MUNIS DOCUMENTATION

THE CITY OF
RICHMOND, CALIFORNIA

REQUISITION ENTRY

Overview

The City of Richmond will enter Requisitions into MUNIS for all goods and services that are not an allowable CAL-Card purchase. For all purchases, supporting documentation will need to be scanned and attached electronically by the requisitioner.

(ALL FORMS AND INSTRUCTIONS CAN BE FOUND ON THE INTRANET UNDER “FINANCE > PURCHASING > PROCUREMENT”.

NOTE – REQUSITIONS FOR SERVICES: If Requisition is being created to encumber funds on a Purchase of Services Contract, please make sure that the Contract Module Instructions have been followed prior to creating requisition. (Contract must be in “POSTED” status in order to link the contract to the requisition.)

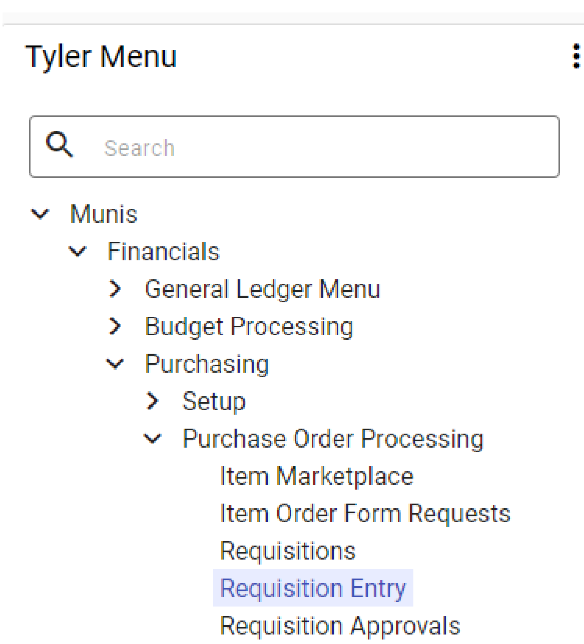
Users will release the Requisition which will then go through the MUNIS Workflow for approval by the departmental level approver. Approved Requisitions will automatically be directed to the Purchasing Division so they can be converted to Purchase Orders. Allow up to three working days for Requisition conversion to Purchase Order.

Requisitions that are not approved due to missing or incorrect information, will be Rejected back to the originator via workflow and requisitioner will receive a system email notification.

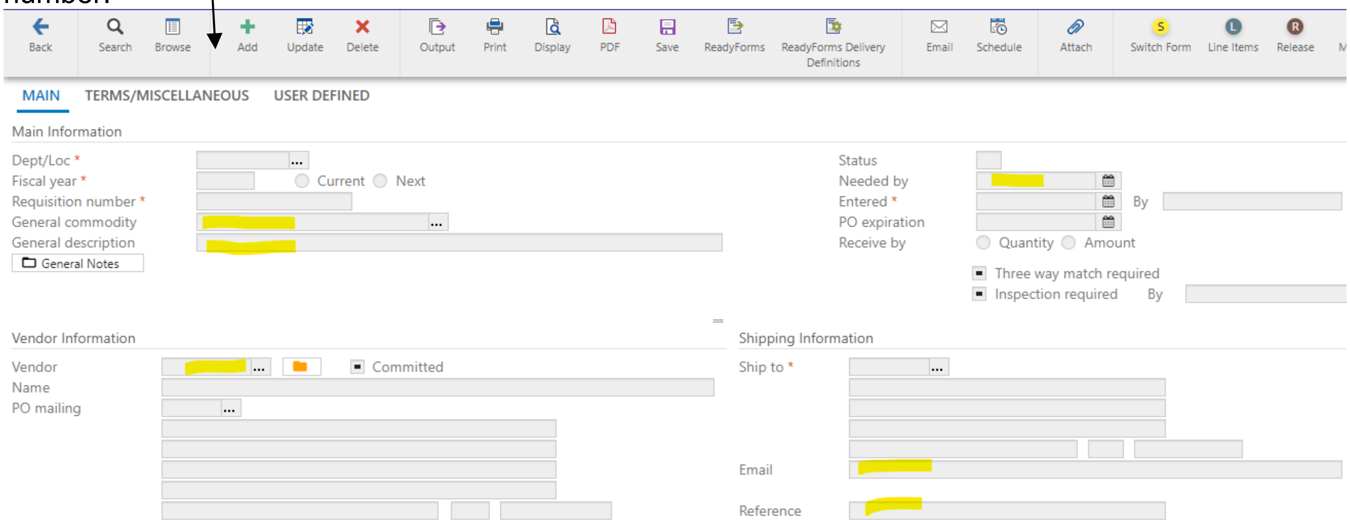
REJECTED REQUISITIONS: Requisitioner will need to open the Requisition click “Activate” and then click on “Notes”. Read all Rejection Notes. Obtain documents and attach or make any requested changes. Once changes are saved, re-release requisition back into workflow for approval by your “Approver”.

