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MUNIS® REQUISITION ENTRY

- 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 \$3,500 and OVER** – Any single item, multiple of the same item or an entire purchase order of multiple items that has a total cost \$3,500 or greater: bids shall be taken. (DJA.BP)
- **PURCHASES \$50,000 and OVER** – Any single item, multiple of the same item or an entire purchase order of multiple items that has a total cost of \$50,000 or greater: 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.

COMMODITY CODE KEY

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

Commodity Code	Type	Description	Obj	UOM	MCC Code
100	2	SMARTBOARDS			
101	2	DATA PROJECTORS			
102	2	SENTEO PRODUCTS			
103	2	TI CALCULATORS			
108	2	TEST COMMODITY			
200	2	TEXTBOOKS/MUSIC/CURR MATERIALS			
201	2	OTHER BOOKS/TEST FORMS			
202	2	WAREHOUSE USE ONLY-COPY PAPER			
203	2	LIBRARY RESOURCES			
300	2	COMPUTERS			
301	2	PRINTERS			
302	2	TECHNOLOGY HARDWARE			
303	2	SOFTWARE			
400	2	FUEL - FACILITIES			
401	2	WAREHOUSE ONLY - PLASTIC BAGS			
500	2	FUEL - TRANSPORTATION			

REQUISITION ENTRY

Hub test

Approvals: 9 | Notifications: 278 | Alerts: 0

Tyler Menu

- Financials
- Purchasing
- Purchase Order Processing
- Requisition Entry

Favorites

Recent Activity

- Requisition Entry
- Purchase Order Entry
- Purchase Order Inquiry
- Print Purchase Orders
- Requisition Conversion
- ReadyForms

Financials

- Purchase Order Approvals
- Purchase Order Change Orders
- Requisition Entry
- Purchase Order Entry
- Requisition Conversion
- Print Purchase Orders
- Vendor Inquiry
- Requisition Approvals

Tyler Links

Parkway Finance Department

TYLER HUB

Tyler Menu

1. **click Financials**
2. **click Purchasing**
3. **click Purchase Order Processing**
4. **click Requisition Entry – right click to add requisition entry to favorites**

Requisition Entry [Parkway School District] [Karen Shannon]

Back Search Browse Add Update Delete Output Print Display PDF Save Email Schedule Attach Switch Form Line Items Release Activate Mass Allocate Allocate Notes Copy GL Allocations GL Summary Project Summary

MAIN TERMS/MISCELLANEOUS

Main Information

Dept/Loc * []
 Fiscal year * [] Current Next
 Requisition number * []
 General commodity []
 General description []

Status []
 Needed by []
 Entered * [] By []
 PO expiration []
 Receive by Quantity Amount
 Project accounts applied

Vendor Information

Vendor [] Committed
 Name []
 PO mailing []
 Delivery method Print Fax E-Mail
 Remit []



Shipping Information

Ship to * []
 Email []
 Reference []


REQUISITION ENTRY

REQUISITION ENTRY– *tab between fields – use ALL CAPS*


Main Information

1. Click **+** Add on toolbar to begin
2. Dept/Loc - automatically populates - **TAB**
3. Fiscal year - automatically populates- **TAB**
4. Requisition Number – automatically populates – **TAB**
5. General Commodity – enter commodity code if applicable — **TAB**
 - a. **TAB** to leave this box blank if the item(s) you are ordering is not listed as a commodity (list of commodity codes on Pg. 1)
 - b. or - click the  field to search for a commodity code
 - c. the drop down menu will display the Parkway identified commodities and their codes
 - d. choose the commodity that applies – a blue bar will highlight the chosen code
 - e. click  **ACCEPT** – this will return you to the main screen
6. General Description – indicates a general description of item being ordered - For example – office furniture, software, textbooks, paper, etc. – **DO NOT TAB**
7. click on the “General Notes” folder – this allows you to add notes associated with the purchase

To add a note:

