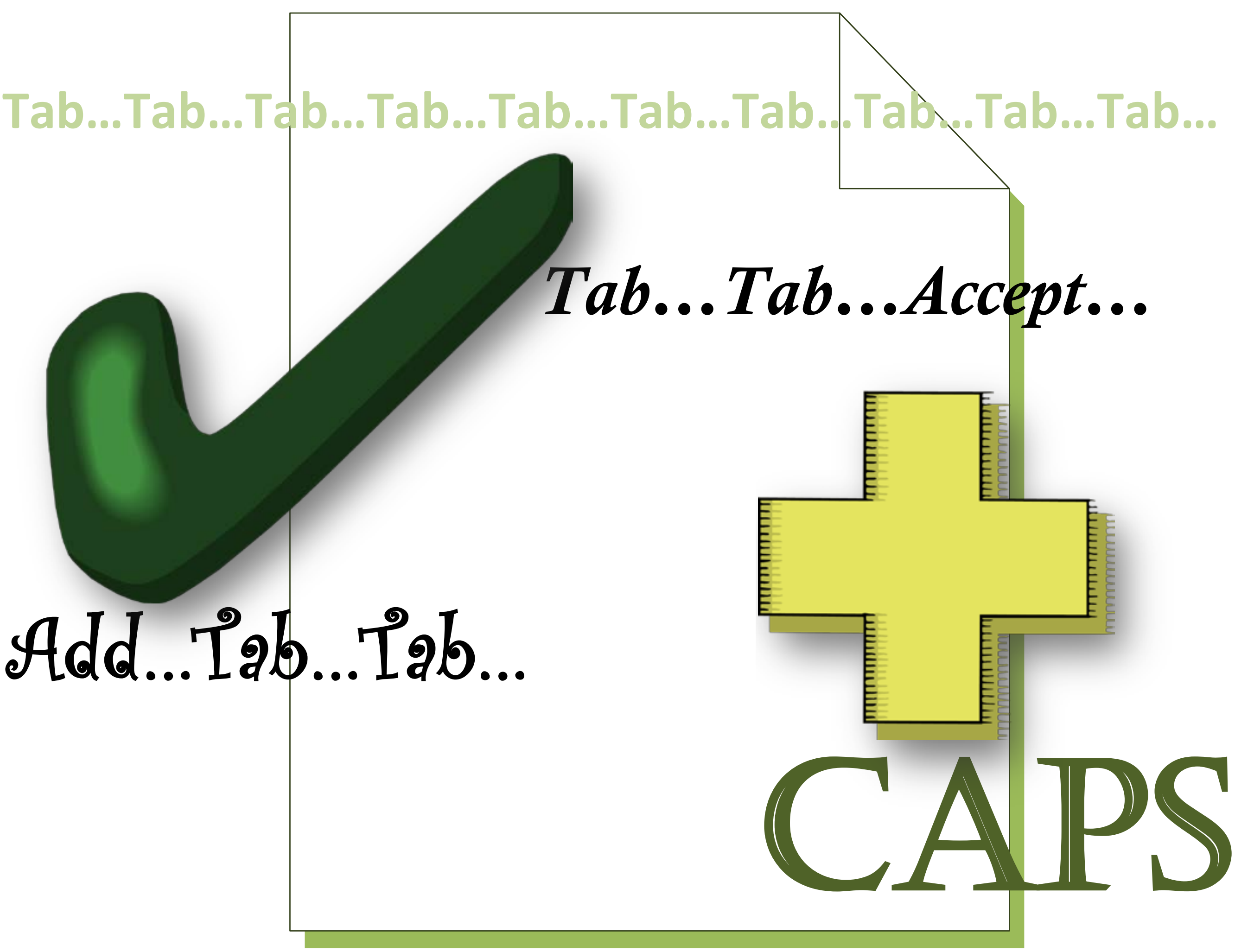
# PARKWAY SCHOOL DISTRICT

# MUNIS®

## TEACHING GUIDE AND REFERENCE MANUAL



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PARKWAY SCHOOL DISTRICT

# *WELCOME TO MUNIS®*

*This training manual and reference guide is divided into several sections:*

## *MUNIS® INTRODUCTION AND NAVIGATION*

*provides MUNIS log in information for Parkway users, as well as, an overview of the MUNIS Dashboard and MUNIS Navigation.*

***SECTION 1*** *provides an overview of the MUNIS program while highlighting Parkway specific information, screens and detailed descriptions. This section has been designed as a teaching tool and reference from the MUNIS®KnowledgeBase, a searchable database of MUNIS product informational documents or files. The KnowledgeBase database contains Microsoft® Word documents, Crystal Reports® reports (.rpt files), PDF files, videos (.wmv files), etc. A more comprehensive examination of MUNIS®KnowledgeBase can be found by clicking the HELP link on the MUNIS Dashboard –Tyler Menu Section.*

*To access information about a current, open program click the HELP button on the MUNIS toolbar.*

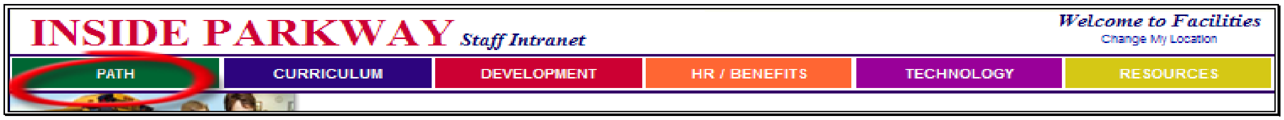
## *SECTIONS 2, 2A, 2B, 3, 4, 5, 6, 7, 8, and 9*

*provide step-by-step instructions which demonstrate the functions in MUNIS needed to perform your specific tasks. These sections have been designed as teaching tools and quick references. You will also find references, by category, to SECTION1 directing you to more in depth information about specific functions.*

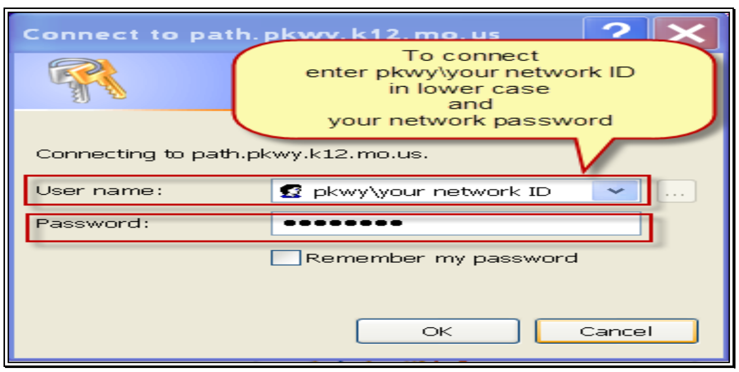
# MUNIS®
# INTRODUCTION AND NAVIGATION

## *MUNIS® /TYLER LOG IN*

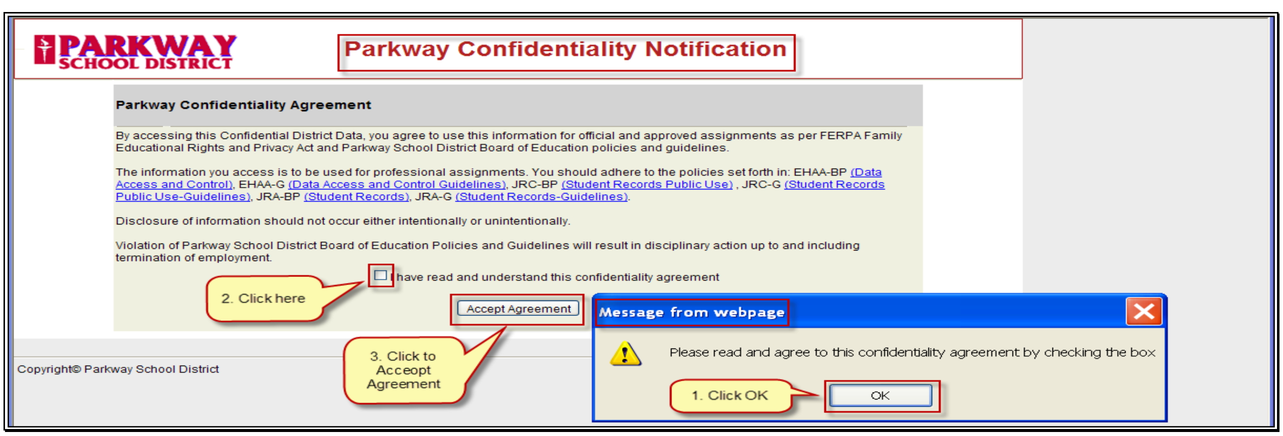
- To access MUNIS in train: (the link will change to the live application on the go live date)
  - go to Inside Parkway
  - click the path tab – under the staff planning tools
  - the Tyler- MUNIS screen opens




- To connect:
  - enter pkwy\ and your network name in lower case
  - enter your network password
  - click OK

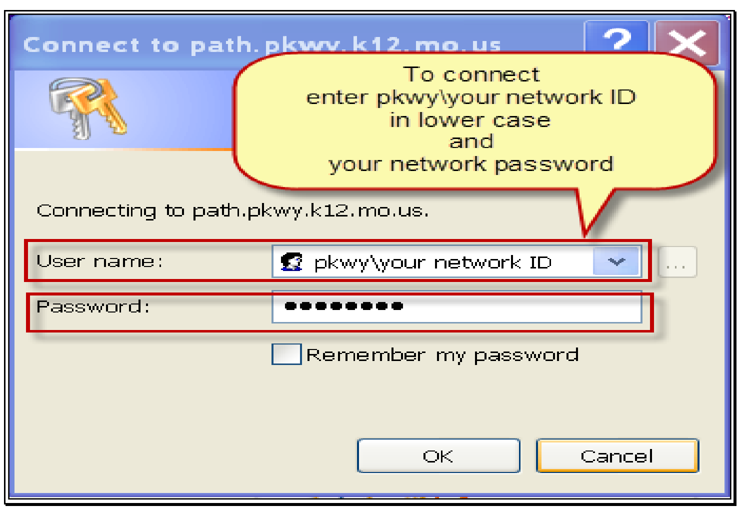



- the Parkway Confidentiality Notification screen will open
- 1. click OK – on the Message from Webpage window
- 2. click box – stating you have read and understand the confidentiality agreement
- 3. click box – to accept agreement



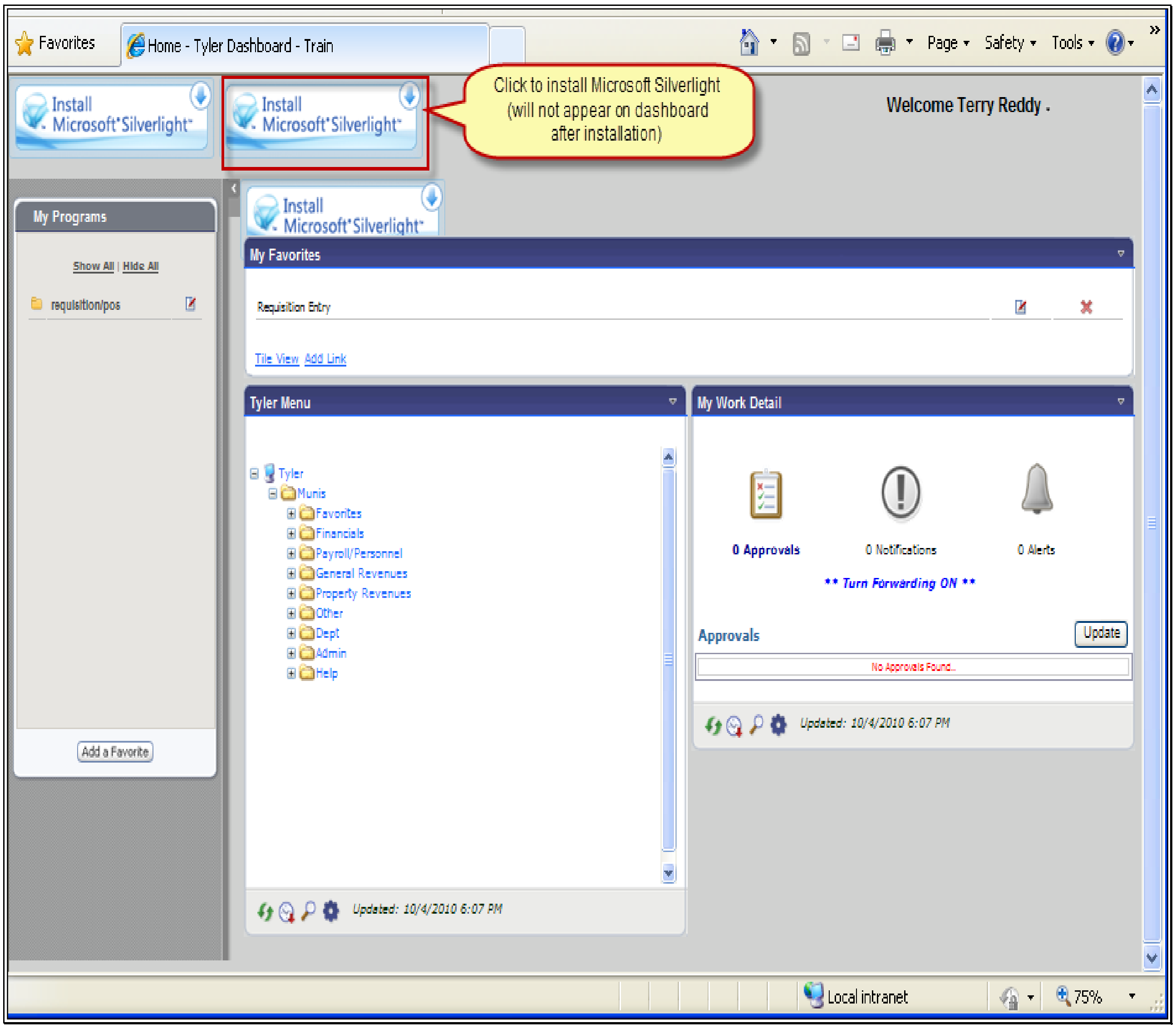

- the Inside Parkway screen will open again
- click on Tyler/MUNIS located in the Staff Planning Tools Menu
  - DO NOT Bookmark


- the sign-in window will re-open
- re-enter pkwy\ and your network name in lower case
- re- enter your network password
- click OK

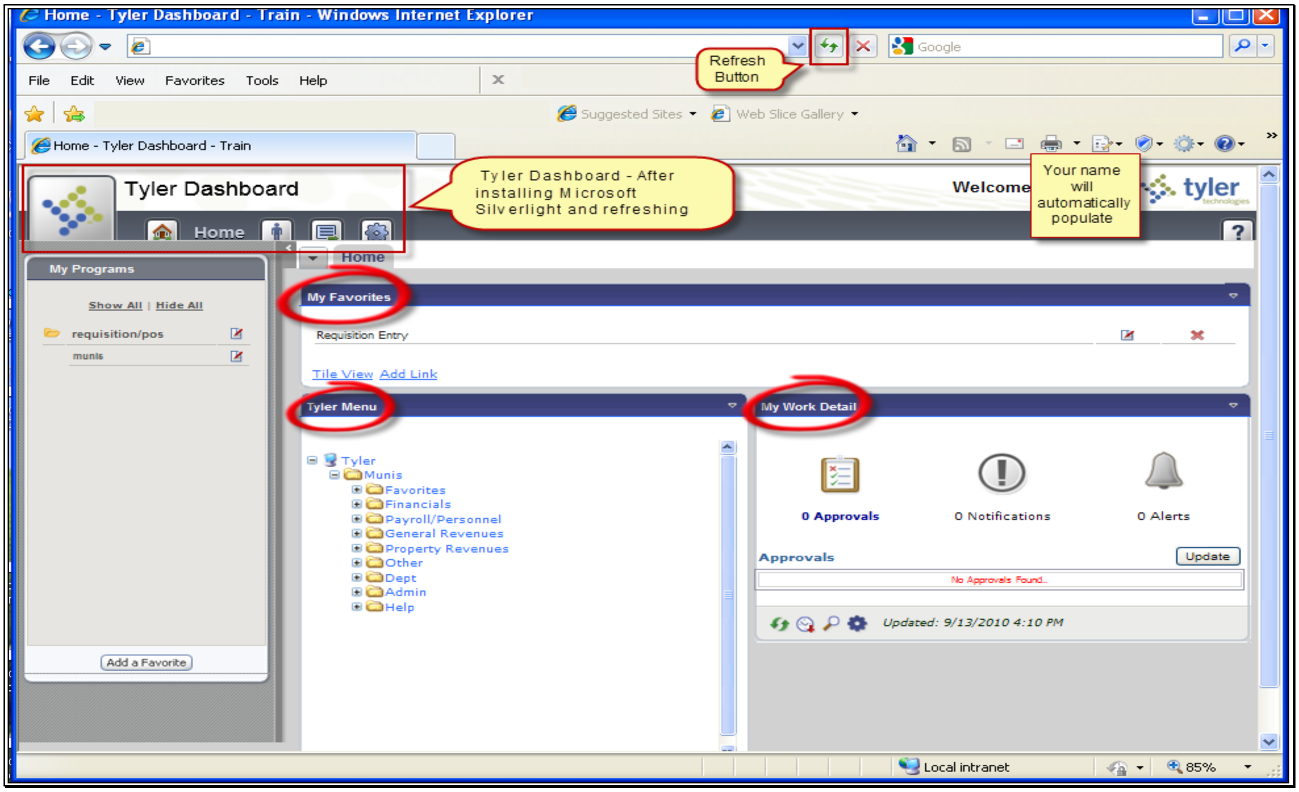


# *MUNIS® / TYLER DASHBOARD*

- To complete the MUNIS/TYLER DASHBOARD installation:
  - ***Microsoft Silverlight*** - installation of Microsoft Silverlight may be required on your computer
  - click on one the *Install Microsoft Silverlight* buttons located on the Tyler Dashboard




  - After installation is complete click the refresh button located at the top of the screen between the address bar and the search engine bar.
  - Your Tyler Dashboard will display the Tyler Dashboard Logo and your name will automatically populate on the dashboard.




## MY FAVORITES

- Favorites are programs that you use frequently and for which you want to have easy access. Rather than find them in the MUNIS menus every time you want to use them, you can store them for quick-access in the Favorites menu.
- To add a program to the Favorites list
  - open the program
  - click the Star button on the toolbar
  - once you have added one or more favorites, you can access them from the MUNIS menu by expanding the Favorites option
  - or you can access them by clicking Favorites on the My menu within an active program.
- **Note:** You must restart MUNIS to see the programs added to your favorites menu.
- To remove programs from the Favorites list:
  - click Organize Favorites from the Favorites list.
  - on the Organize Favorites screen, highlight the program to remove, and click Delete.
  - click Clean Up to reorganize the order of your favorites.
  - click OK to close the window.
- **Note:** Deleting a favorite does not delete the MUNIS program entirely; it just removes them from your Favorites menu.

