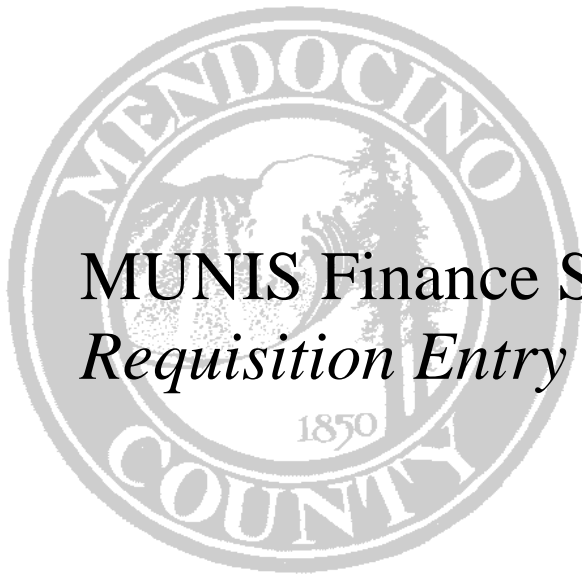


COUNTY OF MENDOCINO

Draft



MUNIS Finance System
Requisition Entry and Processing

Resource:

General Services Agency

May 20007 - v1

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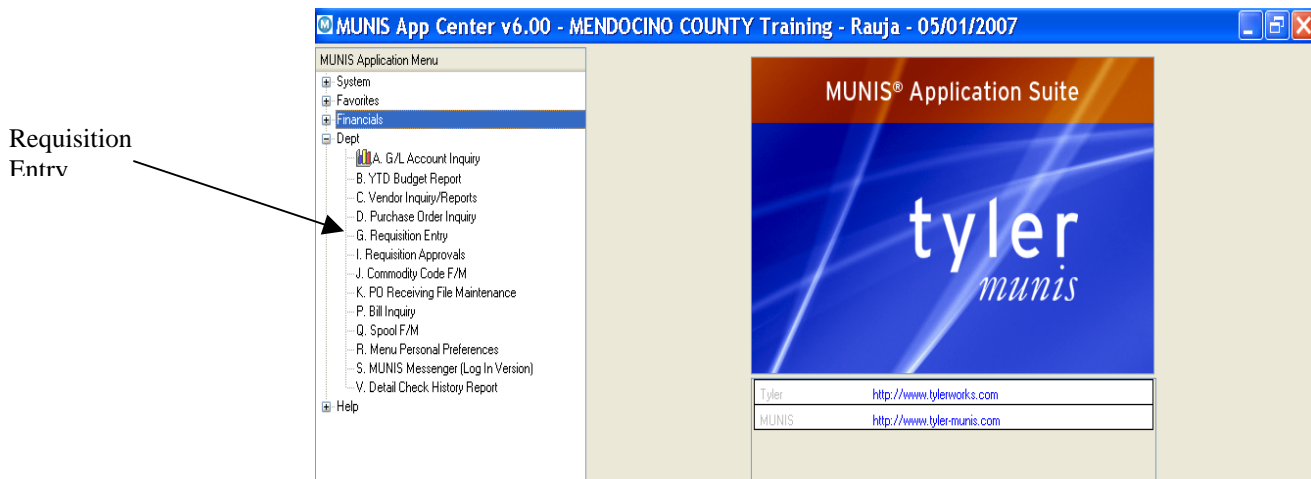
HOW TO ENTER A REQUISITION

Requisitions are required in Mendocino County for all non-direct vendor purchases. All requisitions will go through an approval process using Munis' Workflow program.

NOTE: All data entry should be done in upper case (please turn on your Caps Lock button) and remember to use your TAB key instead of the Enter key.