- a. type the note you want to include on the PO
- b. click “Print on PO” to include on printed PO (**on ride side of toolbar**)
- c. click  **ACCEPT**
- d. For additional notes – click **+** ADD – repeat steps outlined below - Click “PRINT ON PO” to include note on printed PO (**on right side of toolbar**)

To import a note/s (note automatically prints on PO):

- a. click the “import” - right side of toolbar to view drop down menu
- b. click on the note you want to import
- c. click  **ACCEPT**

List of imported notes :



- a. confirmation only, do not duplicate
- b. please include purchase order number on invoice
- c. for payment only
- d. do not mail vendor copy
- e. see attachment
- f. special instructions
- g. please fax immediately (**INCLUDE FAX #**)

NOTE: FAX OPTION IS RESERVED FOR EMERGENCY ORDERS ONLY – ALL OTHER POs WILL BE DELIVERED VIA US MAIL


REQUISITION ENTRY


Main Information (continued)

To update note/s:






- a. use the scroll arrows under the text box to find the note you want to view or update.
- b. click  UPDATE on the toolbar to modify an existing note
- c. click on the note you want to update – make the change
- d. click  ACCEPT

To delete a note(s):

- a. use the scroll arrows under the text box to find the note you want to view or update.
- b. select the note to be deleted
- c. click  DELETE
- d. the Confirm Delete window will open – click Yes, Delete

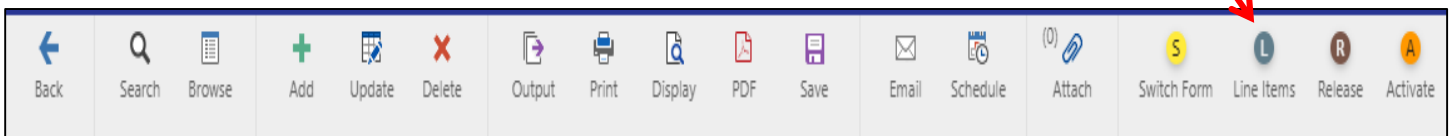
8. click on  to go back to Main screen -TAB
9. **Status** – automatically populates (2-Created) – this box indicates the current status of the requisition and will change as the requisition goes through the Workflow.
10. **Needed by** – skip this field - TAB
11. **Entered** – automatically populates – this box contains the date that the requisition is created – TAB
12. **By** – automatically populates – your Network ID will appear in this field
13. **PO expiration** - automatically populates last date of current fiscal year – TAB
14. **Receive by** – automatically chooses “Quantity” - TAB
15. **Project accounts applied** – defaults to check – this check box indicates that project account strings have been applied to the requisition – TAB

Vendor Information

1. **Vendor** – type in vendor number - **OR** - do the following to search for vendor:
 - click the vendor  field button to search for a vendor
 - vendor help window will open – using **ALL CAPS** type the vendor name or search by typing the first few letters of the vendor name
 - click  **ACCEPT** – A list will generate of vendors with your search criteria
 - Choose the vendor you want to place the order with and click on the vendor name – a blue bar will highlight the vendor information
 - click  **ACCEPT** – this will take you back to vendor section
2. **Name** – automatically populate – TAB
3. **PO Mailing** – Click  - this is the address where the purchase order is to be mailed – double click on the address to choose - TAB
4. **Delivery Method** - automatically populates – TAB
5. **Remit** – Click  - this is the address where the check is to be mailed – double click on the address to choose - TAB
6. **Address** - automatically populates
7. **Vendor/Sourcing Notes** – skip this field – **DO NOT ENTER NOTES**
8. **Vendor Quotes** – skip this field – **DO NOT ENTER QUOTES**