## ■ TYLER MENU

- Menus are divided by MUNIS products, and then by applications within those products. For example, Financials is a product, and Accounts Payable is an application within that product. Within an application, there are many programs.
- The standard MUNIS menu style is called the Tree style. The menus and program names are in a column on the left side of the screen; when you click the plus sign (+) next to a product name, the menu expands to include programs within the application.
- For all MUNIS Menu items, the plus sign (+) indicates that there are additional menu selections available. You can click the plus sign or double-click the menu item name to expand the selections. For programs on the menu that are not preceded by a plus sign; the MUNIS system opens the program when you click the menu name.

## ■ MY WORK DETAIL – APPROVERS ONLY

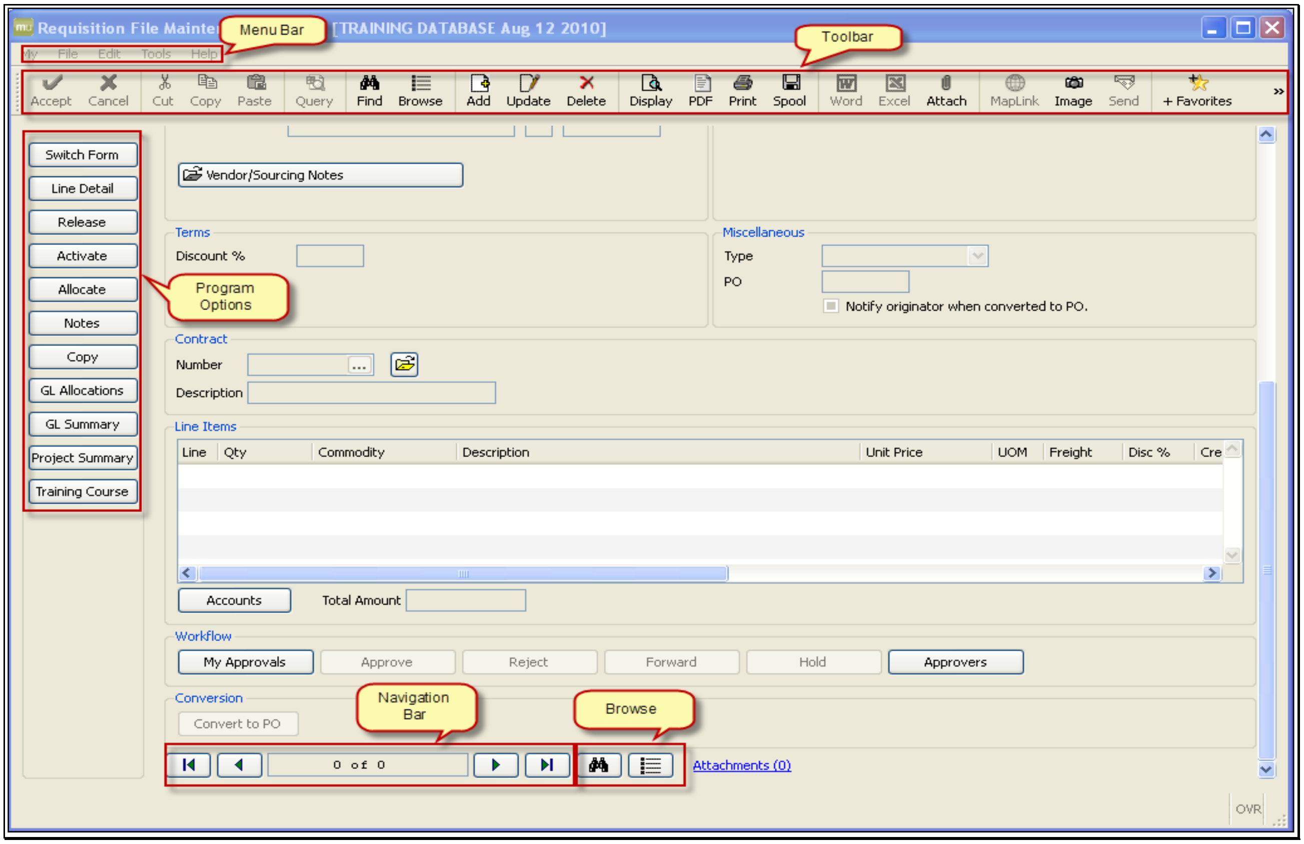
- **Approvals** – there's something in Workflow that requires your attention - Approve, Hold or Reject.
- **Notifications** – means you are included in the Workflow for something that doesn't require your action. For example; a JE (journal entry) notification will flow to the school level supervisor to let them know that someone has entered a JE that affects one of their accounts, your approval is not required but, you may want to discuss the entry with the originator before finance approves the JE.
- **Date Alerts** – relate to Milestones in MUNIS. You will not receive date alerts at this time.

# ***MUNIS® AND THE TASKBAR***


■ On your Windows taskbar, there are two MUNIS entries when you open the MUNIS system: Genero Desktop Client and MUNIS App Center V*n*.

- The Genero Desktop Client is the screen from which you select a database;
  - This screen does not need to be visible when you are working in MUNIS programs.
  - If you minimize the Genero Desktop Client screen, the taskbar entry is removed, leaving only the application entry on the taskbar.
- The MUNIS App Center is the Application Launcher
  - Do not close the Application Launcher screen until you have closed all other MUNIS screens.

# ***MUNIS® NAVIGATION***




## STANDARD SCREEN FEATURES

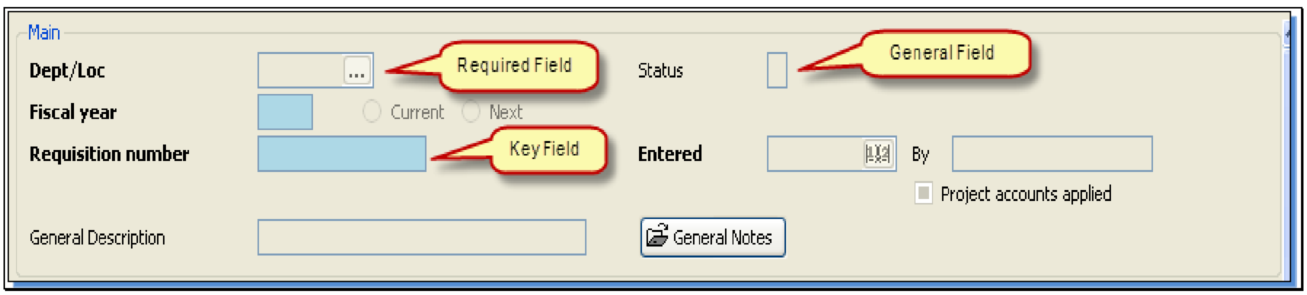
The standard MUNIS program screen contains several working sections.

- **MENU BAR** - At the top of the screen, there is a menu bar that contains standard options: My, File, Edit, Tools, and Help. The File, Edit, and Tools menu options allow you to select actions that are also accessed from the toolbar. In these menus, the actions are sorted by applicability:
  - The ***My Menu*** on the menu bar allows you to access your favorites, open Spool Maintenance to manage saved reports, and to change your menu preferences.
  - The ***File Menu*** provides the save, cancel, print and close options.
  - The ***Edit Menu*** provides the add, update, delete, and output options.
  - The ***Tools Menu*** contains the miscellaneous options that are determined by your organization's work processes.
  - The ***Help Menu*** option provides access to MUNIS online help and to the About MUNIS screen.
- **TOOLBAR** - Directly under the menu bar, there is a toolbar, which provides direct access to the most common tasks performed within a program (for example, find a record, update a record, and so on). The toolbar is your primary resource for performing actions within each program. It provides a quick and easy way to access various program options without memorizing keyboard shortcuts or looking at a menu. In addition to the toolbar, there are menu and keyboard options available to help you use MUNIS programs efficiently.
  - ***Right click anywhere on the toolbar to enable the text for the icons.***

- **PROGRAM OPTIONS** - Program-specific options are provided in the left-column menu, as well as on the screen. These options often display additional screens for the selected program, or they open other related programs.
- **WORK AREA** - The work area is centered on the MUNIS screen; here you find the fields that you need to complete program actions. Often, if there are numerous fields, the work area is divided into tabs, which sort the fields by intended use or purpose.
- **NAVIGATION BAR** -The navigation bar at the bottom of the screen allows you to move through an active set of records, one record at a time, or to move to the first or last record.
- **BROWSE SCREEN** -You can also open a browse screen that lists all of the records in the active set.

## KEY, REQUIRED and GENERAL FIELDS

When you open a MUNIS program you will notice three types of fields. Key fields are always required, highlighted in light blue and have a bold label. Required fields are not highlighted but, have a bold label. General fields are not highlighted and do not have a bold label.

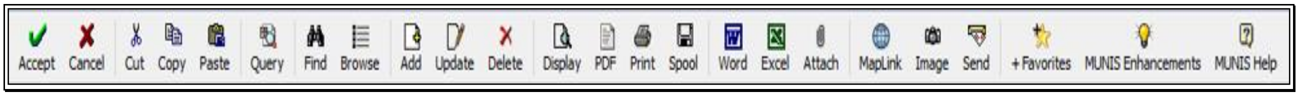



- **KEY FIELDS**
  Key fields make a MUNIS record unique. If there is more than one key field, it takes a combination of these fields to make the record unique. You cannot change key fields once the record has been entered. If there is an error, you must delete the record and enter it again. Key fields are also known as indexed fields.

- **REQUIRED FIELDS**
  Required fields are the fields that must be completed in order to add a record. If you press **Tab** to move through the fields on a screen, you cannot move through a required field without completing it.

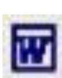
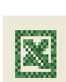
- **GENERAL FIELDS**
  General fields are neither highlighted nor labeled in bold text. Follow the step-by-step instructions provided in SECTION 2 of this manual when entering information in these fields. The information entered in the general fields complete the information necessary to complete function.

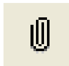
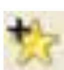
# MUNIS® TOOLBAR




- The following table indicates the toolbar definitions, Icons, applicable shortcuts (if available), and descriptions.
- The toolbar is your primary resource for performing actions within each program. It provides a quick and easy way to access various program options without memorizing keyboard shortcuts or looking at a menu.
- While in a program, hover your mouse pointer over the toolbar to display a brief description of its functionality, or right-click on an active toolbar button and click Enable Text to display a description below each button. Right-click and click Enable Text again to disable this feature. If a button is highlighted, that function is available for use. If a button is not highlighted, then it is currently not available.

| DEFINITION | ICONS AND KEYBOARD SHORTCUTS | | DESCRIPTION |
|---|---|---|---|
| Accept | | Press **Enter** | Accept saves information after you have created or updated a record. This button is often highlighted when adding, updating, or searching for records. |
| Cancel | | Press **Esc** | Cancel ends an operation, such as adding or updating a record |
| Cut | | Press **Ctrl+X** | Cut allows you to remove data from one program or field to use in another. |
| Copy | | Press **Ctrl+C** | Copy creates a copy of data in one program or field to use in another |
| Paste | | Press **Ctrl+V** | Paste inserts cut or copied data into a field or program |
| Query Wizard | | Press **Ctrl+Q** | Query creates a query based on an expression or mathematical equation. This option assists in finding records that meet very specific criteria, but that cannot be defined by entering data directly into a field. When you click Query, the Query Wizard screen displays (similar to the expression builders found in Microsoft Excel or Microsoft Access), allowing you to create an expression based on the fields in the active program. |
| Find | | Press **Ctrl+F** | Find searches for records in a program. Find is often used to create an active set of records before proceeding to another step, such as printing a report, purging records, or posting invoices. |
| Browse | | Press **Ctrl+B** | Browse is available when an active set of records exists, or after an active set is created using the Find or Define buttons. The browse screen displays a list of all the records in an active set. You can sort, view, or export data from the brows screen. The Excel button exports the data directly to a Microsoft Excel spreadsheet. The functionality requires that you have Microsoft Excel 2002 or later on your workstation. |

| DEFINITION | ICONS AND KEYBOARD SHORTCUTS | | DESCRIPTION |
|---|---|---|---|
| Add |  | Press **Ctrl+N** | Add enters a new record into the database. When you click Add, entry fields become available with the cursor positioned in the first field. The program may place default values in fields to save you keystrokes, but typically you can replace the defaults. You can move from field-to-field by pressing **Tab** or by selecting a field with the mouse. When the cursor is in a field, helpful information often displays at the bottom of the screen. Some fields have an additional HELP button that lists available field entries. |
| Update |  | Press **Ctrl+U** | Update adds data or changes existing data in a record. You can change data in any active field. Fields that are not active typically are part of the record key. The key is the field or combination of fields that uniquely identifies the record from all other records. If you need to change data in an inactive field, you must delete the record and enter it again. |
| Delete |  | Press **Ctrl+D** | Delete removes the record currently displayed from the program. If the record is being used by another process, you cannot delete it. ***ONCE YOU DELETE A RECORD, YOU CANNOT RECOVER IT.*** |
| Display |  | | Display allows you to view a report on the screen. |
| PDF |  | | PDF creates the report in PDF format. The program opens the document in the installed PDF reader. NOTE: The PDF button is available if your user permissions give you the ability to create PDF output for MUNIS program. |
| Output/ Print |  | Press **Ctrl+P** | Print sends a report directly to your default printer. If you choose Output for the File menu, you can select a printer and the number of copies to print. |
| Save/ Spool to a File |  | | Spool saves a report to a file. After spooling, you can display or print the report from Spool FM. You can access Spool FM by clicking Reports on the My menu or by clicking Spool FM in the Dept group of the MUNIS Application menu. To use the spool function from the File menu in a specific program, click Output and then select File under Output Type. |
| Export to Word |  | | Word creates an active set of records to export into Microsoft Word. It is especially useful for spooled reports. This option enables you to format the report in Micosoft word prior to printing. An additional feature of Micosoft Word Exports Mail Merge. This feature enables you to print professional forms, mailing labels, directories, and so on with user-defined templates. |
| Export to Excel |  | | Excel creates an active set of records in Microsoft Excel format. When you click the Microsoft Excel button, the program opens with the data from the active set of records. You can manipulate this data within Microsoft Excel without any danger of altering the original data in the MUNIS program. The file created during export is automatically saved in the directory where the MUNIS software is installed. On a browse screen, Excel exports the data directly to a Microsoft Excel spreadsheet. This functionality does not require MUNIS Office, but you must have Microsoft Excel 2002 or later on your workstation. |

| DEFINITION | ICONS AND KEYBOARD SHORTCUTS | | DESCRIPTION |
|---|---|---|---|
| Attachments |  | | Attach allows you to view, add, or delete documentation related to the current record. Once a file is attached, it is copied and stored with the MUNIS program. If you change the original document, the attachment is not automatically updated. To Keep attachments current, you must update the original documents and manually attach the updated files.<br>NOTE: Attached files do not print out with the purchase orders. |
| Maplink |  | | MapLink allows integration of map data sources with MUNIS programs. The Web-based version of MapLInk is an inquire-only version. The MapLink application is not launched as an interactive application; however, you are able to view a data set in MUNIS that has been modified during a MapLInk session. NOTE: MapLink is available for a separate license fee. For more information on purchasing MapLInk, contact your MUNIS Sales Representative. |
| Tyler CM Image |  | | Image opens Tyler Content Manager Limited Edition (LE) or Laserfiche ®. These options provide content management capability specific to MUNIS programs.<br>Note: This function is not available if you access MUNIS programs using a Web browser. |
| Send |  | | Send creates an e-mail message that contains a hyperlink to the selected MUNIS record. If the Send button is activated when you are viewing a record, click the button to create the e-mail message that contains a hyperlink to the record in MUNIS. When the e-mail recipient clicks the hyperlink, the Dashboard opens, which in turn opens the MUNIS program with the linked record as the current record. NOTE: This feature requires that the Tyler Dashboard be enabled |
| Add to Favorites |  | | Favorites add the current program to the Favorites menu. The Favorites menu is on the My menu and on the main MUNIS menu. Use the Favorites menu to start to organize programs in your list of favorites. |
| MUNIS Enhancements | <br> | | MUNIS Enhancements provides a link to current enhancement notes that are applicable to the active program. NOTE: When the light bulb on the button is highlighted, it indicated that an unread enhancement note exists for the program. Once you read the enhancement note, the light bulb is not longer highlighted. |
| MUNIS Help |  | Press **F1** | MUNIS Help accesses information about the program currently open. If your curser is not in a specific field, clicking this button opens a screen-level help window that provides help for the entire screen. If your cursor is in a specific field, clicking this button opens a field-level help window that brings you to help for that specific field. When you are in field-level help, click the links at the top of the screen to access screen-level help for the program currently open. |

# ***TIPS FOR NAVIGATING THROUGH MUNIS®***

| | |
|---|---|
| ***CAPS*** | ***EXCEPT when entering your Network ID and/or password***<br>when typing in MUNIS fields – searchable fields require caps to complete the search |
| ***TAB*** | ***to move between fields and from screen to screen*** |
| ***UPDATE*** | ***to enter a new record*** |
| ***ACCEPT*** | ***to save information*** |
| ***CANCEL*** | ***to end an current operation***<br>left side of toolbar |
| ***DELETE*** | ***will delete the entire record – use with caution***<br>center of toolbar |
| | ***to delete and/or correct incorrect information entered in a field, place cursor in that field, highlight or delete the incorrect information, and enter the correct information*** |
| ***COPY*** | ***to copy records from one record into another*** |
| ***RIGHT-CLICK ANYWHERE ON THE SCREEN*** | ***to access an on-screen list of toolbar and action buttons*** |
| ***ALT-TAB*** | ***a Microsoft Windows feature that is useful within MUNIS is the Alt+Tab feature. When you have multiple windows open at the same time, you can easily toggle between them using your keyboard instead of using your mouse*** |
| | ***instead of using your mouse to select each program press Alt+Tab. The program displays a box that displays the active programs by symbol. Continue pressing Alt and press Tab again; the program highlights each of the symbols in order, displaying the program name when highlighted. When you release the Alt key, the highlighted program becomes the active window*** |
| ***"DONK"*** | ***sound made when something needs to be corrected, completed or if an error has occurred***<br><br>***you will be prevented from advancing until correction has been made***<br><br>***a red ribbon will appear at the bottom of the screen alerting you to the issue that needs attention***<br><br>***Some examples are:***<br>*invalid selection where no data exists*<br>*failure to complete a key or required field*<br>*invalid account code entered* |
| ***FILE/EXIT*** | ***to close open screens*** |
| | |
| | |

# MUNIS® REQUISITION ENTRY
## Section 2

- MUNIS® Purchasing meets the needs of multi-departmental organizations by providing a central focus for all external purchases. Individual departments or schools enter requisitions electronically, with the available budget, commodity, and vendor data readily available. Entering a requisition in MUNIS with an expense account will set aside/ "encumber" funds in the General Ledger account. Once requisitions are approved, they are forwarded to the purchasing department where they are converted to purchase orders. The Purchasing programs are fully integrated with MUNIS® General Ledger, MUNIS® Budget, and MUNIS® Fixed Assets.
- The Requisition Entry program accepts and processes requisitions, which are department or school purchase requests that precede purchase order issue. In addition, the program may be used to check the status of any requisition or to reactivate a rejected requisition.
- Available budget is displayed online during requisition entry and is updated online as each requisition is entered, resulting in information that is always current.

