Munis Purchasing

Procedural Documentation
for
The City of Fairfield, CA

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Disclaimer

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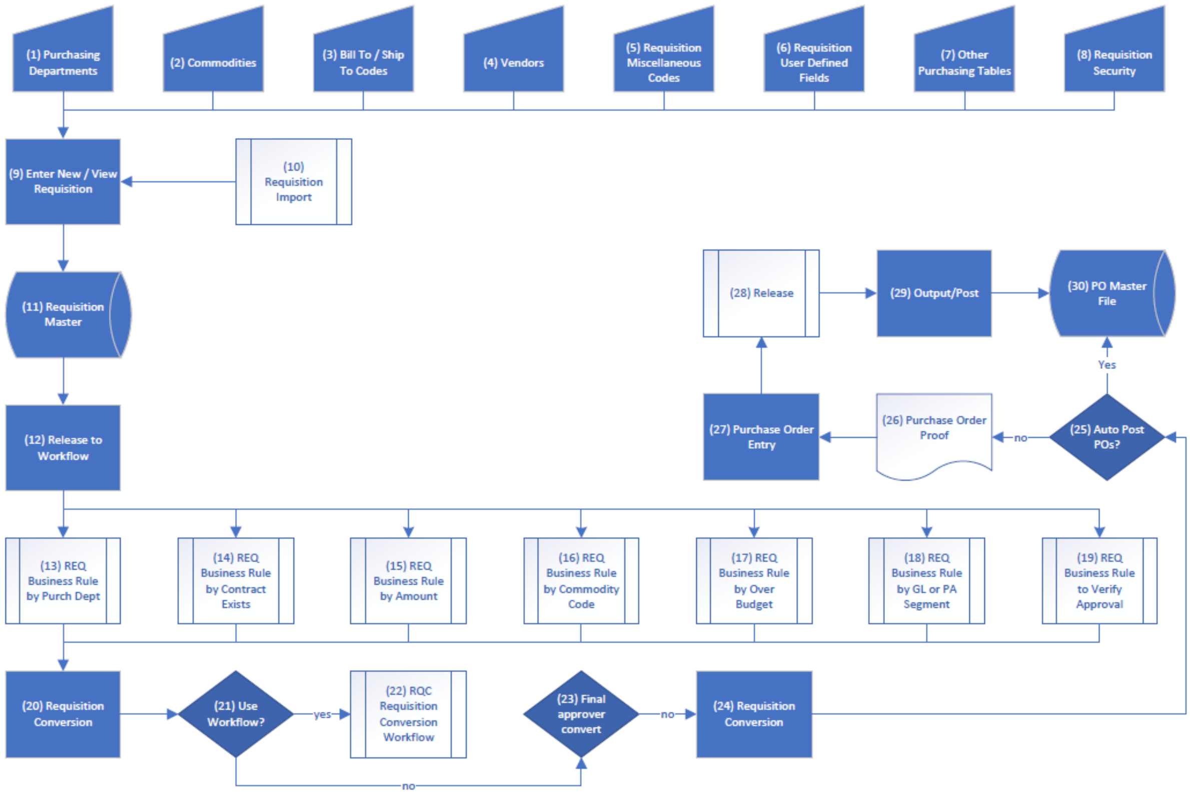
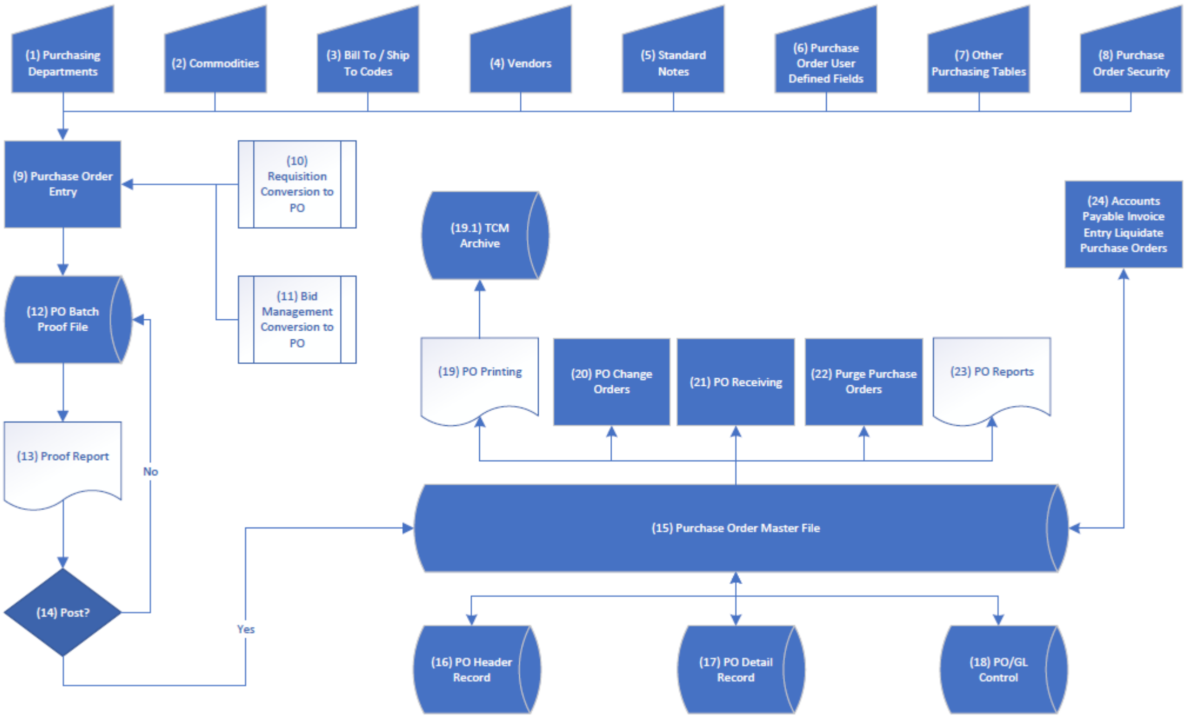