1.0 Begin entering Requisition

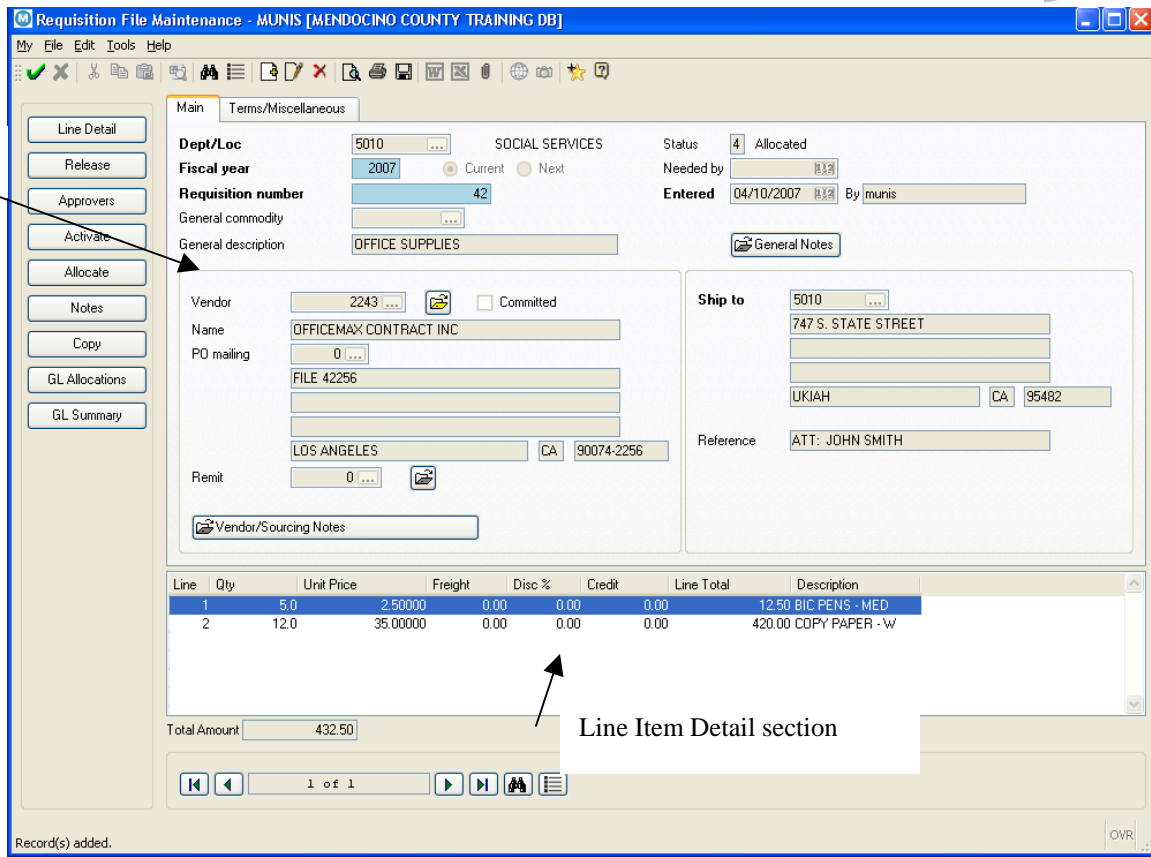
1.1 To begin entering a requisition, you will go to the Department Menu, and select Requisition Entry.



The Requisition Entry screen is divided into two sections: Header and Line Item Detail.

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The Header section contains information relative to every Line Item. The Line Item section contains specific information for each requested item such as quantity, price, and ledger account(s) to be charged.

1.2 Adding a record

1.2.1 Click the Add New Record button . You will be positioned on the Main tab of the Requisition Header section.

Note: There are two tabs in the Header section: Main and Terms/Miscellaneous. The Terms/Miscellaneous tab will not be used by Mendocino County except under very specific circumstances, therefore it will not be covered in this document.

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Dept/Loc - should automatically populate from your security profile (if not, please see your System Administrator). You should not change this value unless you are authorized to purchase items for several departments.

Fiscal Year – pre-fills, most users will not have the ability to change

Requisition Number - will default and should not be changed

General Commodity – this field is not currently being used by Mendocino County at this time.

General Description – this is a ‘general description’ of the items you are requesting, such as OFFICE SUPPLIES or COMPUTER EQUIPMENT. A detailed description of the individual items is entered on the Line Detail screen.

The General Description does not print on either the requisition or the PO. The description does show when you browse through a list of PO’s or Requisitions and it also shows in the list of items pending approval.