## SPENDING THRESHOLDS

- **PURCHASES $1,000 and OVER** – Any single item, multiple of the same item or an entire purchase order of multiple items that has a total cost between $1,000 and $5,000: sealed, written or phone bids shall be taken (DJA.BP)
- **PURCHASES $5,000 - $10,000 –** Any single item, multiple of the same item or an entire purchase order of multiple items that has a total cost between $5,000 and $10,000: sealed bids shall be taken (DJA.BP)
- **PURCHASES $10,000 and OVER –** Any single item, multiple of the same item or an entire purchase order of multiple items that has a total cost in excess of $10,000: sealed bids shall be taken, reviewed by the Superintendent and recommended to the BOE for appropriate action (DJA.BP)

## ORIGINATOR RESPONSIBILITIES

- Originator is responsible for placing orders/requisitions, tracking approvals, keeping accurate records, printing approved POs, receiving deliveries, and processing payments for all requisitions/purchase orders.

# *QUICK REFERENCE KEY*

- This chart lists several available functions in MUNIS with references to their locations in SECTION 1 and SECTION 2.

| ***FUNCTION*** | ***LOCATION*** | ***DESCRIPTION*** |
|---|---|---|
| MUNIS Log in | Navigation – Page 2 | Accessing MUNIS |
| MUNIS Dashboard | Navigation – Page 4 | Installation and View |
| My Favorites | Navigation – Page 5 | Descriptions |
| Tyler Menu | Navigation – Page 6 | Descriptions |
| My Work Detail | Navigation – Page 6 | Descriptions |
| MUNIS Taskbar | Navigation – Page 6 | Descriptions |
| MUNIS Screen | Navigation – Pages 7-8 | Descriptions and View |
| Standard Features | Navigation – Pages 7-8 | Descriptions |
| Key, Required, General Fields | Navigation – Page 8 | Descriptions and View |
| MUNIS Toolbar | Navigation – Pages 9-11 | Descriptions and View |
| MUNIS Navigation Tips | Navigation – Page 12 | Recommendations |
| | | |
| MUNIS Keyboard Shortcuts | Section 1 – Page 1 | Descriptions and View |
| MUNIS Common Toolbar Tasks | Section 1 – Page 2 | Descriptions and View |
| MUNIS Search | Section 1 – Pages 3-7 | Descriptions and View |
| Find | Section 1 – Page 3 | Descriptions |
| Wildcard Characters | Section 1 – Pages 3-4 | Descriptions |
| Browse + Filter | Section 1 – Pages 5-6 | Descriptions |
| Query Wizard | Section 1 – Pages 6-7 | Descriptions |
| Managing Selected Records | Section 1 – Page 7 | Descriptions |
| MUNIS Attach | Section 1 – Pages 8-9 | Descriptions and View |
| Attach/Remove/View | Section 1 – Page 9 | Instructions |
| Parkway Attachment Requirements | Section 1 – Page10 | Directions |
| MUNIS Common Report Tasks | Section 1 – Pages 11-12 | Instructions |
| MUNIS Print | Section 1 – Pages 12-14 | Instructions |
| MUNIS Notes | Section 1 – Pages 14-16 | Descriptions and Directions |
| MUNIS Workflow | Section 1 – Pages 17-19 | Descriptions and View |
| Status Key | Section 1 – Page 18 | Descriptions and View |
| Notifications-Originators | Section 1 – Pages 18-19 | Descriptions and View |
| Notifications-Approvers | Section 1 – Page 19 | Descriptions and View |
| | | |
| Commodity Code Key | Section 2 – Page 3 | Descriptions and View |
| Requisition Entry Path - Start | Section 2 – Page 4 | Instructions |
| | | |
| Header Screen – Part 1 | Section 2 – Pages 5-9 | Instructions and View |
| Main Group | Section 2 – Pages 5-7 | Instructions |
| Vendor Group | Section 2 – Page 8 | Instructions |
| Shipping + Billing Group | Section 2 – Page 9 | Instructions |
| Terms Group | Section 2 – Page 9 | Instructions |
| Miscellaneous Group | Section 2 – Page 9 | Instructions |
| Contract Group | Section 2 – Page 9 | Instructions |
| Advance to Line Detail | Section 2 – Page 9 | Instructions |
| | | |
| Line Detail Screen | Section 2 – Pages 10-15 | Instructions and View |
| Requisition Group | Section 2 – Page 10 | Instructions |
| Detail Group | Section 2 – Pages 11-13 | Instructions |

| | | |
|---|---|---|
| Miscellaneous Group | Section 2 – Page 13 | Instructions |
| Account Group | Section 2 – Pages 13-15 | Instructions |
| Budget Check Screen | Section 2 – Page 14 | Descriptions and View |
| Add Additional Lines Items **or** | | |
| Advance to Header Screen – Part 2 | Section 2 – Page 15 | Instructions |
| | | |
| Header Screen – Part 2 | Section 2 – Pages 16-17 | |
| Line Items Group | Section 2 – Page 16 | Instructions |
| Workflow Group | Section 2 – Page 16 | Instructions |
| Conversion Group | Section 2 – Page 17 | Descriptions and View |
| Navigation Bar | Section 2 – Page 17 | Descriptions and View |
| Program Options - Release | Section 2 – Page 17 | Instructions |
| | | |
| Entering a Blanket Req/PO | Section 2 – Pages 18-19 | Instructions and Sample |
| Find a Requisition | Section 2 – Page 19 | Instructions |
| Reactivating a Rejected Requisition | Section 2 – Pages 20-21 | Instructions |
| Update a Requisition | Section 2 – Page 21 | Instructions |
| Copy | Section 2 – Pages 22-23 | Instructions |
| Copy Requisitions | Section 2 – Pages 22-23 | Instructions |
| Copy the Current Line Detail | Section 2 – Page 23 | Instructions |
| Delete a Requisition | Section 2 – Page 24 | Instructions |
| View Requisition Notes | Section 2 – Page 25 | Instructions |
| Print a Requisition | Section 2 – Page 26 | Instructions |

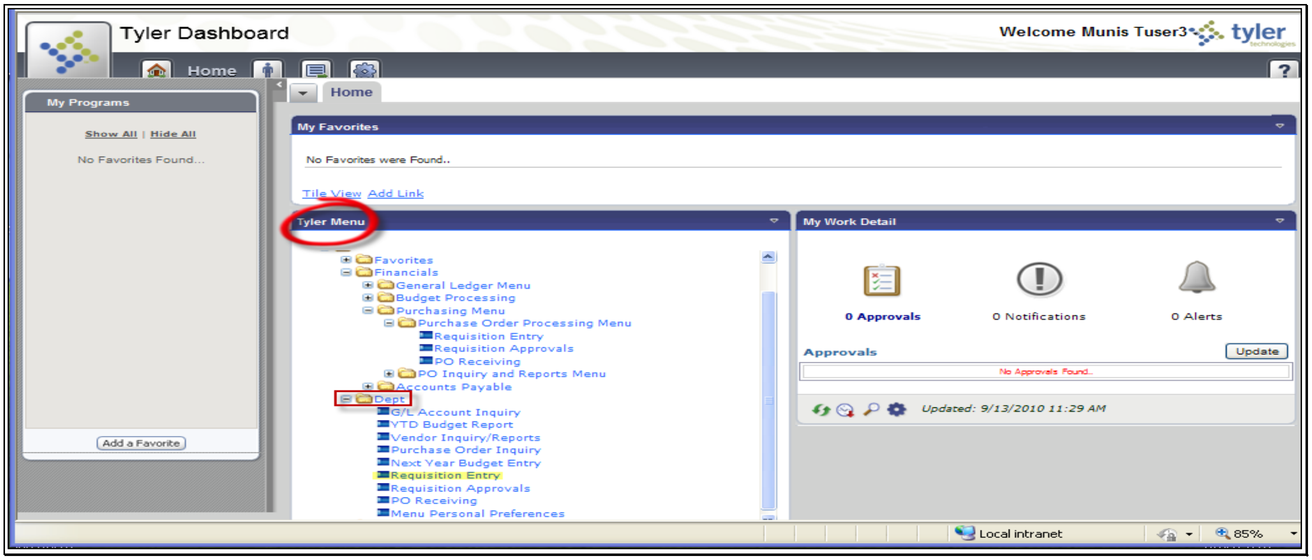

# ***COMMODITY CODE KEY***

- Commodity codes classify purchased items into general categories and specific groups of items

| Commodity | Type | Description | Object | UOM | Price |
|---|---|---|---|---|---|
| 302 | 4 | OTHER TECHNOLOGY RELATED ITEMS INCLUDING HARD DRIVES, MEMOR | | | |
| 600 | 4 | BUS RENTALS FOR FIELD TRIPS ETC | | | |
| 103 | 4 | CALCULATORS | | | |
| 300 | 4 | COMPUTERS | | | |
| 101 | 4 | DATA PROJECTORS | | | |
| 400 | 4 | FUEL FACILITIES | | | |
| 500 | 4 | FUEL TRANSPORTATION | | | |
| 201 | 4 | OTHER INSTRUCTIONAL MATERIALS INCLUDING TEST FORMS | | | |
| 202 | 4 | PAPER | | | |
| 401 | 4 | PLASTIC BAGS | | | |
| 301 | 4 | PRINTERS | | | |
| 102 | 4 | SENTEO PRODUCTS | | | |
| 100 | 4 | SMARTBOARDS | | | |
| 303 | 4 | SOFTWARE | | | |
| 200 | 4 | TEXTBOOKS | | | |

# *MUNIS® REQUISITION ENTRY PATH*

- Dept→***Requisition Entry***



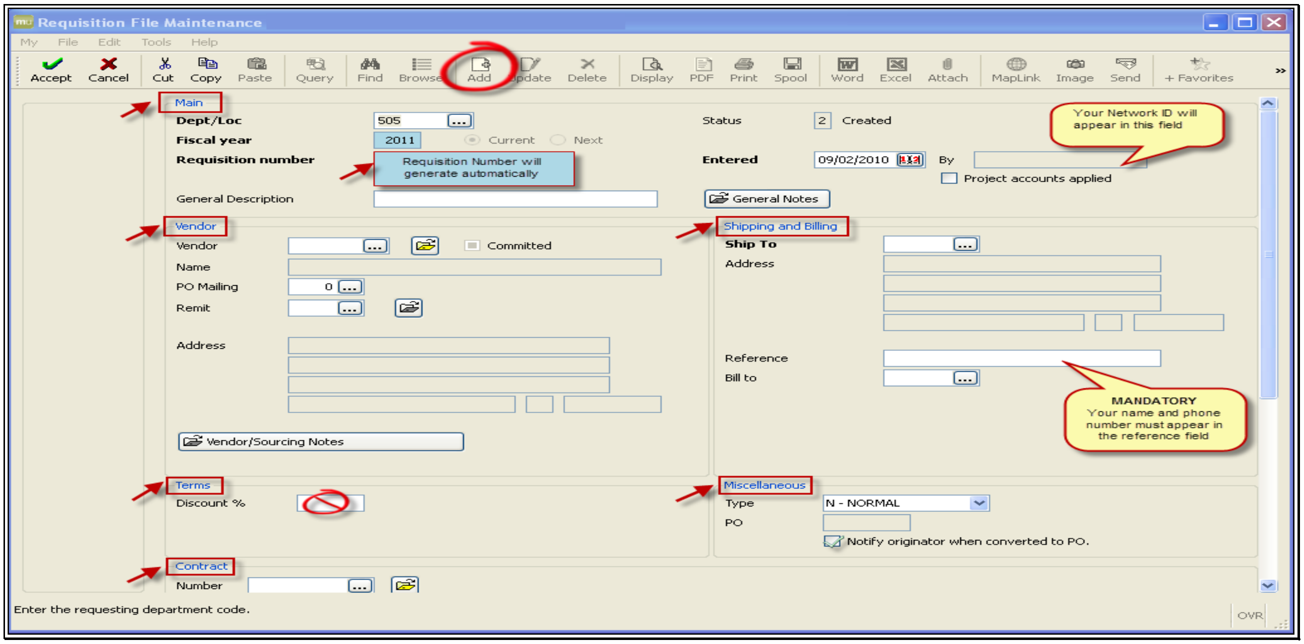

- Click on Dept in the Tyler Menu located on the Tyler Dashboard
- Click on Requisition Entry
- Wait for a few seconds for the Header screen to open
- The MUNIS Application Launcher screen will also be open – do not close it until you have exited all other MUNIS applications

- ***<u>ACTIVE X</u>*** – At this point, installation of Active X may be required on your computer
  - The installation will take several minutes, but will only have to be done once
  - Contact your CRS with any questions or problems with the installation
    1. Munis Application Launcher will open
    2. Active X will open and installation will begin
    3. A Tyler Technologies security warning will pop-up asking for permission to install the application
    4. Click Install

# *ENTERING REQUISITIONS IN MUNIS®*

- IN TRAIN MODE – Select Switch Form – Choose PKWYREQ – Click OK
- IN LIVE MODE – PKWYREQ will be the default
- Click ADD on toolbar to begin – the fields of the Header screen open for data entry - **TAB BETWEEN FIELDS**
- The Main tab is divided into two sections. The header and line item detail sections.
  - The header section contains information such as the department location, fiscal year, requisition number, originator information, vendor information, shipping address, etc.
  - The line detail section contains the quantity and detail of the item(s) that you are ordering along with the account information for those items.

## HEADER – PART 1




| **MAIN GROUP – *tab between fields – use CAPS*** | |
|---|---|
| ***Dept/loc*** | ***automatically populates your location***<br>▪ this box contains the department or location responsible for the requisition<br>▪ use drop down to search and select alternate location |
| ***Fiscal Year*** | ***automatically populates***<br>▪ this box contains the fiscal year in which the requisition is created<br>▪ this option can be the current or next year; the program<br>▪ automatically highlights Current or Next when you type the four-digit year field<br>▪ current year requisitions update the current year balance<br>▪ next year requisitions update the next fiscal year |
| ***Requisition Number*** | ***automatically populates***<br>▪ this number is random and **will not** be the PO number |
| ***Status*** | ***automatically populates** - *see **Status Key** – Sect. 1 /Pg. 18**<br>▪ this box indicates the current status of the requisition and will change as the requisition goes through Workflow<br>▪ accessible when you click Find to locate a record |
| ***Entered*** | ***automatically populates***<br>▪ this box contains the date that the requisition is created |
| ***By*** | ***automatically populates***<br>▪ your Network ID will appear in this field<br>▪ this is the user ID of the person who enters the requisition<br>▪ when you are adding or updating a record, the program completes this box automatically, and you cannot change the entry<br>▪ this box is accessible during the Find process;<br>▪ type a user ID to find only those requisitions entered by that specific user – *see **SEARCH** – Sect.1 / Pg. 3-7* |
| ***Project Accounts Applied*** | ***Defaults to green check***<br>▪ this check box indicates that project account strings have been applied to the requisition |

| | |
|---|---|
| ***General Description*** | ***1. indicate a general description of item being ordered –***<br><br>***for example…office furniture, software, textbooks, paper, etc.***<br>▪ this box contains the general description for the purchase order<br>▪ can contain up to 50 alphanumeric characters |
| ***General Notes*** | ***1. allows you to add or update notes associated with the selected requisition –***<br>*see **NOTES** – Sect. 1 / Pg. 14-16*<br><br>***2. to include back-up information and notations associated with the purchase***<br>***some examples of back-up information notes are:***<br>▪ *bid number – click print on PO*<br>▪ *justifications for selecting a specific vendor – see*<br>▪ *attachment*<br>▪ *state contract purchases – click print on PO*<br>▪ *county contract purchases –click print on PO*<br>▪ *PTO funds being used – see attachment*<br>▪ *alternate delivery information – click print on PO*<br>***some examples of standard notes (imported) are:***<br>▪ *confirmation only, do not duplicate - click print on PO*<br>▪ *material to be invoiced after July 1, 20…….- click print on PO*<br>▪ *please fax immediately - click print on PO*<br>***NOTE: THE FAX OPTION IS RESERED FOR EMERGENCY ORDERS ONLY – ALL OTHER POs WILL BE DELIVERED TO THE VENDOR VIA US MAIL***<br>▪ *please include purchase order number on all correspondence -click print on PO*<br>▪ *for payment only- click print on PO*<br>▪ *district must receive the merchandise and…- click print on PO*<br>▪ *do not mail vendor copy - click print on PO*<br>▪ *see attachment - click print on PO*<br>▪ *district must receive the merchandise and…- click print on PO*<br><br>***3. USE CAPS***<br>▪ the note text stays with the requisition through its conversion to a purchase order – but does not print out as an attachment with the purchase order<br>▪ the text can include up to 999 lines<br>▪ if no notes exist for the current requisition, the program displays the Notes screen with a blank text box<br>▪ if more than one note exists, the program displays the text of the first note – use the scroll bar to view any other associated notes |

4. ***click on the General Notes field -***

   ***To add a note/s:***
   - ***click ADD on toolbar to create a new note***
   - ***type the note you want to include on the PO***

   ***To import a note/s :***
   - ***from Standard Notes Maintenance -***
   - ***click the import button to view drop down menu***
   - ***click on the note you want to import***

   ***To update note/s:***
   - ***click UPDATE on the toolbar to modify an existing note***
   - ***use the scroll arrows under the text box to find the note you want to view or update.***
   - ***click on the note you want to update – make the change***

   ***To delete a note/s:***
   - ***click on the field where the note was entered***
   - ***the note field will open***
   - ***scroll to select the note to be deleted***
   - ***click on the text – a blue bar will highlight the text***
   - ***click DELETE***
   - ***the Confirm Delete window will open – click Yes, Delete***

5. ***click PRINT ON PO to direct the program to include text on the printed PO***
   - this action inserts a check in the PRINT ON PO checkbox
   - clear the check box, click PRINT ON PO again
   - notes with the Print on PO check box selected print on the purchase order
   - notes with the Print on PO check box cleared do not print

