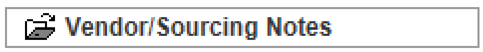
Contents

Quick Reference – Open Requisition

1. Open Requisition Entry
2. Click  to enter a new requisition.

3. Click on Switch Form and select the form called "Site Req" (You should only have to do this the first time you log into this screen).
4. Fill in the requisition header screen (use Tab between fields).

Dept/Loc	Tab through this field (leave as default)
Fiscal Year	Tab through this field (leave as default)
Requisition Number	Tab through this field (leave as default)
General Commodity	Tab through this field
General Description	Edit the General Description so that it will be acceptable by the board.
Entered	Tab through this field (leave as default)
Convert to PO	Tab through this field (leave as default)
PO expiration	Tab through this field (leave as default)
Receive by	Tab through this field (leave as Quantity)
Project accounts applied	Tab through this field (leave unchecked)
Vendor Number	Enter the Vendor Number if known. You can also use the Field Help ... to find the vendor. Enter the first few characters of the vendor name.
Print/Fax/E-Mail	Leave the Print box checked
Ship to	Leave as default
Ship to Email	Enter your phone extension prefaced with EXT
Reference	Enter delivery information, such as site/person/room

General Notes	Add any notes appropriate for the Purchasing Department, such as “Return Vendor Copy”. If the note should be printed on the PO make sure the box is checked. 
Vendor Sourcing Notes	Vendor Sourcing notes are always created using Import. These print on the purchase order. You may import multiple notes. 

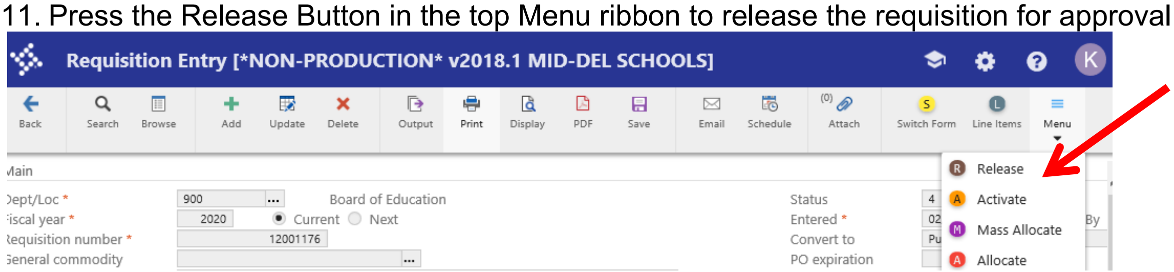
5. Select  to continue to the Line Items screen to fill in information for each line item requested.

Quantity	Enter the proper quantity. **For blanket purchase orders, enter the dollar amount of the blanket purchase order.**
Commodity	Tab past this field
Description	Type a short description such as ‘Supplies for the Princess as needed for FY15’. If this is for a specific item, add more detail as needed to the commodity code description
Unit Price	Enter the price per unit **For blanket purchase orders, enter 1**.
UOM	Leave as “Each” or overwrite with a different unit of measure
Freight	Never enter the freight amount here; always add freight as a separate line item.
Discount	Do not enter a discount percentage.
Credit	Do not enter a credit.

Tab to move to the GL Allocations at the bottom of the screen to fill in the General Ledger account information.

Account Type (T)	Accept the default type of account: expense (E)
Account Number	This is the general ledger account number of the expense account to which to allocate the cost of the line item. Enter your site code after the last dash and click on the Field Help to see all your site's expense codes. You can also enter the program code after the second dash to refine your search, or the fund code at the beginning of the account string. Press Tab to continue.
Amount	This is the total value of the items. This calculation assumes the cost of the line item is being allocated to a single expense account. 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.
Bud	This box indicates the budget status for the line item. A budget allocation code of A indicates that the line item is approved, regardless of budget level. A value of U indicates that the account is under budget.

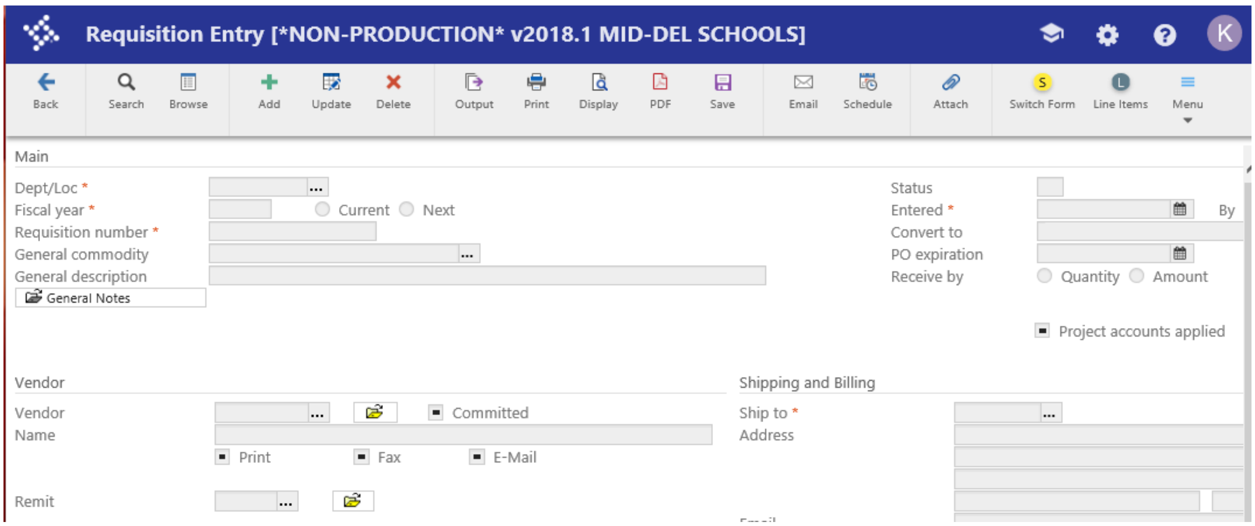
6. If additional GL Accounts are being allocated, press tab to go to the next line.
7. Once all GL accounts are in, click Accept (or press Enter on your keyboard).
8. If additional line items are being requested, press Add while on the line detail screen.
9. Select Return to return to the requisition header screen when you are done with all your line items to purchase.
10. Select Attach to enter the TCM screen so that you can scan or attach information or backup. If this requisition exceeds $5,000 two vendor quotes as well as the Board Approval must be attached to the requisition using the TCM Attach icon.
11. Press the Release Button in the top Menu ribbon to release the requisition for approval.