Procedure

1. Open the Requisition Entry program in the MUNIS Menu:
   Tyler Menu → Financials → Purchasing → Purchase Order Processing → Requisition Entry



2. Click the Add icon. The Dept/Loc and Fiscal Year will automatically populate. Tab through Dept/Loc and Fiscal Year to Requisition. The system will populate the next available requisition number.

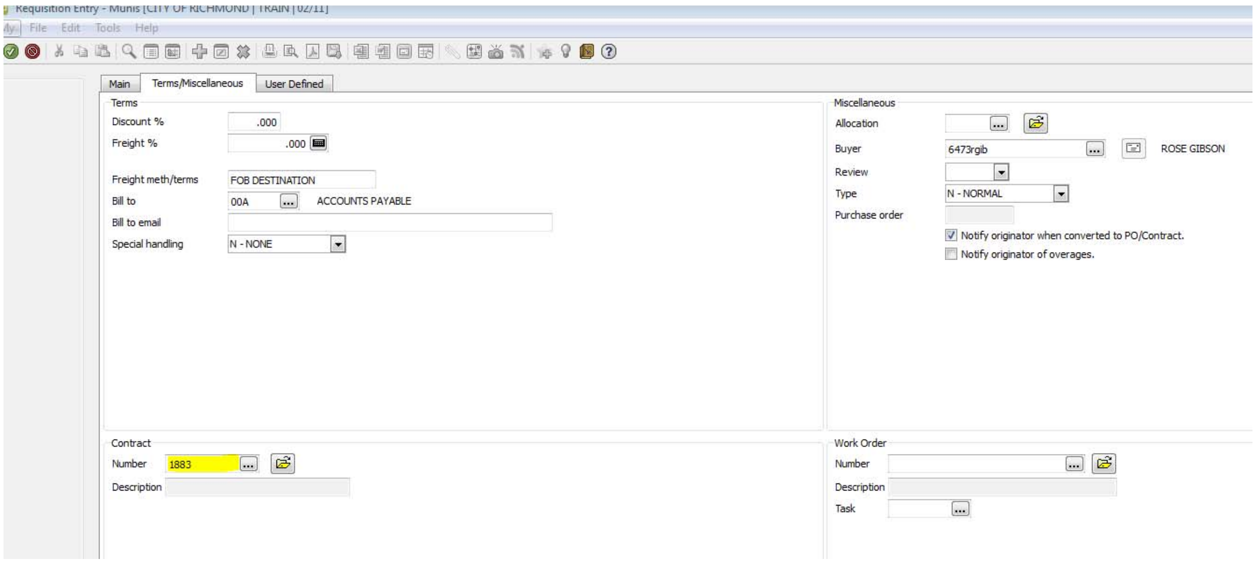


3. Complete the highlighted information (**ALL TEXT MUST BE IN UPPER CASE**. MUNIS is unable to search lower case) on the **Main** tab above as indicated in the following information:

Field	**Action or Description**
Dept/Loc	This will default to your department code –Tab through this field to accept default
Fiscal Year	Tab through this field to accept default
Requisition number	Tab through so the system can auto-populate the field.
General commodity	Richmond requires that this field be completed for all Requisitions. Enter the appropriate code or click on the ellipsis ... to select the code from the list and tab. You may also use the following link to search for commodity codes: http://www.montgomerycountymd.gov/pro/nigp.html
General description	This description will pre-fill from the Commodity Code and must be changed to a more specific description of your purchase or service.
Status	This indicates the current status of the requisition: 2 - Created: once Add has been selected but acct. string has not been added. 4 - Allocated - once account string has been assigned. 6 - Released - upon completion of requisition released to Purchasing Workflow 8 - Approved - once approved by the Purchasing Division. 1 - Rejected - indicates missing info. **Click on "Notes" button for reasons for rejection.* 0 - Converted - once PO number has been assigned by Purchasing.
Needed by	This date will print on the PO. If you want to enter a date to alert the vendor that you would like the item(s) by a specific date, you can do so here. If a contract, type in the termination date of the contract, i.e. 07/01/21-06/30/22- type in 06/30/22.
Entered	Defaults to today's date and do not change.