6. ***click ACCEPT***

7. ***for additional notes – click ADD***

8. ***repeat steps outlined above***

9. ***click ACCEPT***

10. ***FILE / EXIT to return to the Header screen***

| **VENDOR GROUP – tab between fields – use CAPS** | |
|---|---|
| ***Vendor*** | ***1. this is the vendor's <u>remit address</u> to be used for purchase orders***<br>***2. type a vendor number or click the vendor field help button to search for a vendor***<br>***3. vendor help window will open***<br>***4. USE CAPS***<br>***5. type the vendor name or search by typing the first few letters of the vendor name***<br>***6. click ACCEPT***<br>***7. a list will generate of one or more vendors with your search criteria***<br>***8. choose the vendor you want to place the order with and click on the vendor name – a blue bar will highlight the vendor information***<br>***9. click ACCEPT***<br>***10. FILE / EXIT to return to the Header screen***<br>***11. to find a vendor, search the Vendor database by name, address, remit to, etc.***<br>▪ ***click on the find or filter icon on the bottom of the vendor search window in the search field***<br>***box 1 – type the search criteria***<br>***box 2 – click the drop down button to select***<br>***box 3 – click the drop down button to select***<br>▪ ***click GO***<br>▪ ***choose the vendor you want to place the order with and click on the vendor name – a blue bar will highlight the vendor information***<br>▪ ***if the vendor is not on the list – you can search using wild cards or call the Finance Department***<br>*see **SEARCH** – Sect.1 / Pg. 3-7*<br>▪ ***click ACCEPT***<br>▪ ***FILE / EXIT to return to the Header screen*** |
| ***Name*** | ***automatically populates*** |
| ***PO Mailing*** | ***skip this field*** |
| ***Remit*** | ***skip this field*** |
| ***Address*** | ***automatically populates*** |
| ***Vendor/Sourcing Notes*** | ***skip – DO NOT ENTER NOTES IN THIS FIELD*** |

| SHIPPING AND BILLING GROUP – tab between fields – use CAPS | |
|---|---|
| ***Ship to*** | ***defaults to 200 –***<br>***Parkway School District Warehouse***<br>▪ this is the location to which the item should be delivered<br>▪ for periodicals, newspapers, and some furniture, etc. – enter your location information in the General Notes field<br>▪ click Print on PO – see directions for entering General Notes above<br>▪ include your contact information (phone number) and specific delivery instructions – ie. delivery location/office in your building, the door to enter the building, time of day that deliveries can be accepted, and/or any other information the vendor may need to know. |
| ***Address*** | ***automatically populates –***<br>▪ ***Parkway Warehouse*** |
| ***Reference*** | ***MANDATORY*** –<br>***ENTER YOUR NAME AND PHONE NUMBER***<br>▪ this is the name to reference on the vendor's shipping<br>▪ document<br>▪ you can enter up to 30 characters in the box |
| ***Bill To*** | ***defaults to100 –***<br>***Parkway School District Finance Department***<br>▪ this is the bill-to code of the Parkway School District Finance Department<br>▪ the Finance Department will forward the invoice/s to you |

| TERMS GROUP – tab to next field | |
|---|---|
| ***Discount %*** | ***skip this field*** |

| MISCELLANEOUS GROUP – tab between fields | |
|---|---|
| ***Notify originator when converted to a PO*** | ***skip this field***<br>▪ you will be notified via e-mail when your requisition has been converted and your PO is ready for you to print |

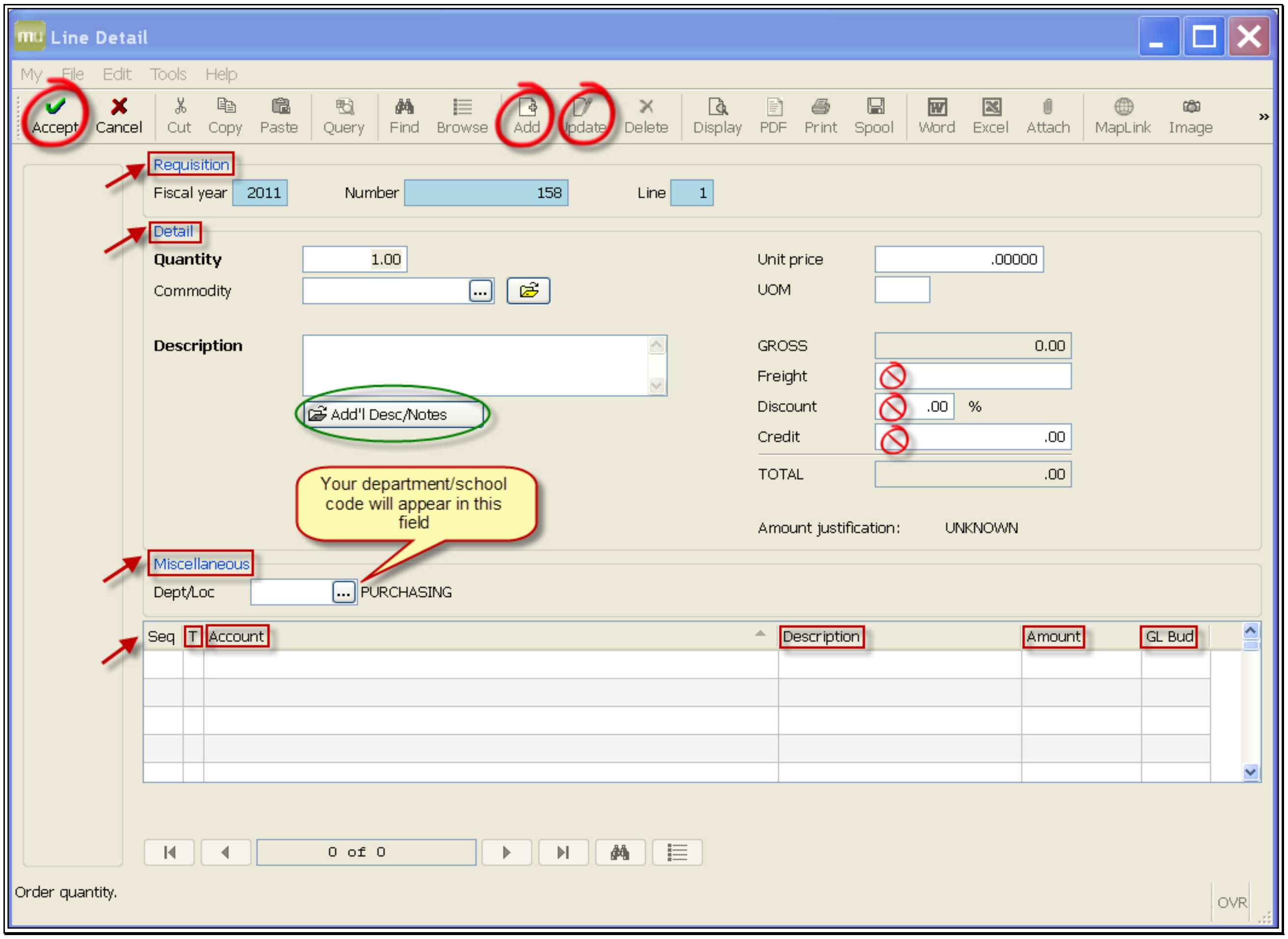
| CONTRACT GROUP – tab between fields – use CAPS | |
|---|---|
| ***Number*** | ***only used if the requisition is connected to a contract – if so, enter contract number*** |
| ***Description*** | ***enter the project name*** |

| TO ADVANCE TO THE LINE DETAIL | |
|---|---|
| ***Click ✔ ACCEPT*** | ***to save information and to open the line detail screen***<br>▪ NOTE: the line detail screen may open automatically when you press tab |

## LINE DETAIL SCREEN

- The Line Detail option allows you to view, add, or update the actual detail lines of a requisition.
- When adding a new requisition, the program displays the Line Detail screen automatically after you have completed the first screen of the Requisition Entry program.
- Detail lines print in the body of the requisition and subsequent purchase order.

## LINE DETAIL




| REQUISITION GROUP – *tab between fields* | |
|---|---|
| ***Fiscal year*** | ***automatically populates***<br>▪ this is the four-digit fiscal year in which the requisition was entered |
| ***Number*** | ***automatically populates***<br>▪ this is the requisition number entered on the main Requisition Entry screen |
| ***Line*** | ***automatically populates***<br>▪ the Line # box provides the item's sequence in the requisition<br>▪ each subsequent entry will generate a sequential line item number<br>▪ this number is assigned by the system and cannot be<br>▪ changed |

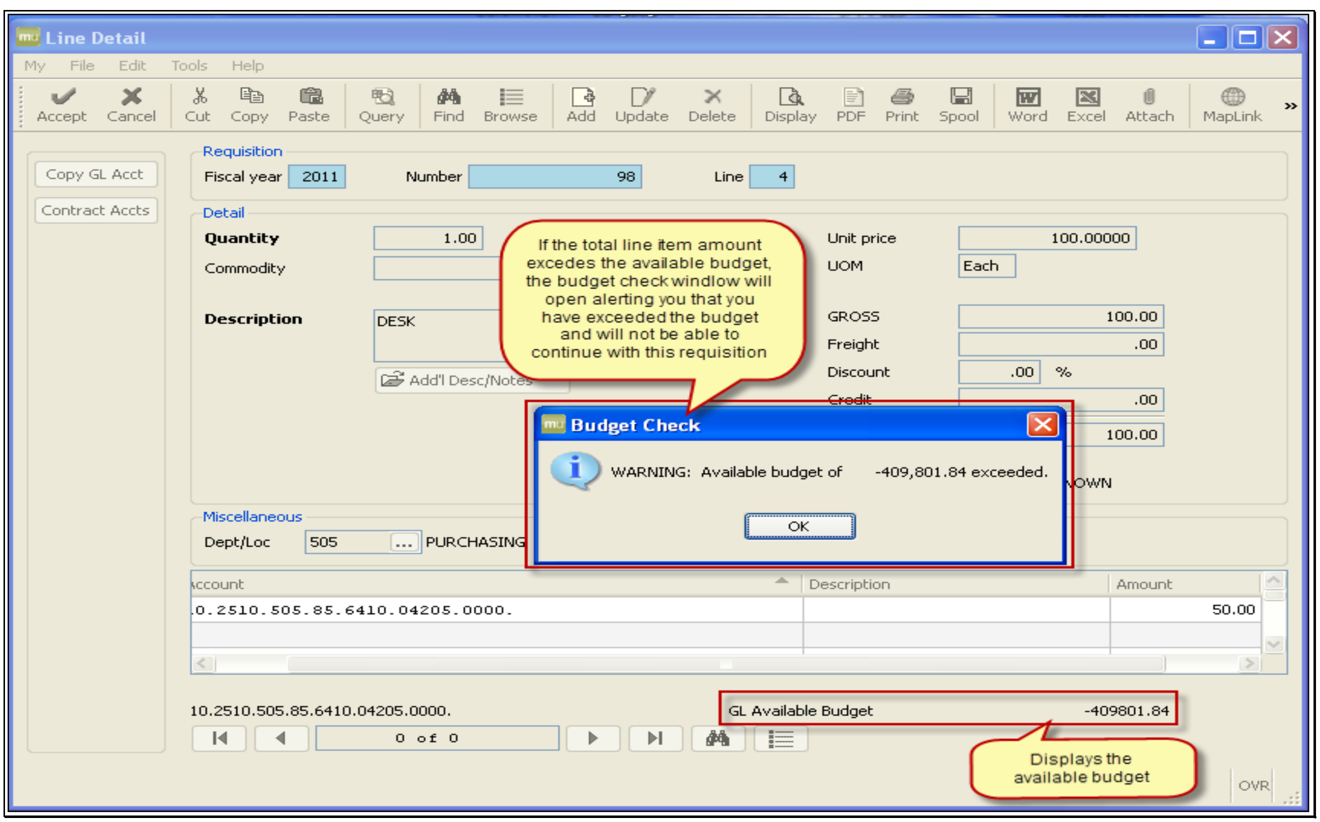
| **DETAIL GROUP – *tab between fields – use CAPS*** | |
|---|---|
| ***Quantity*** | ***enter the number of items being ordered***<br>▪ this is the order quantity for a single line item in the requisition<br>▪ the program multiplies the number entered here by the unit price of the line item to calculate the net cost<br>▪ the default quantity value is 1, but you can change this |
| ***Commodity*** | ***1. enter commodity code if applicable – see list for commodities that apply***<br>*See **Commodity Code Key** – Sect. 2 / Pg. 3*<br>▪ press Tab to leave this box blank if the item you are ordering is not listed as a commodity<br><br>***2. or - click the commodity field help button to search for a commodity***<br><br>***3. commodity help window will open***<br><br>***4. click ACCEPT***<br><br>***5. the drop down menu will display the Parkway identified commodities and their codes***<br><br>***6. choose the commodity that applies – a blue bar will highlight the vendor information***<br><br>***7. click ACCEPT***<br><br>***8. FILE / EXIT to return to the Line Detail screen***<br><br>***9. when updating the commodity code:***<br>▪ if the updated commodity code is blank, the general description field remains as the original description.<br>▪ if the commodity code is updated, you are prompted, if you wish, to change the general description to match the new general commodity code |
| ***Description*** | ***1. the description box displays the default description from the commodity code entered above (if applicable)***<br><br>***2. the default description is changeable***<br><br>***3. a description must be entered to proceed***<br><br>***4. enter the order details including item number, description, color, etc.***<br><br>***5. type a delimiter (forward slash /) after each segment - the text will wrap when converted to a PO***<br>example with delimiter:<br>STUDENT CHAIR **/** COLOR: AZURE BLUE**/** SLED BASE/ HEIGHT: 24"<br>example without delimiter:<br>STUDENT CHAIR COLOR: AZURE BLUE SLED BASE HEIGHT: 24"<br><br>***6. Press enter after each addition***<br>▪ each Requisition line item allows up to 199 lines of text |

| | |
|---|---|
| ***Add'l / Desc. Notes*** | ***skip – DO NOT ENTER NOTES IN THIS FIELD*** |
| ***Unit Price*** | ***enter the unit price of the goods or services specified on the line item***<br>▪ the program multiplies this amount by the quantity to calculate the line item total |
| ***UOM*** | ***this is the unit of measure to be printed on the purchase order for the current line item***<br><br>***enter the applicable unit of measure – for example - each, doz., bag, case, ream, box, etc.***<br>▪ this field holds up to 4 characters |
| ***Gross*** | ***automatically populates – reflects the total dollar amount of the PO*** |
| ***Freight*** | ***skip this field***<br>▪ enter freight amount as a line item |
| ***Discount*** | ***skip this field***<br>▪ enter discounted amount as a line item |
| ***Credit*** | ***skip this field***<br>▪ enter credit amount as a line item |
| ***Total*** | ***automatically populates – display only***<br>▪ this box displays the total amount for the current line item |

| **MISCELLANEOUS GROUP – *tab to next field*** | |
|---|---|
| ***Dept/Loc*** | ***automatically populates***<br>▪ this box contains your location code |

| **ACCOUNT GROUP – *tab between fields*** | |
|---|---|
| ***Seq*** | ***skip this field*** |
| ***Account Type (T)*** | ***tab through this field – defaults to E-Expense***<br>▪ this is the type of account: balance (B), expense (E), or revenue (R) |
| ***Account*** | ***1. the account detail table allows you to assign the cost of the line item to a general ledger account***<br><br>***2. complete the general ledger allocations – enter the account code that the line item is being charged to***<br><br>***3. or to search for available account codes : enter any part of the account code and click the Field Help button for a list of available account codes***<br>▪ to expedite the search – enter your location code<br>▪ choose the account code you want to charge the line item to and click on the code – a blue bar will highlight the account code<br><br>***4. click Accept***<br><br>***5. tab past the "Description" field to the "Amount" field – it will populate automatically***<br>▪ the dollar amount of the line item will be indicated<br>***NOTE: multiple account codes are allowed for each line item – splitting the cost between two or more accounts***<br>▪ see the "Amount" field below to continue with multiple account code entry<br><br>***6. when the account has been charged – the status will change to 4 - Allocated*** |

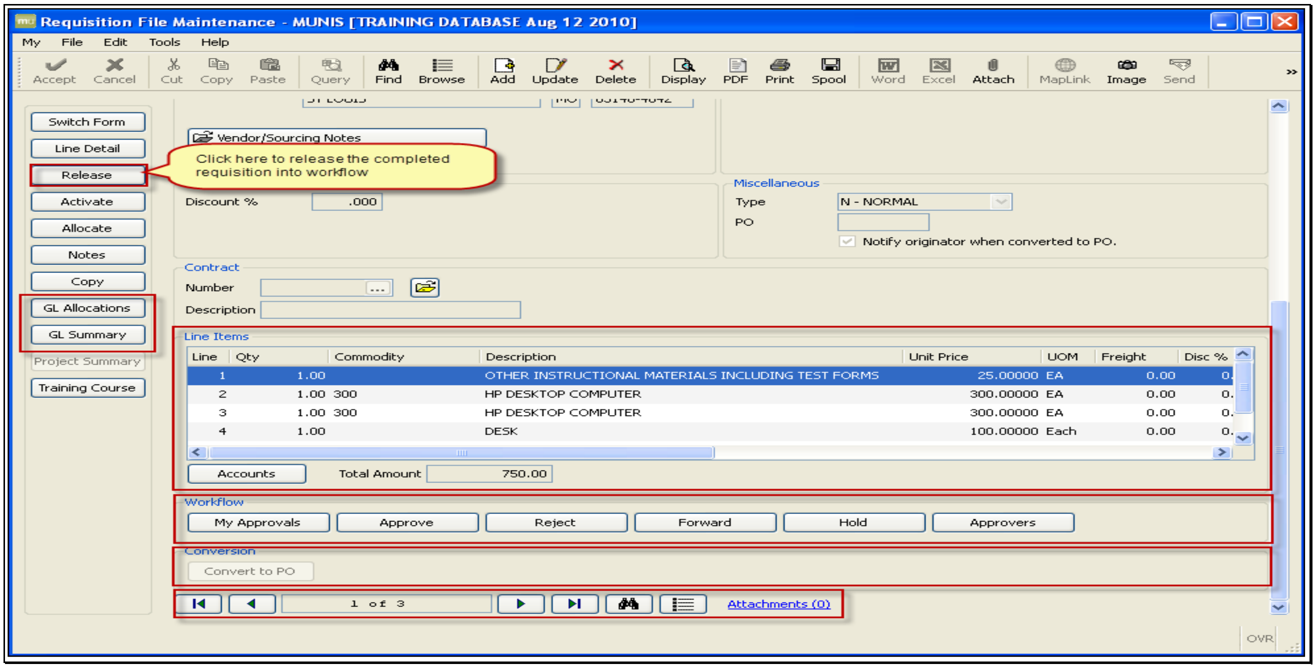
| | |
|---|---|
| ***Description*** | ***automatically populates based on the account code entered*** |
| ***Amount*** | ***1. the total dollar amount of the line item will be the default***<br>▪ this calculation assumes the cost of the line item is being allocated to a single expense account.<br>▪ adjust this to distribute the cost over multiple allocation lines(for example, expense accounts) if desired, but the total of the allocation lines must equal the line item total<br>***NOTE: multiple account codes can be entered for each line item***<br><br>***2. after entering the account code:***<br>▪ ***tab past the "Description" field to "Amount" field to change the dollar amount***<br>▪ ***hold your cursor over the dollar amount and type the amount of the total that you want to charge to the current account code***<br>▪ ***the balance of the total dollar amount will generate on a second line for GL entry***<br>▪ ***enter a second account code in the new open account field and repeat the steps outlined above until the entries equal the total dollar amount of the current line item***<br><br>***3. tab to advance*** |



| | |
|---|---|
| ***Amount - Continued*** | ***4. the Budget check window will open – the balance will be displayed in the GL Available Budget Field***<br><br>***5. a warning will be given if the available budget is exceeded***<br>▪ you will not be able to continue if the TOTAL building or department budget has been exceeded<br>▪ a different account code will need to be chosen or the requisition will need to be canceled |
| ***GL Bud*** | ***1. indicates the budget status for the line item***<br>▪ a budget allocation code of A indicates that the line item is approved, regardless of budget level<br>▪ a value of U indicates that the account is under budget<br><br>***2. to view general ledger allocations or a general ledger summary of accounts:***<br>▪ ***click GL Allocations to display a list of the existing general ledger accounts for the current requisition***<br>▪ ***double-click a list entry to view account details on the Line Detail screen***<br>▪ ***click GL Summary to display a total amount for the entire requisition*** |

| **TO COMPLETE THE LINE DETAIL ENTRY OR TO ADD ADDITIONAL LINES TO THE LINE DETAIL SCREEN** | |
|---|---|
| ***click Accept*** | ***To save Information*** |
| ***click Add*** | ***To add Additional Line Items*** |
| ***up to 199 lines of text*** | ***To repeat line item entry instructions stated above*** |
| ***click Accept*** | ***To save Information – after each additional line*** |
| ***click Accept*** | ***And – To generate New Open Entry Line*** |
| ***click Accept*** | ***Complete order entry*** |
| ***FILE/EXIT*** | ***To return to Header screen and to release the requisition in Workflow*** |