Requisition Entry Procedures

Entering Header Information

1. Open the Requisition Entry program.
   Financials > Purchasing > Purchase Order Processing > Requisition Entry
   -or-
   Departmental Functions > Requisition Entry



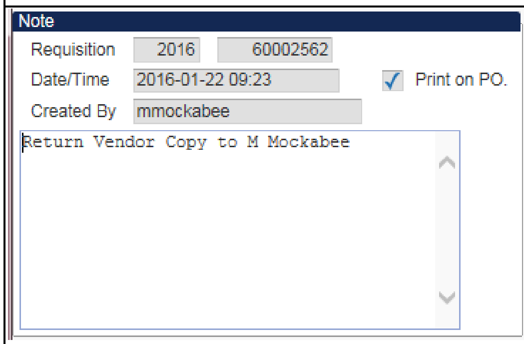
2. Click  on the toolbar. Note that this brings you to the Header screen, or the top part of a requisition. If you click Add here, you are adding a requisition; if you select Delete , you are deleting the entire requisition.

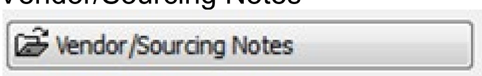
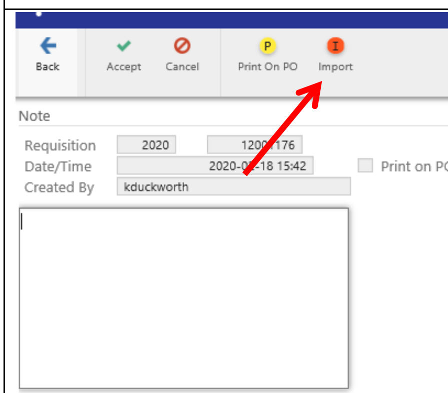
3. Select Switch Form if your screen does not look like the screen shot above and choose the SITEREQ form.

4. Complete the fields, as required, to define the requisition details. Refer to the following table for specific field information.

Field	Description	Mid Del Schools
Dept/Loc	This box contains the department or location responsible for the requisition.	Tab through this field (leave as default)

Field	Description	Mid Del Schools
Fiscal Year Current or Next	The box identifies the fiscal year in which the requisition is created. This option can be the current or next year; the program automatically highlights Current or Next when you type the four-digit year.	Tab through this field (leave as default)
Requisition Number	This box identifies the requisition number.	Tab through this field (leave as default)
General Commodity	This box specifies the general (type 2) commodity for the requisition.	Tab through this field
General Description	This box contains a general description for the order. The description can contain up to 50 alphanumeric characters.	Update the general description to reflect a board appropriate summary of the requisition's purpose.
Status	This list indicates the current status of the selected requisition. This box is accessible when you click Find to locate a record.	Tab through this field (leave as default)
Entered	This box displays the date that the requisition is created.	Tab through this field (leave as default)
By	This box displays the user ID of the person who enters the requisition.	Tab through this field (leave as default)
Convert To	This list allows you to define whether the requisition will be converted to a purchase order or a contract.	Tab through this field (leave as default) to convert to a purchase order.
PO expiration		Tab through this field (leave as default).
Receive by		Tab through this field (leave as Quantity).
Project accounts applied		Tab through this field (leave unchecked).

Field	Description	Mid Del Schools
General Notes  	General notes are for internal use only and do not appear on the purchase order.	Enter notes for the purchasing department, such as “Return Vendor Copy”.
 	**If you need this note to print on the PO, please make sure to select “Print On PO” from the Menu ribbon. This will enter the check mark in the box.	1. Type in the note. 2. Click on Accept 3. If you wish to add a second note, click on Add . 4. Type in the note. 5. Click on Accept when finished. 6. Then Return to return to the Requisition.
Vendor Information		
Vendor	This box identifies the vendor from whom you are requesting the requisition items. You can type a vendor number, or you can click the field help button ... to select a vendor.	Click on the field help button and enter the first part of the vendor’s name, or enter the vendor number if known.
Print/Fax/E-mail	This box identifies how the vendor will receive the PO when printed. Currently the only option we have is to Print.	Leave the Print box checked.
Remit	This box specifies the address to which payments should be sent.	Tab through this field (leave as default)
Shipping Information		
Ship To	This is the location to which the item should be delivered.	Tab through this field (leave as default)
Email	This is the contact e-mail address for the shipping location.	You may enter your email address or phone extension here.

Field	Description	Mid Del Schools
Reference	This is the name to reference on the vendor's shipping document. You can enter up to 30 characters in the box.	Enter specific delivery information, such as Person/Site/Director.
Vendor/Sourcing Notes  	Vendor Sourcing notes appear on the purchase order. Use only the standard notes that you see in the Import List.	Use the import option to import standard notes for the vendor.
 		7. Click on Import. 8. Select a note from the list. 9. Click on Accept 10. If you wish to select a second note, click on Add 11. Repeat steps 2 to 4 until all notes are added. 12. Then Return to return to the Requisition.