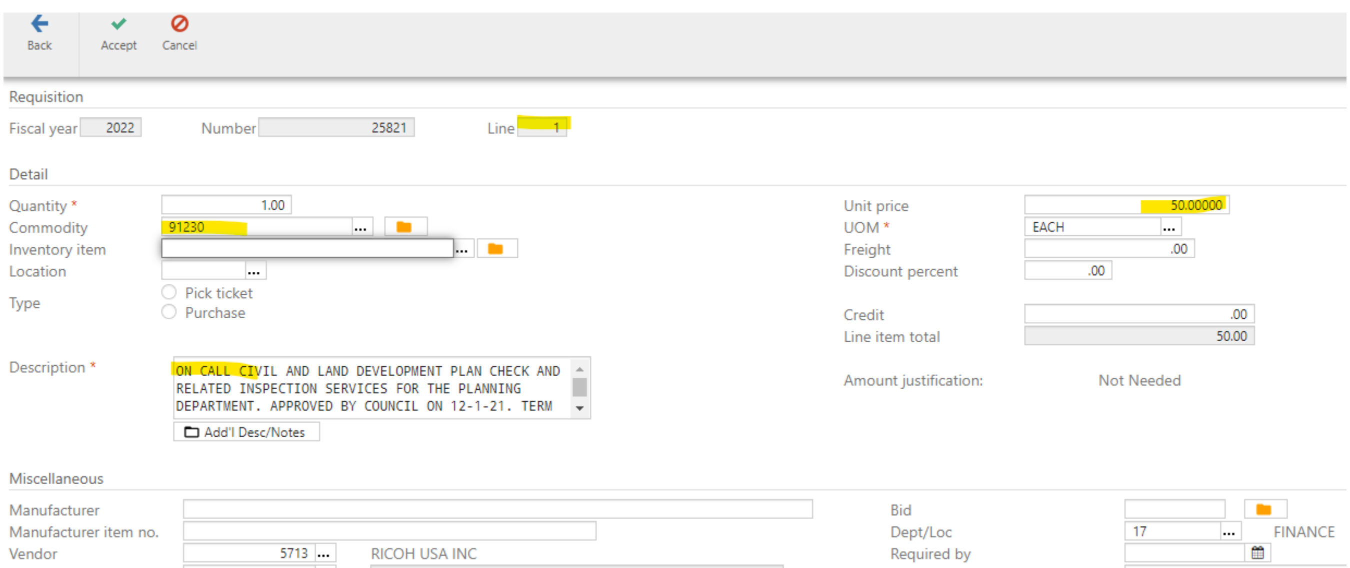
General Notes	Type in any notes to yourself, your Approver, Purchasing or just for information. This will be used as internal notes. Click the Add icon and type a note. *(If the note will take up multiple lines use the TAB key to advance to the next line)* Click the Accept icon then click on the Back icon to go back to the main page. This is not for the General Description of your purchase or services. These notes should/will not print on PO.
Vendor	Enter a Vendor number. *(Refer to the 'Finding a Vendor Number' document for additional help using the Vendor search function)*. Make sure you select an "ACTIVE" and "STD-STANDARD" vendor. Contact Purchasing if you are having problems locating a vendor. If vendor is not in MUNIS, you will need to obtain from vendor a W-9 and Vendor Questionnaire Form (forms can be found on the intranet – Finance > Purchasing > Procurement). Forward this information to Purchasing so that a vendor number can be created and forwarded to you.
PO Mailing	This field will default to the primary PO address, where the PO should be mailed. If the address is not current you will need to provide documentation to add it to the vendor file. i.e. copy of current invoice or email from the vendor to change the address and provide to Purchasing to make the addition/change to the vendor file.
Vendor Sourcing Notes & Vendor Quotes	These fields are not being used.
Remit	If there are Remit Addresses on the Vendor file, the System will automatically use the first Remit Address. You must change the Remit to #0 if you do not want the payment to go to another address. If payment should be made to a different address other than the "PO Mailing" address a Remit Address should be selected. If there is more than 1 Remit Address, select the correct address from the list (ellipses ...). If the address is not listed you will need to provide documentation to add it to the vendor file. i.e. copy of current invoice or email from the vendor to change the address and provide to Purchasing to make the addition/change to the vendor file.
Ship to	Pre-fills the default shipping address for the department. If you need an item to be shipped to a location other than what defaults, you can click on the ellipses ... and select another address from the list. If the address is not listed, you will need to have Purchasing add it to the system.
Email and Reference	Enter the Email and Contact Name and Phone Number of the City Staff member (NOT THE VENDOR). This is a 30 character text field that will print as the Delivery Reference on the PO beneath the shipping address.