# HEADER – PART 2




## LINE ITEMS GROUP – *tab between fields*

1. ***displays the items listed in line detail by line***
   - includes year, requisition number, description, amount, purchase order number (if assigned), status, vendor name and the ordering dept/loc number
   - does not display the GL account/s for each line item
   - to view the allocated funds per GL click on the GL allocations or GL summary buttons located in the program options group on the left side of the screen

2. ***the first four lines of the requisition line detail are visible in this field***

3. ***click BROWSE - to view entire line detail entries***
   - the requisition maintenance window will open

4. ***FILE/EXIT to return to Header Screen***

## WORKFLOW GROUP – *tab between fields*

1. ***click Approvers – to view the list of approvers for the current requisition and to view an audit trail of approvals and the conversion of the requisition to a purchase order***
   - the workflow status screen opens
   - Includes the status, approvers' names, action needed, date, time and action comments
   - you will be able to track the requisition through workflow from release to approval

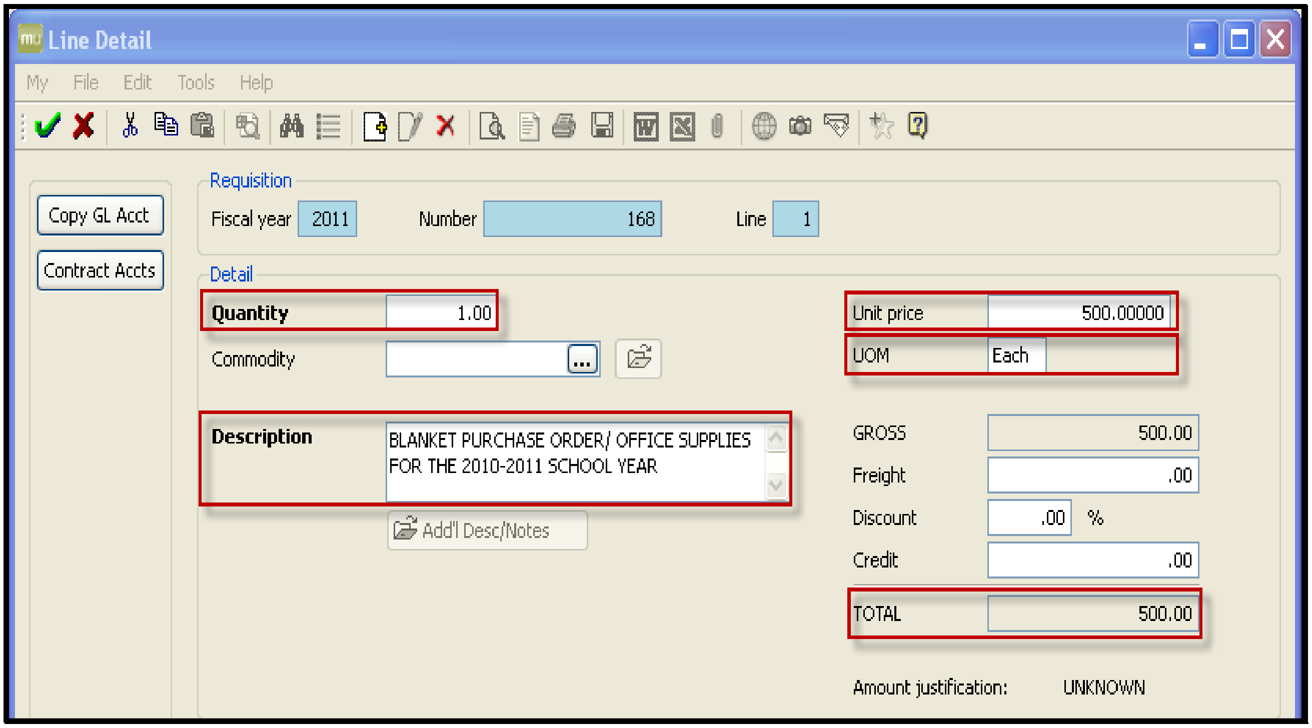
2. ***FILE/EXIT to return to Header Screen***

| CONVERSION GROUP – *tab* | |
|---|---|
| | ***skip this field*** |

| NAVIGATION BAR – ***tab between fields*** | |
|---|---|
| | ***1. the navigation bar displays the record you are currently viewing, the total number of records, and options to assist you with navigation***<br><br>***2. click Attachments to view documentation for the current record***<br>▪ the number in parentheses indicates the number of documents attached to the record<br><br>***3. the Find button searches for records in a program - Find is often used to create an active set of records before proceeding to another step***<br><br>***4. the Browse button displays collected data in a table format. You can sort the data, view or hide columns, or filter the data to create a more specific data set***<br>▪ once you have the records selected and sorted as you wish, use the Display, Print, or Spool toolbar button to view or print a report<br>▪ if you do not have the correct version of Excel, the program displays a message allowing you to save the file to your workstation |

| PROGRAM OPTIONS - RELEASE | |
|---|---|
| ***Release*** | ***click the Release button located in the Program Options Group on the left side of the screen***<br>▪ this action releases the requisition into workflow for review, approval, posting and converting to a PO<br>▪ a released requisition can be viewed but, can't have changes made to it<br>▪ attempting to exit the program after completing requisitions but before selecting Release, will result in the program displaying a message reminding you that you have requisitions that are not going to be processed unless you click Release before exiting |
| ***Status*** | ***the status changes to 6 - Released***<br>▪ the program updates the value of the Status box as the requisition moves through the approval process<br>▪ this box is accessible when you click Find to locate a record |
| ***Workflow*** | ***the requisition enters workflow when released***<br>*See Workflow – Sect. 1 / Pg. 31-33* |

# ENTERING A BLANKET PO




## ENTERING A BLANKET REQUISITION / PO – *tab between fields – use CAPS*

1. ***Blanket POs should be enter for the total amount of funds expected to be spent with a specific vendor over a specified period of time within one fiscal year***

2. ***Blanket POs <u>cannot</u> be increased –***
   - ***once the blanket amount has been exhausted, the PO will be closed and another issued for the balance of the term***

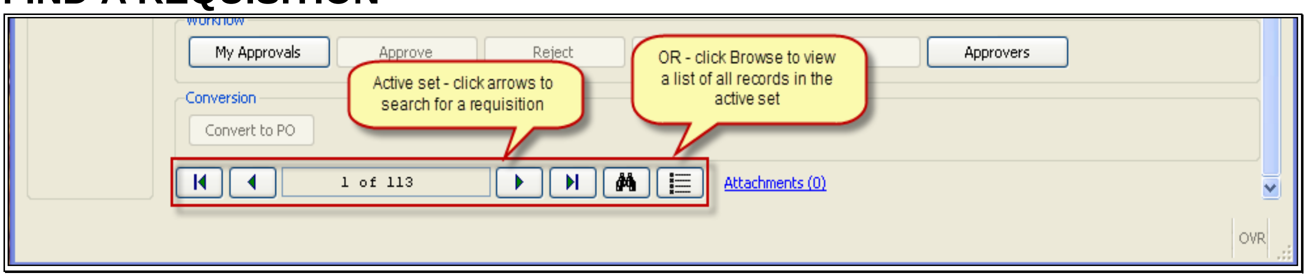
3. ***Blanket POs <u>cannot</u> be carried over from one fiscal year into another fiscal year –***
   - ***Blanket Pos must be canceled and re-issued in the new fiscal year***

4. ***this list represents some of the Blanket POs you may need, but is not an all inclusive list:***

   - Sam's Club
   - Dierberg's
   - Schnuck's
   - Staples
   - Farmer Brother's Coffee
   - Bank of America – Procurement Card
   - Business Services – Spring Co-Op orders
   - Facilities Goods and Service Vendors
   - Food Service Good and Service Vendors
   - Library Services Goods Vendors
   - Transportation Goods and Service Vendors

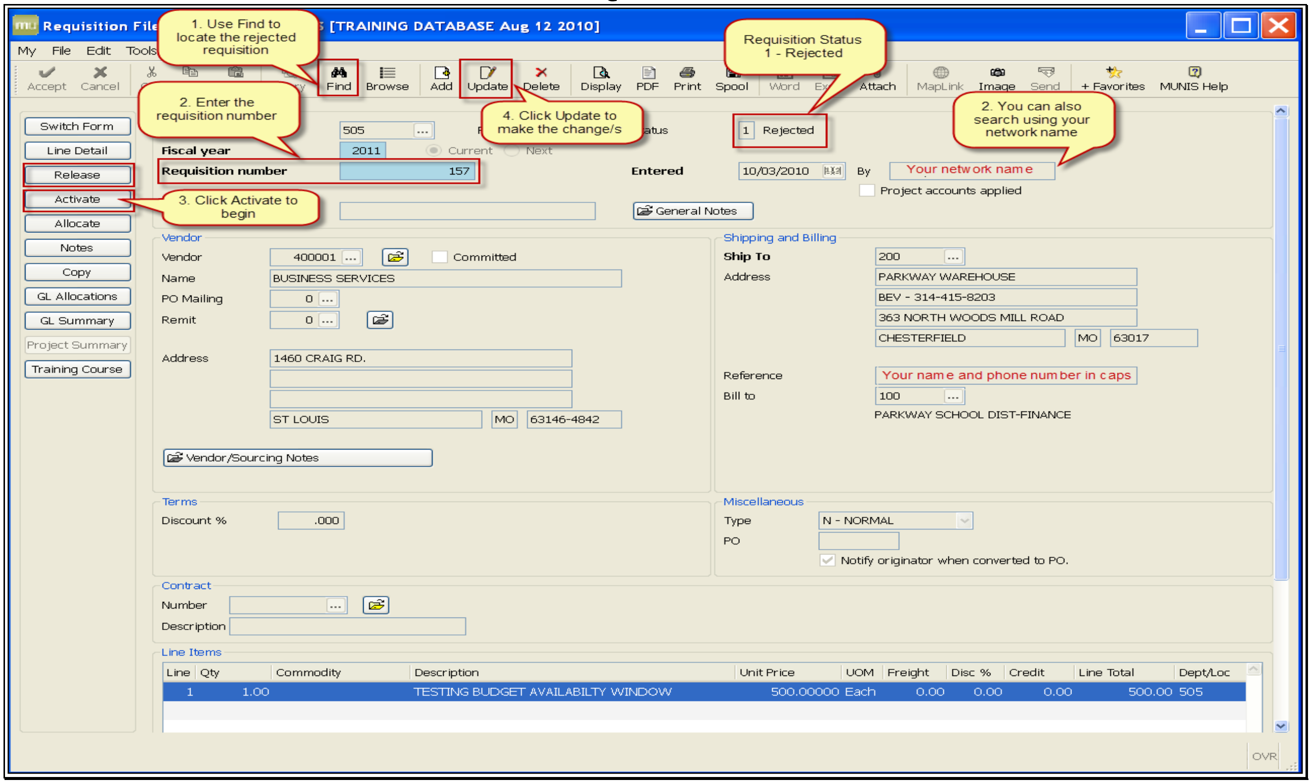
| | |
|---|---|
| ***Blanket PO Entry - Continued*** | **5.** ***Blanket POs require receiving –*** <br> see MUNIS PO RECEIVING – Section 3 <br><br> **6.** ***follow the requisition entry instructions outlined above – the only difference is when entering the Quantity and the Unit Price – see below*** |
| | ***FOR BLANKET REQUISITION/POS ENTER:*** |
| ***Quantity*** | ***defaults to 1.00 – leave the quantity at 1.00*** <br> ▪ see example below |
| ***Description*** <br><br> ***examples:*** | ***enter a description of the items that will be purchased for the duration of the Blanket PO*** <br><br> STAPLES /MISCELANEOUS OFFICE SUPPLIES/ 2010-2011 SCHOOL YR. <br><br> PROCUREMENT CARD /MISCELANEOUS PURCHASES/ FOR BARRETTS ELEMENTARY SCHOOL/2010-2011 |
| ***Unit Price*** | ***enter the total dollar amount of the Blanket PO*** |
| ***UOM*** | ***enter <u>EACH</u>*** |
| ***Gross*** | ***automatically populates – reflecting the total dollar amount of the Blanket PO*** |
| ***Freight*** | ***skip this field*** |
| ***Discount*** | ***skip this field*** |
| ***Credit*** | ***skip this field*** |
| ***Total*** | ***automatically populates – reflecting the total dollar amount of the Blanket PO*** |
| ***example:*** | **Qty. 1 at $500.00 EACH = $500 Blanket PO** |

## FIND A REQUISITION




| **FIND A REQUISITION –** ***tab between fields – use CAPS*** | |
|---|---|
| | **1.** ***click Find*** <br><br> **2.** ***complete one or more of the fields to create an active set of requisitions matching the search criteria, or leave all of the fields blank to create an active set of all requisitions*** <br><br> **3.** ***click Accept*** <br><br> **4.** ***click Browse to view a list of all records in the active set*** <br><br> **5.** ***double-click an entry to select it*** |

# REACTIVATING A REJECTED REQUISITION




## REACTIVATING A REJECTED REQUISITION – *tab between fields – use CAPS*

1. ***if rejected, requisitions can be reopened, modified, and resubmitted – REACTIVATED***

2. ***to Re-Activate a rejected requisition:***
   - ***click Find to search for rejected requisition***
   - ***complete one or more of the fields to create an active set of requisitions matching the search criteria***
     - ✓ enter the requisition number, your network name or any other information in searchable fields to locate the rejected requisition
   - ***or leave all of the fields blank to create an active set of all requisitions***
   - ***click Activate (located on the left side of the screen in the Program Options group) to reactivate the requisition, changing the status from1-Rejected to 4-Allocated.***
     - ✓ the value of the Entry Date box is the current date
     - ✓ the value of the Entered By box is the user ID of the person activating the requisition
     - ✓ you can only activate rejected requisitions that are current or next year

3. ***click UPDATE on the MUNIS toolbar to make the change/s***
4. ***click on NOTES (located on the left side of the screen in the Program Options group )to determine why the requisition was rejected***
   - ***some reasons for rejection might be:***
     - ✓ *does not meet Parkway Procurement Guidelines*
     - ✓ *incorrect account code*
     - ✓ *need to include Bid #*
     - ✓ *cannot make this purchase at this time*
     - ✓ *incorrect vendor chosen*
     - ✓ *etc.*

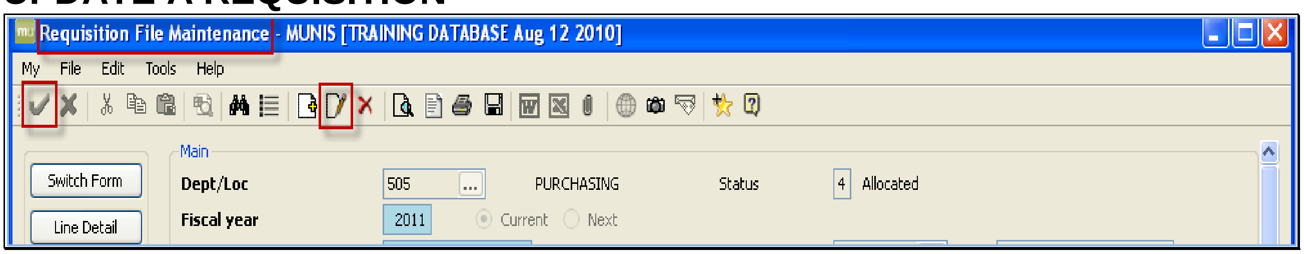
5. ***modify the requisition as needed***
   - to go directly to the Line Detail screen by clicking “Line Detail” in the Program Options Group located on the left side of the screen

6. ***click Accept to save the changes***

7. ***click the Release button located in the Program Options Group on the left side of the screen***
   - this action re-releases the requisition into workflow for review, approval, posting and converting to a PO

   - after re-release the status of the requisition will change from 1-Rejected to 4-Allocated