5. Click Accept to save the header information.

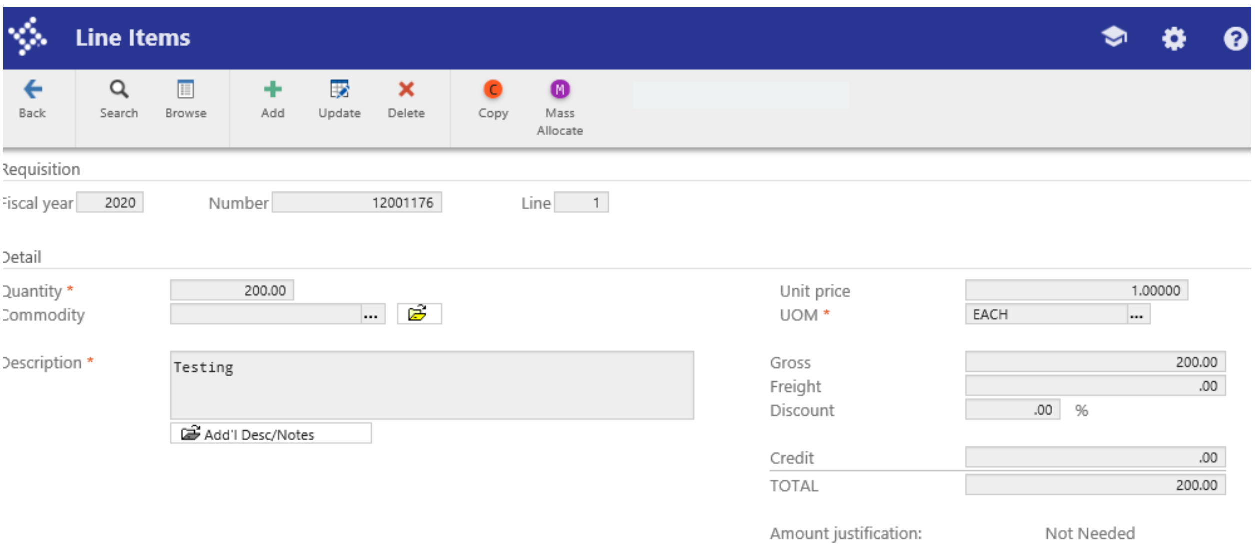
   The program displays the Line Items screen.

Entering Line Detail

1. For the first line item on the requisition, you do not need to click 

to begin entering the line detail information for your requested line item. For all subsequent line items, click Add to add another line to the requisition.

   Press **Tab** button to move through the fields.



Field	Description	Mid Del Schools
Requisition		
Fiscal Year	This box indicates the fiscal year in which the requisition was entered. The year is display only.	Tab through this field (leave as default)
Number	This box displays the requisition number entered on the main Requisition Entry screen. This number is display only.	Tab through this field (leave as default)
Line	This box provides the item's sequence in the requisition. This number is assigned by the program and you cannot change it.	Tab through this field (leave as default)

Detail		
Quantity	This box specifies the order quantity for a single line item in the requisition. The program multiplies the number entered here by the unit price of the line item to calculate the net cost. The default quantity value is 1, but you can change this.	Enter the quantity of the item being ordered. ***If this requisition is to become a blanket purchase order, enter the dollar amount of the blanket purchase order as the quantity.**
Commodity	This box identifies the detail (type 4) commodity code for the item.	Tab through this field
Description	This box provides an item description. The description can contain up to 210 alphanumeric characters. Click the Add'l Desc Notes button to add more information.	Enter the detailed description, enter the item number, the vendor quote number, the Board of Education approved status and date of approval.
Unit Price	This box contains the unit price of the goods or services specified on the line item. The program multiplies this amount by the quantity to calculate the line item total. For pick ticket lines, the unit price is entered from Inventory Items. The program uses the default value from the commodity code, which you can only override if you have been assigned permission to do so in Requisition Roles.	If you are ordering specific items, enter the price of the item. Prices should be entered net of any discounts or credits. ***If this requisition is to become a blanket purchase order, enter 1 (one) as the price.**
UOM	This box indicates the unit of measure to be printed for the line item. The value of this box does not affect the calculation of the Item Total. The default value for the UOM displays from the Commodities program for purchase order items; for pick ticket lines, UOM is entered from the Inventory Items program.	Modify this information as appropriate. For example, you may be ordering services that are charged hourly, in which case you would enter HOUR in place of Each.
Freight	This box should never be used.	Do not enter a value here; freight is a separate line item.
Discount Percent	This box should never be used.	This box should never be used. Prices should be entered net of any discounts.
Credit	This box should never be used.	This box should never be used. Prices should be entered net of any credits.
Line Item Total	This box displays the total amount for the current line item. This amount is display only.	Tab through this field (leave as default)

Miscellaneous		
Bid	This box identifies the bid number, if applicable. To update bid details, including the commodity, click the folder button to open the Create Bid Master program.	Tab through this field (leave as default)

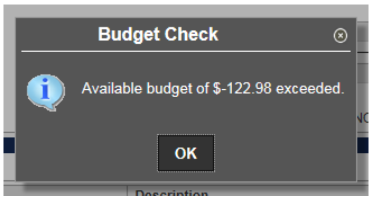
Once you have entered the required line detail information, press **Tab** to move to the GL Allocation section on the Line Detail screen. This section contains the general ledger expense accounts that are to be charged for the specific line items.

Field	Description	Mid Del Schools
T	This box indicates the type of account (E-Expense, B-Balance Sheet, or R-Revenue).	Select E for expense.
Account	This box provides the general ledger account number for the requisition. The program completes the account description when you enter an account number. **Note that if you are on the second line item of your requisition and the same general ledger account is paying for the item, you may select "Copy GL Acct" from the Menu ribbon to copy the general ledger information from the first line to the second line.	Enter your fund and project number, and then move the cursor to the last dash to enter your site code. Once values are entered, click on the Field Help button. DO NOT CLICK ON THE FIELD HELP BUTTON WITHOUT ENTERING YOUR SITE CODE. If you do, you may wait several minutes for your accounts to appear.
Amount	This box contains the total value of the items. This calculation assumes the cost of the line item is being allocated to a single expense account. 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.	
GL Bud	This box indicates the budget status for the line item. A budget allocation code of A indicates that the line item is approved, regardless of budget level. A value of U indicates that the account is under budget.	Tab through this field (leave as default)

When all general ledger accounts are added, click Accept to save the detail.