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Status – defaults to a 2 (created)

NOTE: *During creation and prior to being allocated, requisitions are coded 2-Created. After detail lines have been added and allocated the status code is 4-Allocated. Releasing the requisition for approval changes the status code to 6-Released. If the requisition is rejected, the status becomes 1-Rejected. Once approved, the status changes to 8-Approved.*


Needed By Date – not a required field, will print in the Date Required field the PO

Entered - pre-fills with today's date, should not be changed

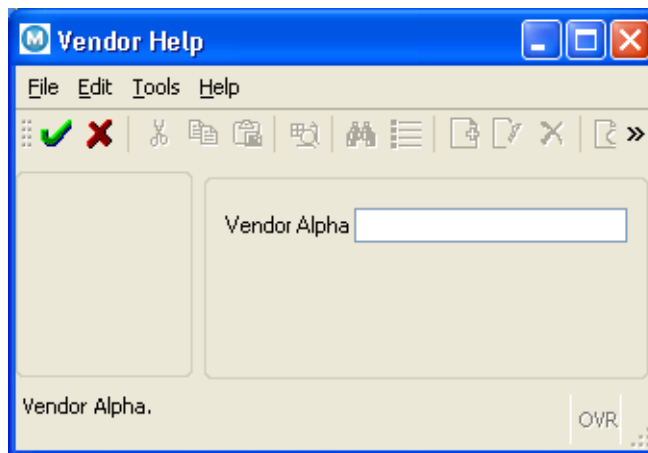
By - pre-fills with the user's id

General Notes – use this field to enter general notes about the requisition. Notes can be manually entered or imported. You can choose to print the notes on the PO or not. *Refer to the Adding Notes to a Screen document for more information on how to complete this field.*

Vendor – if you do not know which vendor will be used leave this field blank and the GSA will assign the vendor when converting the requisition to a PO.

If you know the vendor enter the vendor code or click the  to find the vendor.

You will see the following dialog box:




NOTE: When searching use the first few letters and always use capital letters.

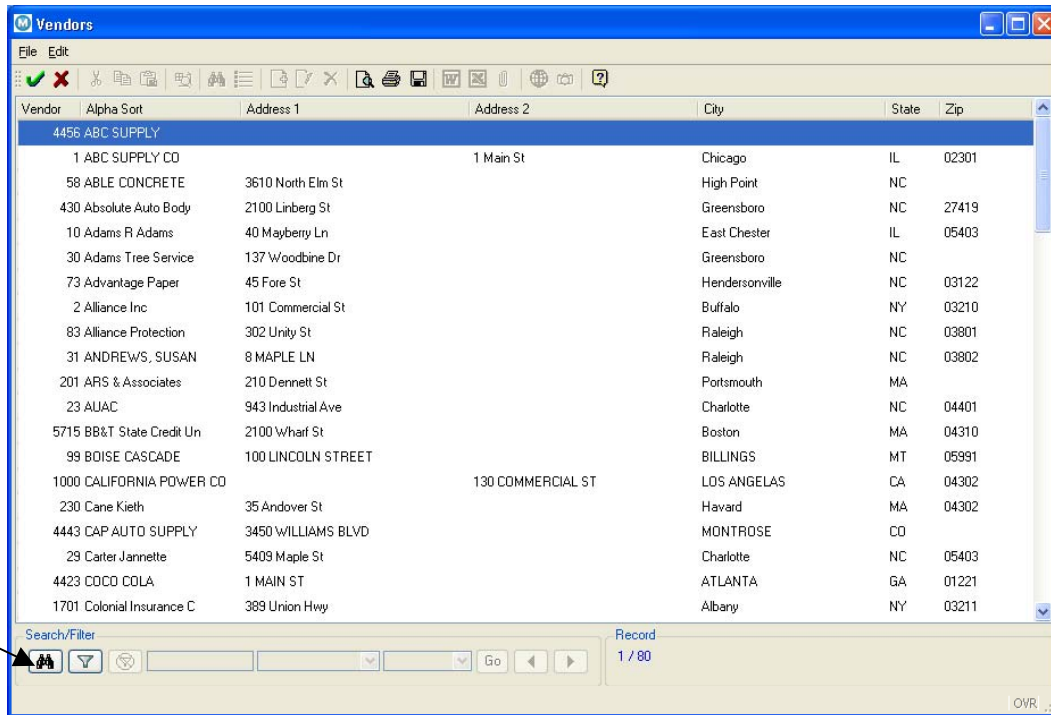
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Enter the first character (or several characters) of the vendor’s name, using uppercase letters. This will make searching for the vendor faster and easier.