REQUISITION ENTRY

Shipping Information	<ol style="list-style-type: none"> 1. Ship To – automatically populates 200 - TAB 2. Address – automatically populates to PARKWAY WAREHOUSE 3. Email – automatically populates rbroyles@parkwayschools.net– TAB 4. Reference – Type your First & Last Name (ALL CAPS) and phone number (include area code) – (i.e. KAREN SHANNON - 314-415-8251) – TAB
Terms	<ol style="list-style-type: none"> 1. Discount % – automatically populates .000 - skip this field - TAB 2. Freight % - skip this field – TAB 3. Freight meth/terms – skip this field – TAB 4. Bill to – automatically populates – TAB 5. Bill to email – Populates to (cgroner@parkwayschools.net) - TAB 6. Special Handling - Populates to “N – NONE” - TAB
Miscellaneous	<ol style="list-style-type: none"> 1. Allocation – skip this field - TAB 2. Buyer – skip this field - TAB 3. Review - skip this field - TAB 4. Type – automatically populates to “N-Normal” - skip this field – TAB 5. Purchase Order - <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Notify originator when converted to PO/Contract. <input type="checkbox"/> Notify originator of overages.
Contract	Currently we are not using contracts.
	<p>Hit “ENTER” on your keyboard – This will take you to the line items screen</p> <p>OR</p> <p>Click ACCEPT – on the toolbar - click on “Line Items” – this will take you to the line items screen</p>



REQUISITION ENTRY

LINE ITEMS SCREEN – tab between fields – use ALL CAPS

Line Items Screen

- The Line Items allows you to view, add, or update the actual detail lines of a requisition.
- Line Items print in the body of the requisition and converted purchase order.

Line Items

Back Search Browse Add Update Delete Copy Mass Allocate

Requisition
 Fiscal year: 2020 Number: 2638 Line: 1

Detail

Quantity * <input type="text" value="10.00"/>	Unit price <input type="text" value="23.97000"/>
Commodity <input type="text"/>	UOM * <input type="text" value="EACH"/>
Inventory item <input type="text"/>	Freight <input type="text" value=".00"/>
Location <input type="text"/>	Discount percent <input type="text" value=".00"/>
Type <input type="radio"/> Pick ticket <input type="radio"/> Purchase	Credit <input type="text" value=".00"/>
Description * <input type="text" value="ITEM # 49AJ38 - RECYCLE BINS - BLUE - 23 GAL."/>	Line item total <input type="text" value="239.70"/>
<input type="button" value="Add'l Desc/Notes"/>	Amount justification: Not Needed

Miscellaneous

Manufacturer <input type="text"/> Manufacturer item no. <input type="text"/> Vendor <input type="text" value="809084"/> OFFICE ESSENTIALS INCORPORATED PO mailing <input type="text" value="0"/> Delivery method <input checked="" type="checkbox"/> Print <input type="checkbox"/> Fax <input type="checkbox"/> E-Mail <input type="checkbox"/> E-Procurement Remit <input type="text" value="1"/> OFFICE ESSENTIALS INCORPORATED <input type="button" value="Vendor/Sourcing Notes"/> Vendor item no. <input type="text"/> 1099 box <input type="text"/>	Bid <input type="text"/> Dept/Loc <input type="text" value="505"/> PURCHASING Required by <input type="text"/> Requested by <input type="text"/> Receipt notification to <input type="text"/> Employee <input type="text" value="0"/> Capital asset <input type="text" value="N"/> <input type="checkbox"/> Notify buyer
--	---

Seq	PA Type	T	Account	Description	Amount	PA Bud	GL Bud
01	Expense		10.2572.505.0085.6411.04200.1.	SUP CONSUMABLES	239.70		U



Requisition

- Fiscal year** – automatically populates – this is the fiscal year in which the requisition was entered.
- Number** – automatically populates # from main screen of requisition entry
- Line** – automatically populates – this number is assigned and cannot be changed – each entry will generate a sequential line number

Detail




1. **Quantity** – enter the number of items being ordered – **TAB**
 - this is the order quantity for a single line item
 - the program multiplies the number entered here by the unit price of the line item to calculate the net cost
 - the default quantity is 1, but you can change this
2. **Commodity** – skip this field – **TAB**
3. **Inventory Item** – skip this field - **TAB**
4. **Description** – a description must be entered to proceed - enter the order details including item number, description, color, etc.
 - example description:
ITEM #12345 / STUDENT CHAIR / COLOR: AZURE BLUE / HEIGHT: 24"
5. **Add'l Desc/Notes** – **DO NOT USE** – if you have notes remember to enter them in the general notes on the main screen
6. **Unit price** – enter the unit price for the item being ordered – **TAB**

