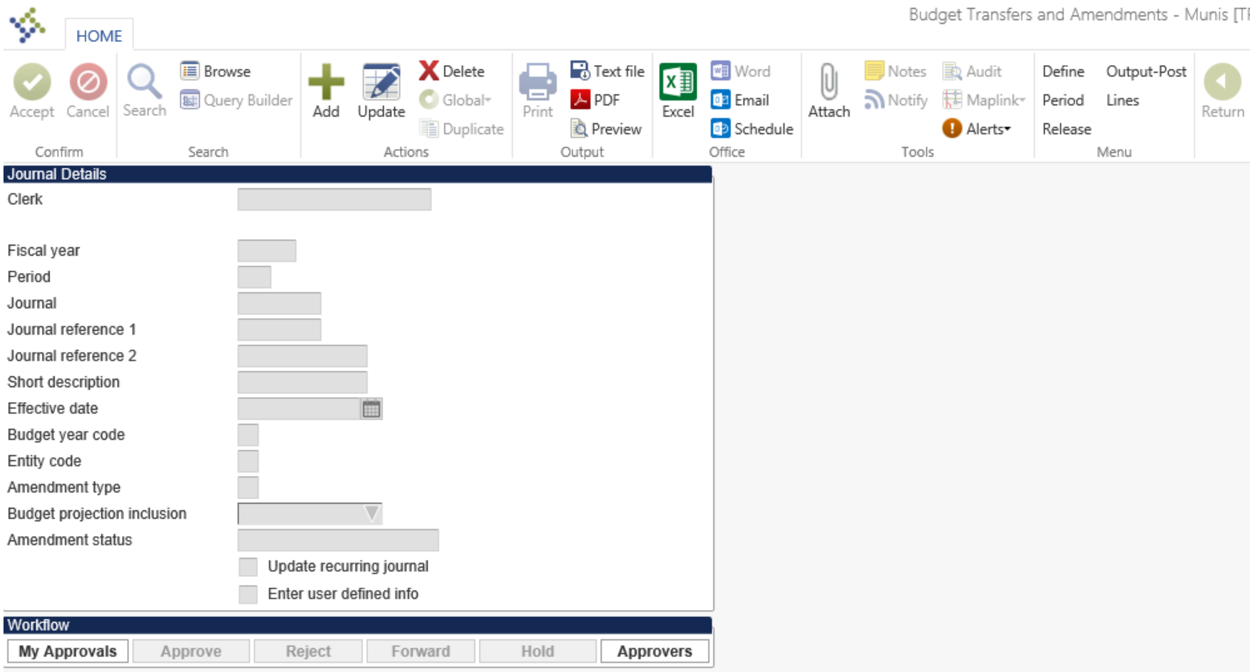
The **OBJECT is WHAT** you are purchasing or the expense of a salary. To see if you have funds available for supplies, open Account Inquiry and search using your three digit Unit (location number) in the Org field with an *asterisk then tab to the Object field and enter 0610. The search result will display 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.



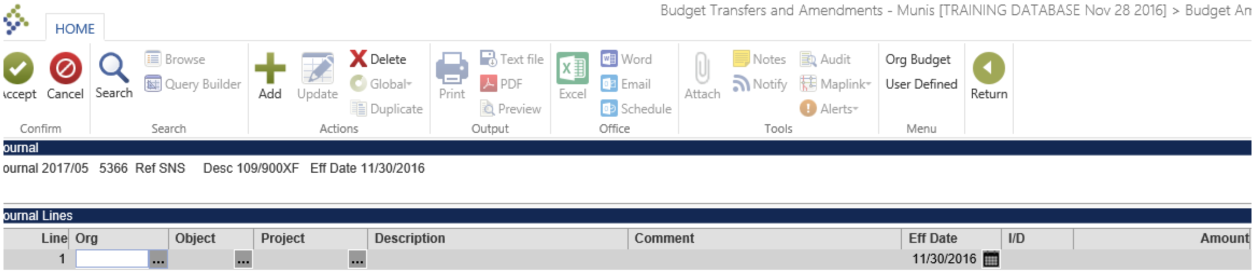
2. Click the **Add** button on the Ribbon.
   The **Fiscal year**, **Period** and **Effective date** fields will be completed automatically.

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.



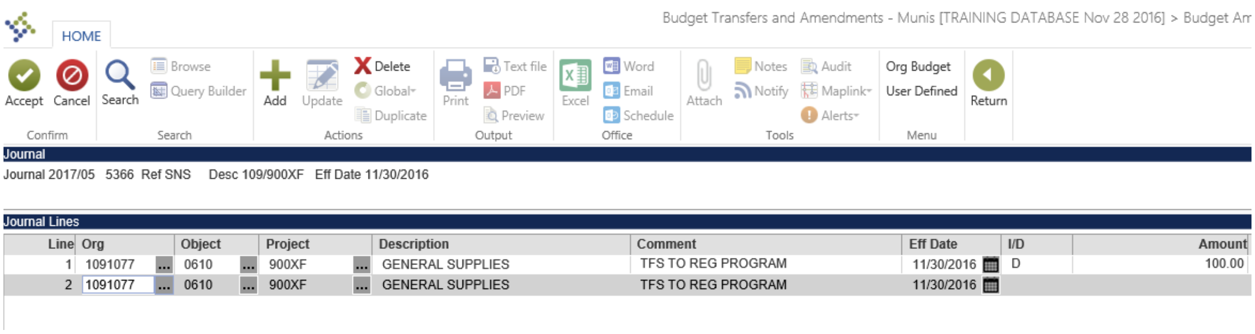
7. Enter the **ORG**, **OBJECT**, and **PROJECT** for the account you are transferring funds FROM. The account name is entered in the **Description** field.

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.



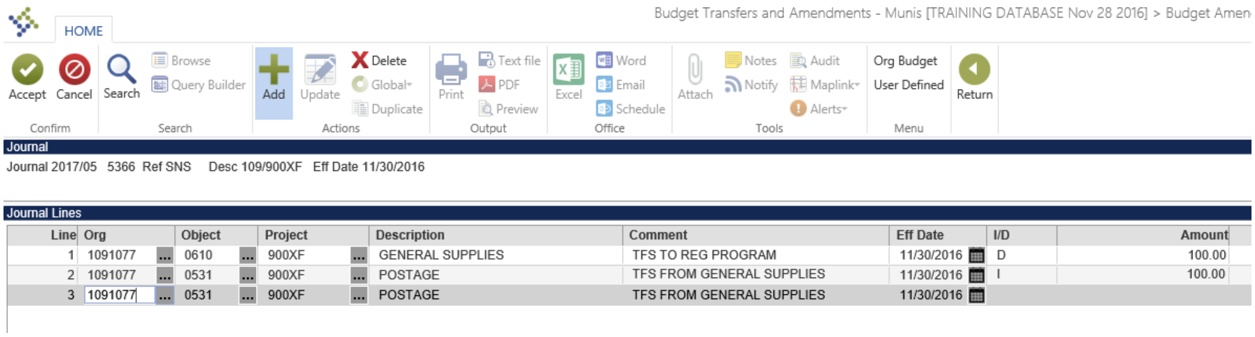
12. **Strike** over the numbers with the **ORG**, **OBJECT**, and **PROJECT** numbers of the account you are transferring funds TO.

13. Enter a short description, such as **TRANSFER FROM GENERAL SUPPLIES** in the **Comment** field.

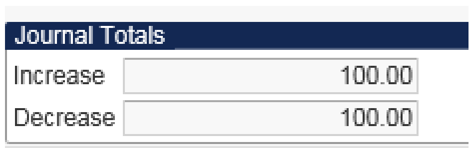
14. Press TAB. The date will enter automatically. In the **I/D** field, enter the letter **I** to indicate that you are increasing this account.

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.

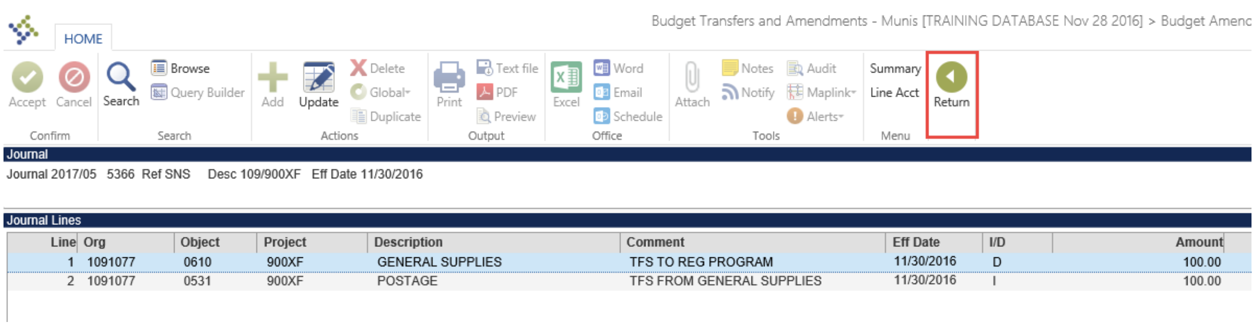


17. Continue in this manner to complete each line of the transfer. You can transfer funds from several accounts into one account or funds from one account into several accounts. You also can make more than one set of transfers in the journal.



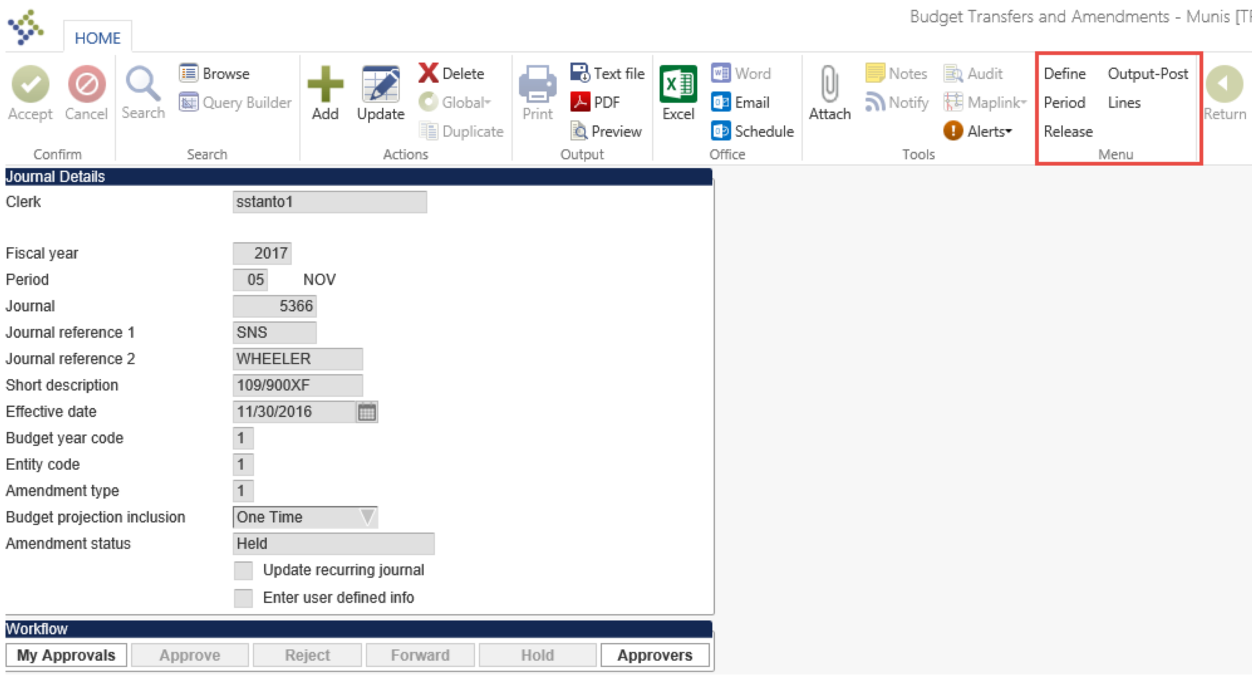
The dollar amount in the Journal Totals must balance.

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



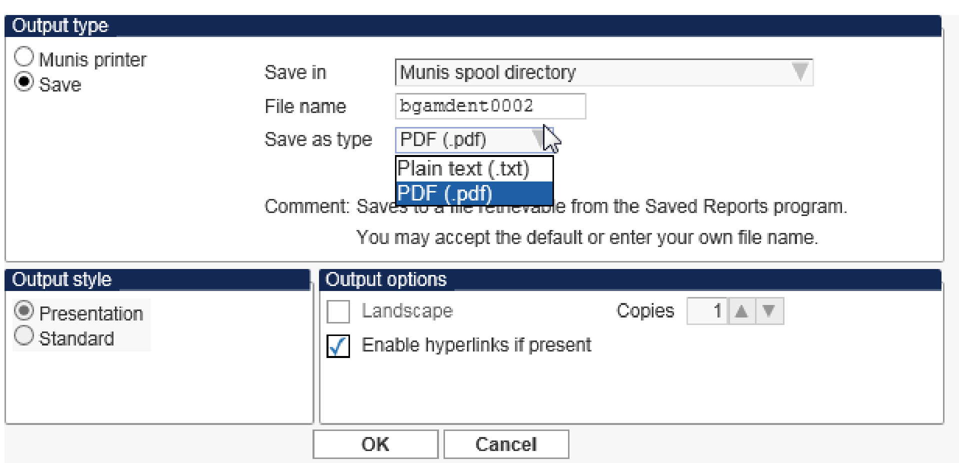
19. When you have successfully completed the transfer, click the **Return** button on the Ribbon to return to the Budget Amendment Entry screen.

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.)



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.

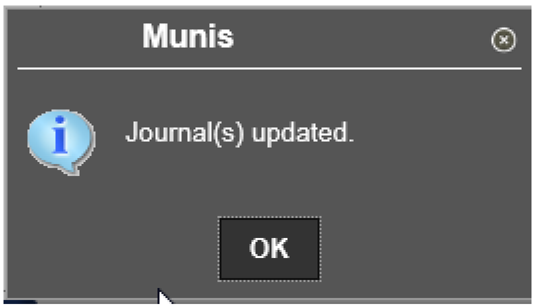


23. To view the PDF Report, return to the main menu and choose **My Saved Reports**.

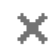
A confirmation message is displayed. If you find a mistake on the transfer press **CTRL-U** for Update or click the **Update** tool to make a change. After making the change, click **Accept** or press **ENTER** to continue.

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.

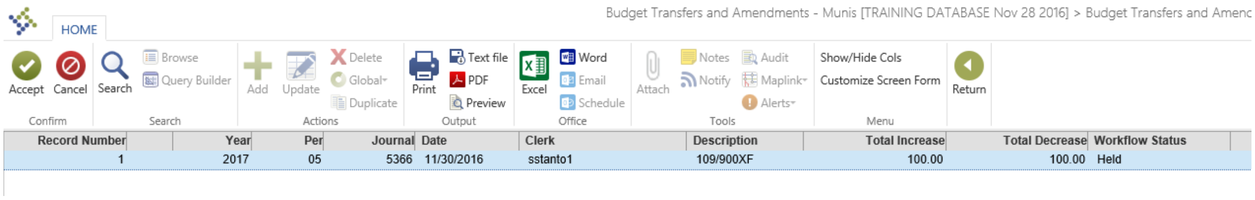
If the message **Establishing new budget/creating a multi-fund code** displays, **ALWAYS** click **No to all** before proceeding. Doing otherwise will cause the entire grant budget to be out of balance.

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

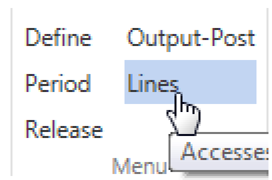
If you had to leave the Budget Transfers and Amendments screen before the Journal was posted, you can pull the journal back up and post it at a later time. You can also make corrections or delete a journal that has not been posted.

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

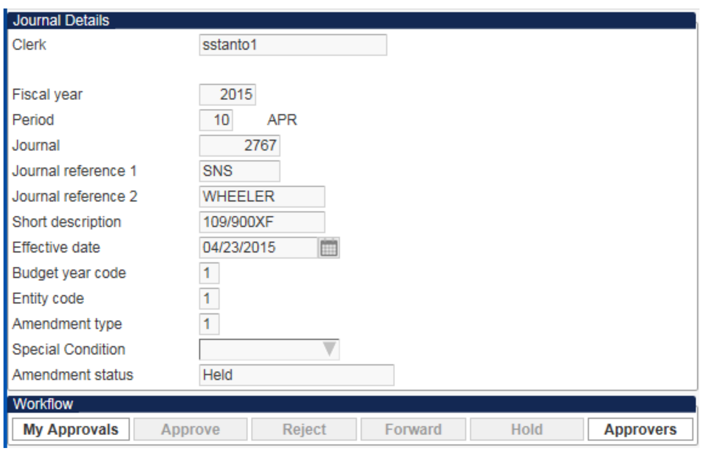


2. When the **Budget Amendment Entry** screen appears it will display any journal that has not been posted. To complete this journal, double-click the line and the journal opens up in the Budget Amendment Entry mode. Now you can make corrections and release the journal and complete the Output-Post steps, 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**.