4. If you TAB out of the Reference field you will be on the Terms/Miscellaneous screen. You will only need to use Terms/Miscellaneous screen if you have a contract number to enter (if you need to link the requisition to the contract). If no services are involved, you can click the Accept icon to skip this screen and go directly to the Line Detail screen.



NOTE: Contract must be in the “POSTED” Status before it can be linked to the requisition.

5. Each Line Detail screen represents a specific item you would like to purchase. If you are requesting more than one type of item you will need to click on Accept and then click Add for each line. Complete this screen for each type of item. This includes breaking down invoices to items, shipping/handling/freight, taxes, etc.



6. Enter the following information on the **Line Detail** screen:

Field	**Action or Description**
Quantity	Defaults to 1, but can be changed to the number of units being requested.

Commodity	Richmond will be using Commodity Codes. Click the ellipses and the 3 digit Commodity Code used on the Main tab will pre-fill, hit the Enter key to get a list of the 5 digit Detail Commodity Codes associated with it and select the appropriate code from the list.
Inventory Item	This field will not be used.
Description and/or Add'l Desc./Notes	The description will have pre-filled from the Commodity Code and MUST be changed to a detailed description of what you are purchasing. This description will appear on the Purchase Order. (If requisition is based on a Service Contract - Add term of contract and/or if over $10,000 date approved by City Council. - Approved by City Council on (date) - Term (date)
Unit Price	Enter the price per unit. (If this is a requisition for a service contract, this should be the total dollar amount budgeted for the Fiscal Year for the contract or the amount that you would like to encumber for the fiscal year.
UOM	Defaults to "Each" but can be changed (i.e. "Lb.", Ft or "Foot", etc…)
Freight	This field will not be used. Freight will be entered as a separate detail line.
Discount percent	Enter a discount percent for just this line item (not the whole order), if used.
Credit	This field will not be used

7. Tab through to "Capital Asset". Indicate Yes (Y) or No (N). If the item being purchased with the total PO exceeding $5,000, then select Y.

8. Then tab to the open GL Allocation section at the bottom of the screen.
   Enter the Org and Object code for the GL expense account or select one from the list by clicking on the ellipsis . *(If the item being requested is for a specific Project you will need to enter the Project code as well.)*

Seq	Org	Obj	Project	Description	Amount	GL Bud
01	15063619	400201		PROF SVCS/Professional Svcs	50.00	U

- If the entire amount of this line item will be allocated to a single GL Account, verify the amount, and click the Accept icon to save that line item.

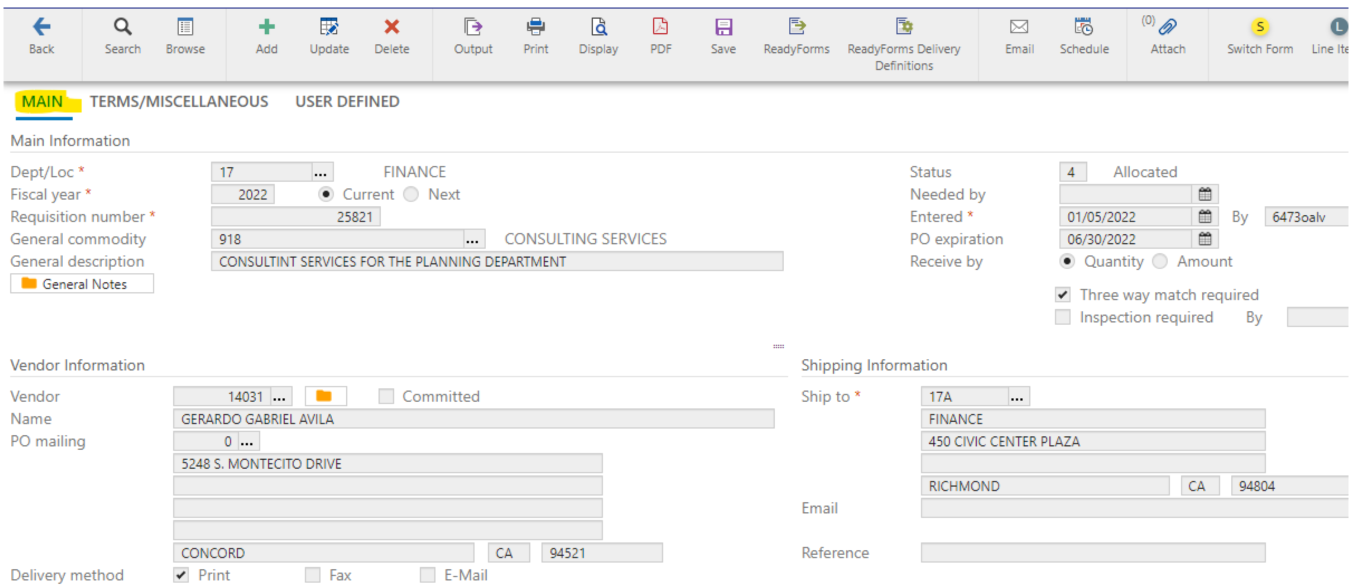
- Budget column of allocation line:
  A = Approved Above Budget
  U = Approved Under Budget
  X = Not Yet Allocated 100 %