REQUISITION ENTRY



<p>Detail (con't)</p>	<p>7. UOM – this is the unit of measure to be printed on the purchase order for the current line item – (i.e. – each, doz., bag, case, ream, box, etc.) – click  to choose the UOM (note: “each” is set as default) – TAB</p> <p>8. Freight – skip this field – enter freight as a line item – TAB</p> <p>9. Discount – use field for a % off the item being ordered – TAB</p> <p>10. Credit - skip this field – enter credit information either in general notes or include in “description” of line item – TAB</p> <p>11. Line Item Total – automatically populates – this box displays the total amount for the current line item</p>
<p>Miscellaneous</p>	<p>1. Manufacturer – skip this field – TAB</p> <p>2. Manufacturer item no. – skip this field - TAB</p> <p>3. Vendor – box will have the vendor # that was entered on the main page – TAB</p> <p>4. PO mailing – skip this field – TAB</p> <p>5. Remit – skip this field - TAB</p> <p>6. Vendor Item no. – skip this field - TAB</p> <p>7. 1099 box – skip this field - TAB</p> <p>8. Bid – skip this field - TAB</p> <p>9. Dept/Loc – automatically populates - TAB</p> <p>10. Required by – skip this field - TAB</p> <p>11. Requested by – skip this field - TAB</p> <p>12. Receipt notification to – skip this field - TAB</p> <p>13. Fixed Asset - box should have a “N” if the account code starts with 10 or 11- box should have a “Y” if the account code starts with 40 or 41 – TAB</p> <p>14. Notify buyer – leave blank - TAB</p> <p>15. Account – enter the account code the item is being charged to – TAB</p> <p>16. Description – automatically populates</p> <p>17. Amount – automatically populates the total – NOTE: multiple account codes are allowed for each line item – splitting the cost between two or more accounts</p> <ul style="list-style-type: none"> ▪ To split the cost between two or more accounts <ol style="list-style-type: none"> 1. Change the dollar amount to the cost that will be charged to your account code already typed in – TAB 2. Project Account – skip this field – TAB 3. Account – type in account code – TAB
<p>To Complete Line Items Entry</p>	<ul style="list-style-type: none"> • Click  Accept – to complete and save the line detail entry