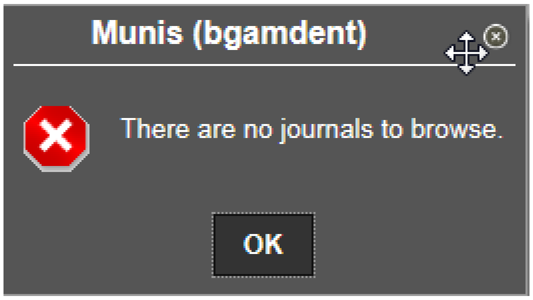


- To delete the journal, click the **Delete** tool from the toolbar, or **Ctrl-D**. Click the



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: http://apps.jefferson.k12.ky.us/webshr/ws%5Ffin/finance/

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. An emergency can be declared only if the Chief Executive Officer or his designee duly certifies that an emergency exists.

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.

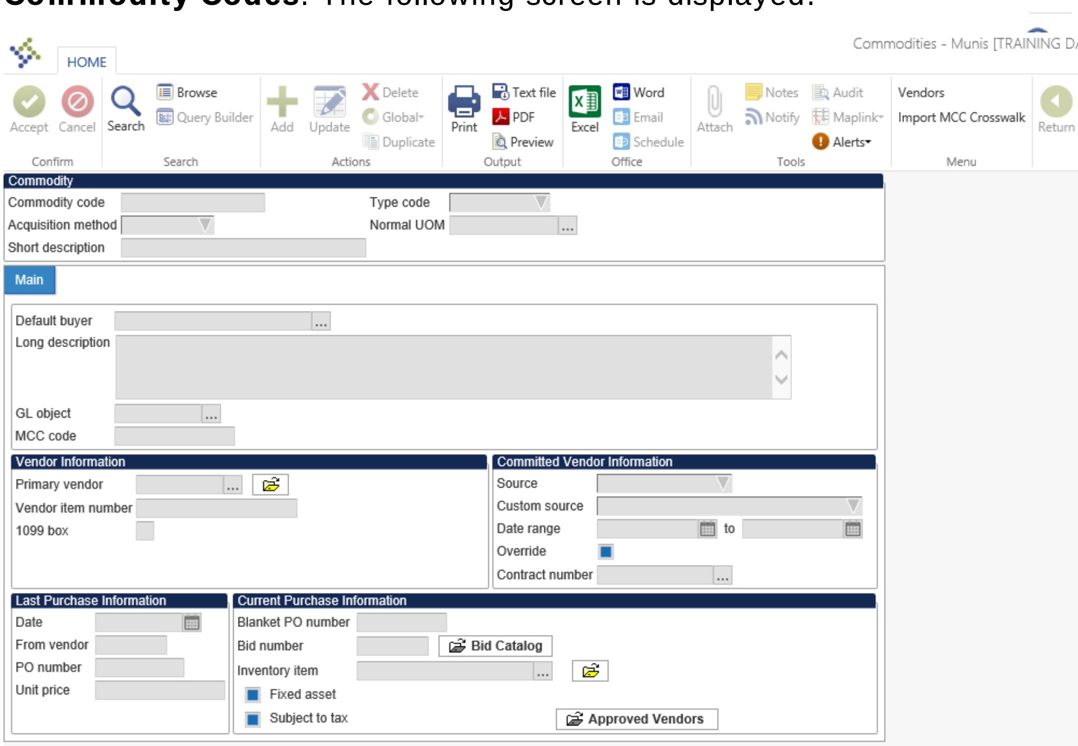
Commodity Codes

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.

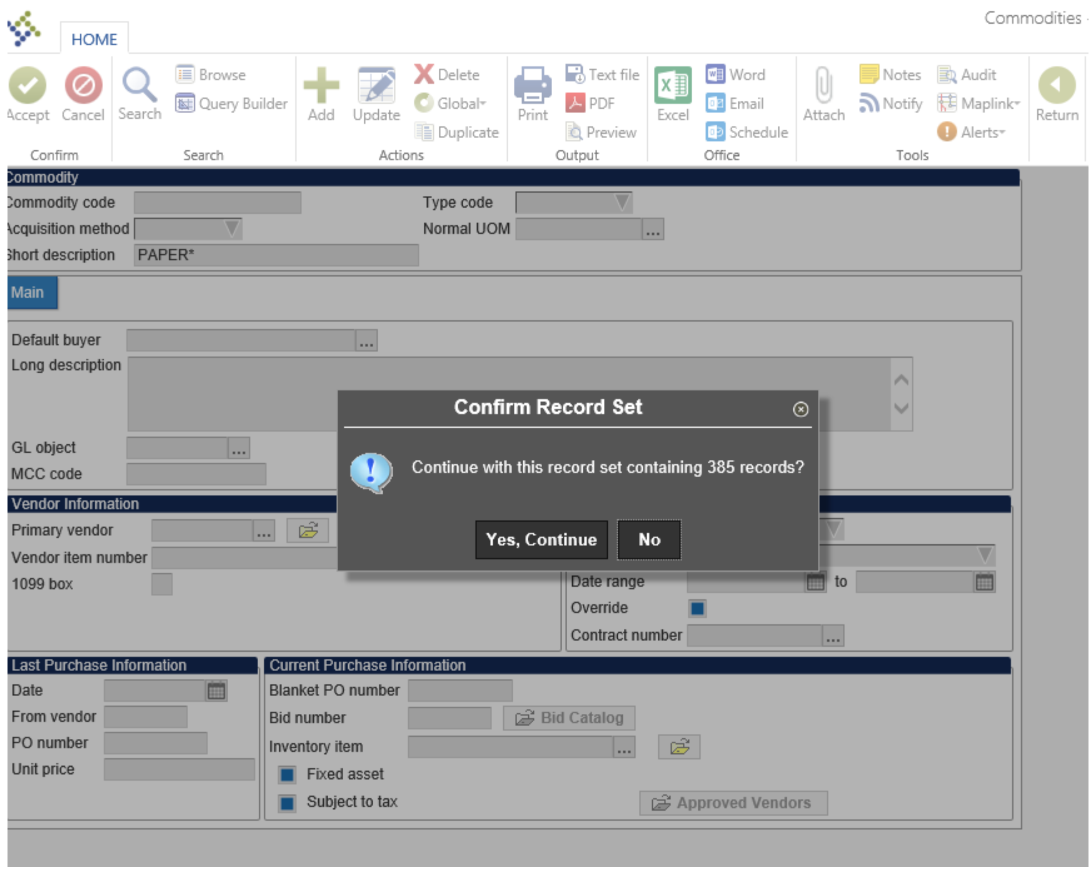


2. Click the **Search** button on the Ribbon or press **CTRL-F**.

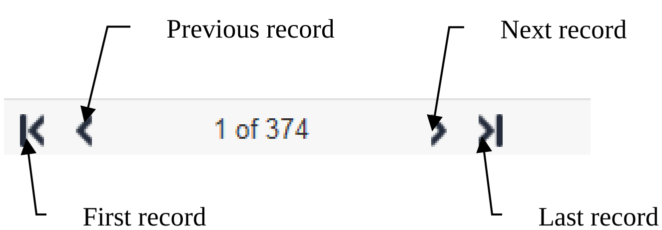
3. Click in the **Short Description** field. With your Caps Lock on, enter the name of the item followed by an asterisk (*). Click the **Accept** button on the Ribbon or press **ENTER**.

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

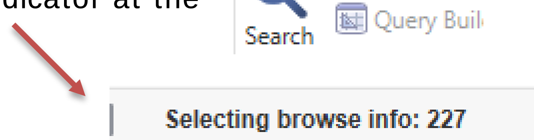
All items matching the description will be found. For **PAPER***, there are over 300 records that match the find criteria.



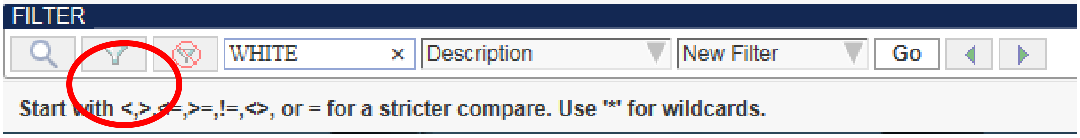
4. The number of records in the found set is listed at the bottom of the screen. To move through the records click the **Arrow** tools at the bottom of the screen.



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.



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.



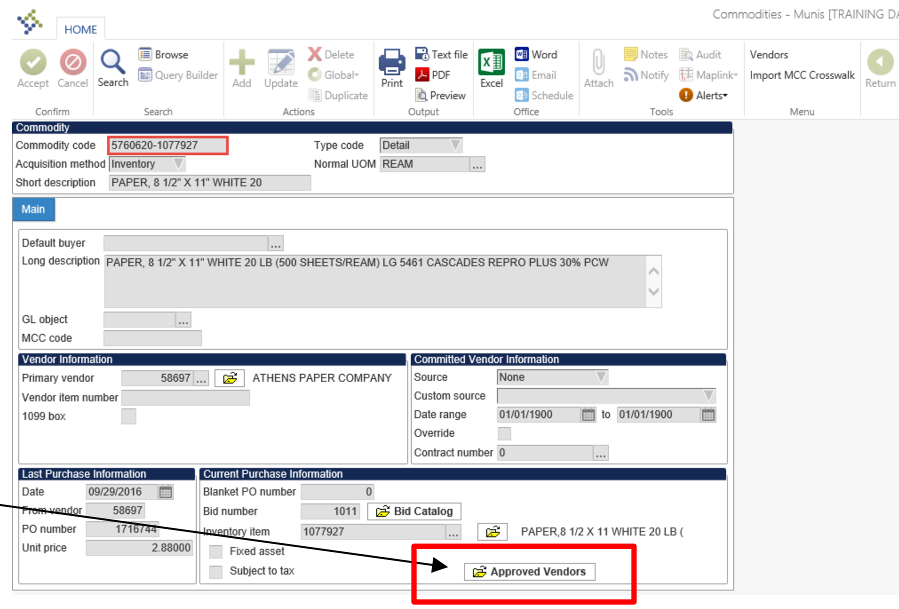
For example, to display only the white paper from the list, enter the information shown above. After entering the criterion, click **Go** to start the filter.

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.

Click **Approved Vendors** to view the vendors for items on bid. You do **not** need a vendor number for Warehouse items.

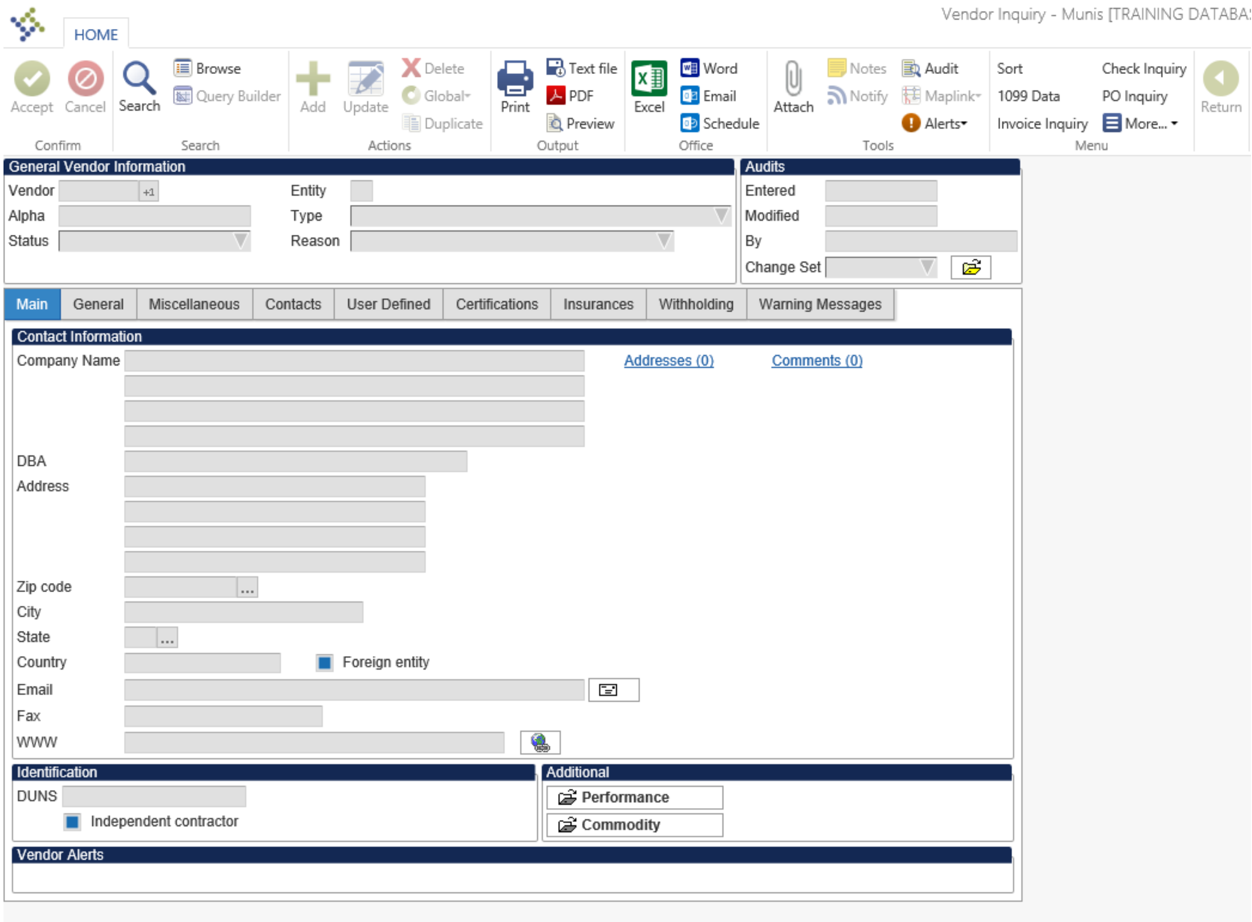


Vendor Inquiry

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.



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**.
3. 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)

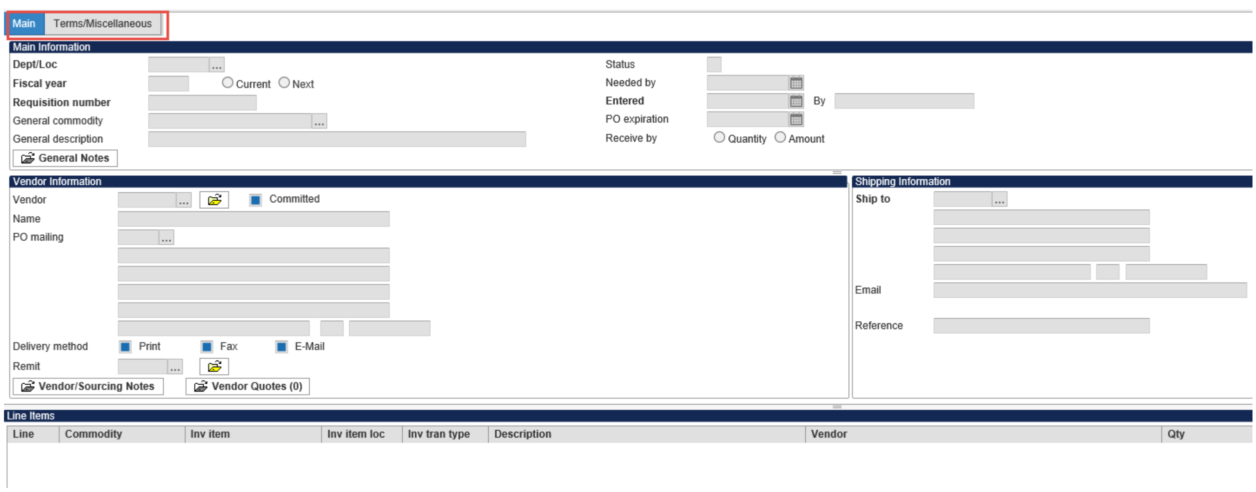
Warehouse Requisitions

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**.

