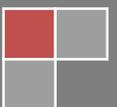


2014

# Purchasing Processing

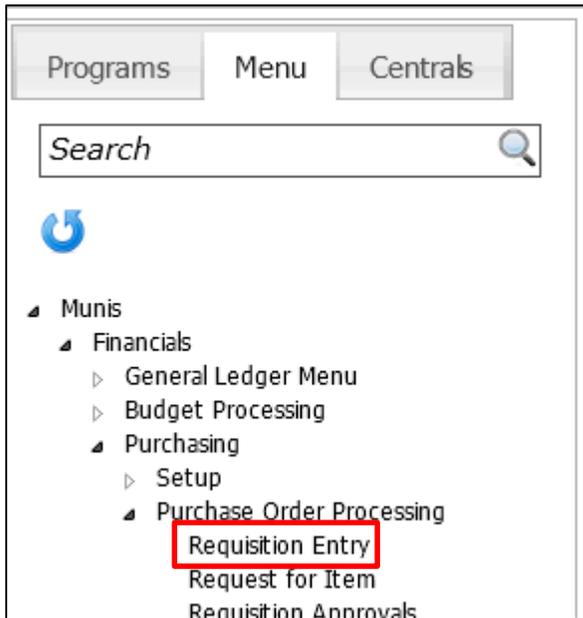
## Monroe County, WI

By entering a requisition, funds are requested 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 is sent to the vendor as authorization to provide the goods or services requested. This document provides step by step instructions on how to enter a requisition into Munis.