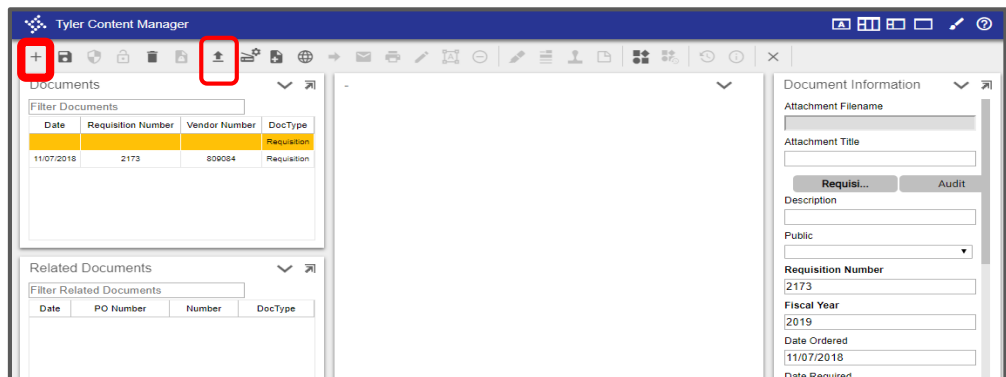
REQUISITION ENTRY



To Add Additional Lines

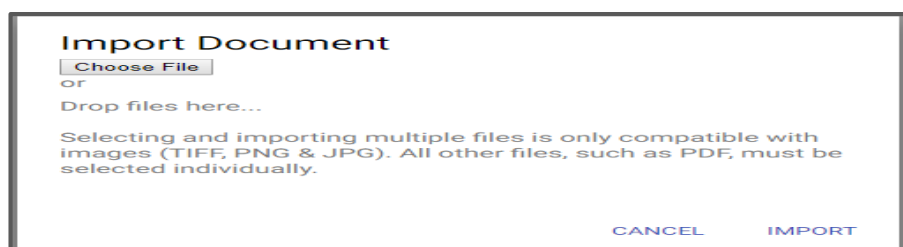
1. Click  **Add –** to add additional lines
2. Repeat line items instructions stated above
3. Click  **Accept –** to complete and save line detail entry
Repeat lines 1 through 3 for each additional line items needed.
4. Click  - to return to Requisition Entry Screen – status of requisition should now show “4” allocated
5. **If you DO NOT have an attachment and are done with “requisition entry” skip the “To Add Attachment” section and go to “Complete Requisition Entry” section.**

To Add Attachment(s)

1. Attachments  (on **Toolbar**) allows you to add, view, or delete documentation related to the current requisition
2. File names can contain up to 64 characters, including file extension.
3. Click  Attachments on top toolbar
4. Attachment Documents screen will open
5. Click on “Requisition Attachment” – the option will then be highlighted in blue –
6. Double click on the “Requisition Attachment” or
7. Click “View Documents” folder – bottom of window
8. New Window Opens –



9. Click on  “New”
10. Click on  “Import”
11. “Import Document” window will open
 - Click “Choose File” or Click & drag to “Drop” a file.




REQUISITION ENTRY

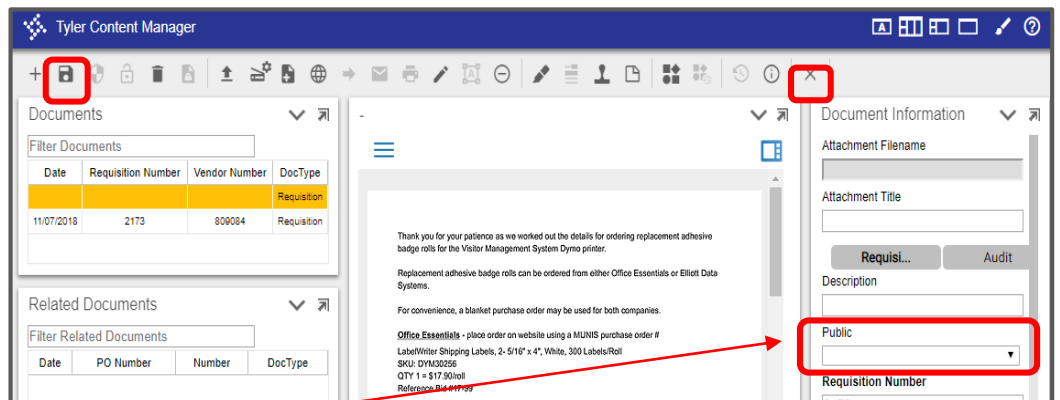
To Add Attachment(s) (con't)

12. The file name will appear at the bottom of the "Import Document" box.




13. Click on "Import" – the document will now appear in the middle section of the screen


14. Click  "Save document to TCM"





15. The "Public" box is now on the right side in the "Document Information" section

- Click on the  triangle and choose "YES" – ***the attachment will print with the Purchase Order and will be sent to the Vendor***

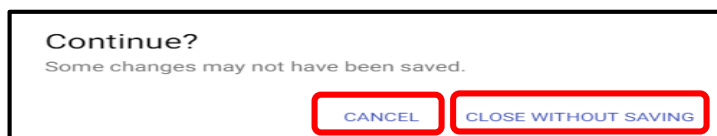
OR

- Click on the  triangle and choose "NO" – the attachment will ***NOT*** print with the Purchase Order


16. Click  "Save documents to TCM"

17. Click  "Close" - another box will open – click on "Leave Page" – this will take you back to requisition entry screen – complete your requisition and release