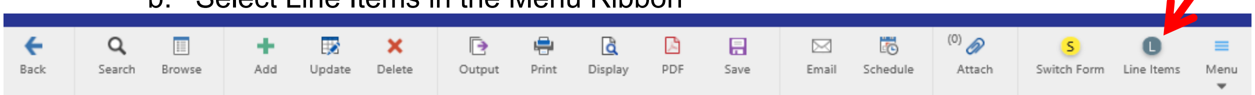
What to do if there is no money in the account you selected

If there are insufficient funds in the control group (budget rollup group) to pay for the item requisitioned using the accounts you selected, you will see a message that prevents you from continuing.

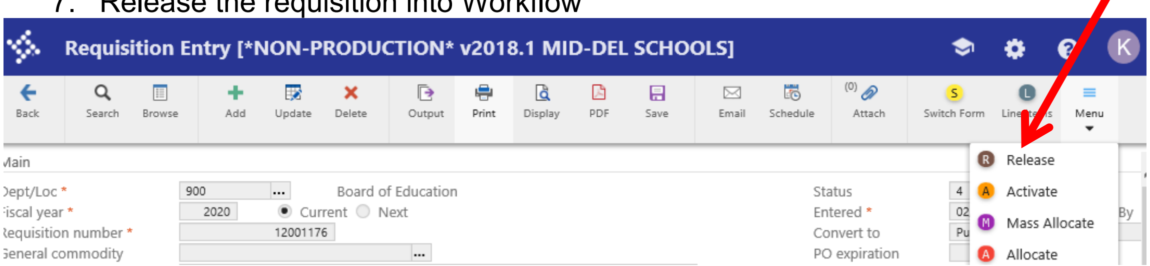


If this occurs, you will need to request a budget transfer. You may either:

1. Delete this line item by selecting  Delete.
2. Return to the header screen by selecting  Return.
3. Accept the requisition  Accept
4. Request a budget transfer from Fiscal Services
5. Once the budget transfer has been approved:
   a. Find this requisition by selecting  Search
   b. Select Line Items in the Menu Ribbon



   c. Add  Add the line item (s) you wish to purchase
   d. Accept  Accept the line item(s)
6. Return to the header screen by selecting File >Exit
7. Release the requisition into Workflow



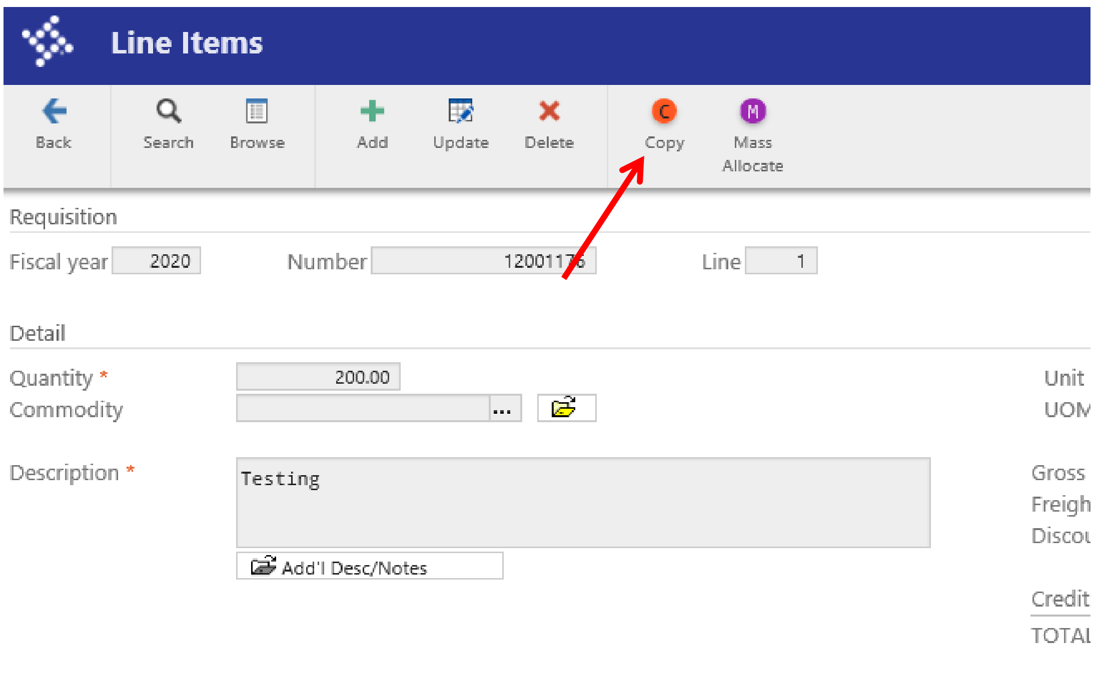
Adding lines to the requisition

If you have additional items to order, repeat the process for each item that you add to the requisition. Click Add to begin entering the line detail information for your requested line item. Press **Tab** button to move through the fields.

Copying lines on a requisition

If you have virtually identical items to order, you may use the Duplicate option to copy this line to a second line:

a. Click on Copy from the menu ribbon.



