



Weston Public Schools
Requisition Entry

Finance and Operations Office
 89 Wellesley Street
 Weston, MA 02493

Procedure:	Requisition Entry	Revised Date:	May, 2012
Policy: WPS procures only those items and services that are required to perform the WPS mission.			
The purpose of the Purchase Order form is to provide Vendors with documented authorization/approval for school department purchasing.			
Completed By:	Individual with access to the Munis Financial system	Reviewed By:	Assistant Superintendent for Finance and Operations
Approved By:	Assistant Superintendent for Finance and Operations	Entered By:	Individual with access to the Munis Financial system
Form Title:	MUNIS Requisition Entry	Estimated Time Frame:	1 working day
Process for Completion:			
Weston Public Schools utilizes a Purchase Order system to order goods and services for use within the district. The process begins with the entry of a Requisition.			
The process to enter a Requisition is as follows:			
WSP Dept. Menu			
C. Requisition Entry			
See attached screen prints on the fields that are important to the entry of requisitions.			
For additional information, please contact:			
Name:	Cynthia D. Mahr	Email:	mahr@weston.org
Phone:	781-786-5230	Fax:	781-786-5279
External URL:	www.westonschools.org		
Weston School Committee Policy:	Purchasing and Contract Authority, DJ/DJE and Purchasing and Bidding Requirements, DJE		

GL Account Inquiry

One can search on: Fund, Organization Code, Object Code, Account Name, Type and Status (Rollup Code). In each of these fields, one can use various shortcut keys including:

>	Greater Than
<	Less Than
><	Greater Than / Less Than
*	Asterisk (Unknown Sequence)
?	Missing Character
:	Range

Examples of their uses include:

>799	This would search for all object codes with a number greater than 800.
<500	This would search for all object codes with a number of 499 or less.
>500<600	This would search for all object codes from 501 to 599.
5*	This would search for all object codes that begin with a "5" but end in any other number.
5?2	This would search for 512, 522 through 592.
500:599	This would search for all object codes ranging from 500 to 599.

Vendor Inquiry

One can search on multiple fields, but the most useful are: name, dba/address, zip code, city, state, SSN, and FID. The same shortcuts listed below are useful in this module as well.

Suggestion: if you are searching for a vendor, you must complete at least 3 different searches before assuming the vendor is not in the system. For instance, a search for Cynthia Mahr as MAH* would not return this name. The asterisk is only after the MAH; therefore only vendor names beginning with MAH would be found. A more thorough search would be to look up Cynthia Mahr as *MAH*. This will return all vendors with MAH as part of the name regardless of where in the name the three letters fell providing they are in the same order.

Purchase Order Inquiry

One can search on multiple fields, but the most useful are: department code, fiscal year, purchase order #, entry date, requisition number, general description, vendor number, and vendor name. The same shortcuts listed below are useful in this module as well.

For instance, if you recall entering in a requisition between May 1, 2011 and May 15, 2011, you can search in the entry date field as >5/1/2011<5/16/2011. In addition, you can look-up purchase orders by vendor name such as *MASON* to find W.B. Mason and others.

Vendor Invoice Lists

One can search on multiple fields, but the most useful are: vendor number, invoice number, entry date, purchase order number and net amount. The same shortcuts listed below are useful in this module as well.

If you know what you paid the vendor last year, but cannot recall the account code that this was charged to, you can look up the net amount with the amount paid last year.

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Requisition Entry 2011

0 = Converted
 1 = Rejected
 2 = Created
 4 = Allocated
 6 = Released
 8 = Approved

The Ship To code should be specific to the school and department/program/grade.
 Please add a delivery reference name

Please leave the e-mail field blank. Add a name/room number in the Reference Field – who is the order going to?

Use the PO mailing field to change the address a PO is to be mailed to

Use Vendor/Sourcing Notes to add note – type in a note or import. Most notes should print on the PO

If there are commonly used notes, please let me know and I can add these to the Import list

Searchable Fields:

Dept/Loc: S###

Status: Enter in one of the status codes listed above. It is recommended you search for “1” frequently to ensure there are no rejected requisitions awaiting updating.

Entered: MM/DD/YYYY

Vendor: You can search by a vendor code such as 11244 for Amazon.com

Ship to: S###

Status for Approval (not Rejected)

2 = Created
 4 = Allocated
 6 = Released
 8 = Approved
 0 = Converted

Status for Approval (Rejected)

2 = Created
 4 = Allocated
 6 = Released
 1 = Rejected
 4 = Allocated
 6 = Released
 8 = Approved
 0 = Converted

See Below

Do Not Touch This Area

This is the financial section that must be completed for each line added. A PO cannot be charged to more than 1 account. Each account charged must be appropriate for the expense. In some cases, a transfer will be needed before a requisition can be finalized. In addition, if there are insufficient funds to cover the line amount, you will receive an error and need to cancel the line data.

Questions about the financial section? Call Cindy at extension 5230.

There are 3 sections to the Line Detail Page:

Section 1:

Requisition: This carries forward information from the initial page. Do not change.

Section 2:

Detail: Please update the following sections:

Quantity: Please add a number based on how many you are entering.

Unit Price: What is the price per item that you are purchasing?

UOM (Unit of Measure): This can stay as the default “Each” or can be changed to reflect “CASE”, “BOX”, etc.

Freight: Please add the estimated shipping amount to this line AS A SEPARATE LINE IN THE PO. If a note is not added stating “Free Shipping,” a freight amount (actual or estimated) must be added.