- If the document wasn't saved a screen will open –



- Choose either

- "CANCEL" - this will allow the document to be saved and then  "Close Viewer"

OR

- "CLOSE WITHOUT SAVING" – this will close the document and go back to requisition entry screen

REQUISITION ENTRY

Complete Req. Entry

Click **“Release” (on toolbar)** – this places the completed requisition into workflow for approvals - status of requisition should now be **“6” released**

Requisition Entry - Munic [PROD DATABASE Jan 27 2017] [Karen Shannon]

HOME | Accept | Cancel | Search | Browse | Query Builder | Add | Update | Delete | Global- | Duplicate | Print | PDF | Text file | Excel | Word | Email | Attach | Notes | Audit | Switch Form | Activate | Line Items | Mass Allocate | Return

Main | Terms/Miscellaneous

Main Information

Dept/Loc: 505 PURCHASING | Status: 6 Released
 Fiscal year: 2017 Current | Entered: 02/06/2017 By: kshannon
 Requisition number: 7059 | PO expiration: 06/30/2017
 General commodity: ... | Receive by: Quantity
 General description: TEST REQ. FOR 11.2 UPDATE

Vendor Information | Shipping Information

Requisition Entry - Munic [PROD DATABASE Jan 27 2017] [Karen Shannon]

HOME | Accept | Cancel | Search | Browse | Query Builder | Add | Update | Delete | Global- | Duplicate | Print | PDF | Text file | Excel | Word | Email | Attach | Notes | Audit | Switch Form | Activate | Line Items | Mass Allocate | Return

Main | Terms/Miscellaneous

Main Information

Dept/Loc: 505 PURCHASING | Status: 6 Released
 Fiscal year: 2017 Current | Entered: 02/06/2017 By: kshannon
 Requisition number: 7059 | PO expiration: 06/30/2017
 General commodity: ... | Receive by: Quantity
 General description: TEST REQ. FOR 11.2 UPDATE

Vendor Information

Vendor: 603599 Committed
 Name: GRAINGER
 PO mailing: 0
 2535 METRO BLVD
 MARYLAND HEIGHTS, MO 63043
 Delivery method: Print
 Remit: 1 GRAINGER

Shipping Information

Ship to: 200 PARKWAY WAREHOUSE
 BEV - 314-415-8203
 363 NORTH WOODS MILL ROAD
 CHESTERFIELD, MO 63017
 Email: bnobel@parkwayschools.net
 Reference: KAREN SHANNON 314-415-8251

Line Items

Line	Commodity	Inv item	Inv item loc	Inv tran type	Description	Vendor
1					RECYCLE BINS - BLUE - 23 GAL. - #4UAU7	(603599) GRAINGER

Total amount: 2397.00

Workflow

My Approvals | Approve | Reject | Forward | Hold | **Approvers**

Approvers

Click **Approvers** (bottom of page) to check status of approval.

- Click **Expand All** to see complete list of approvers

Click **Back** Return to get back to Requisition Entry screen.

How to print a PDF of your requisition

Click **PDF** (on top toolbar) to print a copy of your completed requisition.

- Choose an option box opens – choose either “Req. Format” or “PO Format” - click OK
- “Print Options” box opens – Choose options – click **Accept**.
- A box will open at bottom of screen – pick “Open” – PDF of Req. will open.
- Print PDF and/or save.

REQUISITION ENTRY

BLANKET REQUISITION – tab between fields – use ALL CAPS


***Entering a
Blanket
Requisition/ PO***

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 cannot be carried over from one fiscal year into another fiscal year –**
3. **this list represents some of the Blanket POs you may need, but is not an all-inclusive list:**
 - Office Essentials
 - Farmer Brother's Coffee
 - Facilities Goods and Service Vendors
 - Food Service Goods and Service Vendors
 - Library Services Goods Vendors
 - Transportation Goods and Service Vendors
4. **Follow the requisition entry instructions outlined above – the only difference is when entering the Quantity and the Unit Price – see below**