There are over 8,000 vendors currently in the database - so you should NOT leave this blank and search the entire vendor database.

1.2.2 When complete, click the accept button . You will be brought to the Vendor Search screen.



1.2.3 Select your vendor and you will then return to the Requisition Entry screen. You may also use the Search/Filter feature to further define your search.


Vendor/Sourcing Notes – Mendocino County will use this section to add notes such as ‘ALL ORDERS MUST BE FAXED’. Notes that the user has regarding quotes that may be required for approval should also be entered here.

Ship to – pre-fills based on the Dept and will typically not be changed. However, departments with multiple office locations will change this selection as necessary.

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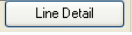
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Reference – can be used to enter a name or location to further describe the shipping locations (i.e. ATT: BOB SMITH), this will print on the PO

1.2.4 Once all the necessary information is entered on the Main tab you can click the Accept  icon.

1.3 Line Item Detail

You have completed the Header section and are now viewing the Line Item Detail screen:

Note: if you tabbed out of the Header section you will be viewing the Terms/Miscellaneous information, clicking the Accept  icon will close that screen and bring you to the Line Item Detail Screen or press the  button on the left hand side of the menu.

1.3.1 The line detail screen is where you will enter each line item for the requisition. A separate screen will be completed for each type of item being requested.

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The screenshot shows the 'Line Detail' window with the following fields and values:

- Requisition:** Fiscal year: 2007, Number: 44, Line: 1
- Detail:**
 - Quantity: 1.0
 - Unit price: .00000
 - Commodity: (blank)
 - UOM: (blank)
 - Inventory:
 - Item: (blank)
 - Location: (blank)
 - Type: Pick ticket, Purchase
 - Freight: (blank)
 - Discount percent: .00
 - Credit: .00
 - Line item total: .00
- Description:** (blank text area with 'Add'l Desc/Notes' button)
- Miscellaneous:**
 - Vendor: (blank)
 - Dept/Loc: 5010 SOCIAL SERVICES
 - Fixed asset: N
 - 1099 box: (blank)
 - Required by: (blank)
 - Notify buyer:
 - Bid: (blank)
 - Requested by: (blank)
- Table:** A table with columns: Seq, Org, Obj, Project, Description, Amount, Bud. It is currently empty.
- Footer:** Order quantity. (left), OVR (right)

Quantity - pre-fills with 1, change to the number of items being requested

Commodity – leave blank, not currently being used by Mendocino County

Item/Loc/Type – leave blank, not currently being used by Mendocino County

Unit Price – enter the cost per item or an estimated value. NOTE: User's who put in a '\$0' unit price, will have their requisitions rejected. You MUST use an estimated value in this section.

UOM- as soon as you tab out of the Quantity field the UOM field pre-fills with 'Each' but can be changed to represent the 'unit of measure' for the item being requested (i.e. box)

Freight – leave blank unless a specific amount is known for this item


Discount percent – leave blank

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Credit – leave blank

Description – enter a detailed description of the item you are requesting, including any measurements, item numbers, etc. This will pre-fill to the description on the PO. Please be very specific and always remember that commodities must be entered separate from labor.

1.3.2 Miscellaneous Section – tab through all the fields in this section or click the Accept  icon and your cursor will be in the Org field

Note: If this requisition is for a fixed asset refer to the Fixed Asset Documentation for specific instructions on this section.

The screenshot shows the 'Line Detail' window with the following fields:

- Requisition:** Fiscal year: 2007, Number: 42, Line: 3
- Detail:**
 - Quantity: 5.0, Unit price: 2.50000
 - Commodity: [blank], UOM: BOX
 - Inventory: [blank], Freight: .00
 - Item: [blank], Discount percent: .00
 - Location: [blank], Credit: .00
 - Type: Pick ticket, Purchase
 - Line item total: 12.50
- Description:** BIC PENS - MEDIUM POINT, BLUE, ITEM #797986
- Miscellaneous:**
 - Vendor: 2243, Dept/Loc: 5010, SOCIAL SERVICES, Fixed asset: N
 - 1099 box: [blank], Required by: [blank], Notify buyer
 - Bid: [blank], Requested by: [blank]
- Table:**


Seq	Org	Obj	Project	Description	Amount	Bud
01	GS				12.50	


Org field

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1.4 The Org Code will default based on the Dept/Loc field on the Main tab but can be changed. Use the ... to find the correct code

Tab to the Object field and enter a valid Object within the default Org. To see valid objects, click on the  button and you open the Object help window

Project – if this item is associated with a Project, enter the project code this item will be charged to or use the  to find the correct code.