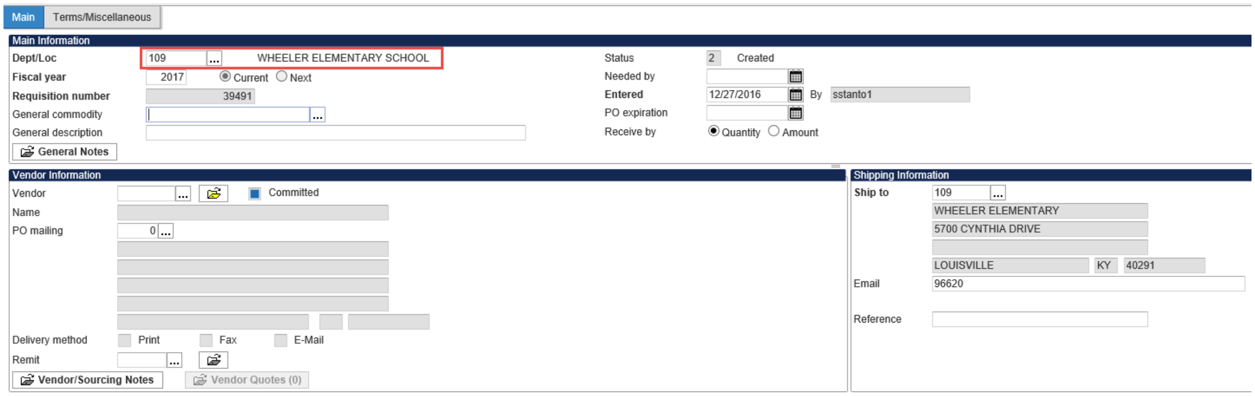
   There are two tabs on the requisition entry screen. The **MAIN** tab which indicates who is placing the order, who will receive the order, and the vendor. The **MAIN** tab also is the place to send a note to your purchasing assistant to include **Vendor** information required on a **Determination and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

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



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.



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.

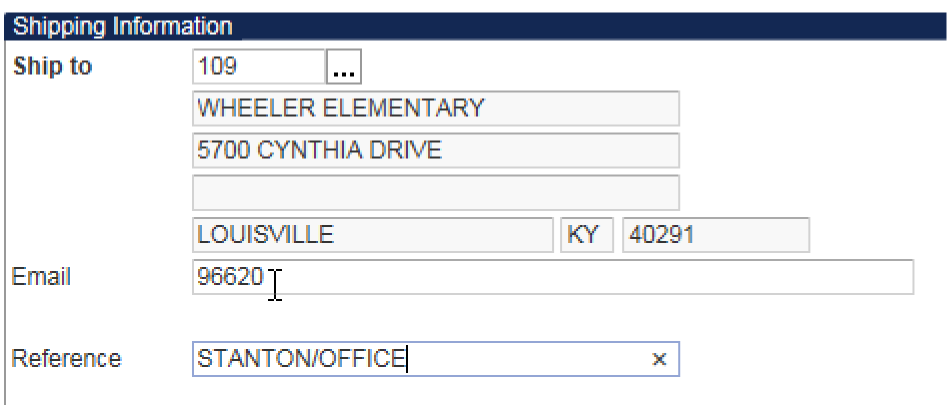
6. Press **TAB** to skip the **General commodity** field.

7. In the **General description** field**, ENTER YOUR SCHOOL OR DEPARTMENT NAME IN ALL UPPERCASE** (limit 30 characters).

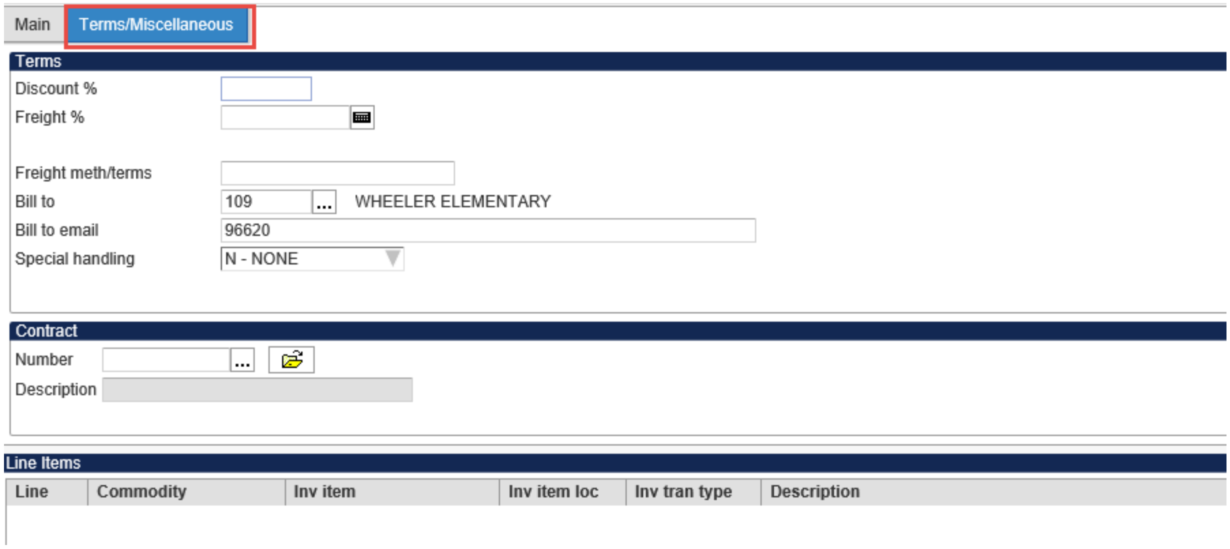
8. Press **TAB** to skip **Needed by, Entered,** and **Vendor** fields.

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.



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

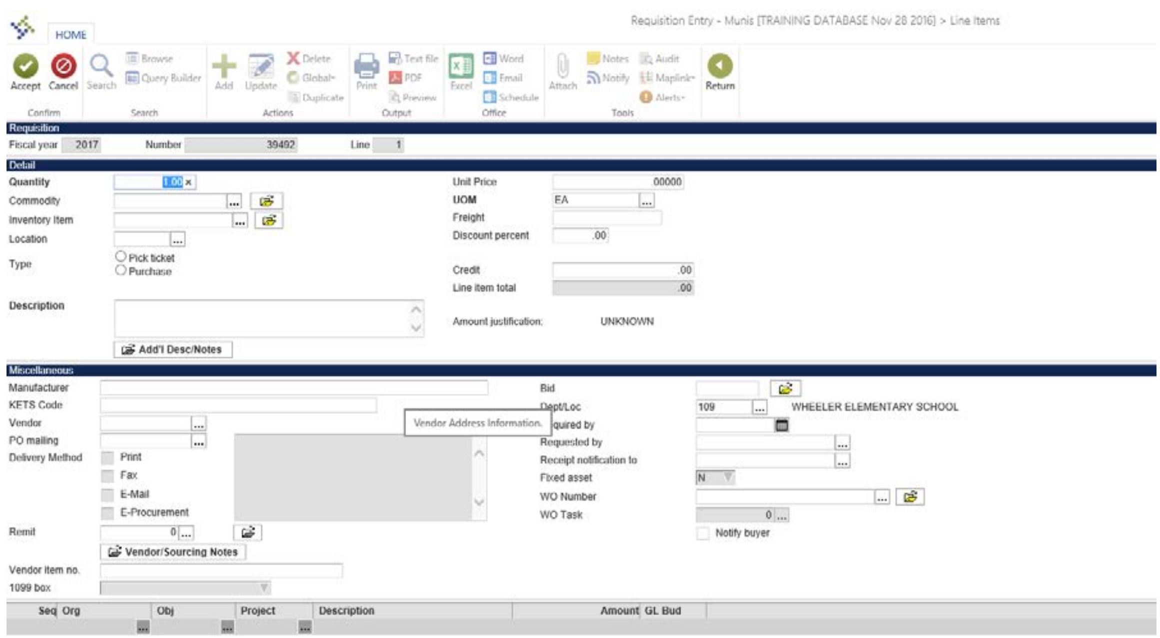


12. Press **TAB** to skip **Discount %**, **Freight%, Freight meth/terms**. These fields are not used on Warehouse requisitions.

13. If you are billing a school or department other than your own, click the drop-down arrow in the **Bill to** field and select the code from the list.

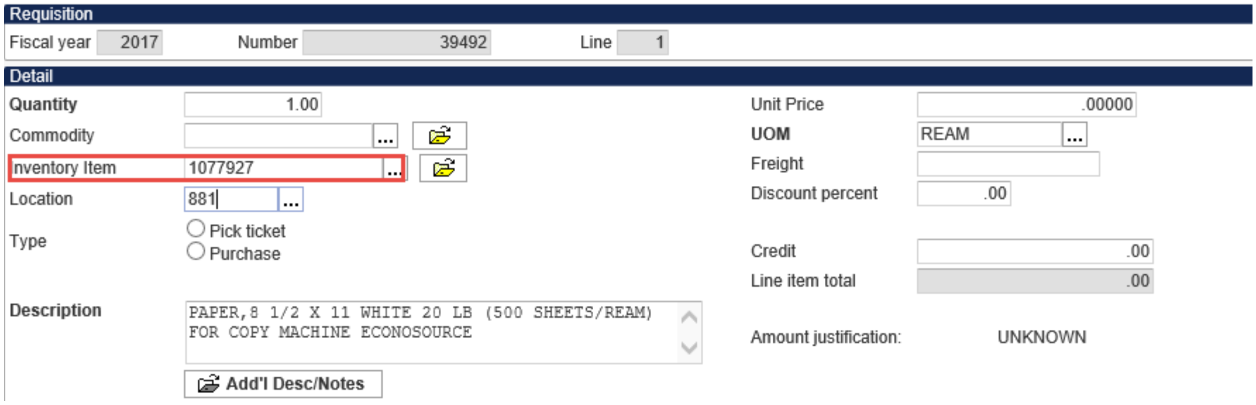
14. Press **TAB** to skip the **Special handling** field.

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.



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.



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.

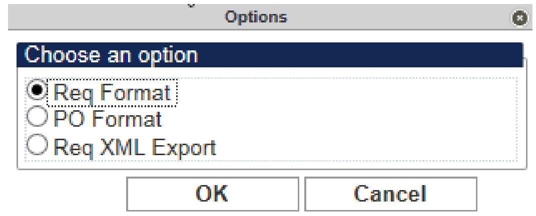
19. Enter your account number in the appropriate **Org**, **Obj**, and **Project** fields at the bottom of the screen. **Do NOT press the TAB key after entering the Project.** Click the **Accept button on the Ribbon** or press the **ENTER** key to accept the line information. The amount will be calculated 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.

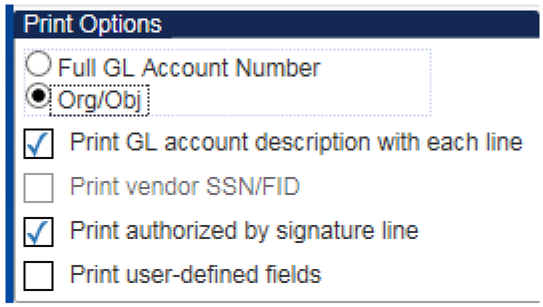
21. When you are finished, click the **Return** button; then click on the ***Main*** tab on the **Requisition Entry** screen**.**

22. To print the warehouse requisition, click the **Print** button from the Ribbon.

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



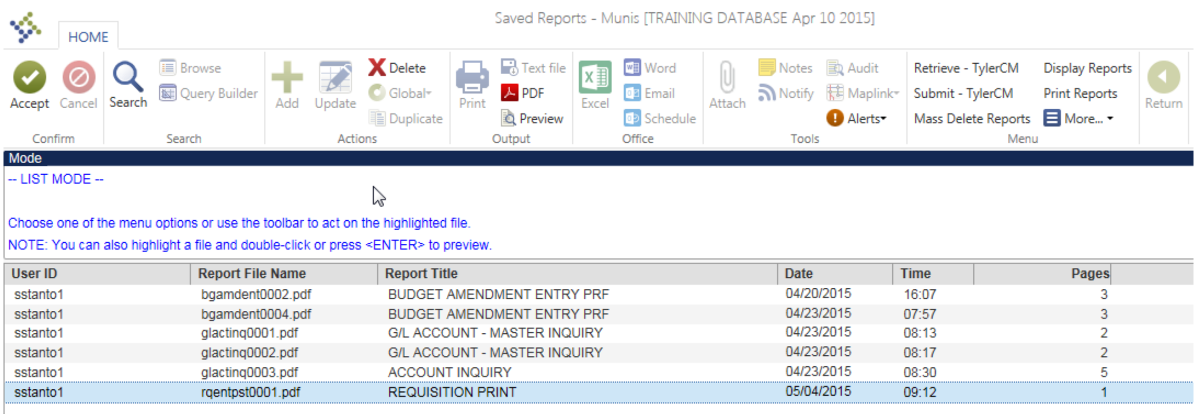
24. The **Printing Options** screen is displayed. Select or deselect the options you wish to use, then click the **Accept** button or press the **ENTER** key. It is strongly recommended that you always select *Print authorized by signature line*. This provides a line for your supervisor to sign authorizing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



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.

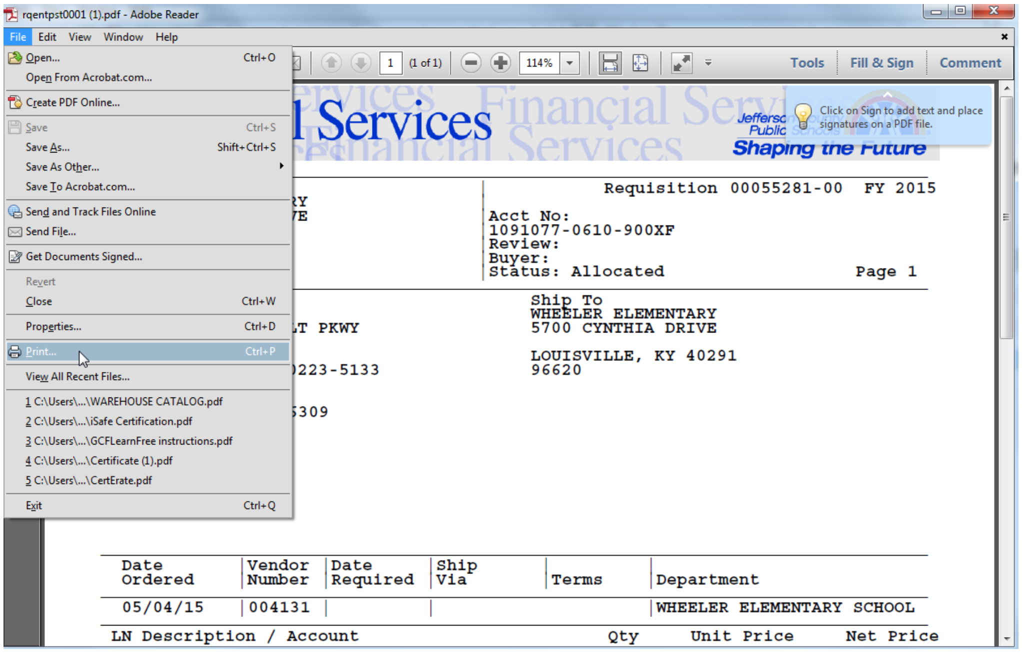
27. From the Main Menu, choose **Saved Reports**.



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.



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**.

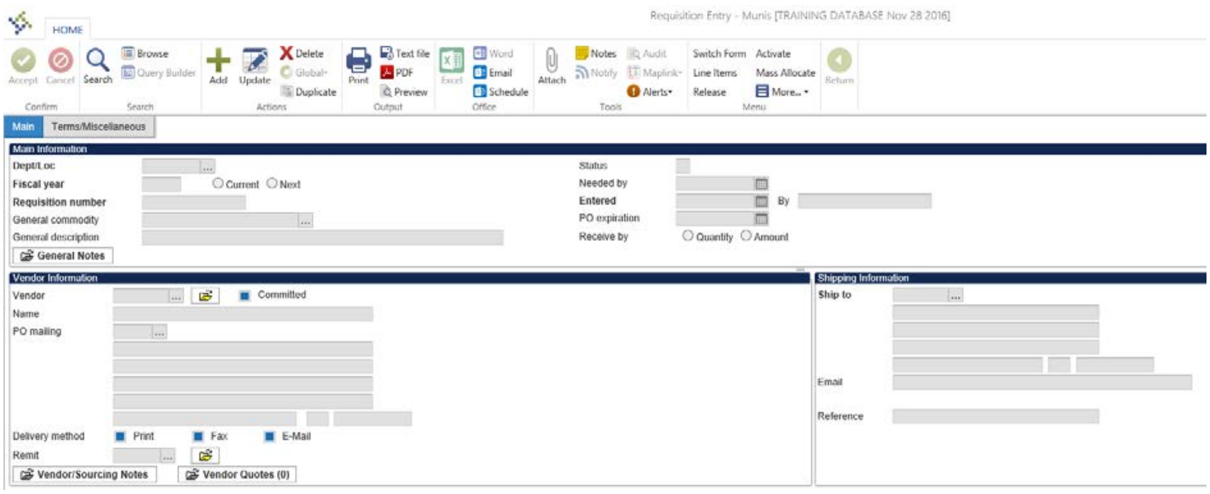
33. When you are finished, click **Exit** from the **File menu** or click the **Close box** at the top right corner of the window to exit and return to the **Main Menu**.

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**.

   The Requisition Entry screen is displayed.



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

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.