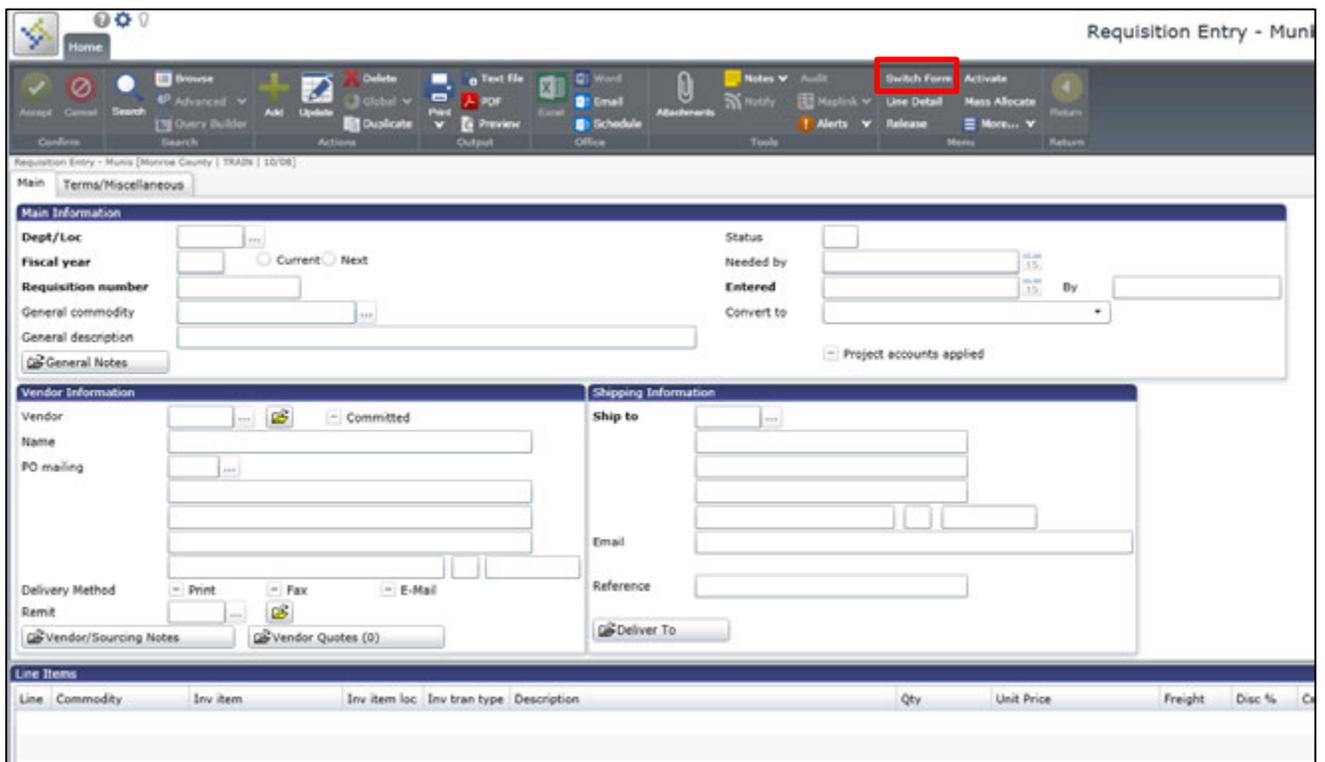


## Open Requisition Entry

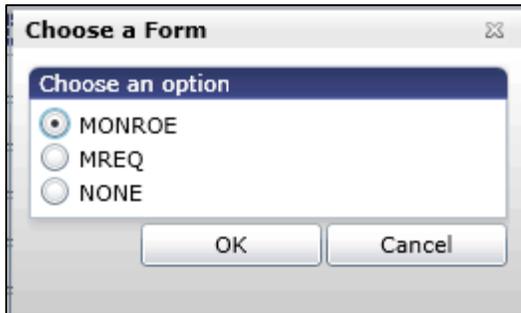
Financials > Purchasing > Purchase Order Processing > Requisition Entry



To view the Monroe County designed screen, choose Switch Form from the Menu Options. This action will only need to be performed one time upon using Munis.



Choose Monroe and click OK

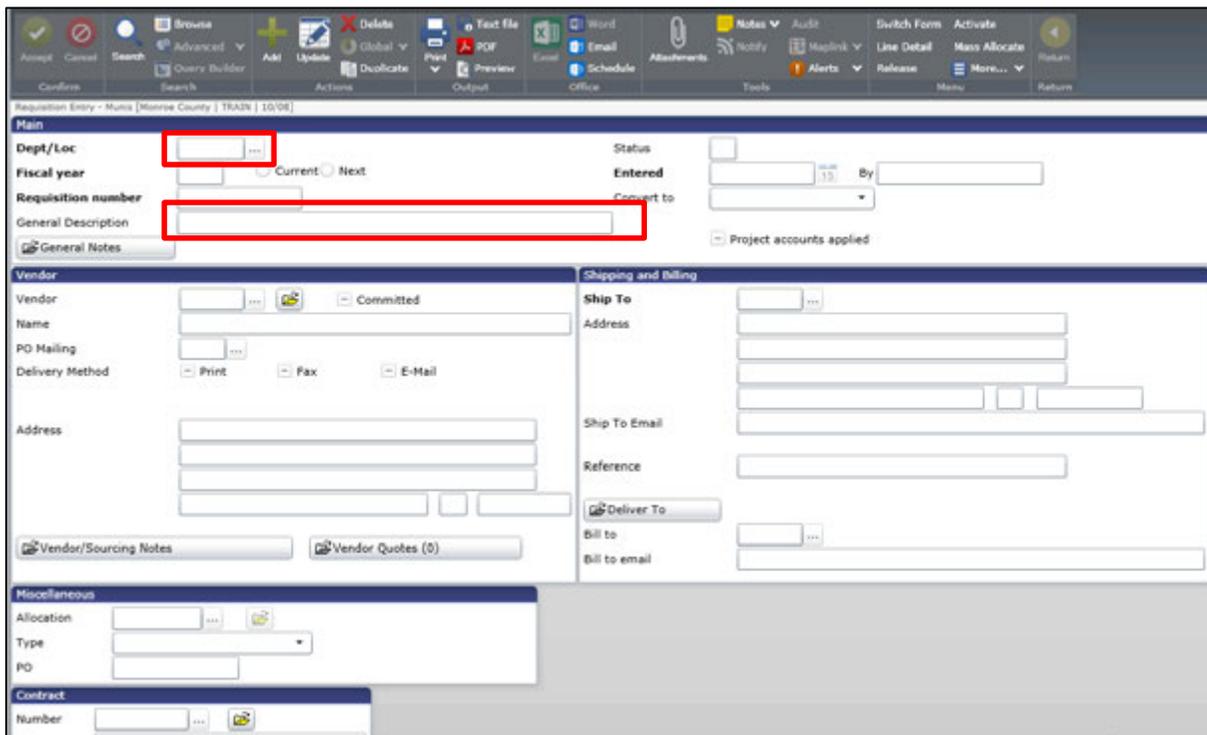


Once the screen form is chosen, Click Add.