Description – pre-fills based on the object code selected

Seq	Org	Obj	Project	Description	Amount	Bud
01	GS	862170		OFFICE EXPENSE	12.50	A
02	GS	862170			.00	

Requisition is fully allocated.

Amount - pre-fills from the total above, if the amount is split between GL accounts change to the appropriate amount to be charged to this particular account and complete as many additional lines as necessary until the total amount is accounted for.

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Note: If your org code does not have adequate funds allocated, you will not be able to proceed. You will need to see your approver, supervisor, or Department Head.


In the example above, we have fully allocated our Requisition.

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2.0 Complete Requisition

To complete our Requisition, click on the  icon. You will remain on the Line Item Detail screen with the option to:

 Update the information you have entered on the Line Item Detail screen

 Add a second line item to split your Requisition

File and Exit back to the Header section if this is the last item for this requisition.

You should be on the Main tab, if not click on it. The status field should now be 4 (Allocated)

Requisition File Maintenance - MUNIS [MENDOCINO COUNTY TRAINING DB]

My File Edit Tools Help

Main Terms/Miscellaneous

Dept/Loc: 5010 SOCIAL SERVICES Status: 4 Allocated
Fiscal year: 2007 Current Next Needed by: [field]
Requisition number: 42 Entered: 04/10/2007 By: munis
General commodity: [field]
General description: OFFICE SUPPLIES
General Notes: [button]

Vendor: 2243 Committed
Name: OFFICEMAX CONTRACT INC
PO mailing: 0
FILE 42256
LOS ANGELES CA 90074-2256
Remit: 0
Vendor/Sourcing Notes: [field]

Ship to: 5010
747 S. STATE STREET
UKIAH CA 95482
Reference: ATT: JOHN SMITH

Line	Qty	Unit Price	Freight	Disc %	Credit	Line Total	Description
1	5.0	2.50000	0.00	0.00	0.00	12.50	BIC PENS - MED
2	12.0	35.00000	0.00	0.00	0.00	420.00	COPY PAPER - W