## UPDATE A REQUISITION




## UPDATE (CHANGE) A REQUISITION – *tab between fields – use CAPS*

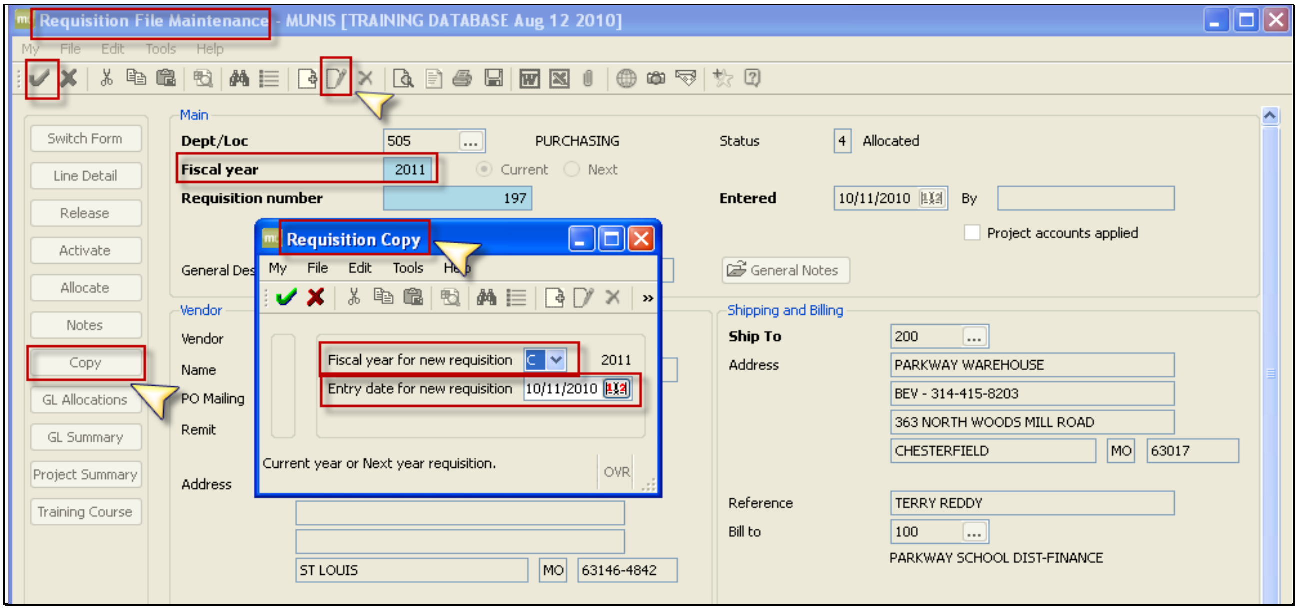
1. ***click update on the MUNIS toolbar to make changes to the requisition***
   - updates/changes can only be made to a requisition prior to release or after it has been rejected and reactivated

2. ***enter the change/s in the applicable fields***

3. ***click Accept to save changes***

4. ***FILE / EXIT to exit***

5. ***click Release to release requisition into Workflow***




## COPY A REQUISITION – *tab between fields – use CAPS*

1. ***copy creates a new requisition by using an existing requisition as a model***
   - *the program copies the information from the original requisition to the new requisition, except for the following, which are completed by the program with default values:*
     - ✓ the next unused requisition number is used for the new requisition
     - ✓ the current user ID becomes the value of the Entered By box
     - ✓ the location code is linked to the current user – if it is a different location than that of the original requisitioner, Bill-To Code, and Ship-To Code are the default location from the current user ID and are not copied from the original requisition

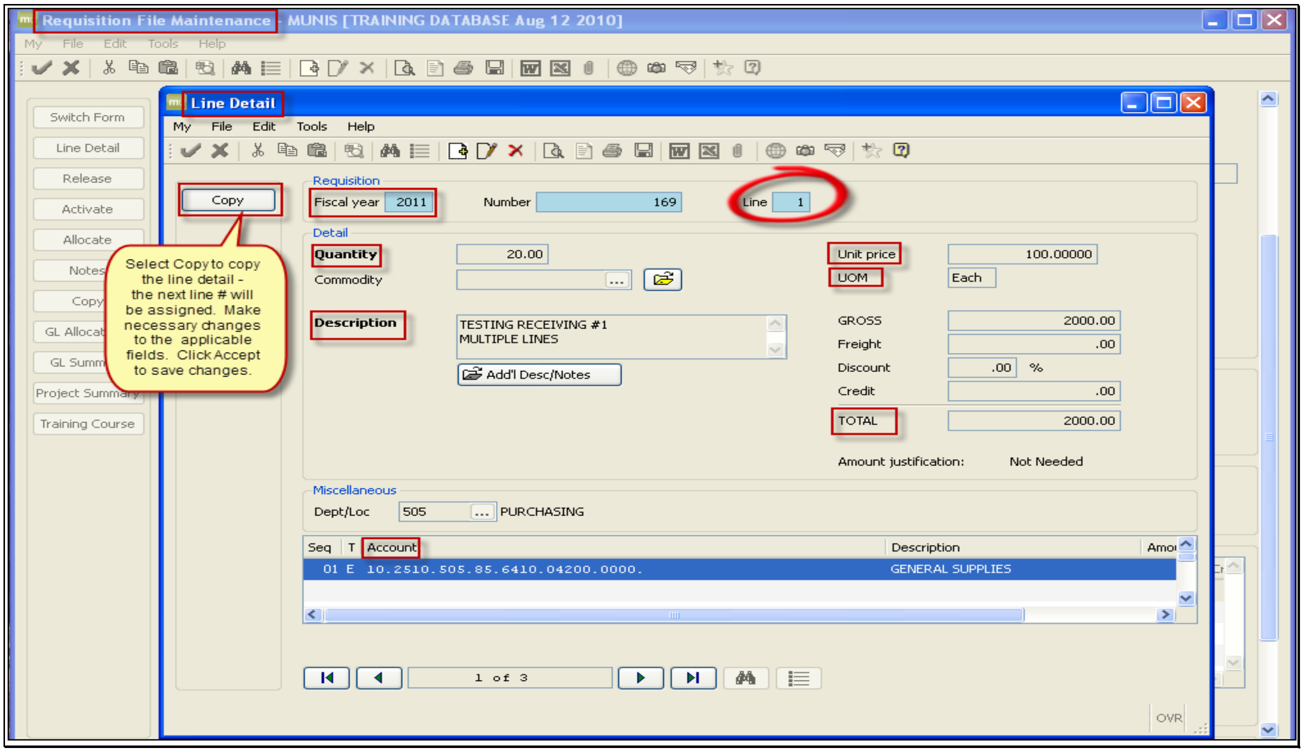
2. ***click Copy to copy the selected requisition to another - assigning the next available requisition number from PO Parameters and setting the status to 2-Created***

3. ***the requisition copy window will open***
   - *type a fiscal year; valid entries are the C-current or N-next year (see drop down menu)*
     - ✓ the default value for the new requisition's fiscal year is the C-current year
     - ✓ if you change this to N-next year, the requisition is encumbered in the next fiscal year
   - *type an entry date for the new requisition*
     - ✓ the default value for the date is the current date
     - ✓ to choose date from calendar – see drop down calendar – click to choose date

4. ***click ✓ Accept to save selections***

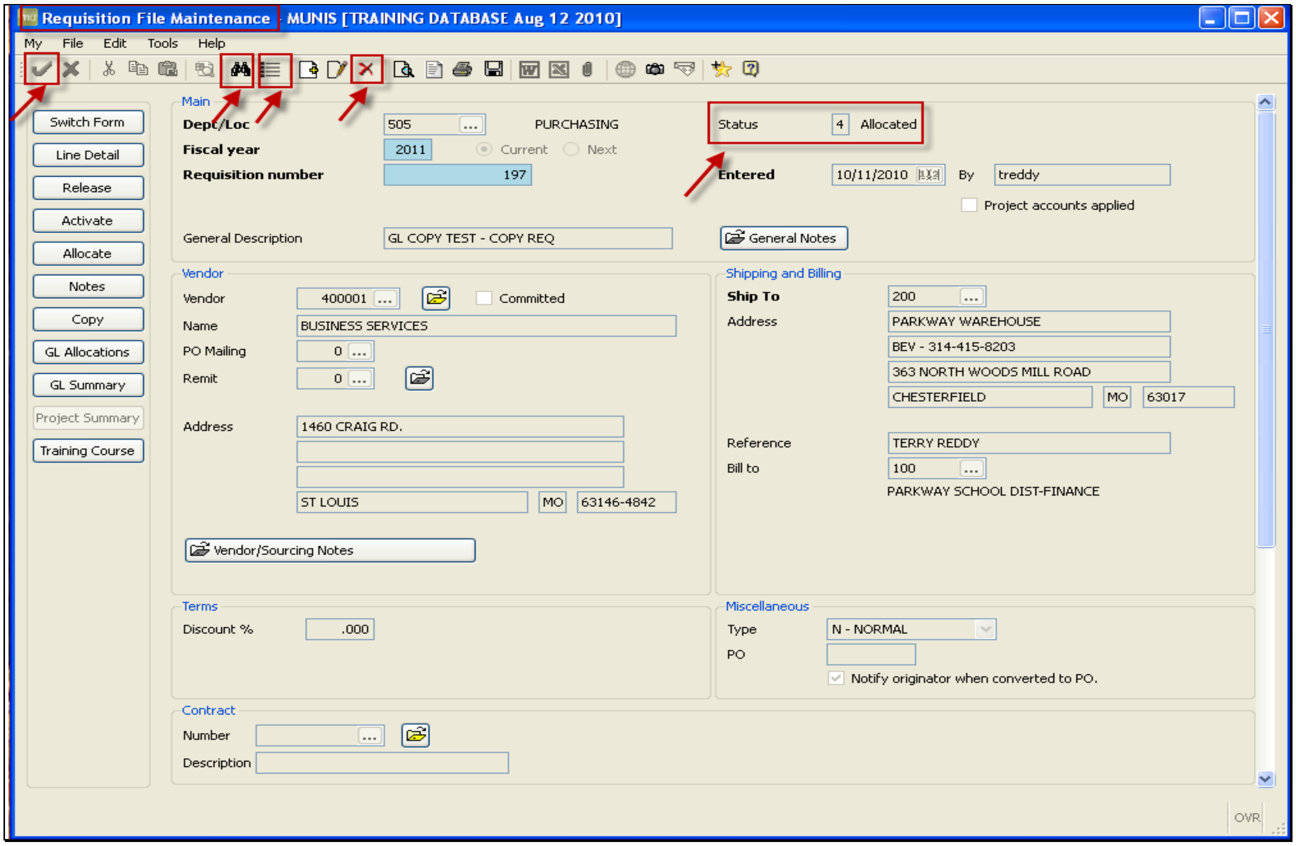
5. ***click UPDATE on the MUNIS toolbar to make applicable change***

| | |
|---|---|
| | ***6. at the completion of the copy, if all accounts are under budget, the requisition status is 4***<br>▪ if any accounts are over budget, the status is 2<br><br>***7. click Accept to save changes*** |




## COPY THE CURRENT LINE DETAIL – *tab between fields – use CAPS*

| | |
|---|---|
| | ***1. click Copy (located in the Options Group on the left side of the screen: to make a copy of the current Line Detail record***<br><br>***2. the next available line number is assigned automatically***<br><br>***3. click UPDATE on the MUNIS toolbar to make changes to the applicable fields***<br><br>***4. To make changes to the GL –***<br>▪ ***click on field***<br>▪ ***make applicable changes to the GL and/or to the allocated amount***<br><br>***5. To delete the current GL –***<br>▪ ***change the allocated amount to .00***<br>▪ ***click Accept***<br>▪ ***the GL code will be deleted***<br><br>***6. click Accept to save changes*** |




## DELETE A REQUISITION – *tab between fields*

***1. click Find***

***2. complete one or more of the fields to create an active set of requisitions matching the search criteria, or leave all of the fields blank to create an active set of all requisitions***

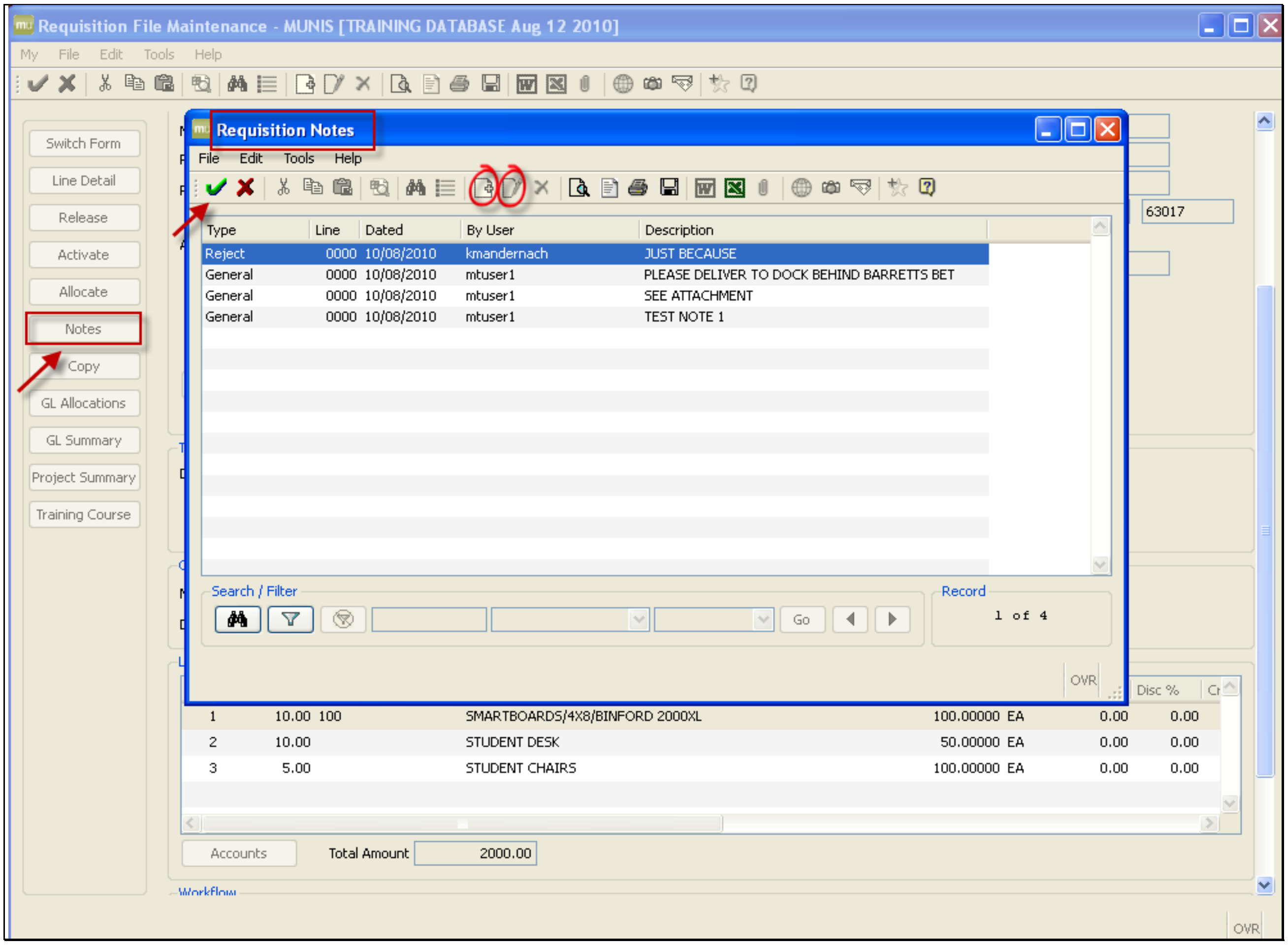
- requisitions can be deleted at status 2-Created and 4-Allocated
- requisitions cannot be deleted if they are status 0-Converted or 1-Rejected because they have Workflow records attached to them
- requisitions with a status of 6-Released or 8-Approved will need to be purged by the finance department

***3. click Accept - the program displays the first record in the active set***

***4. click Browse to view a list of all records in the active set; double-click an entry to select it***

***5. click Delete - the program displays a confirmation message***

***6. FILE/EXIT to exit screen***




## VIEW NOTES – *tab between fields*

1. ***click Notes (located on the left side of the screen in the Program Options group ) to display a list of the notes associated with the current requisition***
2. ***when you click Notes, the program displays a list of existing general notes***
3. ***to display the text associated with a note, double-click the list entry***
4. ***click Accept to return to the list of notes***
5. ***if no notes exists, the text box is blank***
6. ***to select a note, use the arrow keys to move through the available notes***
7. ***the Notes field is for display only; you cannot add or update notes in this field***

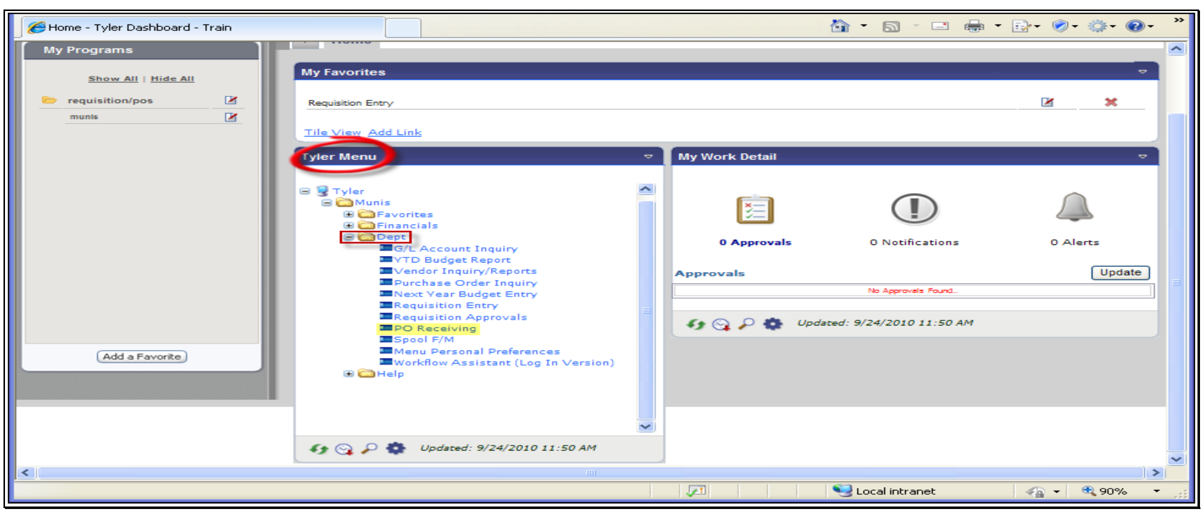
| **PRINT A REQUISITION – *tab between fields*** | |
|---|---|
| | ***1. click Find***<br><br>***2. complete one or more of the fields to create an active set of requisitions matching the search criteria, or leave all of the fields blank to create an active set of all requisitions***<br>▪ there is no report to print that shows all the open requisitions, but if you open the requisition entry program and do a find on requisitions with a status 2, 4, 6, or 8, you will find all the open requisitions<br><br>***3. click Accept the program displays the first record in the active set***<br><br>***4. click Display, PDF, Print, or Spool the program displays the Format Options box***<br><br>***5. select Req Format - the program displays the Printing Options box***<br><br>***6. select the GL Account Description format***<br><br>***7. select the report options check boxes, as appropriate***<br><br>***8. click OK*** |

# MUNIS® PO RECEIVING
## Section 3

- The PO Receiving program logs received materials against open purchase orders.
- The received data is automatically distributed to the Accounts Payable department.
- Receiving detail is also available for general inquiry when reviewing a purchase order in Purchase Order Inquiry.
- This program allows you to receive records against a carryforward purchase order from a previous fiscal year.
- The program only allows receiving on status 0-Converted purchase orders.
- Entering receipts into this program does not liquidate the purchase order. Only liquidation in Invoice Entry/Proof reduces encumbrances.
- In PO Receiving, you can enter receiving records two ways:
    - ***Quick Entry Receipt***
        - Records entered using the Quick Entry program can receive data across all line on a purchase order and the program generates workflow notifications when you click Receive.
        - Use Quick Entry Receipt – Partial to receive on Blanket Pos (see Blanket PO Receipt - Page 6)
    - ***Line-by-Line Receipt***
        - When records are entered line-by-line, the program generates workflow notifications after you enter each receiving record.