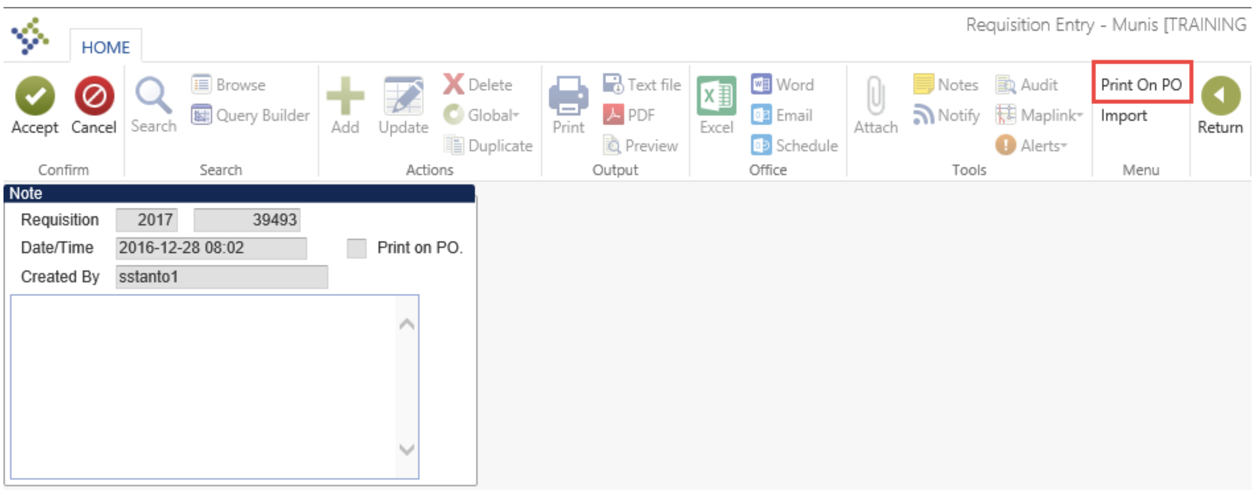
6. Press **TAB** to skip the **General Commodity** field. You will not use this field.

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.



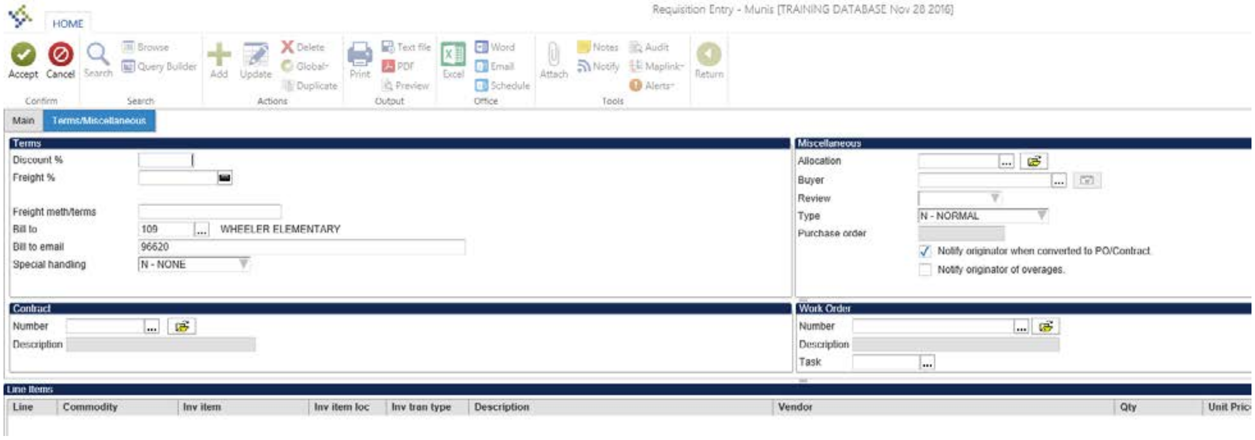
10. Press **TAB** to move to the **Vendor** field. Enter the approved **vendor number** for the **bid item**.

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.



15. Press **TAB** to skip the **Discount %** and **Freight %** fields.

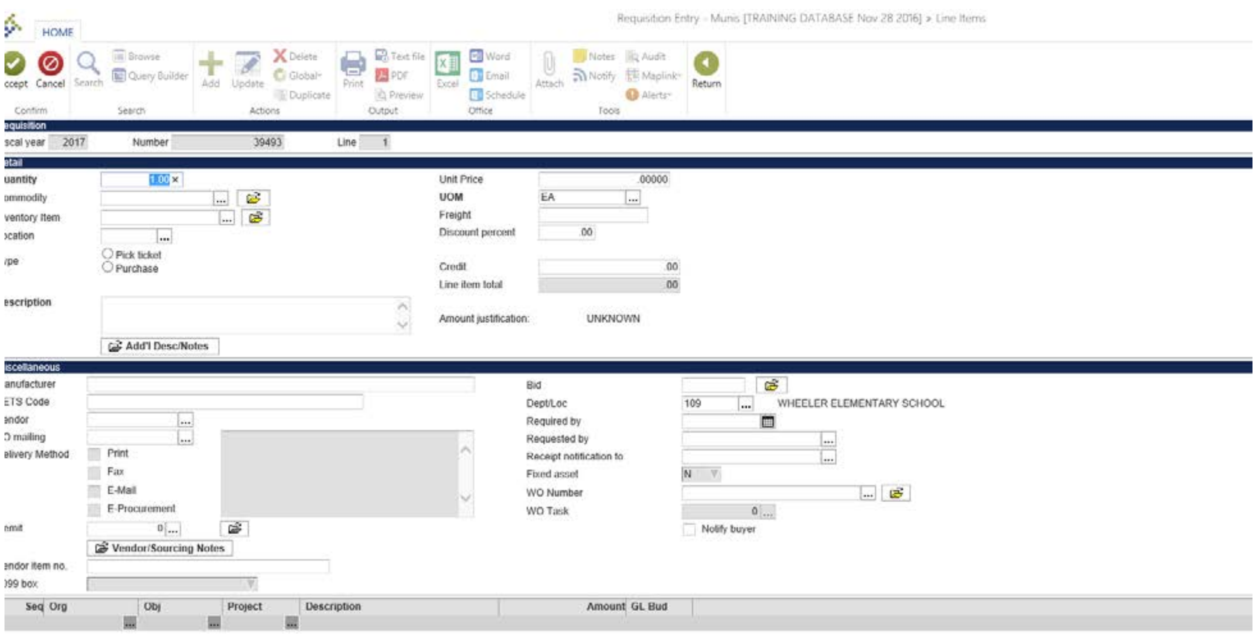
16. In the **Freight meth/terms** field, type the method of delivery (**optional**). If you leave the **Freight meth/terms** field blank, the order will be sent Best Way.

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*.

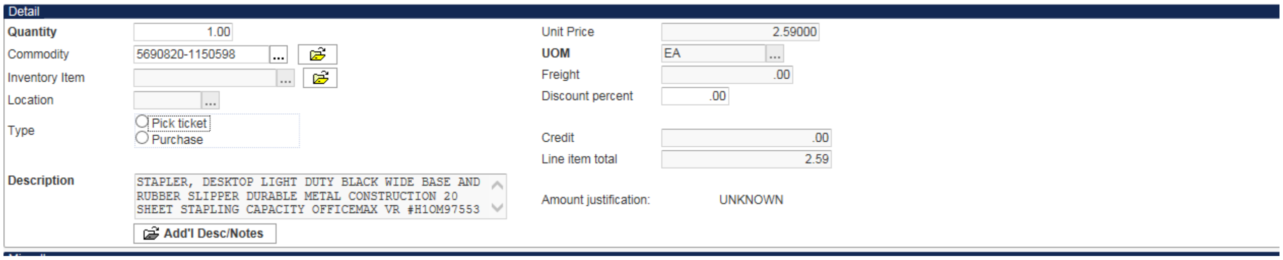
20. Click the **Accept** button or press **ENTER** to skip the remaining fields. The **Line Detail** screen appears.



21. Type the quantity for the first line item; then press **TAB**.

22. Enter the **commodity code** in the **Commodity field**.

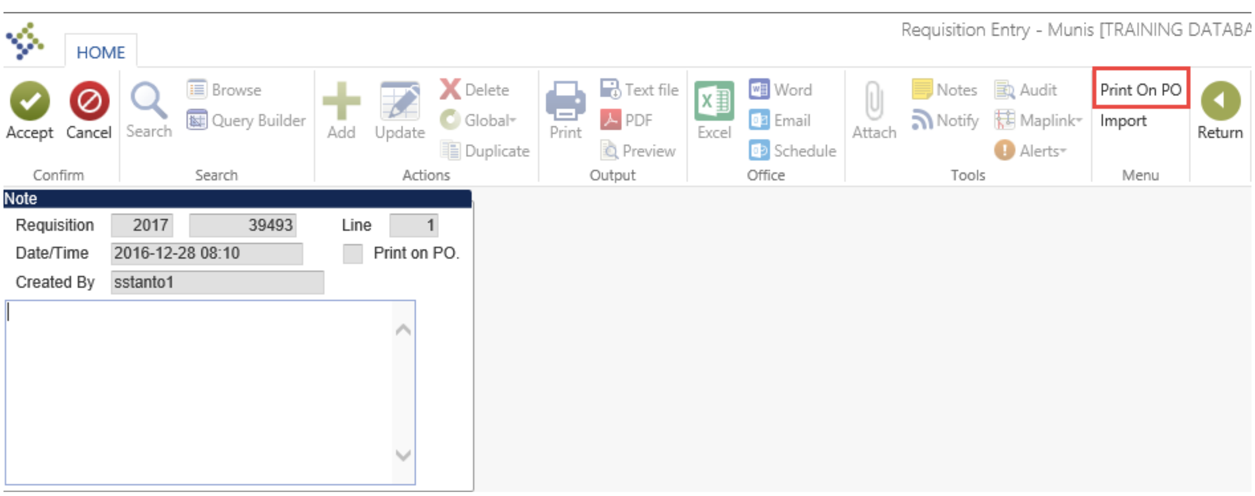
23. The description of the commodity code will appear in the **Description** field. Verify that this is the correct item before continuing.



****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'l Desc/Note**.

24. If necessary, click the **Add'l 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.

29. 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.

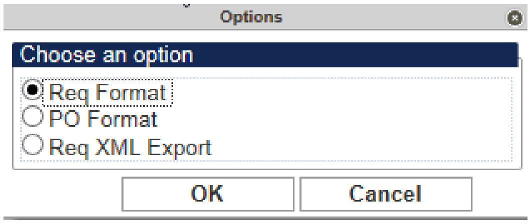
35. To add another line item, click the **Add tool** in the Ribbon.

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.

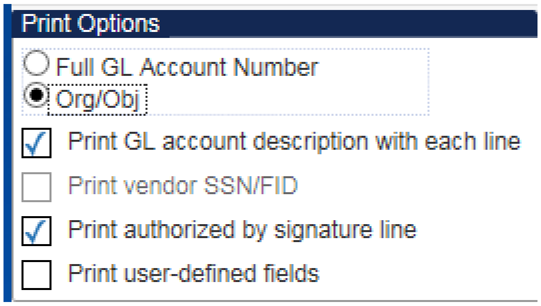
37. When you are finished, click the **Return** button; then click on the ***Main*** tab on the **Requisition Entry** screen**.**

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.



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**.

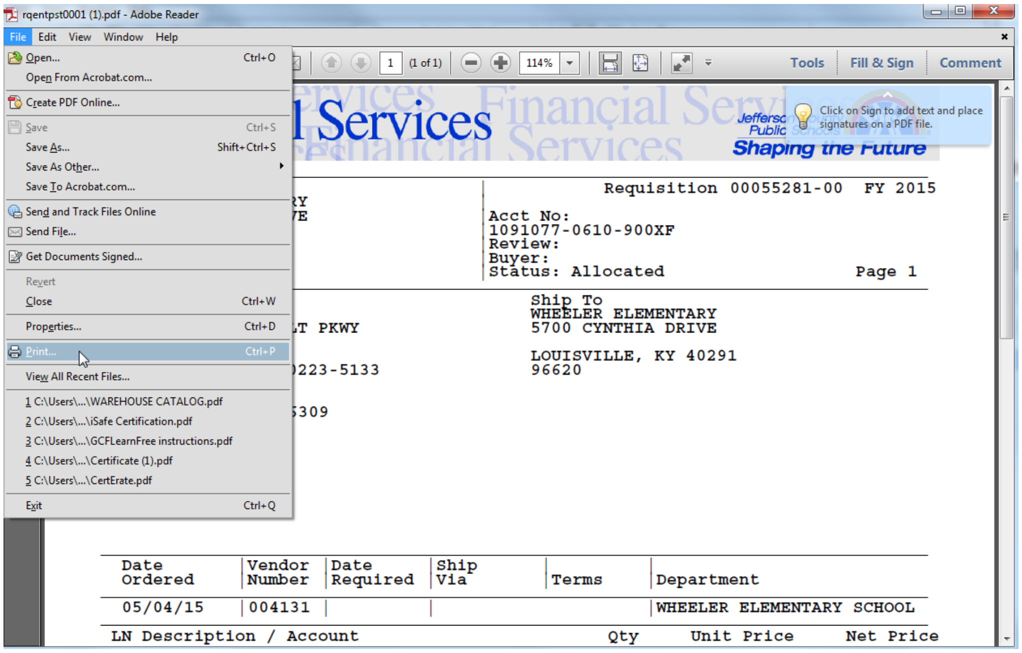
42. To print the saved report, click the Browser button on the Windows taskbar to return the main menu.

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.



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.

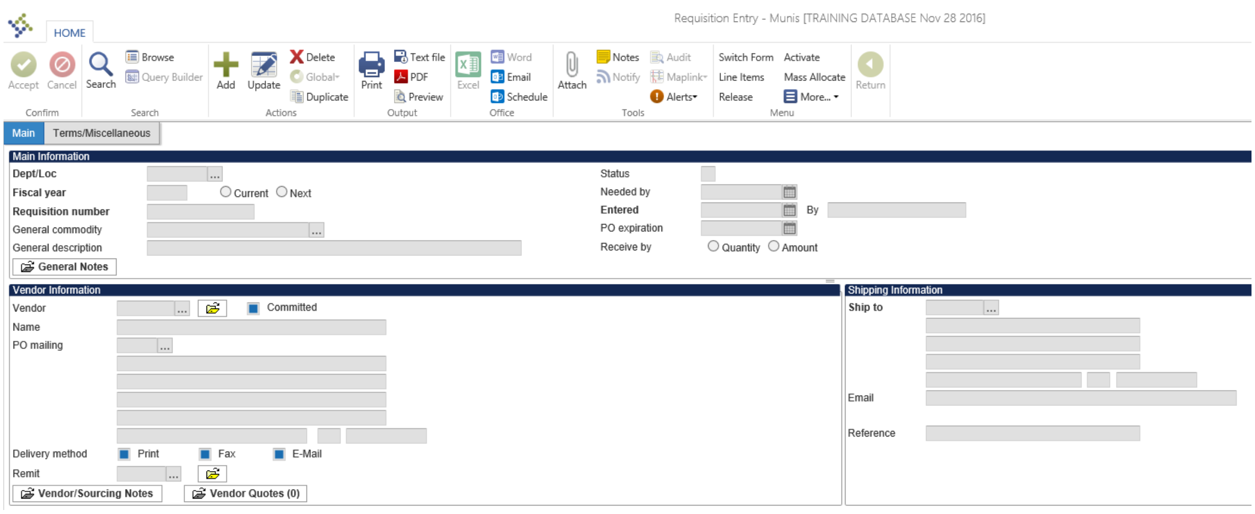
After requisition(s) are released, it is **<u>your</u>** responsibility to check the status.

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**.

   The Requisition Entry screen is displayed.



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

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.

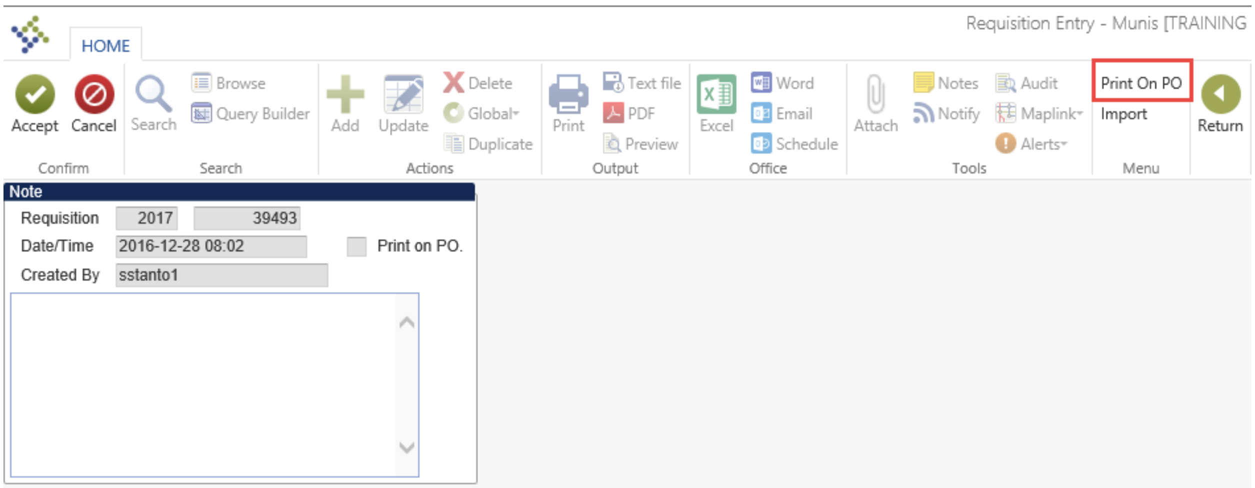
5. Press **TAB** to skip **Requisition number** field. **The requisition number will be generated automatically.** Write down the requisition number.