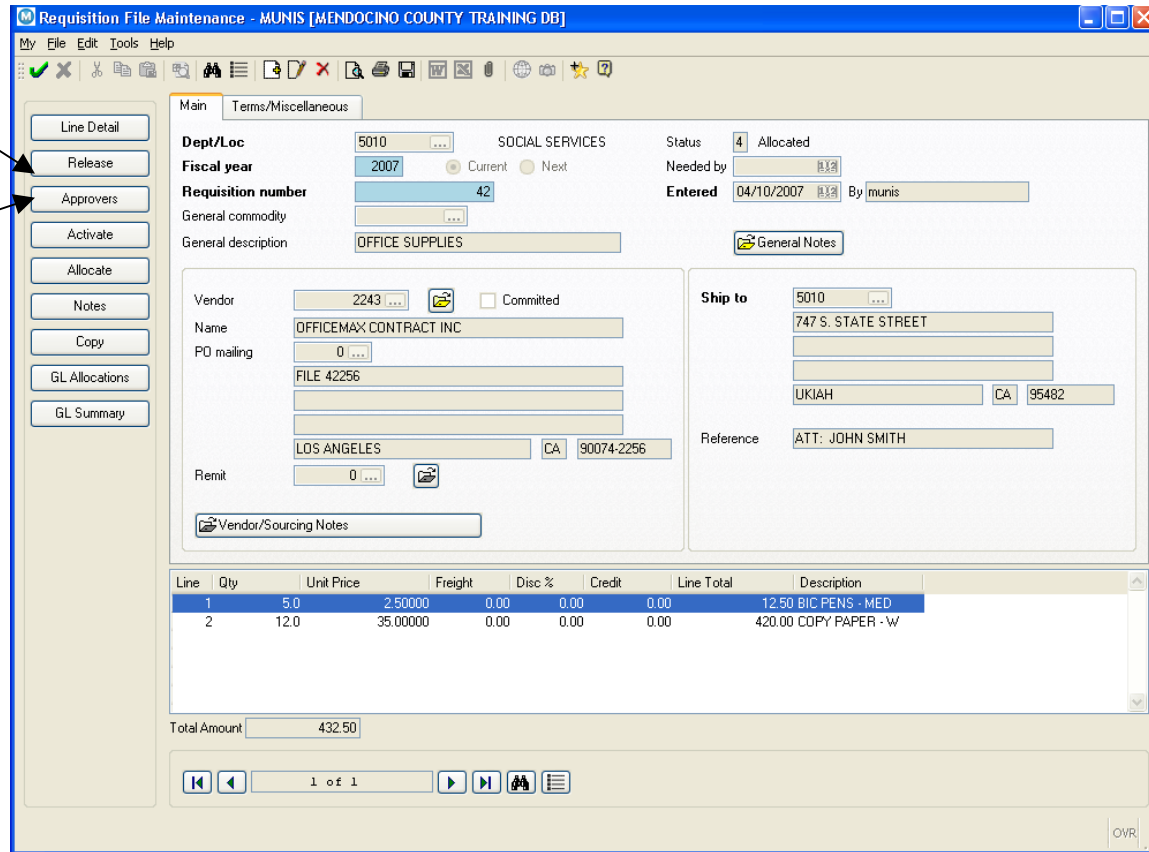
Total Amount: 432.50

1 of 1

OVR

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3.0 Releasing Requisition For Approval



To send your Requisition to the required approvers, (as determined by the Workflow Business Rule table) click on the Release button. This will also change the Status field to 6 Released.


To view the Approvers, click on the Approvers button (note, you must release the Requisition first).

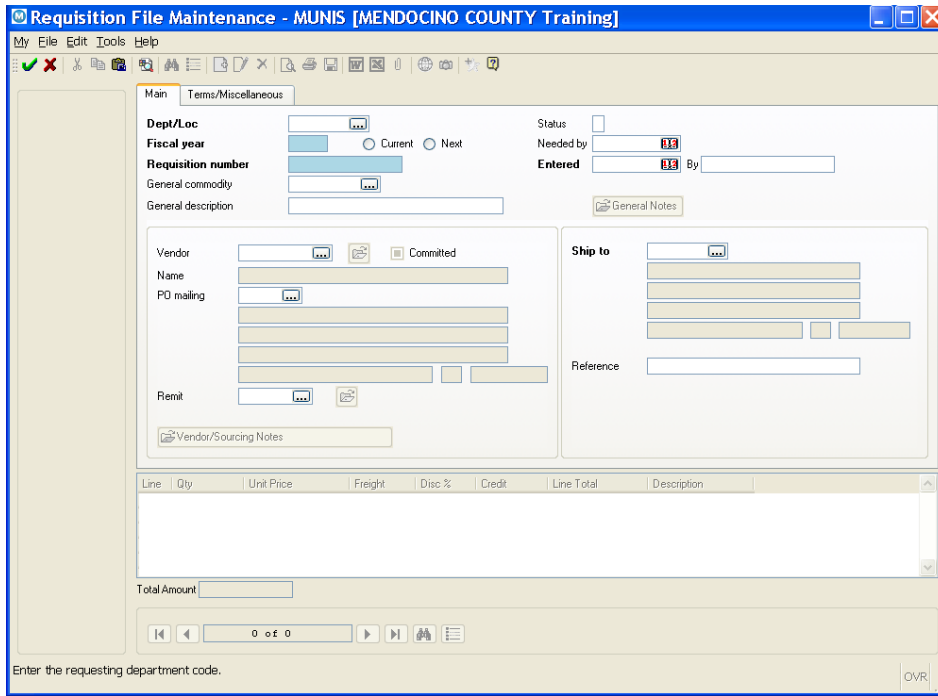
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4.0 To Find a Requisition

To find a requisition that has been previously added, you can enter Requisition File

Maintenance and select the  button and search by requisitions number, by user id, by status, etc.