- If you need to split a project or purchase between more than one GL account, create separate requisition lines for each, with the appropriate funding and GL accounts. This will allow you to PO Receive any percentage against these GL accounts. Always review the amounts and accounts before clicking the Accept to save the line item.

  Tip: Once you enter into the account field on a line, MUNIS requires that you enter a GL Account. If you accidently tab into a line after you have allocated the entire amount you are still required to enter a GL Account and the system will not accept duplicate accounts. To get through the screen, click the Accept icon any lines with a zero amount will disappear.

9. If you are purchasing more than one item in the requisition or you need to add shipping and tax, you will need to click the Add button to add another Line Detail record. Follow the same process as above for each item you are requesting.

10. Once you have entered all your requested items, click on the back button to go back to the Main screen.

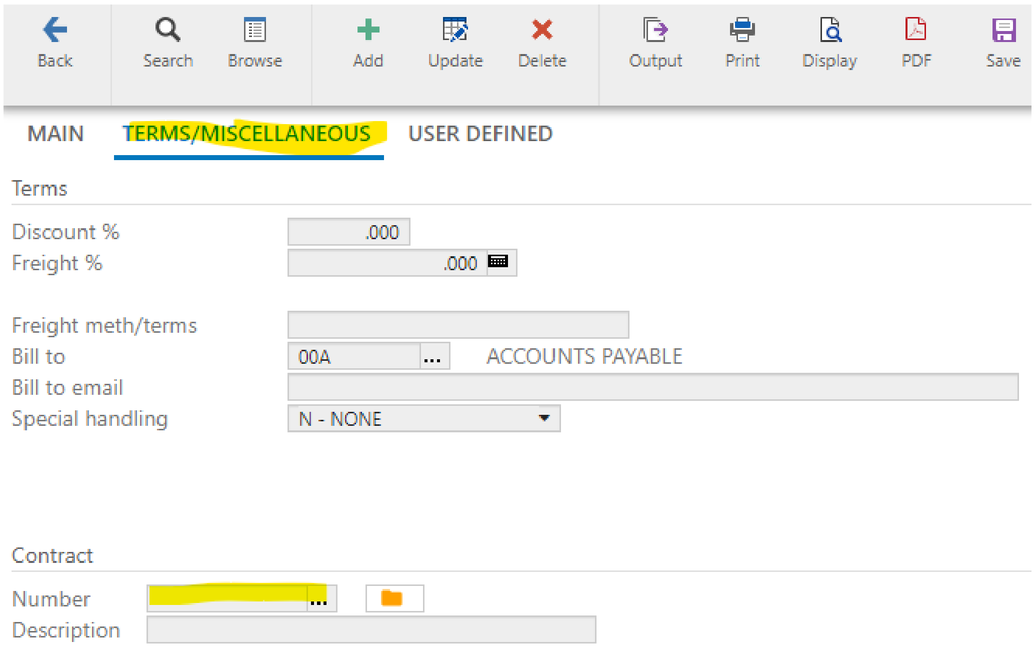


11. For all purchases of goods, the City of Richmond requires that you scan and attach the supporting documentation to the Requisition before submitting it for approval. Refer to the training document 'Attaching a Document in MUNIS' before continuing to the next step.