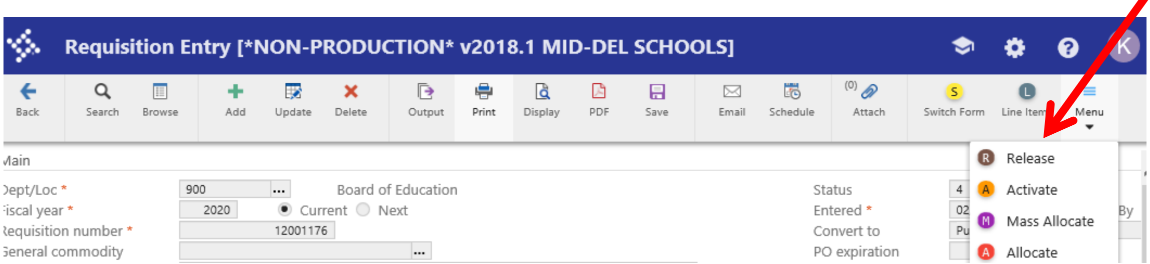
Click on Update in the top menu ribbon and modify the line detail accordingly.

Click on Accept when finished.

2. If you need to delete a line item, select Delete from the menu ribbon. Note: an undo option is not offered. Once you delete a line, it must be re-entered if you want to “undo” the delete.

Once you have completed adding all of your requested items, click Return on the menu ribbon to return to the main Requisition Entry screen.

Click Release to submit the requisition and initiate the approval process.

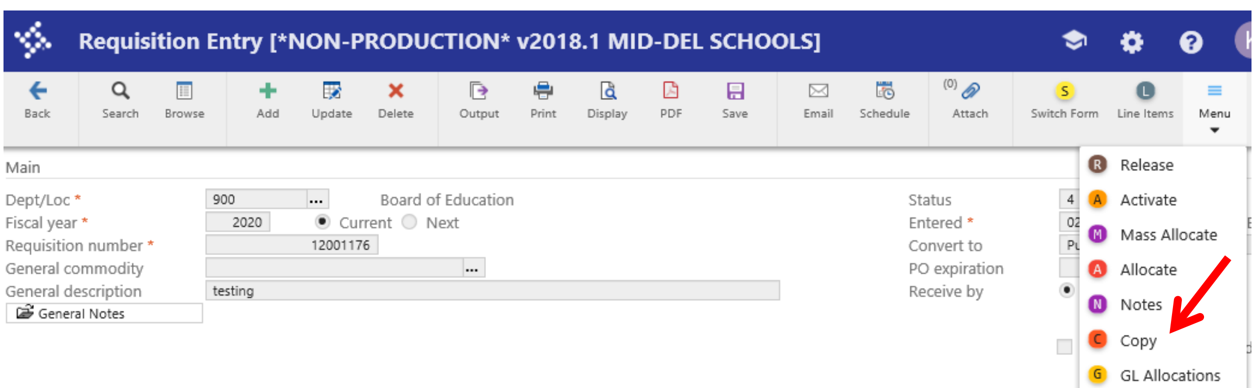


Once you have released the requisition for approval, you will be able to view the requisition, but will not be able to make any further changes to it unless it is rejected through the approval process.

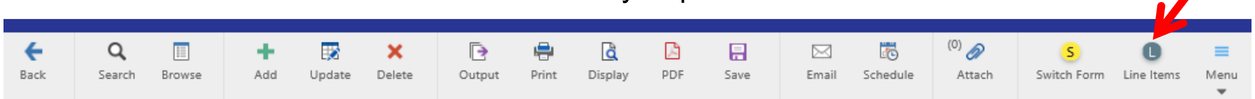
Copying a requisition

If you want to copy this requisition in the future, simply:

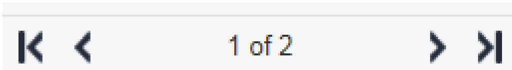
1. Find the requisition by selecting Search
2. Select Duplicate from the menu ribbon.



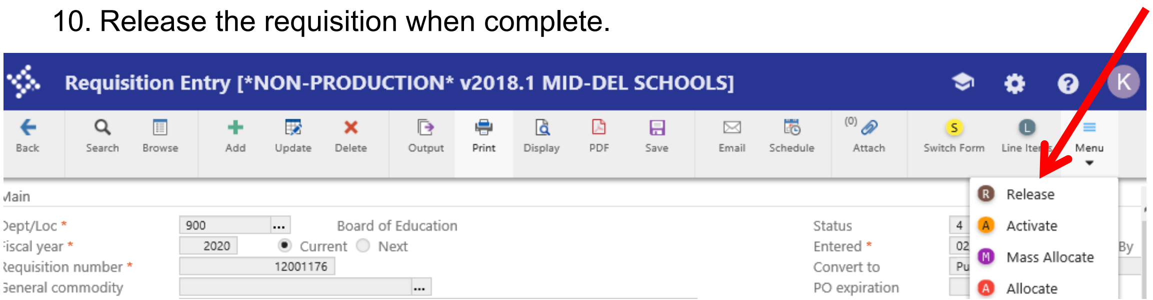
3. Select Update to modify header information
4. Select Line Items to review and or modify requisition lines.



5. Use the bottom buttons to move from line to line.



6. Select Update to modify the line on your screen.
7. If you want to delete the line, select Delete.
8. Accept the line detail you modified Accept.
9. Select Return to return to the header screen.
10. Release the requisition when complete.



NOTE: If the requisition exceeds $5,000, you must attach scanned copies of 2 quotes and quote information to the requisition as well as Board Approval. See page 21.

Approval Status

1- **Rejected**: The requisition has been rejected by an approver. Click the Approvers button to view the rejection comments. To update a rejected requisition, click the Activate button.

2- **Created**: The requisition header (general) details have been entered, but general ledger (GL) details have not been entered, or, the requisition has header and GL detail, but does not have the appropriate budget to move it to a Status 4. In this case, a budget transfer must be made and posted, after which, you can click the Allocate button to move the requisition to a status 4–Allocated.

4- **Allocated**: The requisition has been entered and has been allocated (charged) to a general ledger account, therefore money is being taken from available budget. The requisition has not been released into Workflow. A requisition must be in a status 4–Allocated to be released into Workflow; click Release to initiate the Workflow process .