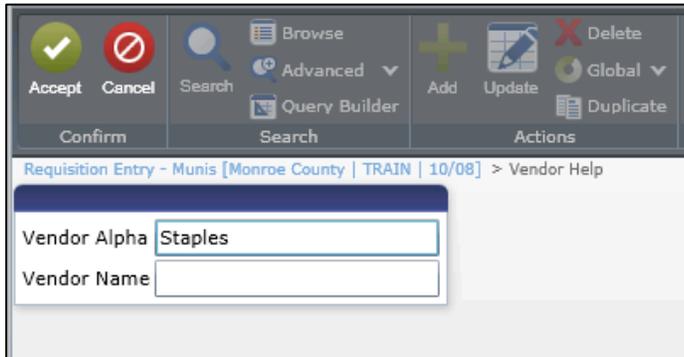
The requisition entry screen is divided into two entry sections: Header and Line Item Detail. The Header contains information such as the vendor, shipping address, etc. The Line Detail contains information about the specific item(s) you wish to purchase. The Line Detail at the bottom of this screen will automatically populate as items are added to the requisition.

Enter in the Department using the field help button , as well as the General Description of the purchase. The Fiscal Year, Requisition Number, and entered by information will all default. Move through the fields by using the tab key.



Enter in a Vendor by choosing the Field Help button 

The Vendor Help Screen will open. Type the vendor name into the Vendor Alpha field and click 



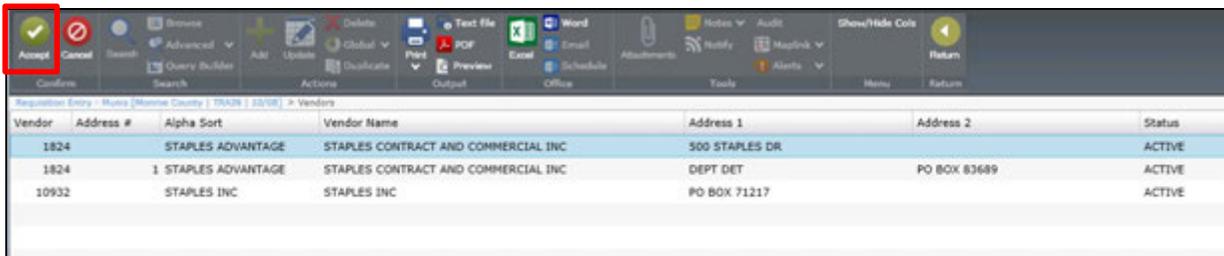
Requestion Entry - Munis [Monroe County | TRAIN | 10/08] > Vendor Help

Vendor Alpha

Vendor Name

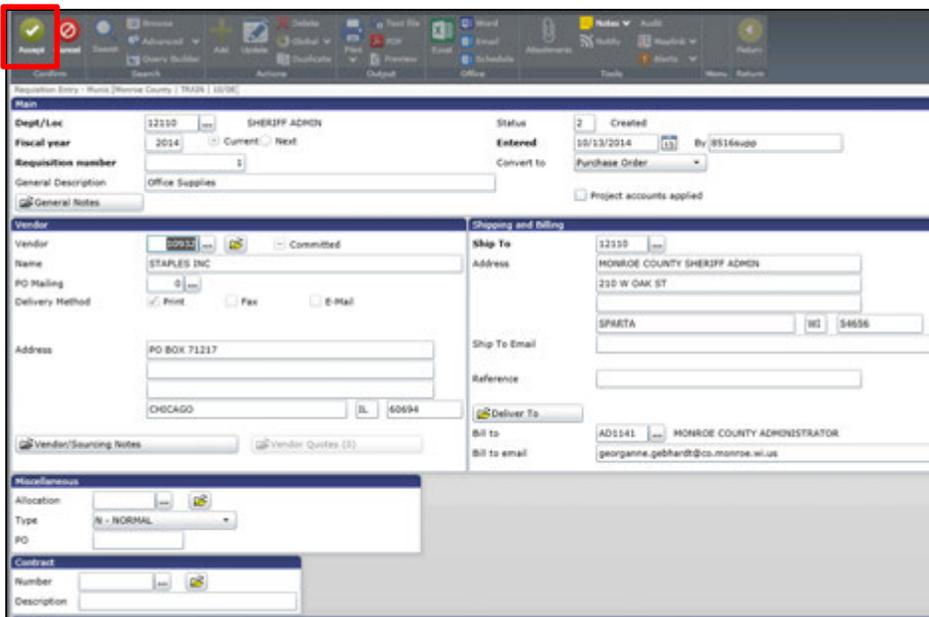
A list of Vendor choices will open. Highlight the correct Vendor from the list and click 

Note that vendor Remit Addresses will be marked by a "2" in the address # column.