Required documentation to include when purchasing goods/product:

1. If over $10K, Council Minutes or Approved Resolution and Staff Report
2. Proof of Solicitation and Vendor Selection Justification
    a. BidsOnline Project Report (if posted in the City's BidsOnline System)
    b. Quotes
    c. Sole Source or
    d. Emergency Justification

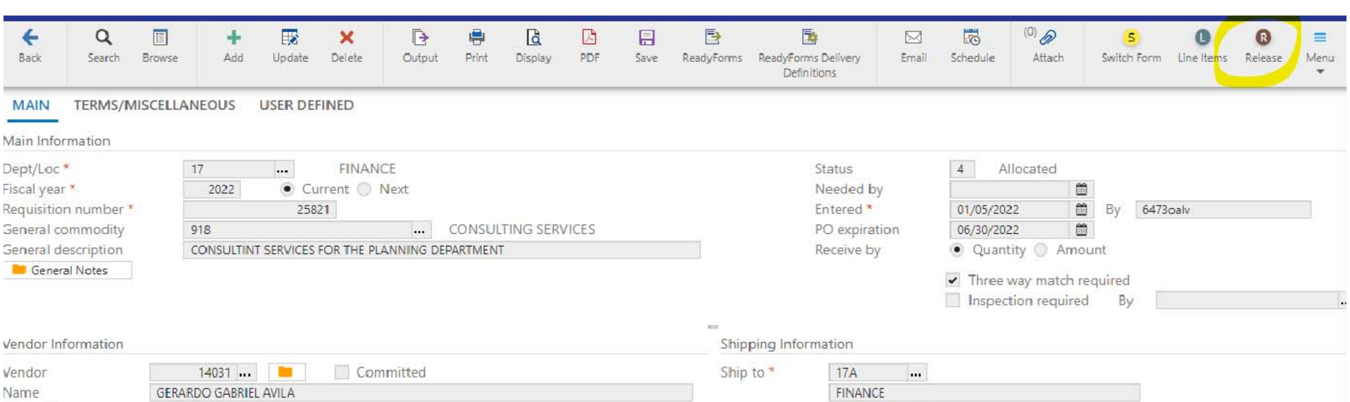
For all service contracts, the City of Richmond requires that all documents are scanned and attached to the Contract Module. You then only have to key in the contract number on the "Term and Miscellaneous tab. Note: The Contract Module process must be completed prior to creating the Purchase Requisition.



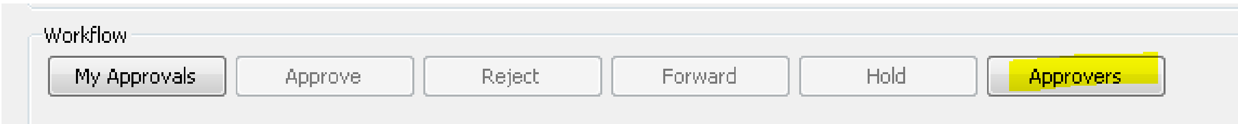
Once you have entered all of your requested items and attached any necessary 'backup documentation' click the 

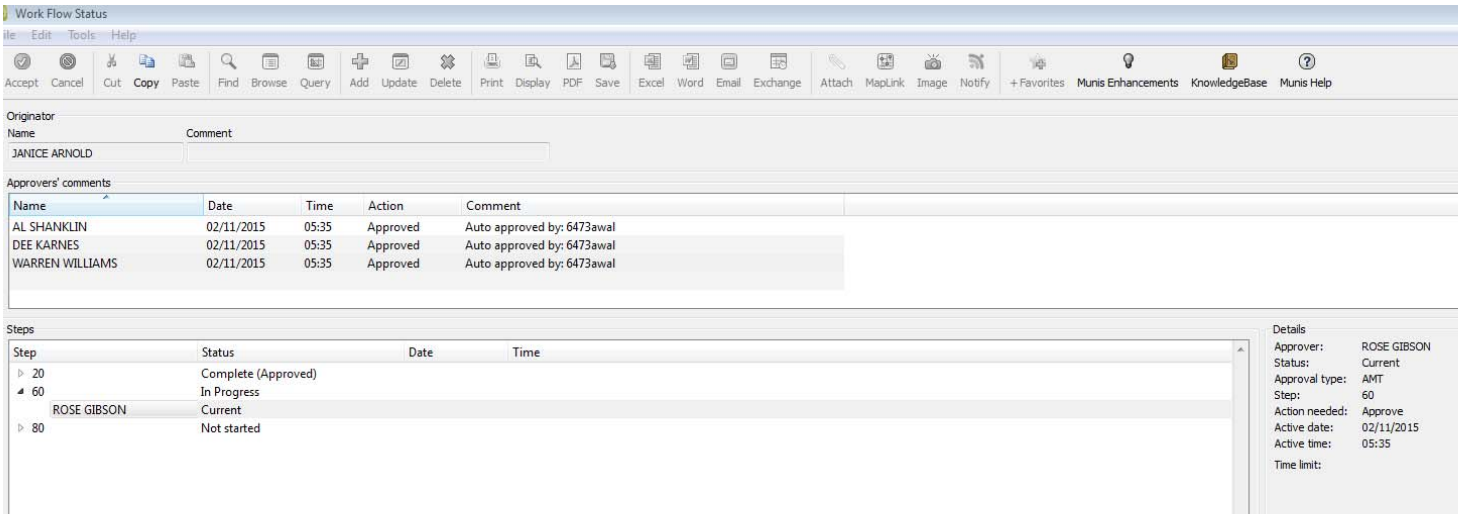
button in the upper right of the screen to start the workflow approval process.