# *MUNIS® PO RECEIVING ENTRY PATH*

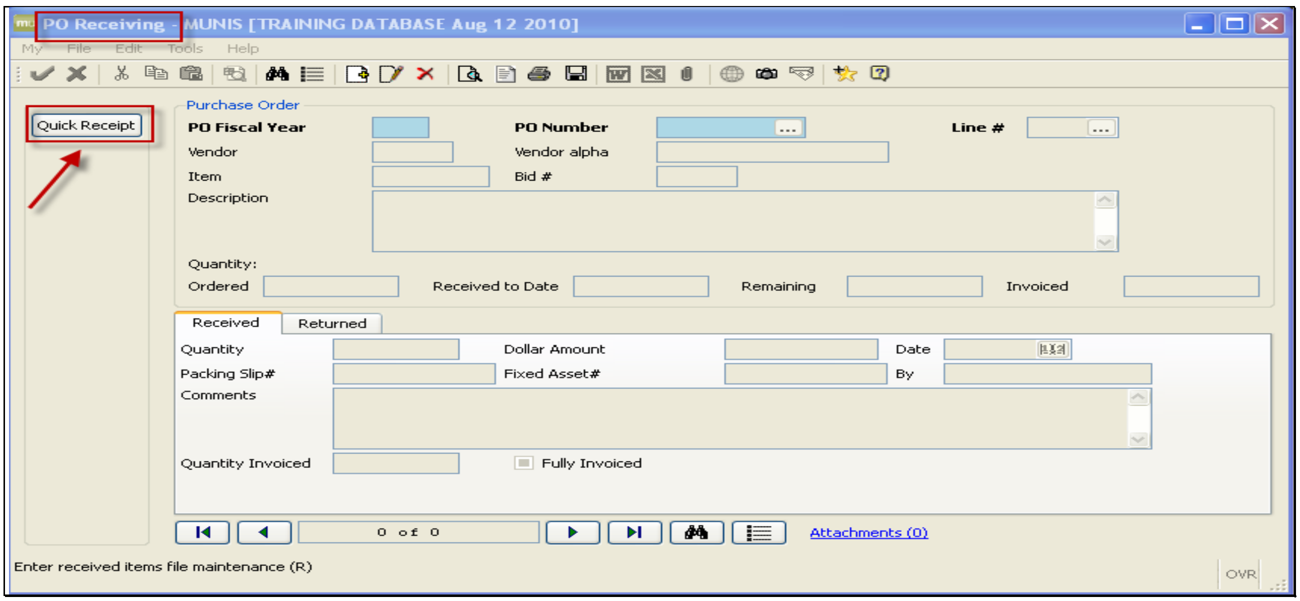
- Dept→***PO Receiving***



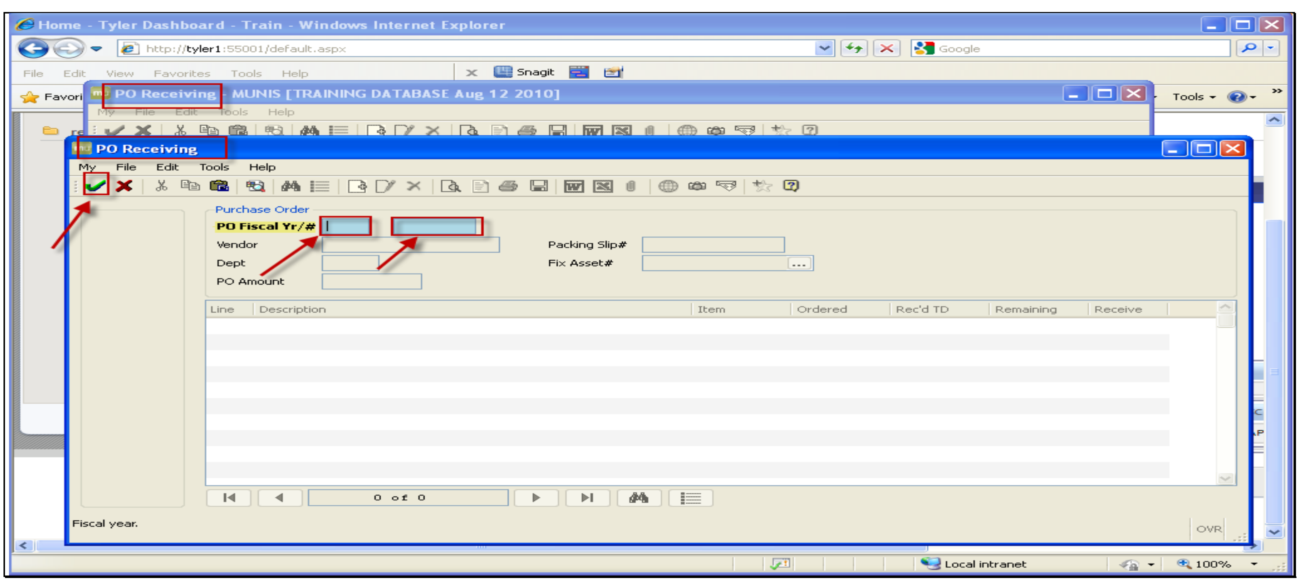

- Click on Dept in the Tyler Menu located on the Tyler Dashboard
- Click on PO Receiving
- Wait for a few seconds for the Header screen to open
- The MUNIS Application Launcher screen will also be open – do not close it until you have exited all other MUNIS applications.

# QUICK RECEIPT AND PARTIAL RECEIPT

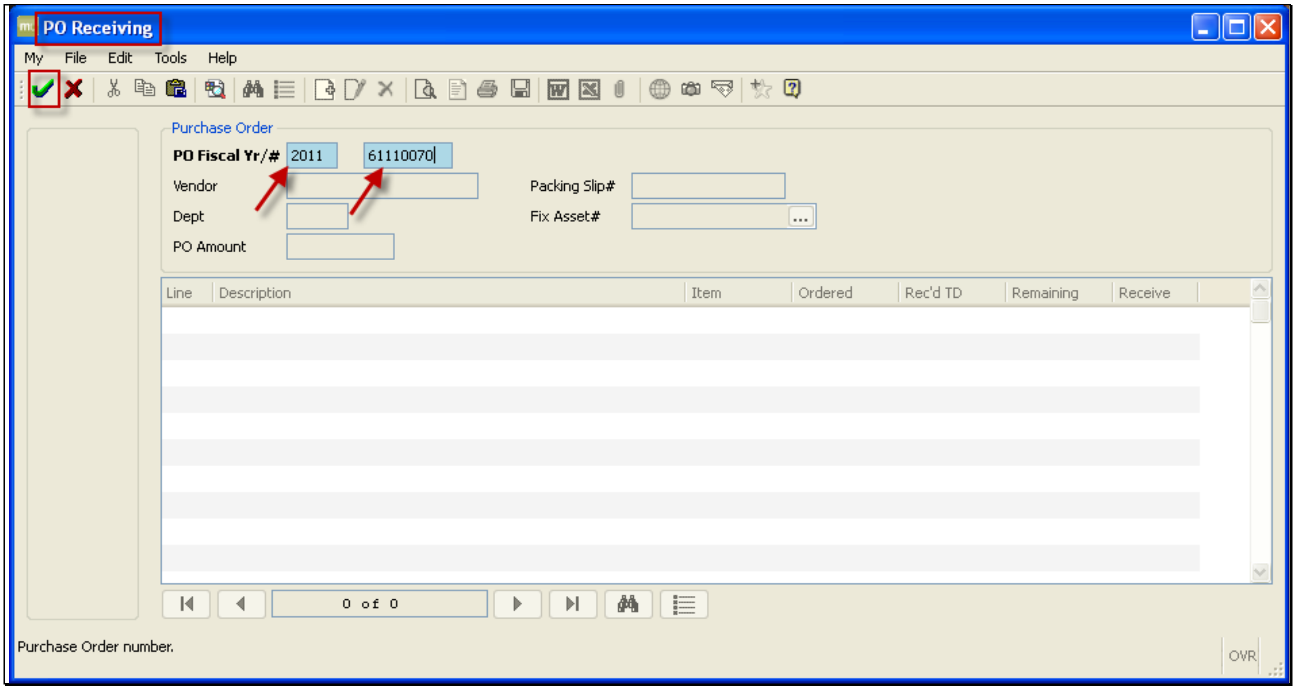
- The Quick Receipt option enables you to receive remaining quantities, either on all lines of the purchase order or only on select lines.
- Quick Receipt also allows you to receive all items on a purchase order at one time.
- All lines are automatically selected as received; you may remove one or more lines by clearing the Rec check box of the line number.
- The program displays the Inventory Transaction Entry/History File for each line selected, and records are created the same as for the individual line receipt function.
- The program completes the value of the Vendor, Dept, and PO Amount boxes from the PO Entry/Proof program. These boxes cannot be changed.



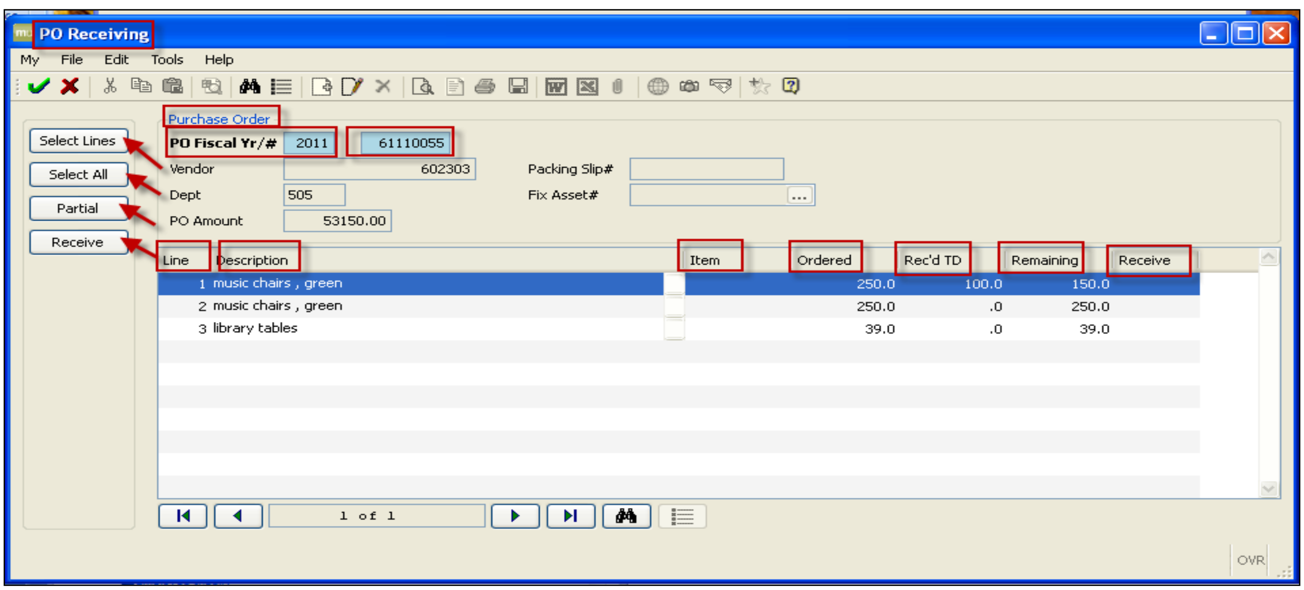

- To begin - click Quick Receipt




- The PO Receiving / Quick Receipt window will open

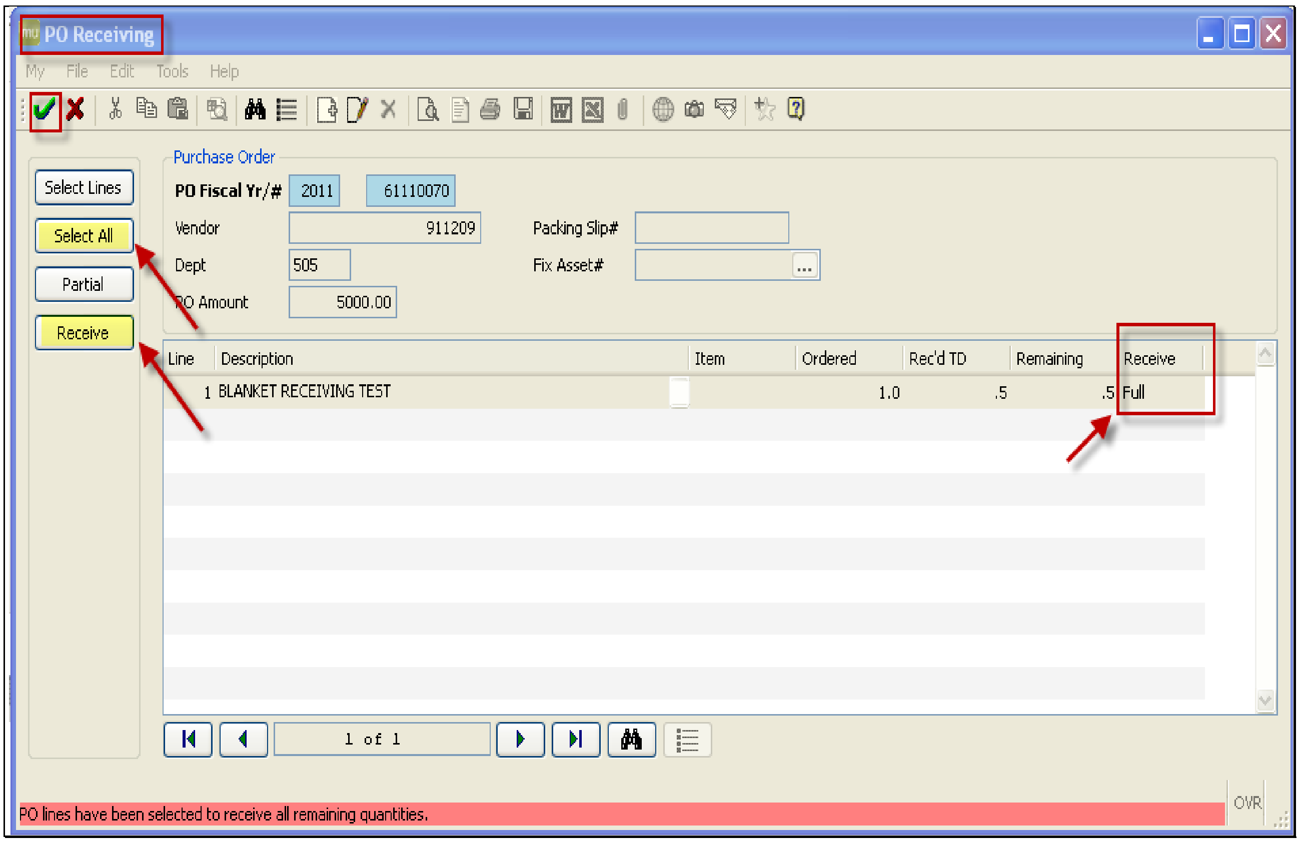



- Enter the four-digit fiscal year in which the PO was created
- Enter the number of the PO to be received
- Click Accept
  - Several fields of the PO detail information will automatically populate

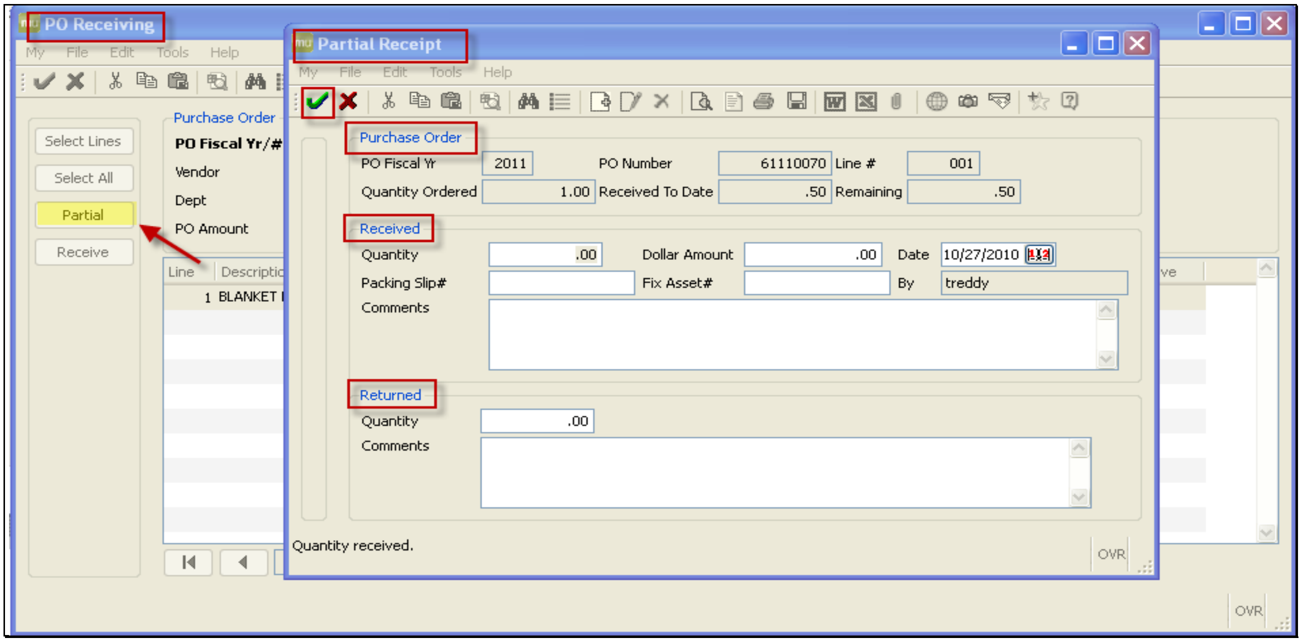



- Click Update to enter receipt information
- ***TAB*** to navigate through receipt Purchase Order field
  1. ***Vendor***– automatically populates
  2. ***Packing Slip#*** – enter the packing slip#, if available
  3. ***Dept*** – automatically populates your dept/location code
  4. ***Fix Asset#*** – skip this field
  5. ***PO Amount*** – automatically populates the original total dollar amount of the PO

- ***Tab*** to the Line Item Group - a blue bar will highlight the first item on the list
  1. ***Line*** – automatically populates the individual ***Line Item*** number of the PO
  2. ***Description*** – automatically populates the line item description
  3. ***Item*** – skip this field
  4. ***Ordered*** – automatically populates the quantity of the item/s ordered for the single line item
  5. ***Rec'd TD*** – automatically populates the quantity received to date, if any
  6. ***Remaining*** – automatically populates the quantity remaining, if any
  7. ***Receive*** – will automatically populate (FULL or PARTIAL) as the receipt process continues




- Click ***Select All*** to receive on all line items on the list
- A pink bar will appear on the bottom of the screen stating:
  - ***"PO line have been selected to receive all remaining quantities***
- The Receive box (in the Line Item Group) will indicate "Full".
- Click Receive located in the Options Group on the left side of the screen.
- Click Accept to complete Purchase Order Receipt.