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.).

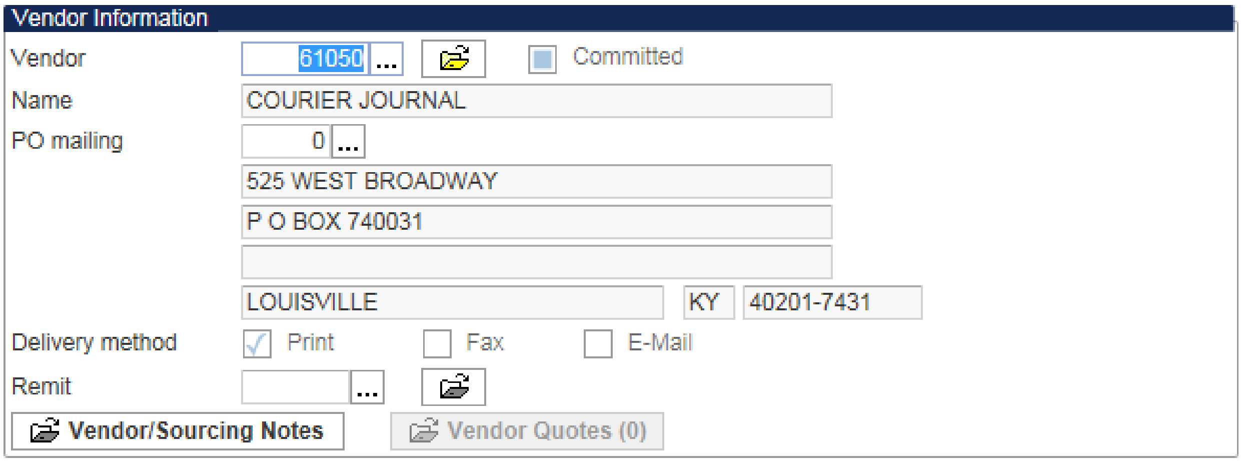


Type the note. If the vendor should see the note, click the **Print on PO** button in the Ribbon. When finished, click the **Accept** button or press **ENTER** to save the note. Click the **Return** button on the Ribbon to return to the Requisition Entry screen

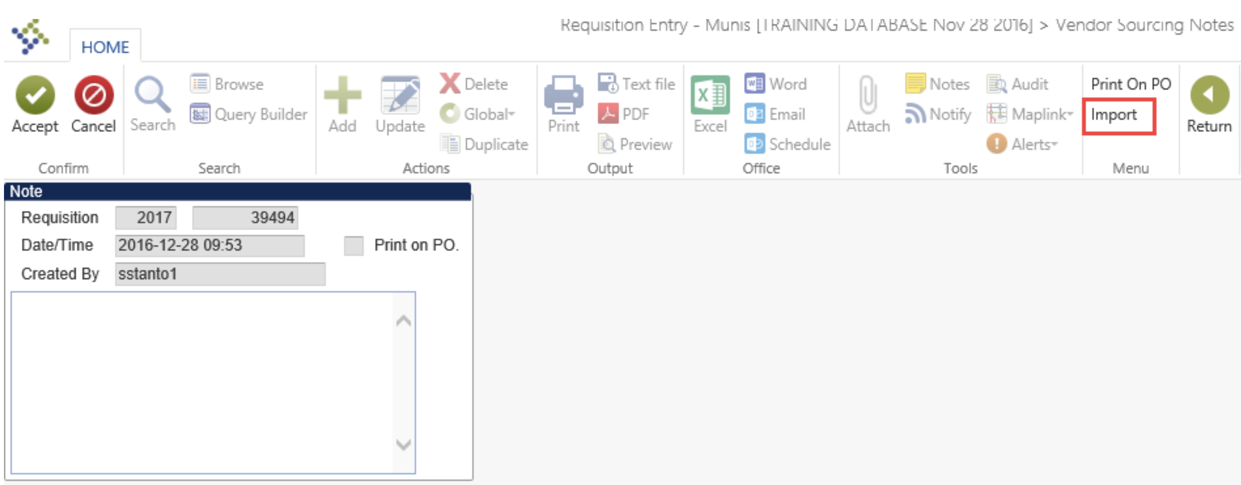
10. Press **TAB** to move to the **Vendor** field. Enter the **approved vendor number** for the **non-bid item**. If you do not know the **vendor number**, look up the vendor number by clicking on the ellipsis (…) button. Type the name of the vendor (in UPPER CASE) in the **Vendor Alpha** field. Click 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.

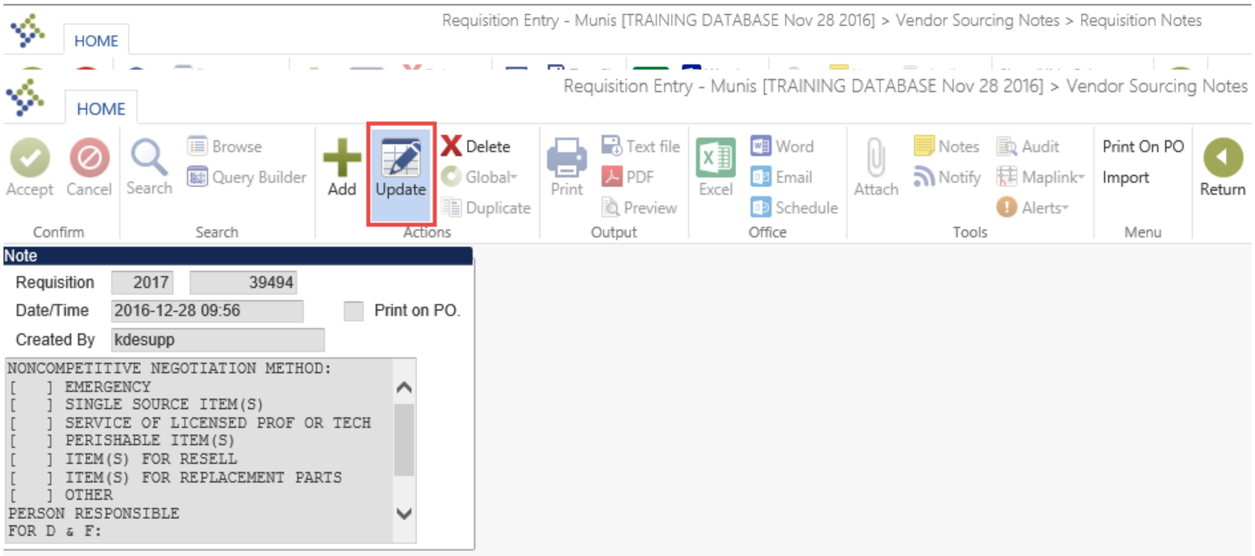
12. Click the **Vendor/Sourcing Notes** button.



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

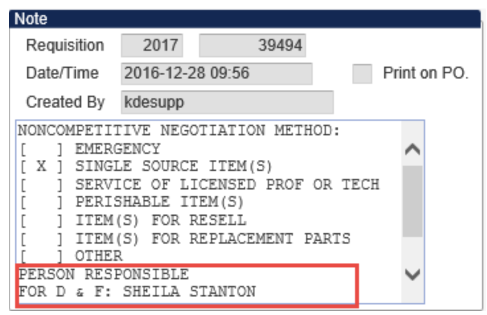


14. From the **Requisition Notes** screen double-click line number **3** to import **NONCOMPETITIVE NEGOTIATION METHOD**.



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.



17. 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.

18. 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.

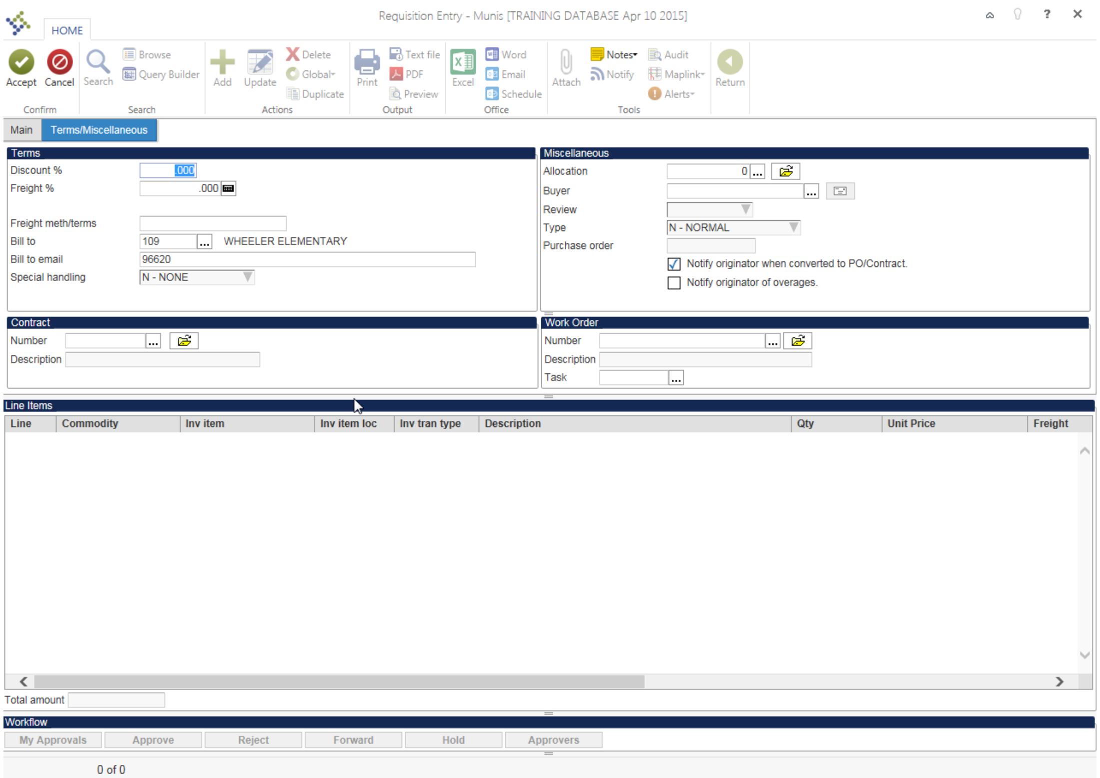
19. Do not click the **Print On PO** button. Click the **Accept** button or press **ENTER**.

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.



23. Press **TAB** to skip the **Discount %** and **Freight %** fields.

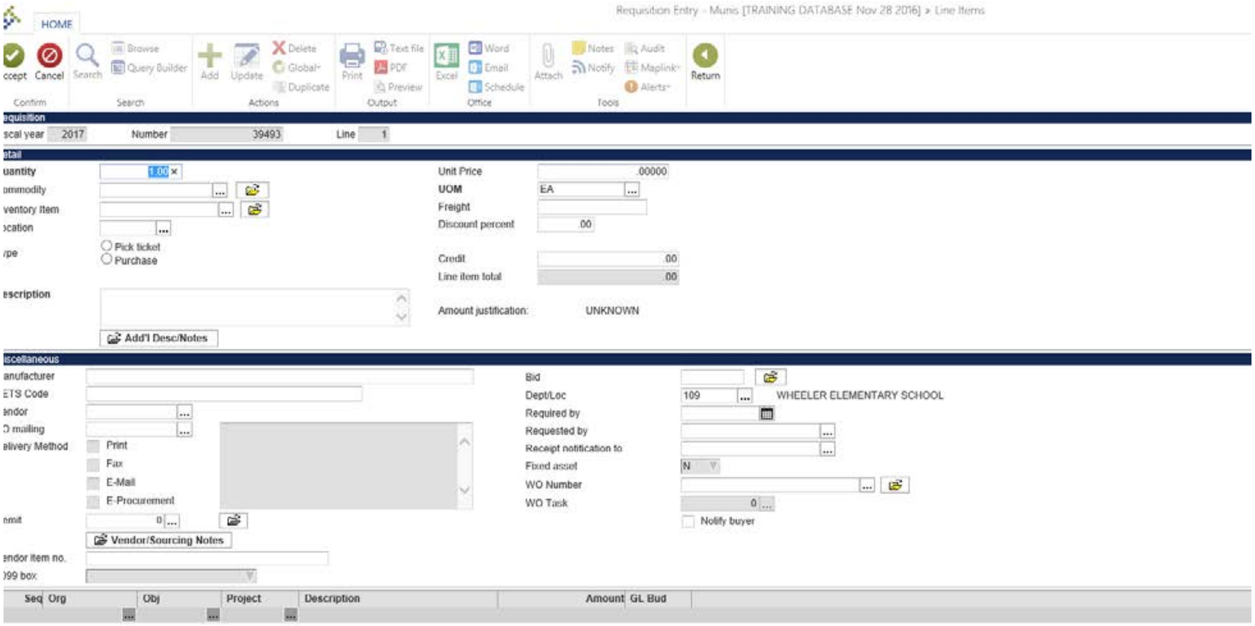
24. In the **Freight meth/terms** field, type the method of delivery (**optional**). If you leave the **Freight meth/terms** field blank, the order will be sent Best Way.

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.

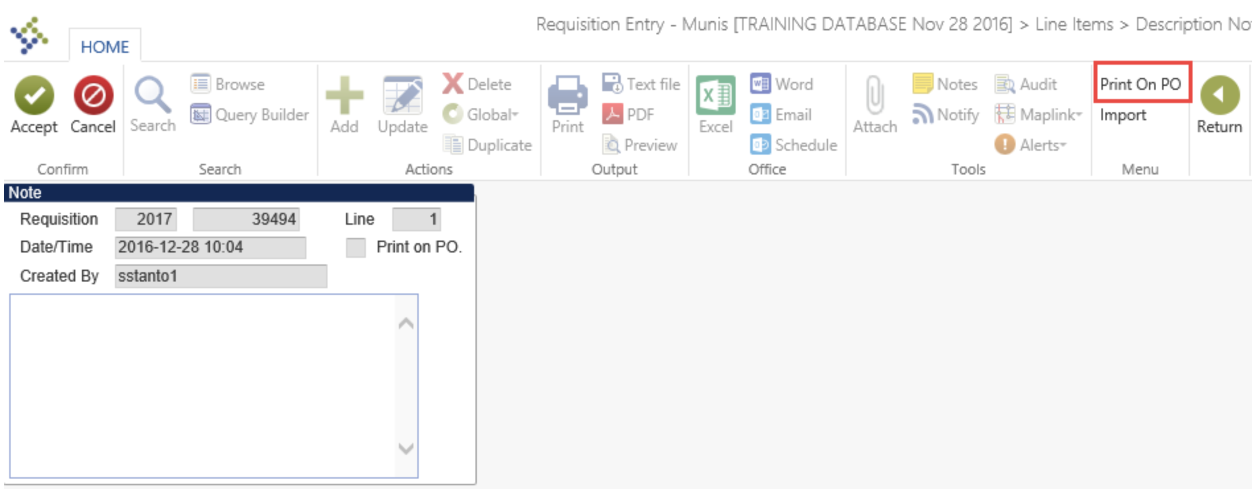


29. Type the quantity for the first line item; then press **TAB**.

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'l 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.

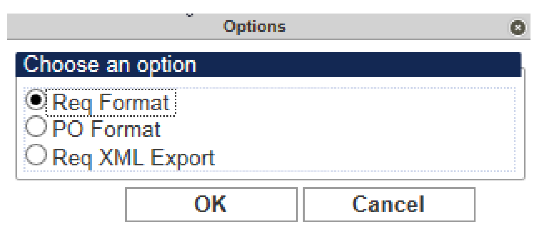
44. To add another line item to this requisition, click the **Add tool** in the toolbar.

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.