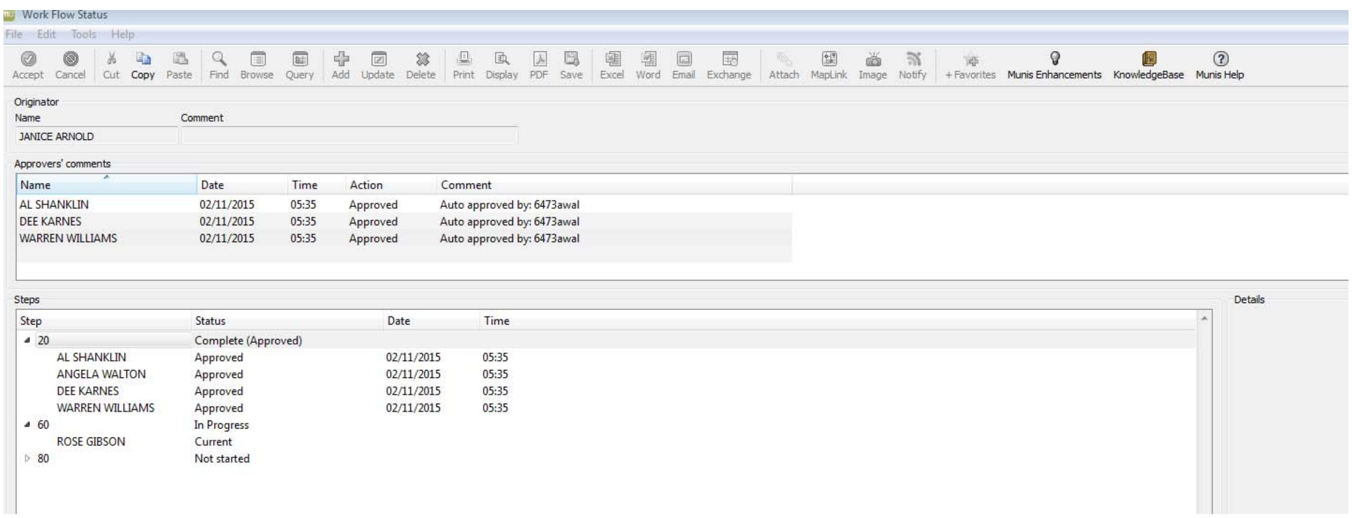
A released requisition will have a status of 6 –Released. You can click on the Approvers button to see the approvers on the requisition and the status of that requisition.



Click on “Approvers” to see Workflow Status….





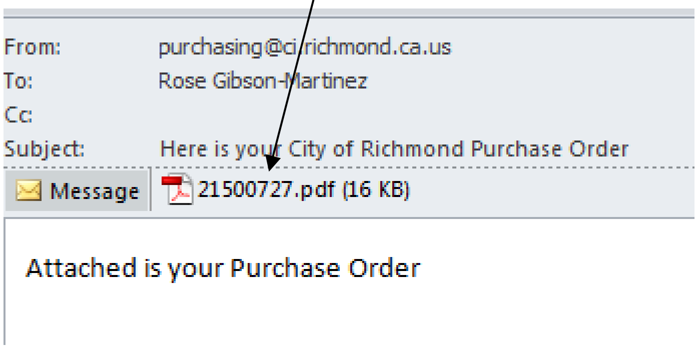


Now the Requisition is Released into MUNIS Workflow for approval by the departmental level approver. Approved Requisitions will automatically be directed to the Purchasing Division so they can be converted to Purchase Orders. Allow up to three working days for Requisition conversion to Purchase Order.

