Requisition Entry

EERP Version 2021.7

Objective

This document provides step-by-step instruction on how to enter a requisition into the Munis Requisition Entry program. It highlights only the most used fields and options. It assumes that the user may need to modify default information provided by the system but uses minimal options available in the program. It is intended for a user who already has a basic understanding of the Munis requisition entry program.

Overview

By entering a requisition, you are requesting funds to make a purchase. As soon as the requisition is entered with an expense account, the funds are set aside, or "encumbered" in the General Ledger account. After the requisition is released, it goes through the approval process after which it is converted into a purchase order. The PO must be sent to the vendor as authorization to provide the goods or services requested.

Prerequisites

Before you enter a requisition into Munis, the following information is helpful to know in advance:

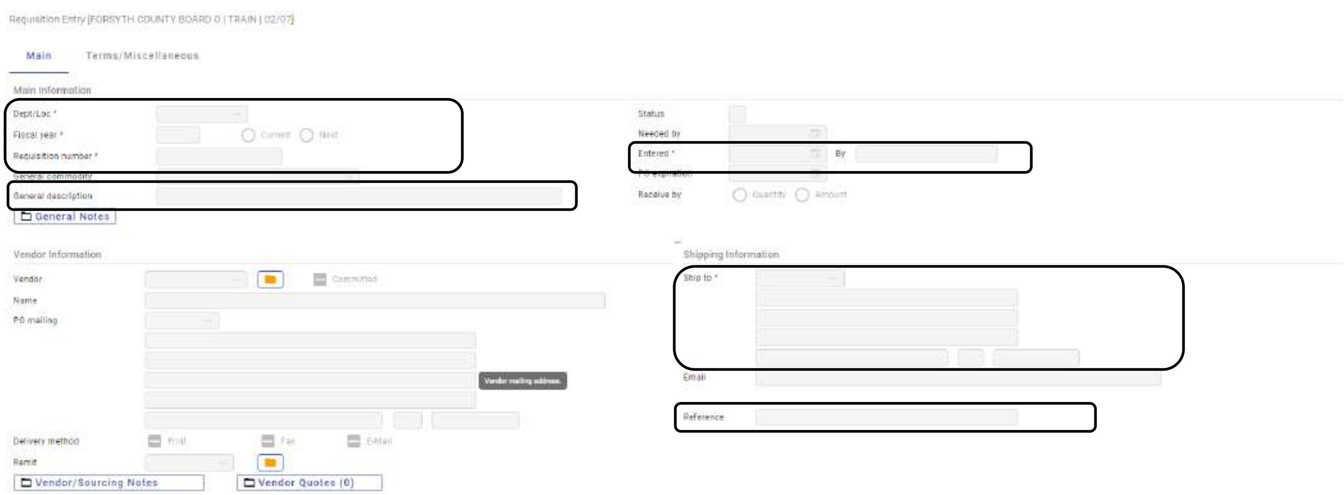
- A vendor name or vendor number from which you would like to purchase the items. You may wish to use the Vendor Inquiry function to locate the vendor number before proceeding.
- The proper General Ledger expense account(s) that will be used for the intended purchase. Specifically, you will need the object and org codes.
- The quantity, price, and description of what the user would like to requisition.

Procedure

1. Open Requisition Entry
   Departmental Functions>Requisition Entry

2. Click Add.
   On the Main tab, the requisition entry screen is divided into 2 sections: *Header* and *Line Item Detail*. The *Header* contains information such as the vendor, shipping address, etc. The *Line Detail* contains information about the specific item(s) you wish to purchase. The *Line Detail* at the bottom of this screen will automatically populate as the user adds items to the requisition.

   Header:

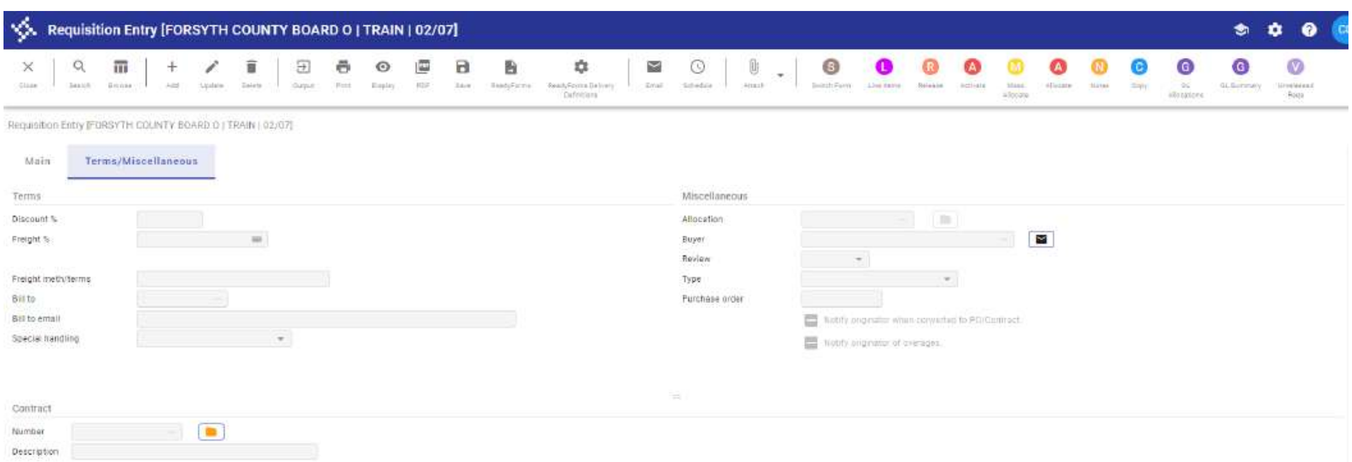


   Line Detail:

3. Enter information on the Main tab:

Dept/Loc	This will default to your department code. You may need to change this if you enter requisitions for multiple departments.
Fiscal Year	Tab through to accept the default
Requisition number	Tab through so the system can auto-populate the field.
General commodity	This is an optional field. Tab past this if you are not using commodity codes.
General description	**Type in a description of the entire order. Use UPPER CASE only.**
Needed by	Enter a date to alert the vendor if you would like the item(s) by a specific date.
Entered	Defaults to today's date.
General Notes	If needed, enter by clicking on the button, typing a note and saving. If you want this to print on the PO, be sure that the box is checked.
Vendor	This is a required field. New vendors can be sent up by sending a request to the purchasing department using the link on the Procurement Department page on the FCS Website. Helpful Hints - • Use a partial name to search using the wildcard symbol (*). • Vendor names are case sensitive, so be sure to use ONLY UPPER CASE when in MUNIS.
PO Mailing	This field is auto filled once a vendor is selected.
Remit	This field is auto filled once a vendor is selected.
Ship to	This field is auto filled.
Reference	**Enter if needed. (Ex. Attn: Joe Smith, 3rd floor)**