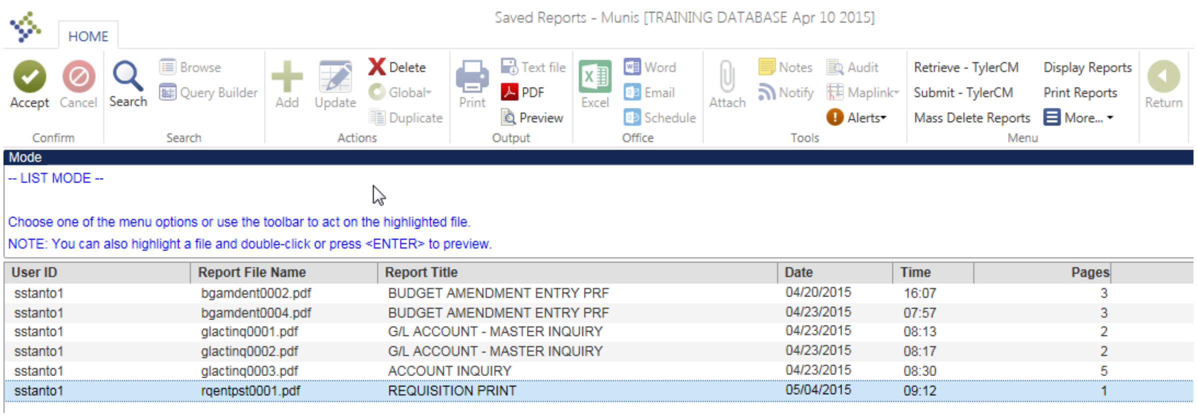


49. The **Printing Options** screen is displayed. Select or deselect the options you wish to use, then click the **Accept** button or press the **ENTER** key. It is strongly recommended that you always select *Print authorized by signature line*. This provides a line for your supervisor to sign authorizing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

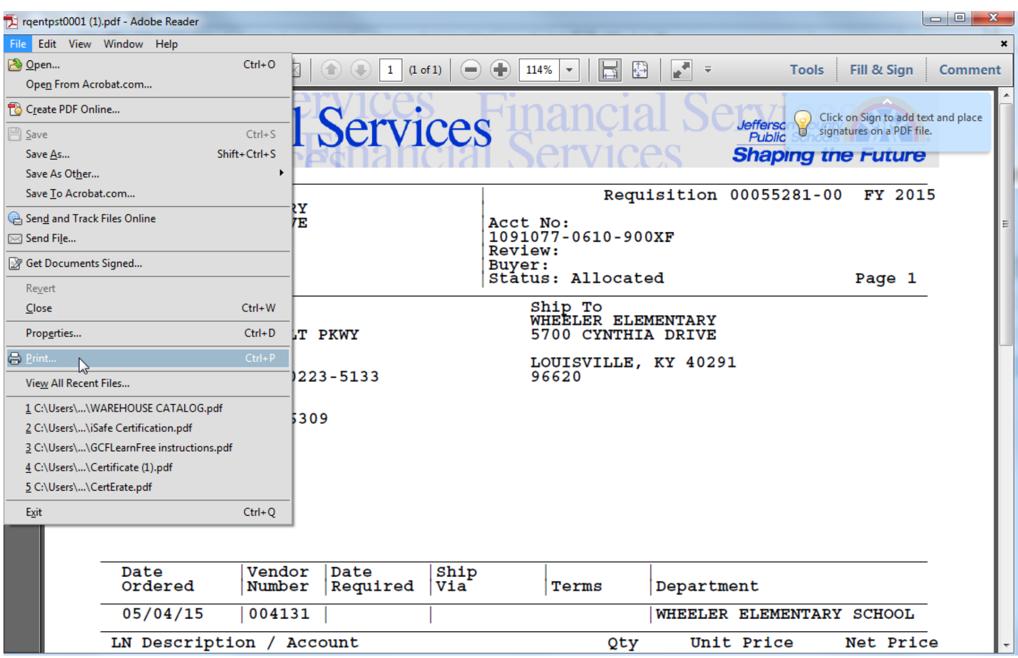
52. From the Main Menu, choose **Saved Reports**.



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

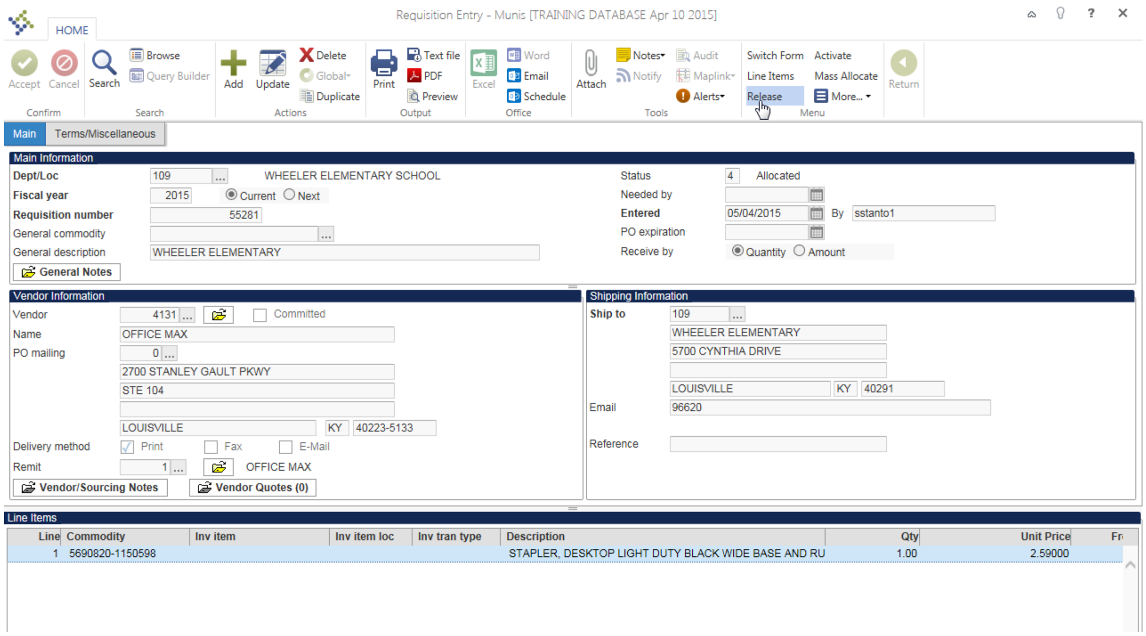
54. Click **Open**.

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



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

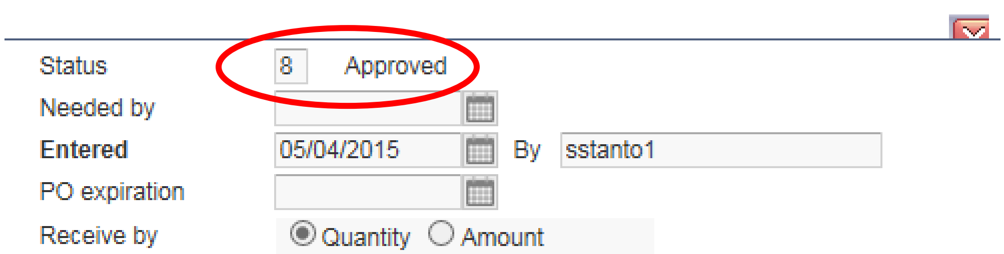
57. Click the **Release** button to submit the order to Purchasing.



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.



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.

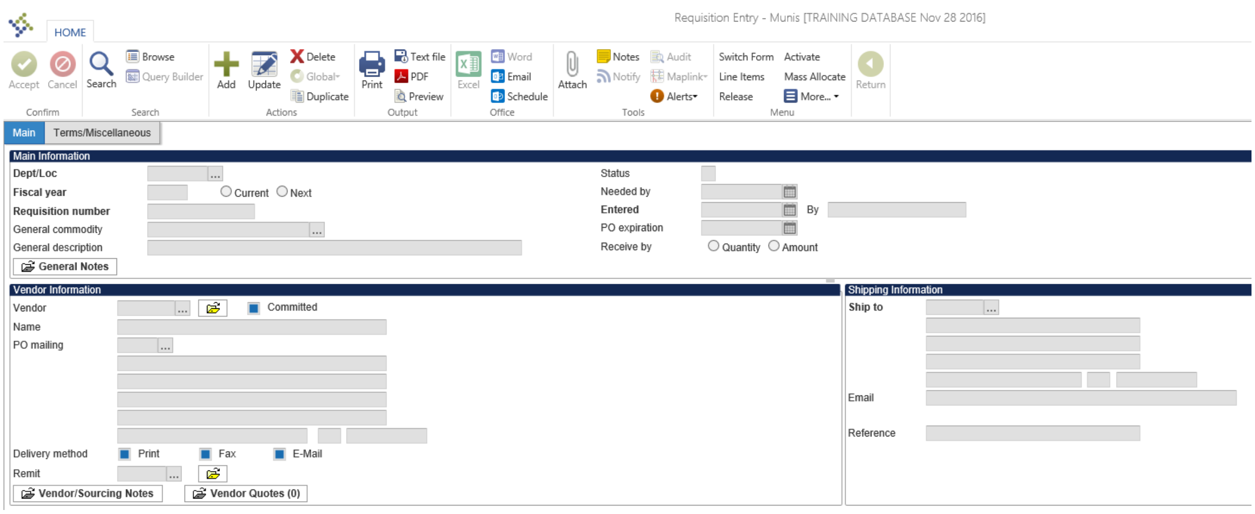
Even if the status is 8- Approved, the Purchasing Department can reject it if it contains errors or if it is incomplete. See section titled Correcting Errors for instructions on finding and correcting rejected requisitions.

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**.

   The Requisition Entry screen is displayed.



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

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.

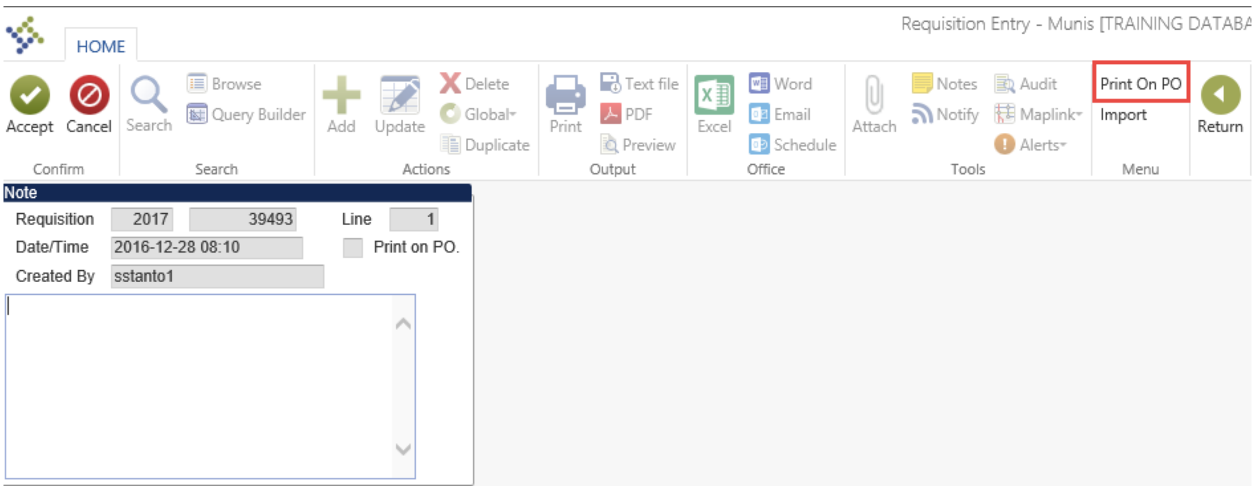
7. In the **General description** field**, ENTER YOUR SCHOOL OR DEPARTMENT NAME IN ALL UPPERCASE** (limit 30 characters).

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.).

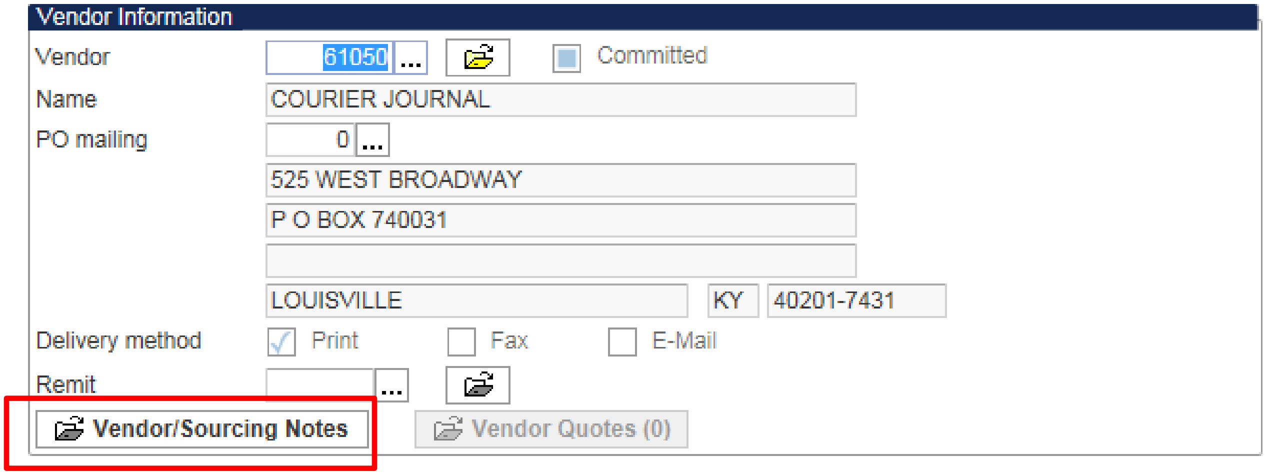
   Type the note. If the vendor should see the note, click the **Print on PO** button in the Ribbon. When finished, click the **Accept** button or press **ENTER** to save the note. Click the **Return** button on the Ribbon to return to the Requisition Entry screen



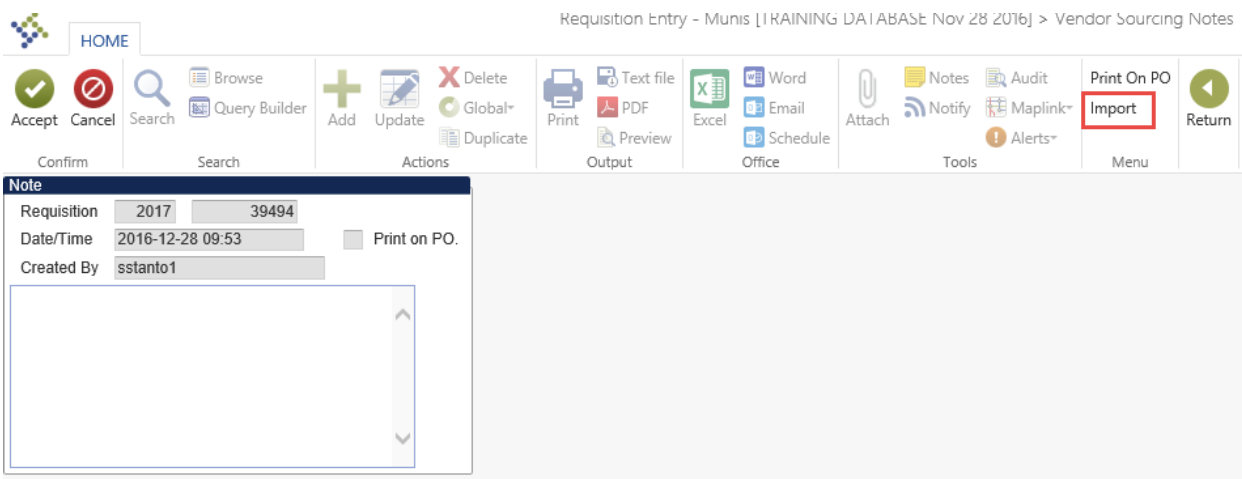
10. Press **TAB** to move to the **Vendor** field. Enter the **approved vendor number** for the **non-bid item**. If you do not know the **vendor number**, look up the vendor number by clicking on the ellipsis (…) button. Type the name of the vendor (in UPPER CASE) in the **Vendor Alpha** field. Click 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.

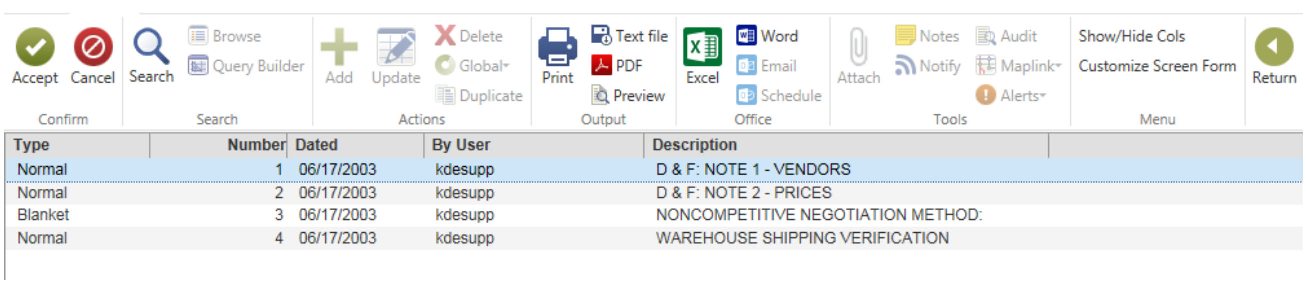
12. Click the **Vendor/Sourcing Notes** button.