Requisitions that are not approved will be Rejected back to the originator via email notification. (See next page)

Once the requisition has been “Approved” through “workflow”, you will receive an automated email notifying you that your requisition has been approved but not yet “Printed”. NOTE: Purchasing will first approve the Requisition and within the hour will convert the Requisitions to a PO.   You will not be able to PO RECEIVE against this requisition until the Purchase Order has been "Printed" (Status 8), which is when you receive the PO electronically via email.

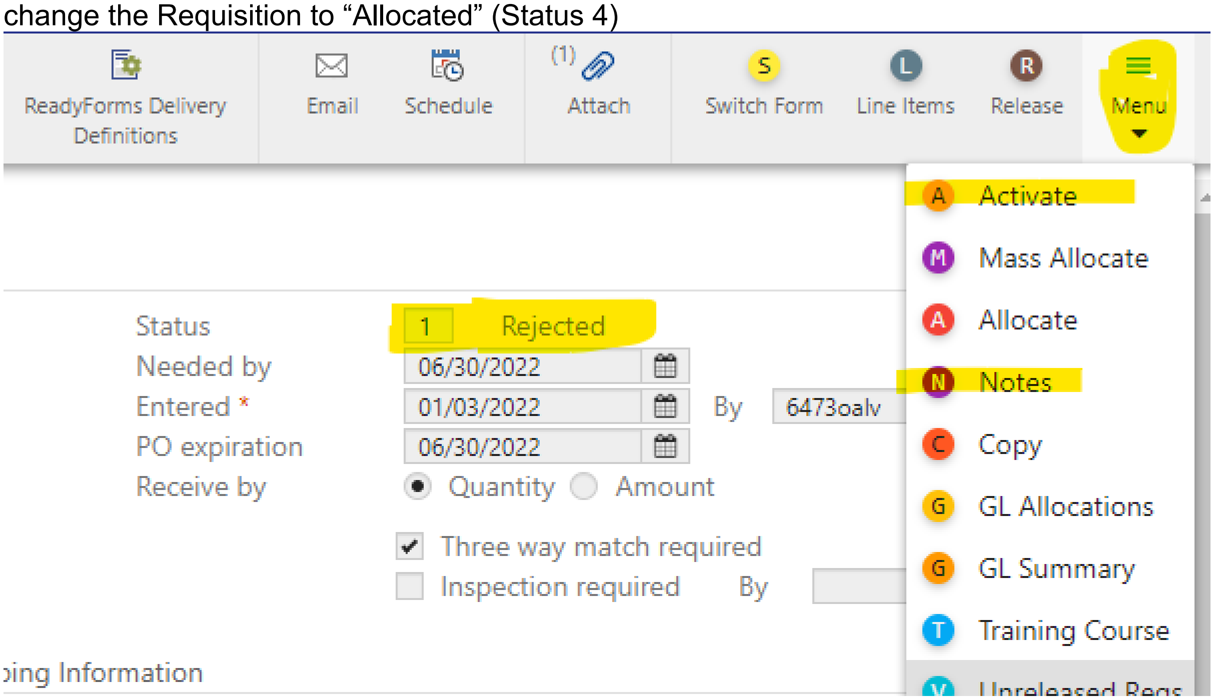
This is your Purchase Order Number.



Once you have obtained the PO the requisition process is now complete.

REJECTED REQUISITION PROCESS: Requisitions that are missing information or have incorrect information will not be approved. The requisition will be returned to the requisitioner via workflow. Requisition can be corrected if necessary and re-released.

- ✓ Go into Requisition Entry Menu – click on magnifying glass to find your Requisition.
- ✓ Click the "Activate" button using the Menu drop down (top right of the screen) – this will change the Requisition to "Allocated" (Status 4)



- ✓ Click on "Notes" – double click on the most recent rejection note.
- ✓ Rejection Note Box will open. Look at the most recent rejection note to view reason for rejection

- ✓ Close Rejection Box
- ✓ Correct and/or obtain requested information/documentation and attach to Requisition/Contract Module.
- ✓ Click on “Release” – Status will change to “Released” – (Status 6)
- ✓ Requisition is now in Workflow – in your Approvers queue for approval process.
- ✓ If all corrections have been made and/or attachments linked to the proper location Purchasing will “Approve” and convert into a Purchase Order.

Once you have obtained the PO the requisition process is now complete.