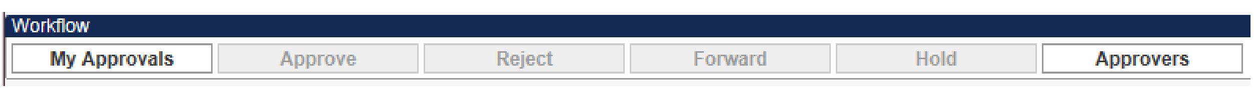
6- **Released**: The requisition has been released into Workflow and is awaiting approval. Click the Approvers button to see the current approval status.

8- **Approved**: The requisition has been fully approved in Workflow and is ready to be converted to a purchase order.

0- **Converted**: The requisition has been converted to a purchase order.

Status Change

With Workflow in place, a released requisition has a status of 6–Released. To see the approval process at any point, click the Approvers button on the Workflow group of the Requisition Entry screen.



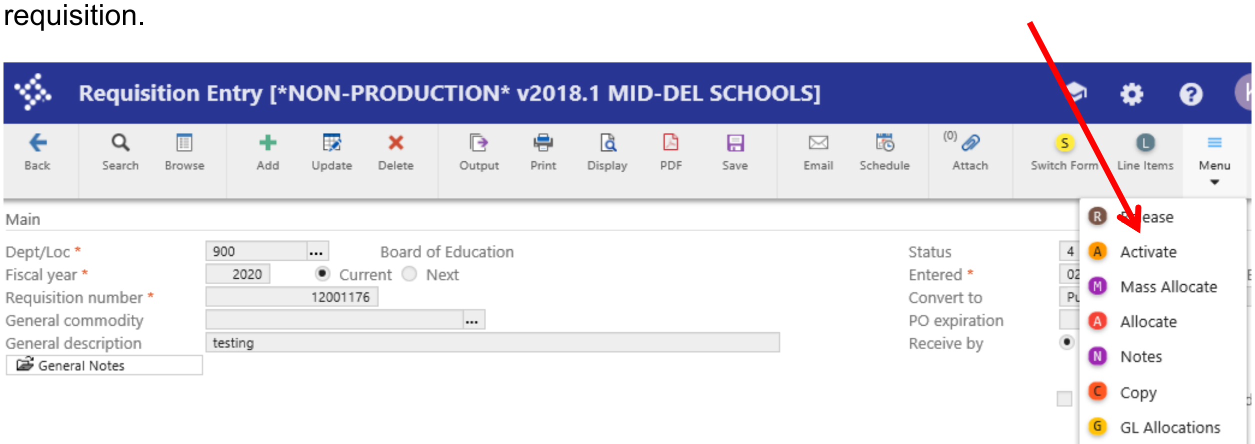
Requisitions must be successfully approved by all approvers prior to being converted to into a purchase order. Once a requisition is approved, it is eligible to be converted into a purchase order. When your requisition has been converted to a purchase order, you receive an e-mail.

****Please note that this PO is not able to be used until you get a copy from Accounts Payable.****

Activating a Rejected Requisition

If a requisition is rejected, the originator receives an e-mail. Rejection notes can be viewed in the original requisition within the Requisition Entry program by clicking on Notes in the menu ribbon of the screen or by clicking on the Approvers button at the bottom of the screen.

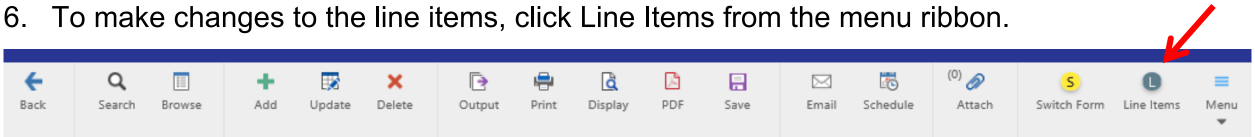
If the requisition has been rejected, it must be Activated prior to making any changes to the requisition.



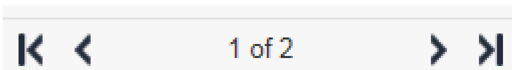
To reactive a rejected requisition:

1. On the Requisition Entry header, click Search, enter search criteria to identify the submitted requisition such as Status of 1 (rejected) and by (your sign in id), and then click Accept to execute the search.
2. Click Notes to view the rejection notes or click on the Approvers button on the bottom of the screen. At this point, make a determination if the requisition can be resubmitted with changes.
3. If the requisition should be deleted, select Delete from the top menu ribbon.
4. If the requisition should be changed and resubmitted into Workflow, Click Activate to change the status from 1- Rejected to 4-Allocated.

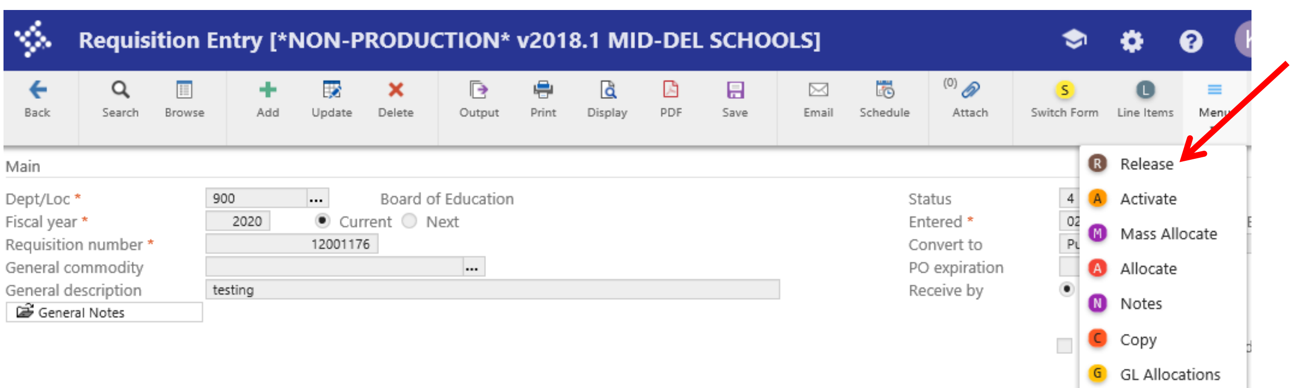
5. Click Update on the menu ribbon to make changes to the Requisition header.
6. To make changes to the line items, click Line Items from the menu ribbon.