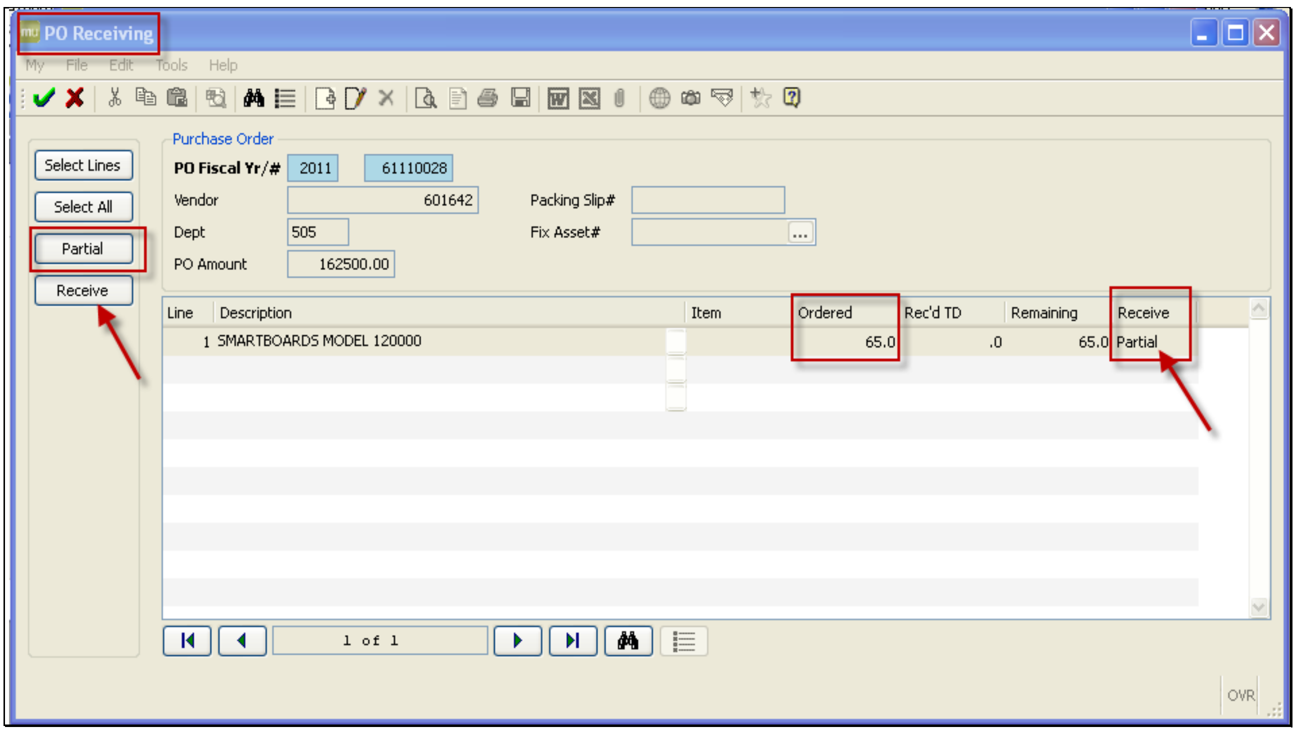

- Click ***Partial*** to select individual lines.
- The Partial Receipt screen will open.
- The Partial Receipts option allows you to accept partial shipments against open purchase orders.
- If partial shipments are made, the program calculates the dollar amount received by dividing the total line item amount by the quantity ordered and uses a ratio of the number received versus the number ordered to determine the received amount. The program allows you to enter a dollar amount received, and have the program calculate the quantity received by the same ratio method.

- ***PURCHASE ORDER GROUP -*** ***TAB*** to navigate through the Purchase Order Group
  1. ***PO Fiscal Year*** – automatically populates the four-digit fiscal year in which the PO was created
  2. ***PO Number*** – automatically populates the PO number
  3. ***Line #*** – automatically populates the individual ***Line Item*** number of the PO
  4. ***Quantity Ordered*** – automatically populates the quantity of the item/s ordered for the single line item
  5. ***Received to Date*** – automatically populates the quantity received to date, if any
  6. ***Remaining*** – automatically populates the quantity remaining, if any

- ***RECEIVED GROUP -*** ***TAB*** to navigate through the Received Group – USE CAPS
  1. ***Quantity*** – enter the quantity of the item/s being received for the current line in the Line Detail
  2. ***Dollar Amount*** – automatically populates
     - you can leave the default value or enter a new dollar amount
  3. ***Date*** – automatically populates the date of the receipt
     - you can leave the default date or enter a new date

4. ***Packing Slip #*** – enter the packing slip#, if available
5. ***Fixed Asset #*** – skip this field
6. ***By*** – automatically populates your network name
7. ***Comments*** – enter comments about the received item/s
    - these comments do not print on the invoice liquidation proof or the check stub

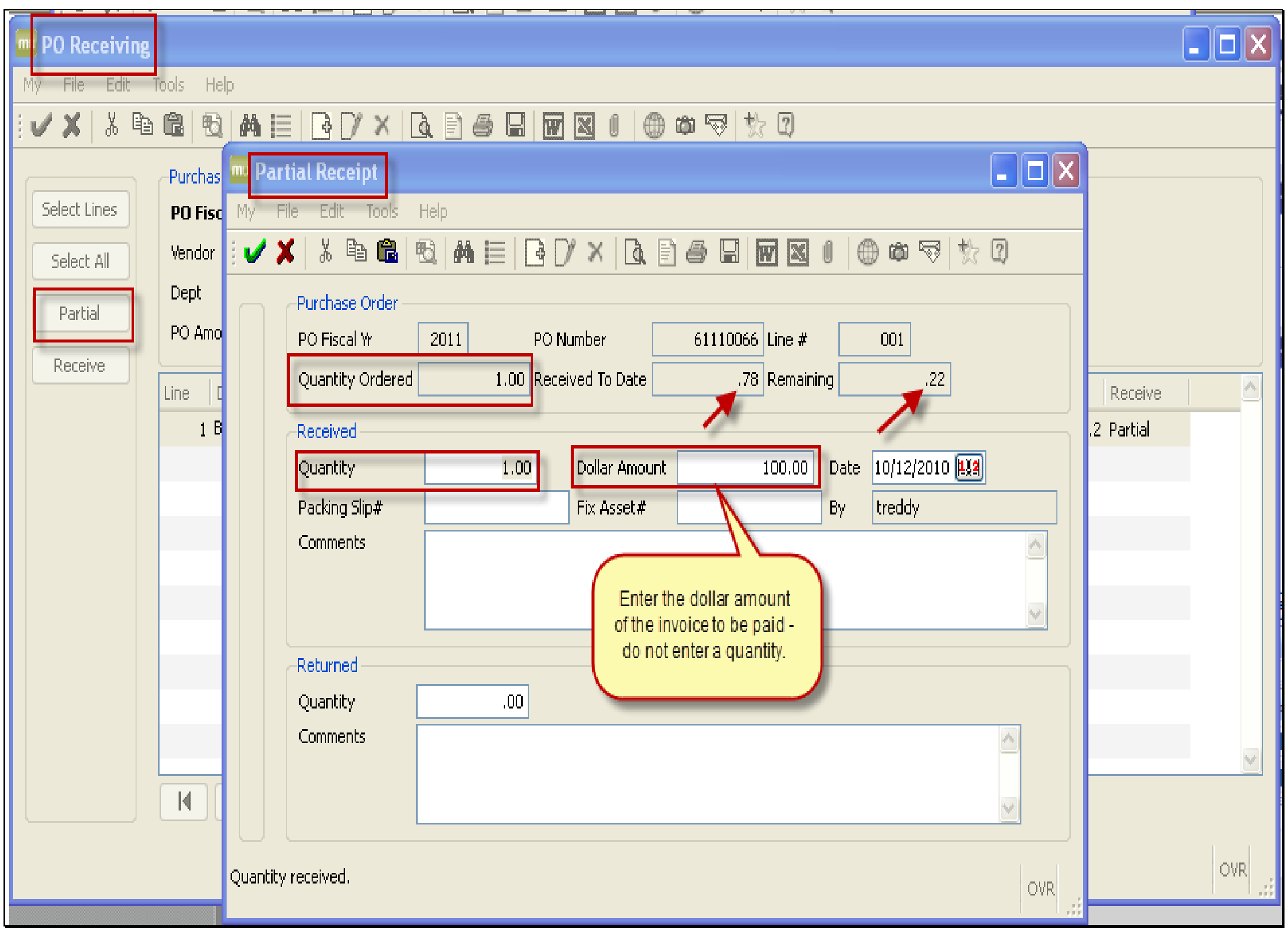
- ***RETURNED GROUP - <u>TAB</u>*** to navigate through the Returned Group – USE CAPS
    1. ***Quantity*** – enter the quantity of the item/s being received for the current line in the Line Detail
    2. ***Comments*** – enter internal comments explaining why the order was returned
        - these comments do not print on the invoice liquidation proof or the check stub



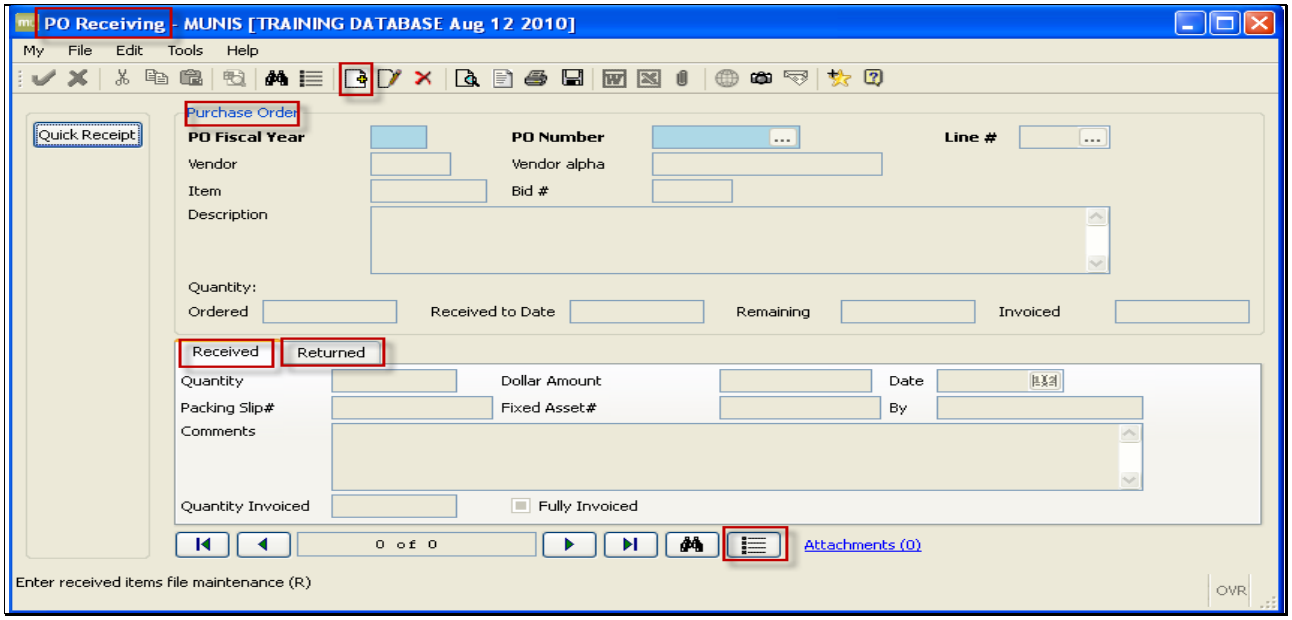

- ***TO COMPLETE PARTIAL PURCHASE ORDER RECEIVING***
    1. ***Receive*** – click receive located in the Program Options Group to complete action
    2. ***Accept*** – click receive located in the Program Options Group to complete action
    3. ***Receipt Verification*** – click receive located in the Program Options Group to complete action
    4. ***Close*** – FILE/EXIT to close PO Receiving screen

# BLANKET PO RECEIPT

- Blanket POs require receiving in MUNIS.
- To create a Blanket Receipt, use the ***Partial Receipt*** method.
  - See Partial Receipt above.
- DO NOT ENTER A QUANTITY WHEN RECEIVING ON A BLANKET PO.
  - The quantity defaults to 1.00.
  - Leave the quantity at 1.00.
- RECEIVE ON THE DOLLAR AMOUNT ONLY.
  - Enter the dollar amount of the invoice.
- The program calculates the dollar amount received by dividing the total line item amount by the quantity ordered and uses a ratio of the number received versus the number ordered to determine the received amount. The program allows you to enter a dollar amount received, and have the program calculate the quantity received by the same ratio method.
- When the dollar amount of the Blanket PO has been exhausted, the Blanket PO must be closed and another issued.



# LINE-BY-LINE RECEIPT




- Click Browse to view a list of all Purchase Orders created at your location/department.
- Click on the purchase order from the list to be approved – a blue bar will highlight your selection.
- Click Accept to save information and return to the PO Receiving screen.
  - The information in the Purchase Order group will automatically populate.
- Click Update to begin – follow step-by-step instructions below to complete the Received and Return groups (see below).
- OR
- Click Add to begin – follow the step-by-step instructions below.

| **PURCHASE ORDER – *tab between fields – use CAPS*** | |
|---|---|
| ***PO Fiscal Year*** | ***automatically populates***<br>▪ ***when you are adding entries, the default value is the current year, but you can change this for next year purchase orders***<br>▪ ***you cannot change this value when updating a record*** |
| ***PO*** | ***enter the PO number of the requisition to be received*** |
| ***Line #*** | ***enter the line number in Line Detail representing the item/s or service to be received*** |
| ***Vendor*** | ***automatically populates***<br>▪ ***this box contains the number for the purchase order vendor*** |
| ***Vendor Alpha*** | ***automatically populates***<br>▪ ***this box contains the name of the purchase order vendor*** |
| ***Item*** | ***skip this field*** |
| ***Bid #*** | ***skip this field*** |
| ***Description*** | ***this box displays the purchase order description as entered in Requisition Entry*** |
| ***Quantity Ordered*** | ***automatically populates***<br>▪ ***this box indicated the quantity ordered for 1 line item*** |

| | |
|---|---|
| | ▪ *receipt required for each line item* |
| ***Received to Date*** | ***automatically populates***<br>▪ *this box indicates the number of items received to date for 1 line item* |
| ***Remaining*** | ***automatically populates***<br>▪ *this box indicated the quantity remaining for 1 line item* |
| ***Invoiced*** | ***Automatically populates***<br>▪ *this box indicated the dollar amount invoiced to date* |

| **RECEIVED TAB GROUP – *tab between fields – use CAPS*** | |
|---|---|
| ***Quantity*** | ***enter the quantity of the item/s being received for the current line in the Line Detail*** |
| ***Dollar Amount*** | ***automatically populates the Dollar Amount based on the Quantity received***<br>▪ *leave the default value or type a dollar amount* |
| ***Date*** | ***automatically populates***<br>▪ *this is the date of the receipt*<br>▪ *use the drop down calendar icon to enter an alternate date of receipt* |
| ***Packing Slip #*** | ***enter the packing slip number for each purchase order line number received*** |
| ***Fixed Asset #*** | ***skip this field*** |
| ***By*** | ***skip this field*** |
| ***Comments*** | ***enter internal comments about the received item/s***<br>▪ *these comments do not print on the invoice liquidation proof or the check stub* |

| **RETURNED TAB GROUP – *tab between fields – use CAPS*** | |
|---|---|
| ***Quantity*** | ***enter the quantity of the current line in the Line Detail that was retuned***<br>▪ *returned items are expected to be reshipped at a later date*<br>▪ *the returned quantity does not affect the open purchase order*<br>▪ *this quantity is informational only* |
| ***Comments*** | ***enter internal comments explaining why the order was returned*** |

| **TO COMPLETE LINE-BY-LINE PURCHASE ORDER RECEIVING** | |
|---|---|
| ***Accept*** | ***click ✔ Accept to complete Purchase Order Receipt*** |
| ***Receipt Verification*** | ***click Browse to open PO Receiving screen to view received quantities and/or dollar amount*** |
| ***Close*** | ***FILE/EXIT to close PO Receiving screen*** |

# MUNIS® Toolbar & Keyboard Quick Reference

## Objective

This document lists all the available icons on the MUNIS toolbar and provides a description and a corresponding keyboard shortcut. It also lists any other keyboard shortcuts used in common MUNIS navigation.

**MUNIS Toolbar**

| Icon | Definition | Keyboard Shortcut | Icon | Definition | Keyboard Shortcut |
|---|---|---|---|---|---|
| | OK/Accept | Enter/Return | | Display | |
| | Cancel | Esc | | PDF | |
| | Cut | Ctrl-X | | Output/Print | Ctrl-P |
| | Copy | Ctrl-C | | Save/Spool to a File | Ctrl-S |
| | Paste | Ctrl-V | | Export to Word | n/a |
| | Query Wizard | Ctrl-Q | | Export to Excel | n/a |
| | Find | Ctrl-F | | Attachments | n/a |
| | Browse | Ctrl-B | | MapLink | n/a |
| | Add | Ctrl-A | | Tyler CM | n/a |
| | Update | Ctrl-U | | Add to Favorites | n/a |
| | Delete | Ctrl-D | | MUNIS Help | F1 |

**Add/Update Mode Navigation**

**Enter** = commit transaction
**Esc** = cancel transaction
**Tab** = next field
**Shift + Tab** = previous field

**Record Navigation**

**Ctrl + Down Arrow** = next record
**Ctrl + Up Arrow** = previous record
**Ctrl + Left Arrow** = first record
**Ctrl + Right Arrow** = last record

**Keyboard Shortcuts**

**Enter** = Commit Transaction
**Esc** = Cancel Transaction
**Ctrl + Q** = Expression Builder
**Ctrl + F** = Find
**Ctrl + B** = Browse
**Ctrl + N** = Add
**Ctrl + U** = Update
**Ctrl + D** = Delete
**Ctrl + P** = Output / Print

**Space** = opens drop down combo boxes when that field is active
**F9** = opens browse help on a data entry field when that field is active.
**F1** = launches Help from with MUNIS programs.