Vendor	Address #	Alpha Sort	Vendor Name	Address 1	Address 2	Status
1824		STAPLES ADVANTAGE	STAPLES CONTRACT AND COMMERCIAL INC	500 STAPLES DR		ACTIVE
1824	1	STAPLES ADVANTAGE	STAPLES CONTRACT AND COMMERCIAL INC	DEPT DET	PO BOX 83689	ACTIVE
10932		STAPLES INC	STAPLES INC	PO BOX 71217		ACTIVE

The Requisition Main Screen should now be populated. Make sure all information is correct, and then choose  to enter in detail concerning this purchase.



Requestion Entry - Munis [Monroe County | TRAIN | 10/08]

Dept/Loc: 12110 SHERIFF ADMIN Status: 2 Created

Fiscal year: 2014 Current Next Entered: 10/13/2014 By: 85164up

Requisition number: 1 Convert to: Purchase Order

General Description: Office Supplies

Vendor: 10932 STAPLES INC Committed

Shipping and billing: Ship To: 12110 MONROE COUNTY SHERIFF ADMIN, 210 W GAK ST, SPARTA, WI 54656

Deliver To: AD1141 MONROE COUNTY ADMINISTRATOR, georganne.gehardt@co.monroe.wi.us

Miscellaneous: Allocation, Type: N - NORMAL, PO

Contract: Number, Description

The Line Detail Screen will open. Enter the Quantity, Description, Unit Price, and Unit of Measure for the item(s) that you are purchasing. Remember to tab through the fields.

Requisition Entry - Munis [Monroe County | TRAIN | 10/08] > Line Detail

**Requisition**  
 Fiscal year: 2014    Number: 2    Line: 1

**Detail**

Quantity: 10.00    Unit price: 15.95000  
 Description: White Printer Paper    UOM: PKG

GROSS	159.50
Freight	.00
Discount	.00 %
Credit	.00
<b>TOTAL</b>	<b>159.50</b>

Amount justification: UNKNOWN

Enter in the Org/Object/Project combination identifying the purchasing account.

Miscellaneous

Bid:     Employee:  0 ...  
 Fixed Asset: N

Seq	Org	Obj	Project	Description	Amount	GL Bud
01	12110000		...		159.50	

Once the account is entered, choose . A solid blue line will show across the account line. Choose  to enter in more line items.

Once all lines for the vendor's purchase have been entered, choose the  button on the Dashboard Ribbon to get back to the Requisition Header screen.

All line items will be shown as allocated, and listed at the bottom of the screen.

The screenshot shows a software interface for requisition entry. The top section contains a toolbar with various icons and a 'Menu' dropdown. Below this is the 'Main' section with fields for Dept/Loc (12110 SHERIFF ADMIN), Fiscal year (2014), Requisition number (2), and General Description (Office Supplies). The Status is highlighted as '4 Allocated'. The 'Entered' date is 10/13/2014. The Vendor section shows '10932 STAPLES INC'. The Shipping and Billing section shows 'Ship To' as '12110 MONROE COUNTY SHERIFF ADMIN'. A 'Line Items' table is overlaid on the bottom right, showing one line item: '1 White Printer Paper' with a quantity of 10.00, unit price of 15.95000, and a line total of 159.50. The table has columns for Line, Description, Qty, Unit Price, UOM, Freight, Disc %, Credit, Line Total, Justification, Bid, Fixed Asset, and 1st Project Account.

Line	Description	Qty	Unit Price	UOM	Freight	Disc %	Credit	Line Total	Justification	Bid	Fixed Asset	1st Project Account
1	White Printer Paper	10.00	15.95000	Each	0.00	0.00	0.00	159.50	Not Needed		No	

If any supporting documentation needs to be added, choose the Paper Clip Icon to attach documents to this requisition



After reviewing the entered data, if all information is correct, click *Release*. This will release the requisition to the approver. If changes need to be made, click *Line Detail* to return to the Line Detail Entry area to update or add lines.

A close-up of the menu dropdown from the screenshot. The 'Line Detail' and 'Release' options are highlighted with a red box. The menu also includes 'Switch Form', 'Activate', 'Mass Allocate', and 'More...'.

Once released, the requisition status will be updated on the screen.

Status	<input type="text" value="6"/>	Released
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## What's Next?

With Workflow: The released requisition is waiting for approval. Upon approval, the requisition will be converted into a Purchase Order daily. An email will be sent to the originator of the requisition with the Purchase Order Number. The originator may print the PO and send to the vendor, or attach to an email to send electronically.