Details

1. **Quantity** – defaults to 1.00 – leave the quantity at 1.00 - **TAB**
2. **Commodity** – skip this field – **TAB**
3. **Inventory Item** – skip this field – **TAB**
4. **Description** – enter a description of the items that will purchased - **TAB**
5. **Example** - OFFICE SUPPLIES FOR 2019-20 SCHOOL YEAR
6. **Add'l Desc/Notes** – **DO NOT USE** – if you have notes remember to enter them in the
 - a. general notes on the main screen
7. **Unit price** - enter the total dollar amount of the Blanket PO - **TAB**
8. **UOM** – automatically populates each – **TAB**
9. **Freight** – skip this field – **TAB**
10. **Discount** – skip this field – **TAB**
11. **Credit** – skip this field – **TAB**
12. **Line Item Total** – automatically populates – reflects the total dollar amount of the Blanket PO – **TAB**




REQUISITION ENTRY

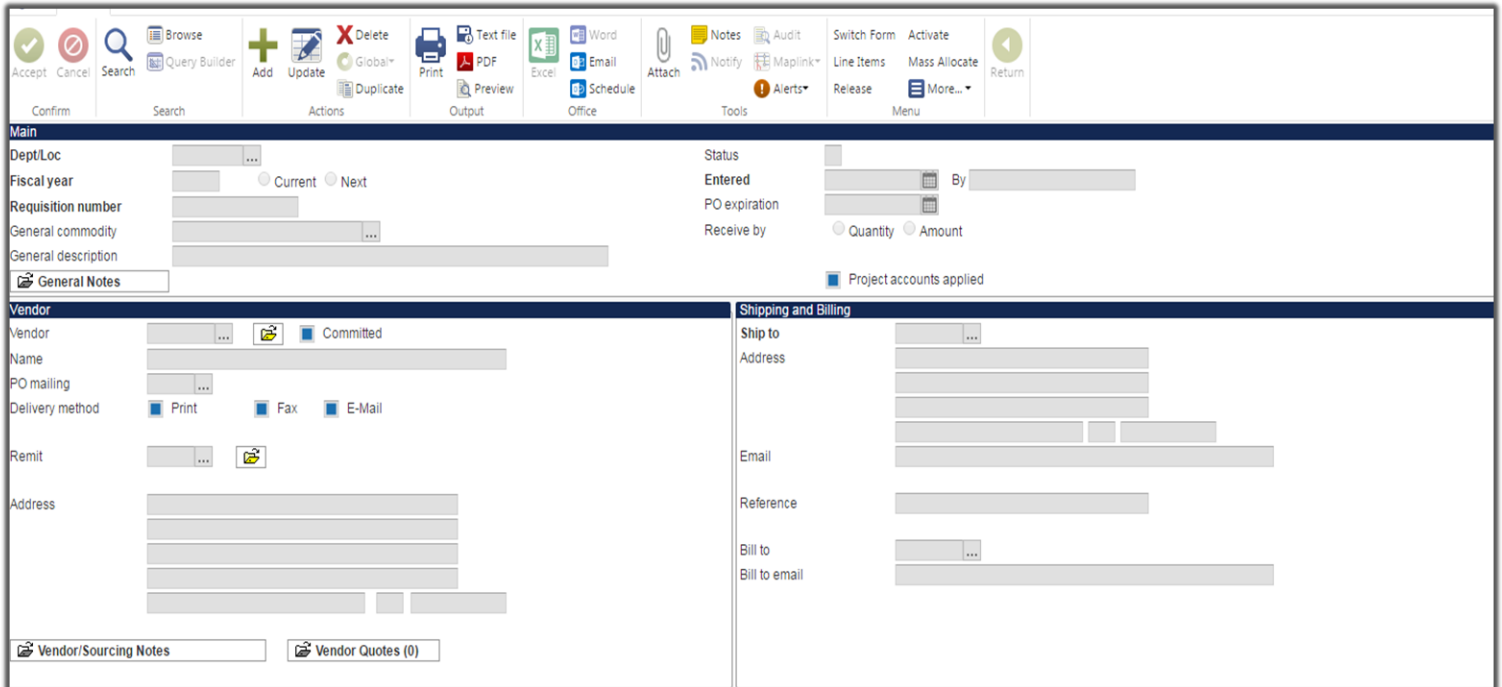
<p>Miscellaneous</p>	<ol style="list-style-type: none"> 1. Manufacturer – skip this field – TAB 2. Manufacturer item no. – skip this field - TAB 3. Vendor – box will have the vendor # that was entered on the main page – TAB 4. PO mailing – skip this field – TAB 5. Remit – skip this field - TAB 6. Vendor Item no. – skip this field - TAB 7. 1099 box – skip this field - TAB 8. Bid – skip this field - TAB 9. Dept/Loc – automatically populates - TAB 10. Required by – skip this field - TAB 11. Requested by – skip this field - TAB 12. Receipt notification to – skip this field - TAB 13. Fixed Asset - box should have a “N” if the account code starts with 10 or 11- <ol style="list-style-type: none"> a. box should have a “Y” if the account code starts with 40 or 41 – TAB 14. Notify buyer – leave blank - TAB 15. Account – enter the account code the item is being charged to – TAB 16. Description – automatically populates 17. Amount – automatically populates the total – NOTE: multiple account codes are allowed for each line item – splitting the cost between two or more accounts 18. To split the cost between two or more accounts 19. Change the dollar amount to the cost that will be charged to your account code already typed in – TAB 20. Project Account – skip this field – TAB 21. Account – type in account code – TAB
<p>To Complete Line Items Entry</p>	<ul style="list-style-type: none"> • Click  Accept – to complete and save the line detail entry