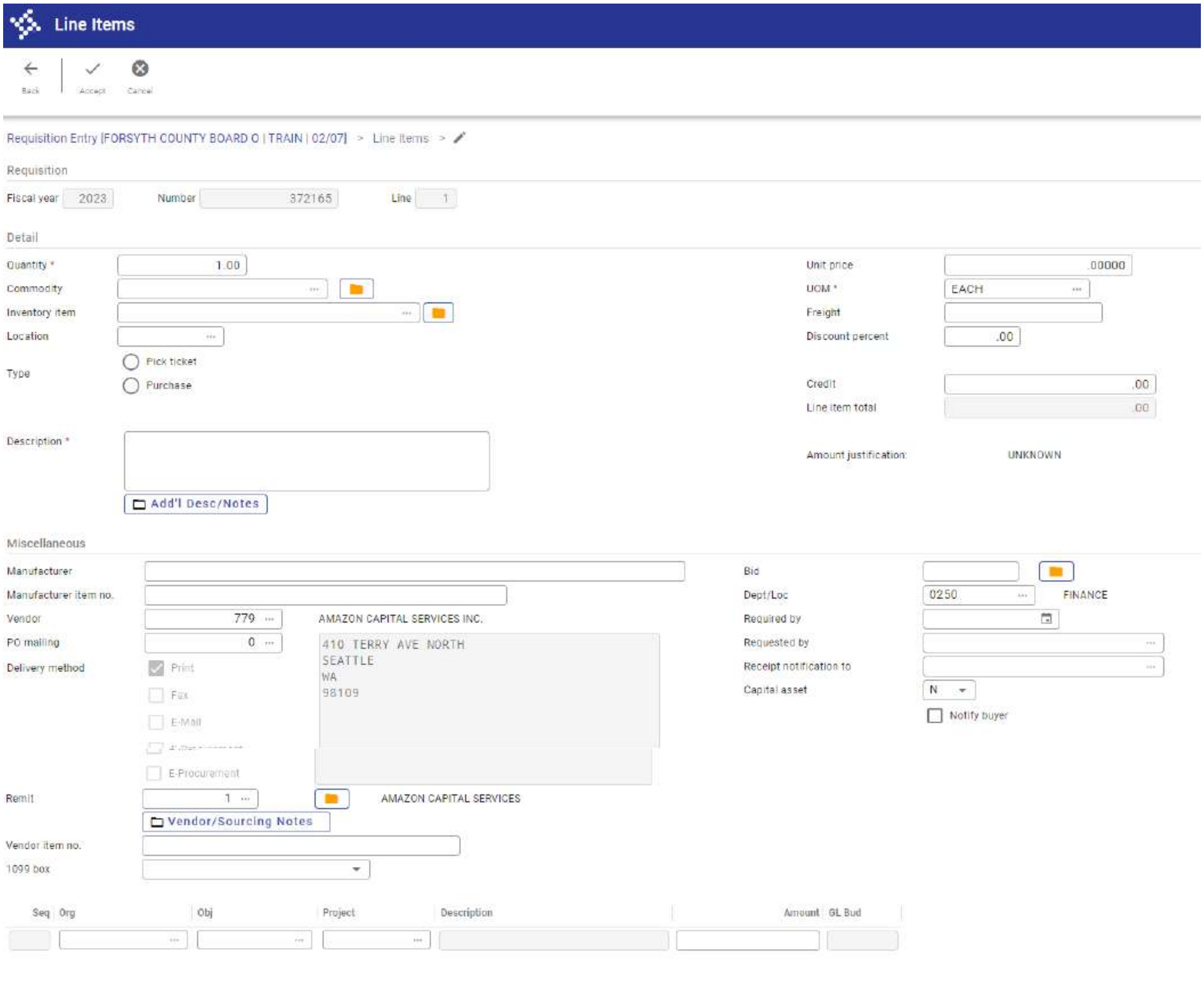
4. Enter information on the Terms/Miscellaneous tab:



Discount	Optional. Enter if receiving a percentage discount for the whole order.
Freight	DO NOT ENTER FREIGHT HERE!!! IT MUST BE ENTERED AS A LINE ITEM
Purchase Order	Purchase Order number will appear here after Requisition has been converted.

5. Press Enter on the keyboard or click the OK/Accept button Accept . This will bring you to the Line Detail section. Each Line Detail screen represents an item you would like to purchase. If there is

more than one item, you will need to add multiple records on this screen. By default, you are brought to the first item you are requesting in Add mode.



6. Enter information on the Line Detail screen:

Qty	Defaults as 1, but can be changed to the number of units being requested.
Unit Price	Enter the price per unit. The total will multiply the Qty times this price.
UOM	The unit of measure for the item. Typical is “Each” or “Lb.” or “Foot”, etc.
Description	Enter a description for the specific line item being purchased.

7. Tab through the remaining options to open GL Allocations at the bottom of the screen.

8. Enter the GL expense account to which the item will be charged. Choose or enter the Org, Object (and Project, if needed). Org may default based on the department code.

- If the entire amount of this line item will be allocated to a single GL Account, verify the amount, and click OK/Accept Accept to save that line item.
- If you need to allocate the amount to more than one GL account, change the amount of the first GL expense account. Then press the tab key through the amount field, and you will be taken to a second line where you can enter another expense account and amount. Always review the amounts and accounts before clicking OK/Accept Accept to save the line item.

9. If you would like to purchase more than one item with this requisition, you will need to click the Add button Add to add another Line Detail record. Follow the same process as above for each item you are requesting.

10. You can also delete a line after it has been entered. Click on Delete and answer YES to Delete.

11. DO NOT FORGET TO ENTER FREIGHT/SHIPPING AS A LINE ITEM.

12. To return to the Requisition Header screen, click Back Back.

13. Once you have entered all requested items and returned to the Requisition Header screen, click Release in the Menu of the Ribbon. Release (Note that the status will update from allocated to released). This starts the approval process for the requisition. Once you have released the requisition, you will be able to see it, but will not be able to make changes to it.

Results

Status Change

With Workflow, a released requisition will have a status of 6 – Released. You can click on the Approvers button to see who needs to approve the requisition.