7. Use the bottom buttons to move from line to line.

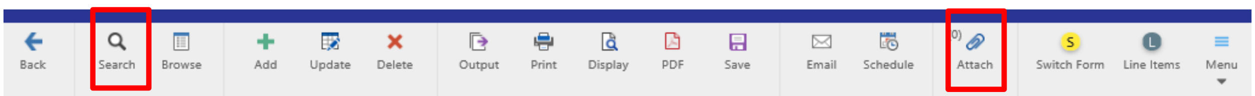


8. Select Update to modify the line on your screen.
9. If you want to delete the line, select Delete.
10. Accept the line detail you modified Accept.
11. Select Return to return to the header screen.
12. Release the requisition when complete to resubmit the requisition to the approval process.

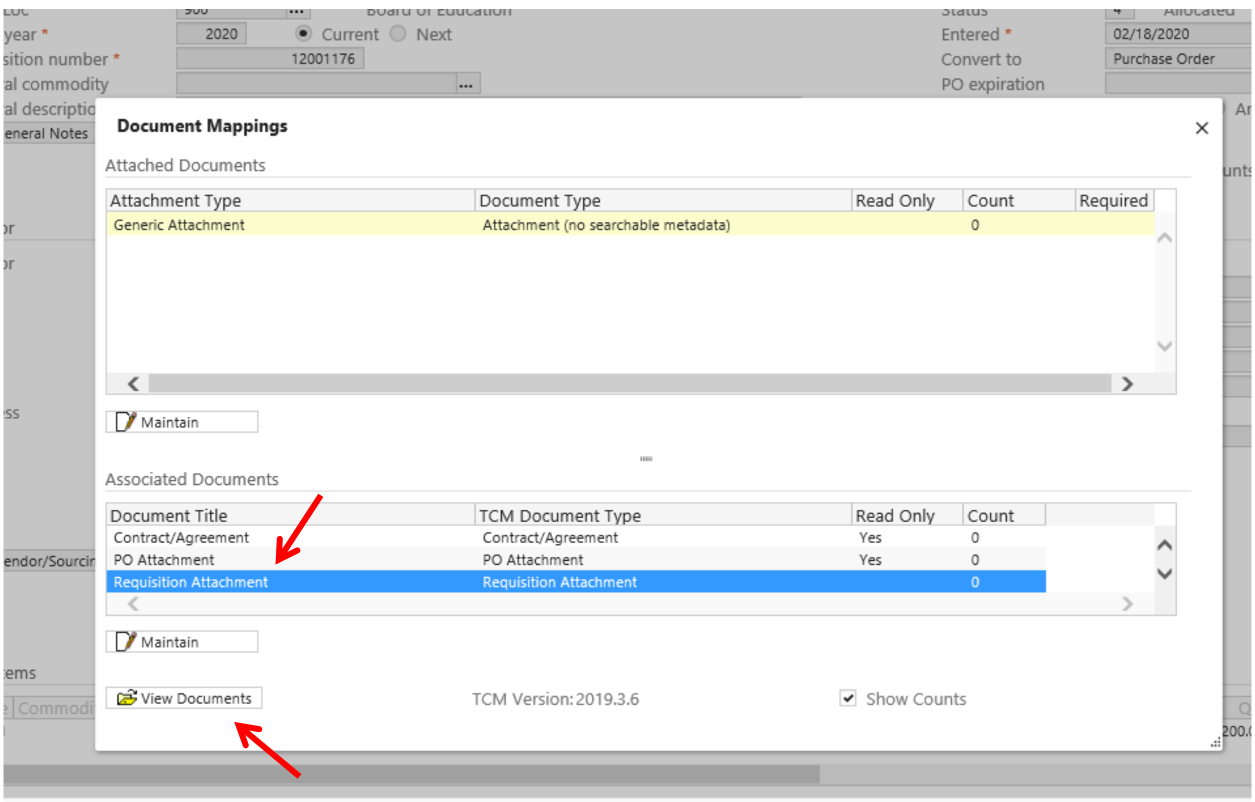


Attaching supporting documents to a requisition

1. Open the Requisition Entry program.
   Financials > Purchasing > Purchase Order Processing > Requisition Entry
2. Click Search on the menu ribbon.
3. Enter any combination of fields, such as requisition number, department code, clerk name, entry date, and so on, to find the requisition to which to attach documentation.
4. Click Accept to execute the search.
   The program displays the record matching the search criteria.
5. Click on the Attach Icon. Attach