REQUISITION ENTRY

FIND A REQUISITION – tab between fields – use CAPS

How to find a requisition

1. Click  Search on the top tool bar
2. Complete one or more fields to create a set of requisitions matching the search criteria, or leave all of the fields blank to create a search for all requisitions
3. Click  Accept
4. Click  Browse to view a the list of requisitions that matched your search criteria
5. Double click on the entry to select and view it






The screenshot displays the software interface for Requisition Entry. At the top is a toolbar with various icons for actions like Confirm, Search, Add, Update, Delete, Print, Text file, PDF, Excel, Word, Email, Schedule, Office, Attach, Notify, Alerts, Maplink, Switch Form, Activate, Line Items, Mass Allocate, Release, More..., and Return. Below the toolbar is the 'Main' section with fields for Dept/Loc, Fiscal year (Current/Next), Requisition number, General commodity, and General description. It also includes a Status field, Entered date, PO expiration, and Receive by options (Quantity/Amount). A checkbox for 'Project accounts applied' is also present. The 'Vendor' section includes fields for Vendor, Name, PO mailing, Delivery method (Print, Fax, E-Mail), Remit, and Address. The 'Shipping and Billing' section includes fields for Ship to, Address, Email, Reference, Bill to, and Bill to email. At the bottom, there are buttons for 'Vendor/Sourcing Notes' and 'Vendor Quotes (0)'.

ACTIVATING A REJECTED REQUISITION – tab between fields – use ALL CAPS

How to Activate a Rejected Requisition

To Activate a rejected requisition it must be reopened, modified, and re-released.

- 1. click requisition entry**
- 2. click  Search to find the rejected requisition**
 - type the fiscal year
 - tab to requisition number field and enter the rejected requisition number
- 3. click Activate (located on the MUNIS toolbar) to reactivate the requisition, changing the status from 1-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
- 4. click  UPDATE on the MUNIS toolbar to make the change/s**
- 5. click on NOTES (located on the MUNIS toolbar) 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 #
 - ✓ incorrect vendor chosen
 - ✓ etc.
- 6. modify the requisition as needed**
 - to go directly to the Line Item screen click Line Item (located on the MUNIS toolbar)
- 7. click  Accept to save the changes**
- 8. click the Release button (located on the MUNIS toolbar)**
 - 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 to 6-Released