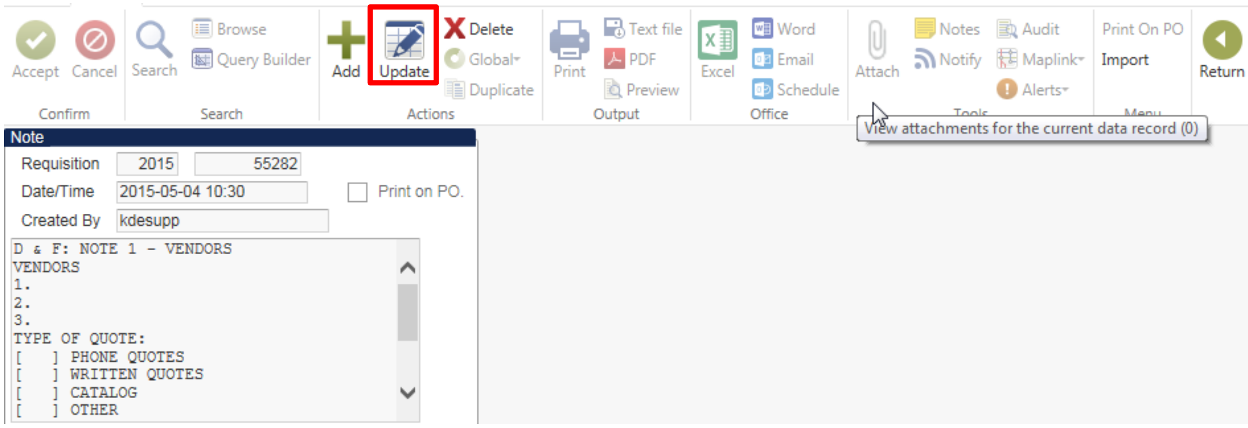
13. Click the **Import** button in the Ribbon.



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



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



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.

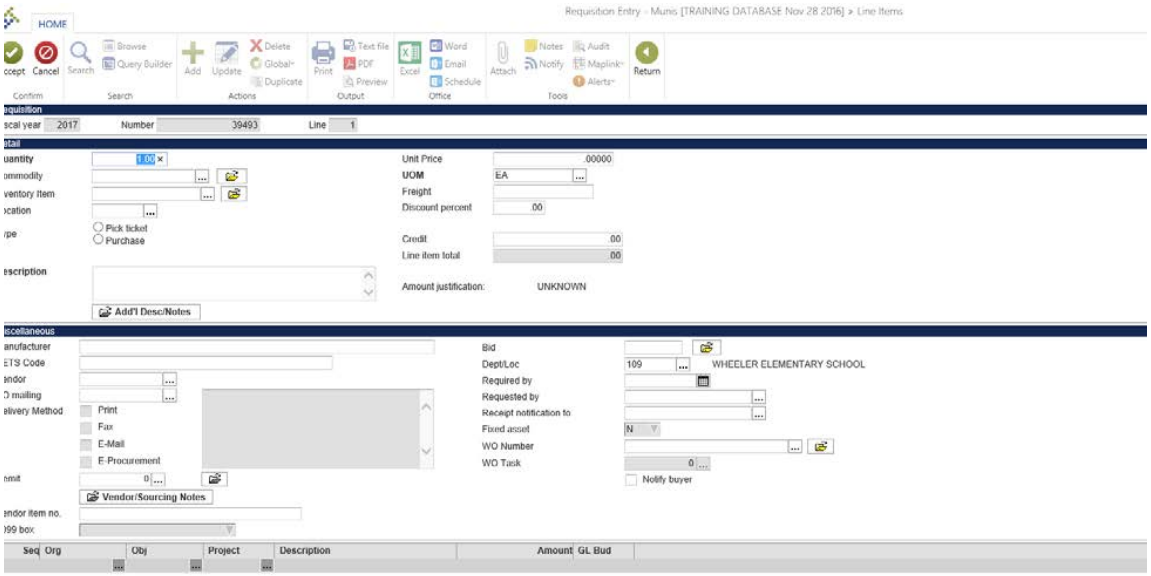
27. In the **Freight meth/terms** field, type the method of delivery (**optional**). If you leave the **Freight meth/terms** field blank, the order will be sent Best Way.

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.



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.

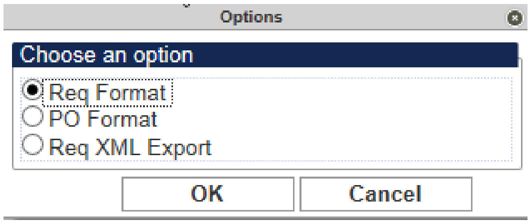
46. To add another line item to this requisition, click the **Add tool** in the toolbar.

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.

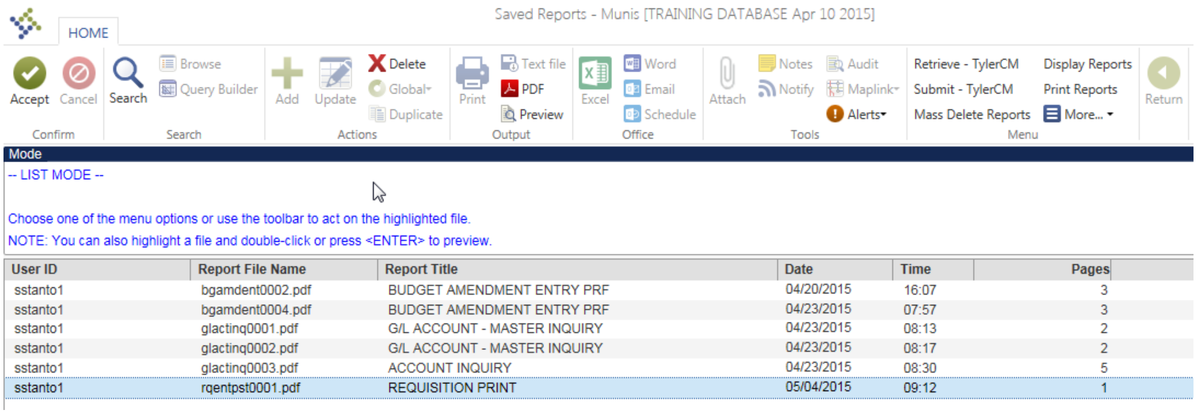


51. The **Printing Options** screen is displayed. Select or deselect the options you wish to use, then click the **Accept** button or press the **ENTER** key. It is strongly recommended that you always select *Print authorized by signature line*. This provides a line for your supervisor to sign authorizing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

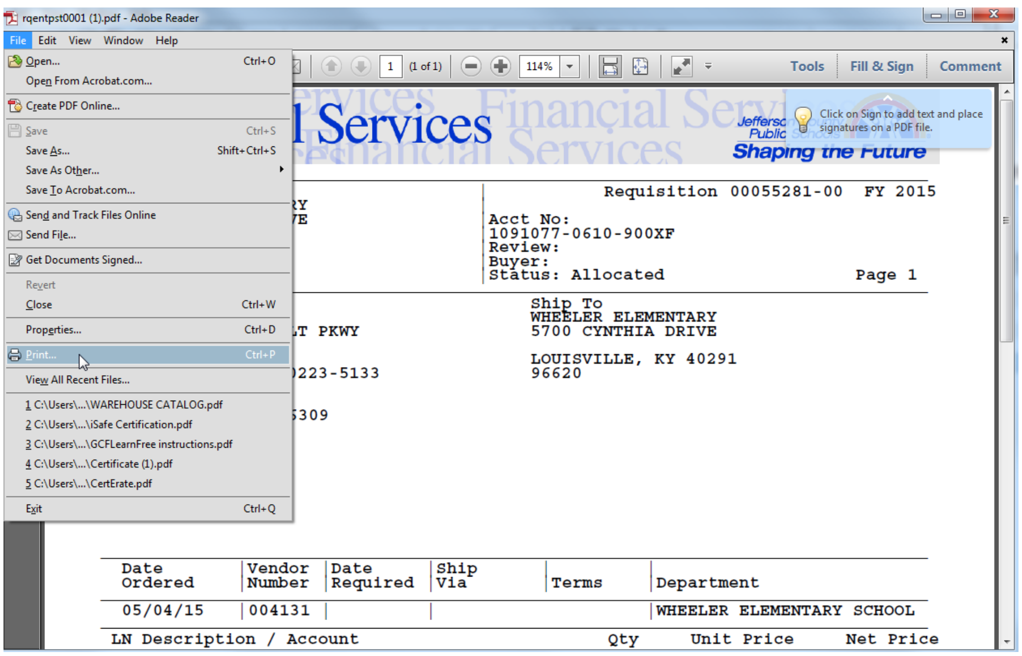
54. From the Main Menu, choose **Saved Reports**.



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

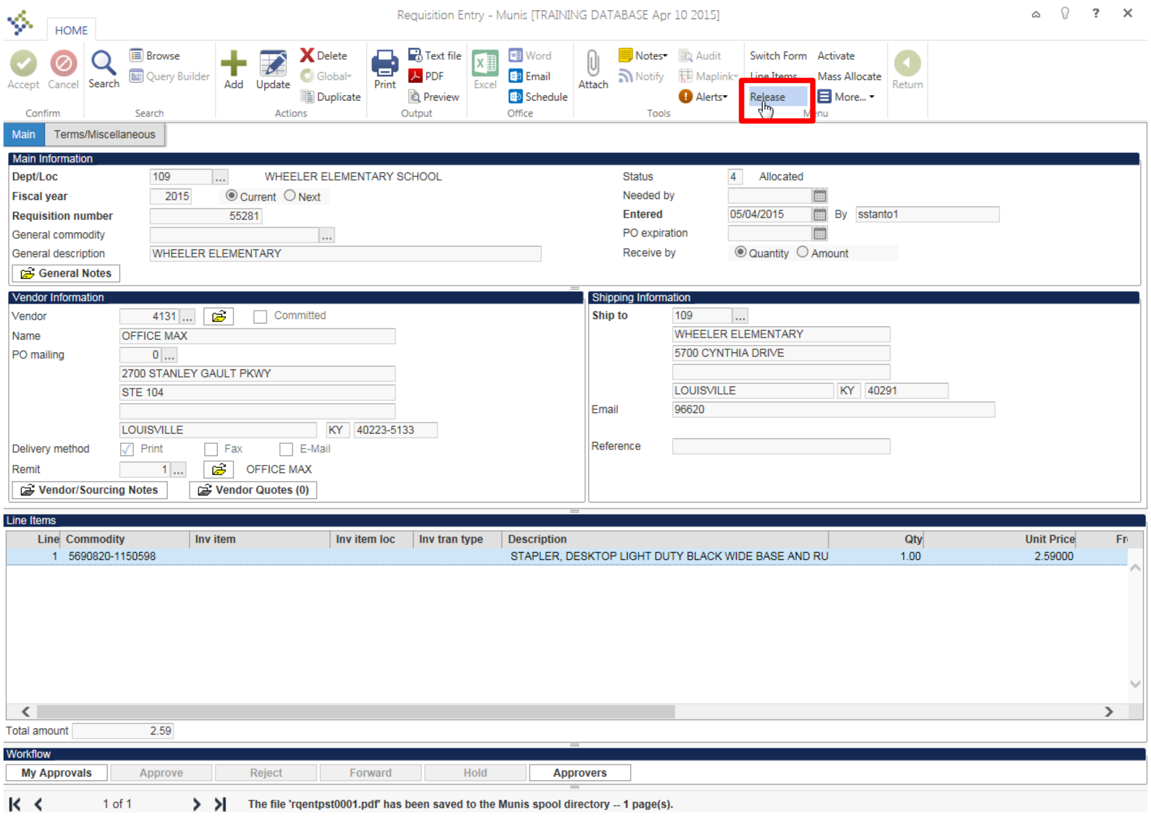
56. Click **Open**.

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



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

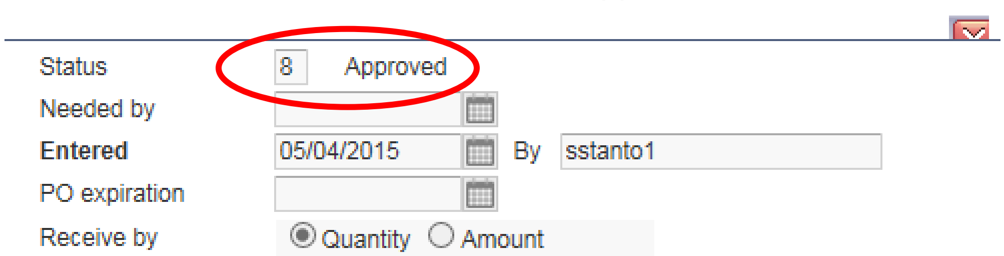
59. Click the **Release** button to submit the order to Purchasing.



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.



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** that 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**.

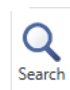
Rejected Requisitions

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.



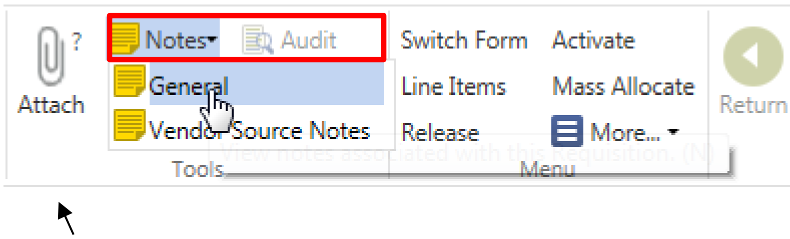
3. Enter the **fiscal year.** Choose **current** or **next**. Enter **requisition number** in the **Requisition number field** to find a specific requisition or enter a **1** in the Status field to find **all rejected requisitions.**

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.

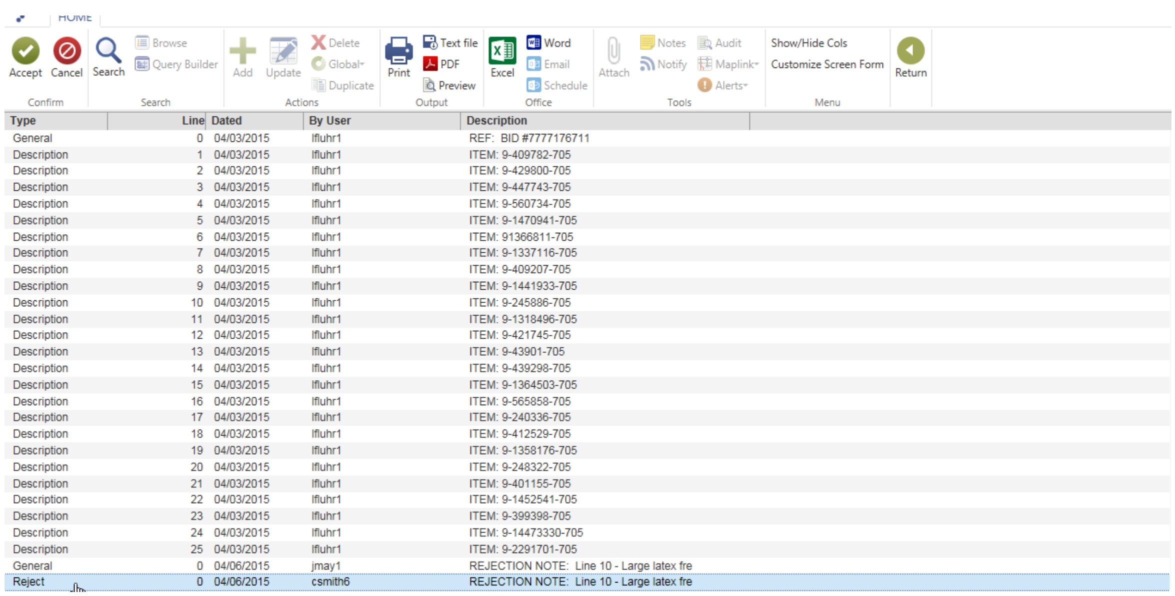
5. If you have multiple rejected requisitions it may be necessary to click the **Arrows** at the bottom of the screen to move to the rejected requisition you wish to change or click the **Browse** button to view all the rejected requisitions on one screen.