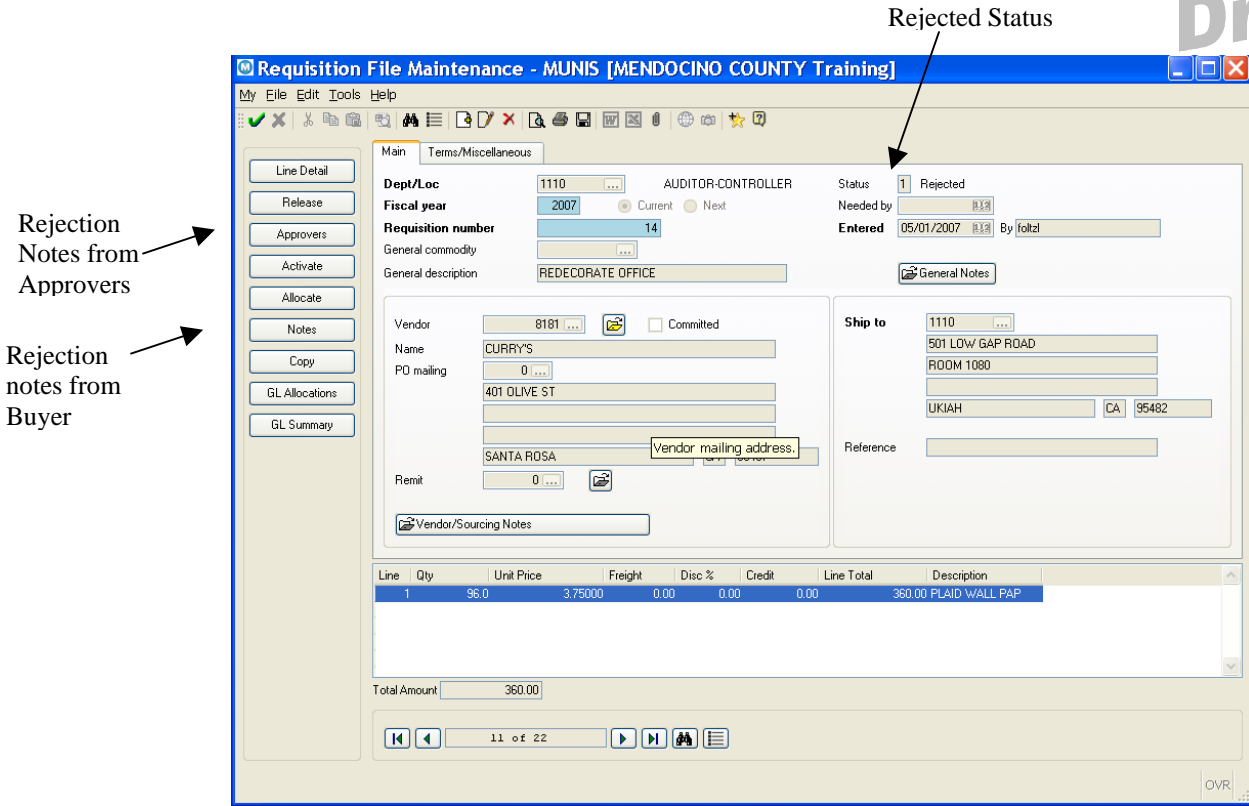


5.0 Rejected Requisition

If a requisition you have entered has been rejected, when viewing the requisitions, the status would be 'R' for Rejected. If the requisition was rejected by an approver, you would need to select the 'Approver' button from the left menu on the Requisition File Maintenance menu.

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You can view the rejection notes of the approver once selecting the Approver button. If the requisition was rejected from the GSA Buyer, you will need to select the Notes button. Based upon the reason for the rejection, you may release the rejected requisition (by selecting the Release button) and made modifications as appropriate. The requisition will need to be processed through the approval process again.

6.0 Purchase Order Conversion and Processing

The General Services Agency is responsible for converting all requisitions to Purchase Orders. Upon reviewing the requisition, assigning an appropriate Vendor, and completing the purchase, GSA staff will convert the requisition to a Purchase Order (all requisitions are converted to Purchase Order). At the time that GSA prints the PO, the requesting department/user will receive a PDF copy via email. You will receive both a department voucher copy and a receiving copy. Departments will need to maintain copies of the receiving PO until such time as the order is received (refer to Purchase Order Receiving in the PO Inquiry and Processing documentation).

For more information on requisition entry, please refer to Munis online help at: <http://help.munis.com/v61/porg/>

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