6. Select Requisition Attachment for the Document Type.

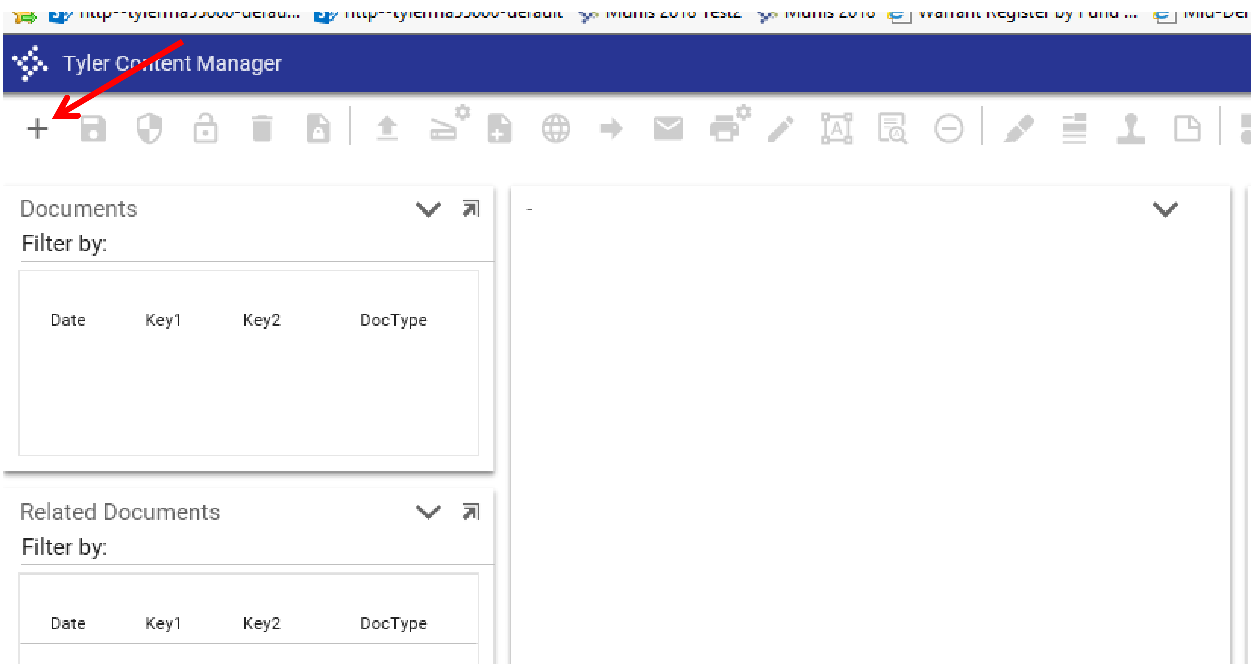


7. Click on View Documents

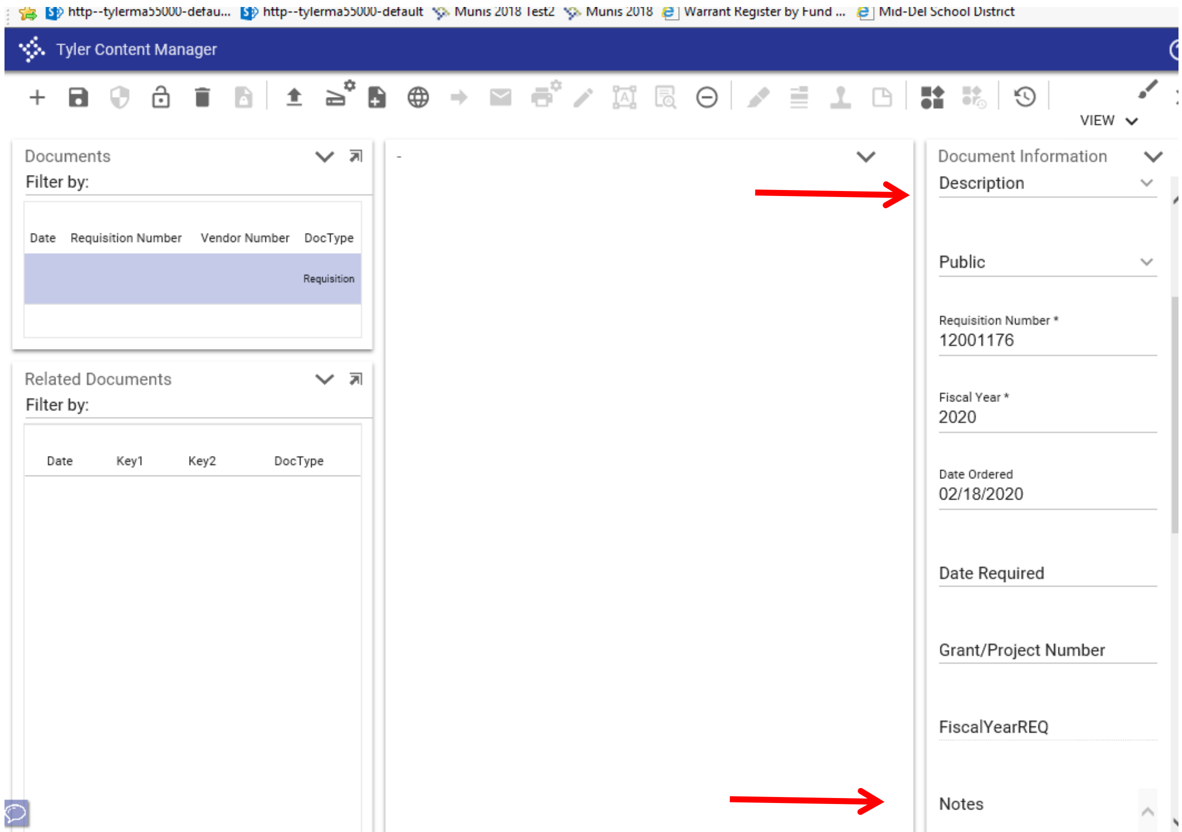
TIP: The very first time you click on Open TCM, your computer will search for the required software programs. BE PATIENT. It may be several moments before you see any indication that the computer is searching for these files, and it appears that nothing is happening. Eventually you will be prompted to install software. Select OK or Run to install the software.

TIP: If you are a new Munis user, you may receive an error message. If you receive an error message, contact Mayme Mockabee (ext. 1277) or Tresa Cantrell (ext. 1278) and ask them to Sync you to TCM.

8. Click on the New icon in the top left corner of the TCM window.



9. Select a Description from the drop down and enter information about the document in the Notes.



10. If this is a document already stored on your computer, click on Import in the menu ribbon to find and attach the document. 

11. If you need to scan this document now and directly attach it to the Munis record:
    - Place the document in the scanner.
    - Be sure the scanner is turned on and properly connected to your computer.
    - Click on the Scanner icon in the menu ribbon. 
    - A preview of the document will appear that you can review.
    - Save the document.

12. Click on  on the menu ribbon to save the attachment.

13. Click on  to return to the requisition.