****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.

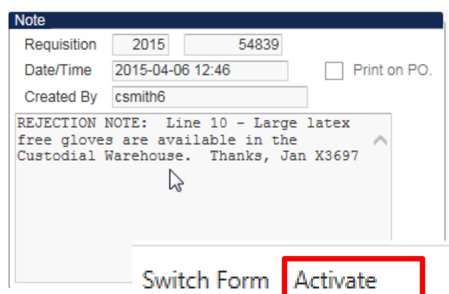


7. Double-click on the **Reject** message to read the entire error message.

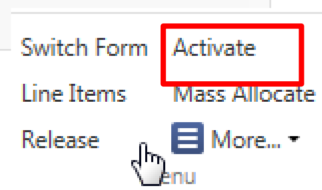


Type	Line	Dated	By User	Description
General	0	04/03/2015	lfluhr1	REF: BID #7777176711
Description	1	04/03/2015	lfluhr1	ITEM: 9-409782-705
Description	2	04/03/2015	lfluhr1	ITEM: 9-429800-705
Description	3	04/03/2015	lfluhr1	ITEM: 9-447743-705
Description	4	04/03/2015	lfluhr1	ITEM: 9-560734-705
Description	5	04/03/2015	lfluhr1	ITEM: 9-1470941-705
Description	6	04/03/2015	lfluhr1	ITEM: 91366811-705
Description	7	04/03/2015	lfluhr1	ITEM: 9-1337116-705
Description	8	04/03/2015	lfluhr1	ITEM: 9-409207-705
Description	9	04/03/2015	lfluhr1	ITEM: 9-1441933-705
Description	10	04/03/2015	lfluhr1	ITEM: 9-245886-705
Description	11	04/03/2015	lfluhr1	ITEM: 9-1318496-705
Description	12	04/03/2015	lfluhr1	ITEM: 9-421745-705
Description	13	04/03/2015	lfluhr1	ITEM: 9-43901-705
Description	14	04/03/2015	lfluhr1	ITEM: 9-439298-705
Description	15	04/03/2015	lfluhr1	ITEM: 9-1364503-705
Description	16	04/03/2015	lfluhr1	ITEM: 9-565858-705
Description	17	04/03/2015	lfluhr1	ITEM: 9-240336-705
Description	18	04/03/2015	lfluhr1	ITEM: 9-412529-705
Description	19	04/03/2015	lfluhr1	ITEM: 9-1358176-705
Description	20	04/03/2015	lfluhr1	ITEM: 9-248322-705
Description	21	04/03/2015	lfluhr1	ITEM: 9-401155-705
Description	22	04/03/2015	lfluhr1	ITEM: 9-1452541-705
Description	23	04/03/2015	lfluhr1	ITEM: 9-399398-705
Description	24	04/03/2015	lfluhr1	ITEM: 9-14473330-705
Description	25	04/03/2015	lfluhr1	ITEM: 9-2291701-705
General	0	04/06/2015	jmay1	REJECTION NOTE: Line 10 - Large latex fre
Reject	0	04/06/2015	csmith6	REJECTION NOTE: Line 10 - Large latex fre

8. 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.



9. 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'l 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.

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'l 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'l 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**.

<u>Requisition status definitions</u>:

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.

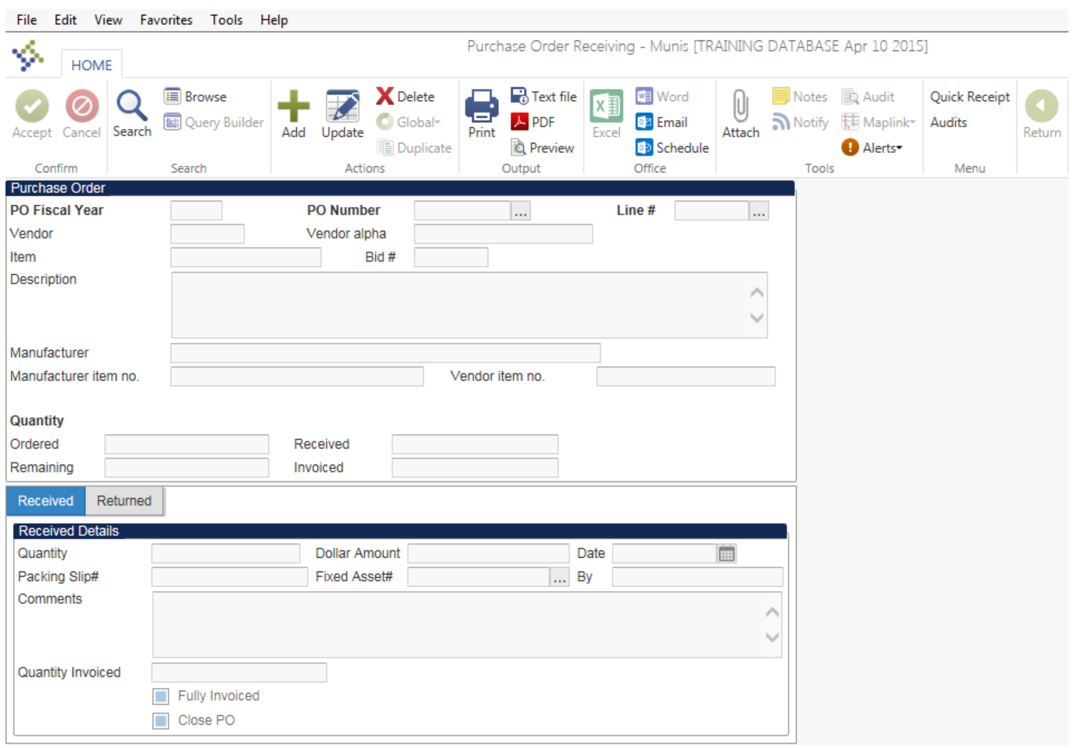
Remember to check your requisition(s) status.

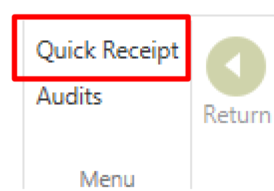
Purchase Order Receiving

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**.

   The following screen is displayed.



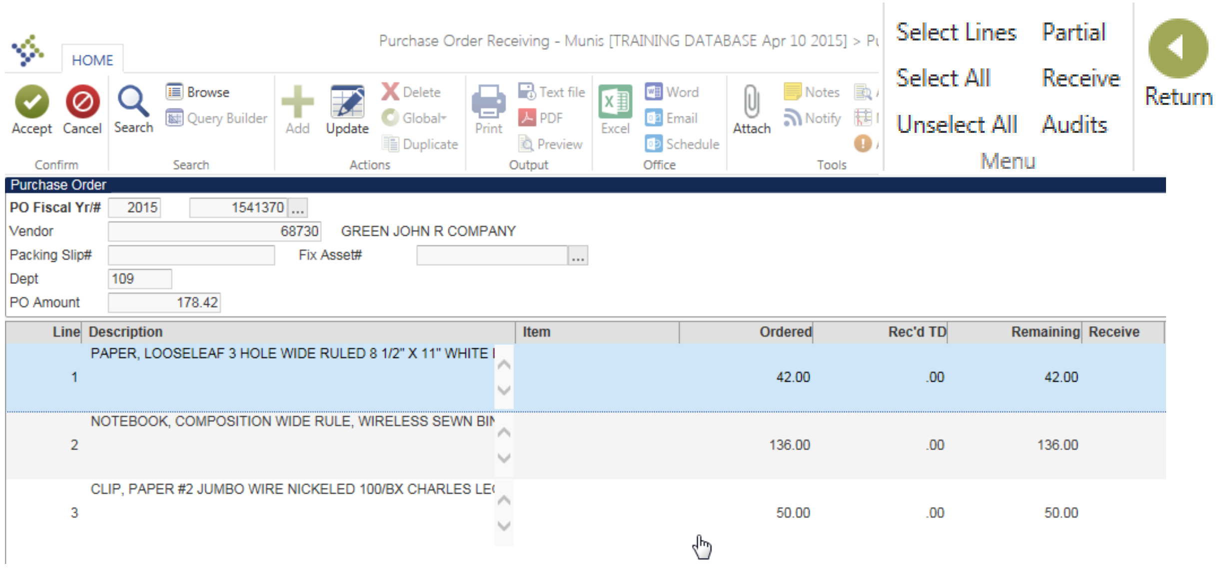


2. Click the **Quick Receipt** button on the Ribbon.

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.

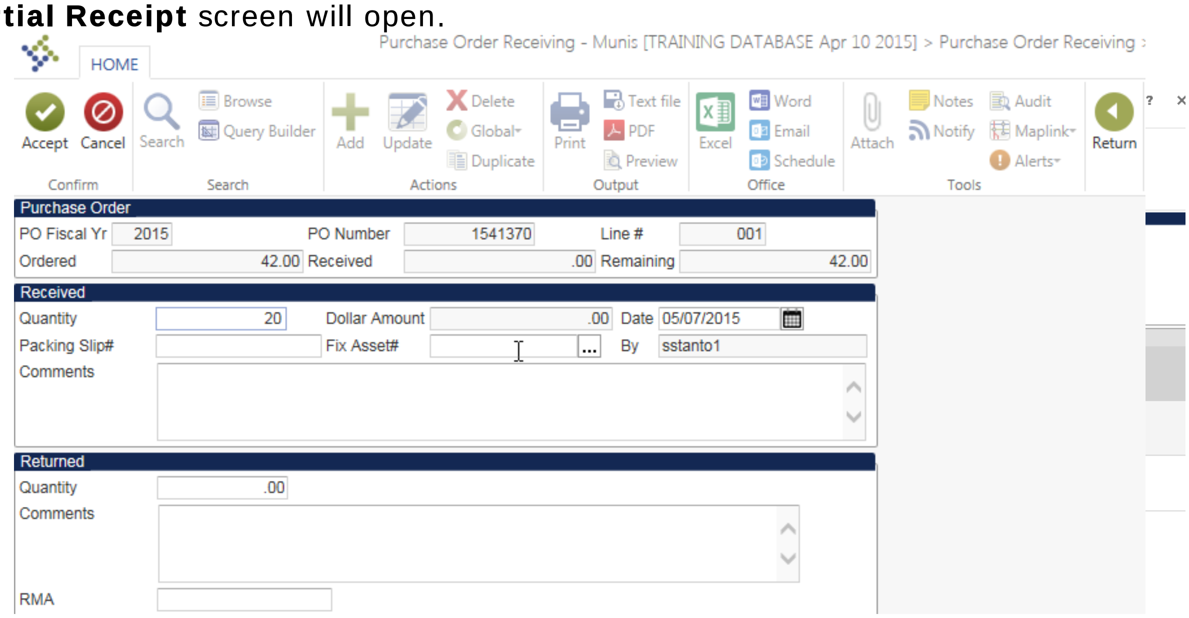
5. All items on the purchase order are shown in the lower portion of the window.



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.



9. 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.

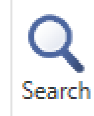
11. After receiving the items, choose the **Close** box at the top right hand corner of the screen to return to the **Purchase Order Receiving** screen.

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

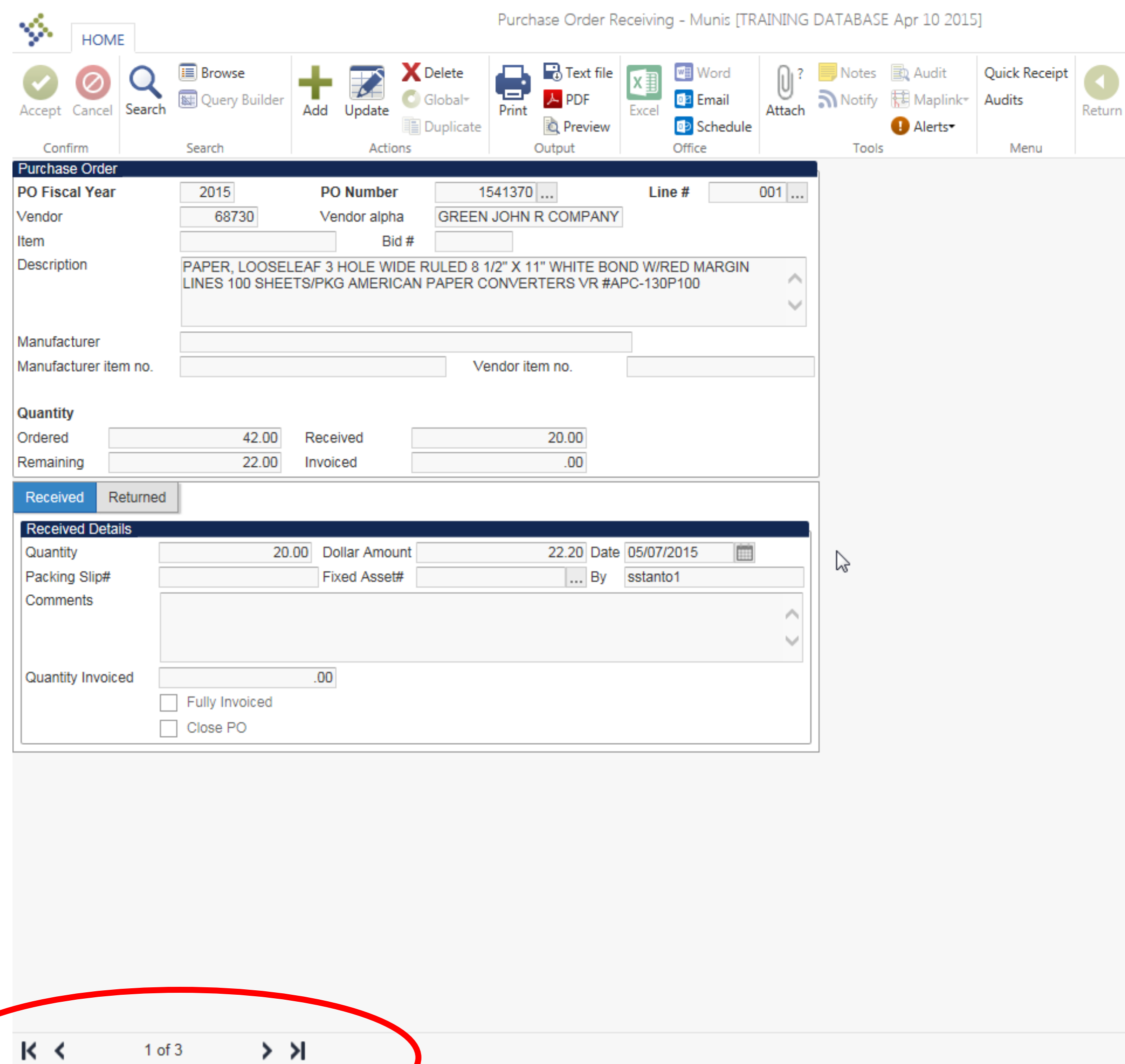
1. Click the **Purchase Order Receiving** from **Quick Links, Departmental Functions** menu.

2. From the Purchase Order Receiving screen, click the **Search** tool on the Ribbon.



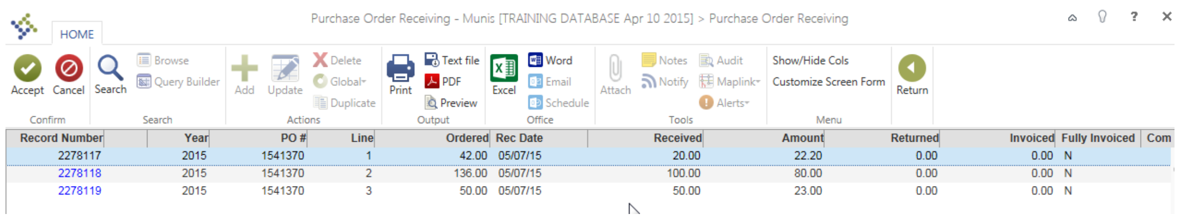
3. Press the **TAB** key to move the cursor to the **PO Number** field. Enter the purchase order number for the receiving file you wish to view.

4. Click the **Accept** button or press the **ENTER** key. The **Purchase Order Receiving** records are displayed on the screen.



5. If there are more than one receiving record entered, click the **Arrows** at the 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.

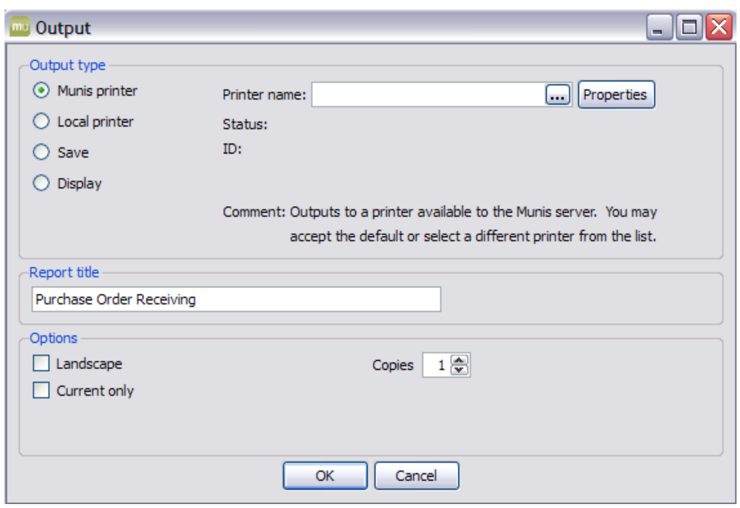


5. In Browse mode, double-click on a line or highlight the record and click the **Accept** button or press **ENTER** to return to the receiving record.

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**.



9. 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