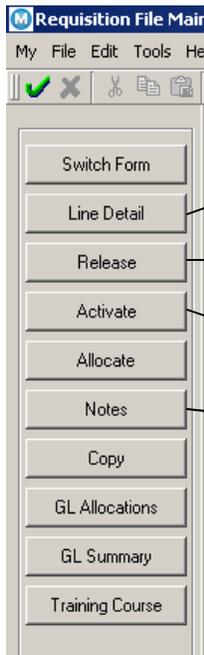
Description: Please add a detailed description about what you are purchasing including item number, color, size, etc. This is the information that will be used to fill your order.

Please leave all other fields blank.

Section 3:

Miscellaneous: *Please do not alter this section in any way.*

NOTE: It is recommended that you tab through the various lines.



To review the line detail data, click on this button.

To send your requisition on for processing, click on Release

When a requisition is in Rejected status, follow these steps to correct the record:

Notes: will provide you a note as to what changes are needed; then

Activate: changes the requisition status to 4:Allocated allowing for revisions to be made

Release: Once the changes are made, choose Release to move the requisition back into the approval process.

Questions about this process should be directed to the Business Office.

Please review the previous HINT about shipping. We are still experiencing some errors.

NOTICE: I will be sending out e-mails over the weekend to remind people who have incomplete requisitions in the file to either 1.) update and release; 2.) delete; or 3.) Activate, update and release. We will be closing FY12 in the next two weeks. In order to close ALL requisitions must be in covered status or deleted. When we do close, you will not be able to open Munis for a few days. Please plan accordingly now.

Today's Hint:

Requisition
Fiscal year: 2012 Number: 1261 Line: 1

Detail
Quantity: 1.00 Unit price: .00000
Commodity: UOM:
Inventory: Freight:
Item: Discount percent: .00
Location: Credit: .00
Type: Pick ticket Line Item total: .00
 Purchase Amount justification: UNKNOWN

Description
Add'l Desc/Notes

Miscellaneous
Vendor: Requested by:
Email: Fixed asset: N
1099 box: WO Number:
Bid: WO Task: 0
Dept/Loc: S001 CASE HOUSE Notify buyer
Required by:

Seq	Org	Obj	Project	Description	Amount	GL Bud

Order quantity. OVR

6:19 PM 9/14/2011

Making changes to the Miscellaneous section of the line detail page will cause system ERRORS. Do not delete the Vendor or add your name to Requested By.

Fiscal Year 2013 is open for the General Fund ONLY.

To enter in a FY' 13 requisition, please:

1. In the **Fiscal Year** box, enter 2013
When this is entered as 2013, when you tab to the next field, the dot will appear in the Next circle.



2. In the **Entered** field, please enter in **7/1/2012**.
You will receive an error at the bottom of the page that states, “Warning – Entered date is not within defined fiscal year.” You can ignore this message.



3. All other aspect of the requisition entry process is the same.

NOTE: If you forget to update the fiscal year and date, you will need to delete the requisition and start again. Purchase Orders will be faxed on July 1, 2012. Please be sure you have arranged for someone to “receive” your orders over the summer. Packages need to be checked and the receiving copy returned to the Business Office immediately after receipt. If you would like the Business Office to fax at a date later in the summer, IMPORT the note: PLEASE FAX ORDER TO COMPANY ON: _____” and add the date to be faxed.

Common Requisition Entry Errors:

1. Capital letters not used throughout;
2. A note of “NO SHIPPING PER THE VENDOR” or an amount entered into the FREIGHT box of a separate line detail is missing;
3. A detailed “Ship To” code is missing i.e. WS Principals Office rather than Woodland School;
4. A missing contact name in the REFERENCE field;
5. A requisition DESCRIPTION is missing;
6. The VENDOR/SOURCING NOTE field is the only field to add notes;
7. The PRINT ON PO is checked when notes are manually added to the vendor/sourcing note section;
8. A modification of any sort has been made to the MISC SECTION on the line detail page;
9. General ledger account codes are not consistent for all lines of the requisition; and
10. The PO MAILING field has not been updated with the proper remit number of where the purchase order is to be sent.

If you have any questions, or would like training on this entry method, please contact my office. Thank you!

Correcting Requisitions in Munis

March 6 and 29

Munis Status Codes:

- | | | |
|---|-----------|---|
| 0 | Converted | Requisition had been approved, converted to a Purchase Order and printed. |
| 1 | Rejected | Errors or questions found resulting in the rejection of the requisition. |
| 2 | Created | A requisition has been started; no account information is present. |
| 4 | Allocated | A requisition has been started and account information is present. |
| 6 | Released | A requisition has been released for review and approval. |
| 8 | Approved | The requisition has been approved but not yet converted/printed. |

Most Common Errors:

- | | |
|----------|--|
| Error 1 | Capital letters are not used throughout the requisition. |
| Error 2 | The shipping costs are entered into the wrong box (unit price versus freight box). |
| Error 3 | When shipping is free, a note stating no shipping is missing. |
| Error 4 | Notes are not entered solely in the vendor/sourcing note section. |
| Error 5 | Missing a reference name/room number under the ship to code. |
| Error 6 | Different account codes are used in a single requisition. |
| Error 7 | An e-mail address is entered. |
| Error 8 | Modifications have been made to the miscellaneous section on the line detail page. |
| Error 9 | Not updating the PO mailing field with the correct remit. |
| Error 10 | See attached list does not indicate the number of items being purchased. |