Process for Purchase Orders



Entering Requisitions

Overview

The Requisitions program allows you to enter requests for goods and services into Munis. The Requisitions program is intended as a replacement or alternative to the Requisition Entry program when using Munis Purchasing+.

Prerequisites

Before you can successfully complete this process, you must ensure that roles granting the necessary permissions have been assigned to your user account. If the roles have not been established, contact the system administrator to have them updated or added into the Munis system.

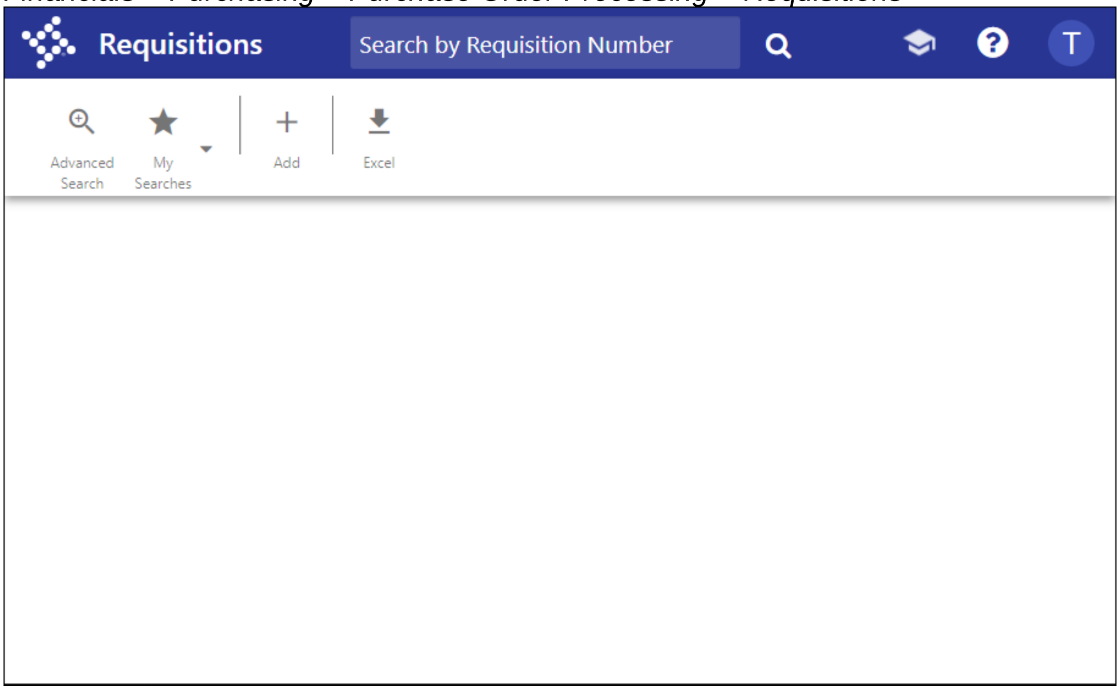
Confirm the following:

- One or more item records exist in the Items program.
- One or more vendor records exist in the Vendors program.
- If your organization uses Munis Workflow, relevant workflow business rules have been established, such as the REQ (Requisition Approvals) business rule.

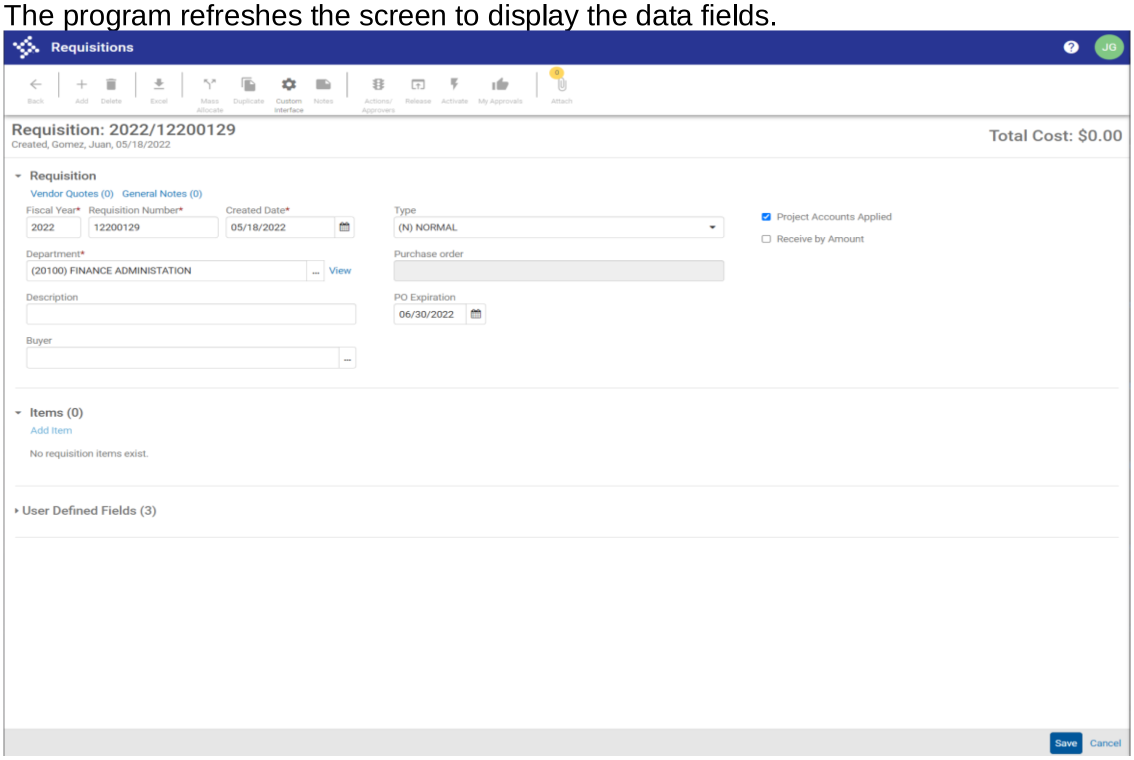
Procedure

To enter a requisition:

1) Open the Requisitions program.
   Financials > Purchasing > Purchase Order Processing > Requisitions



2) On the toolbar, click Add.
   The program refreshes the screen to display the data fields.

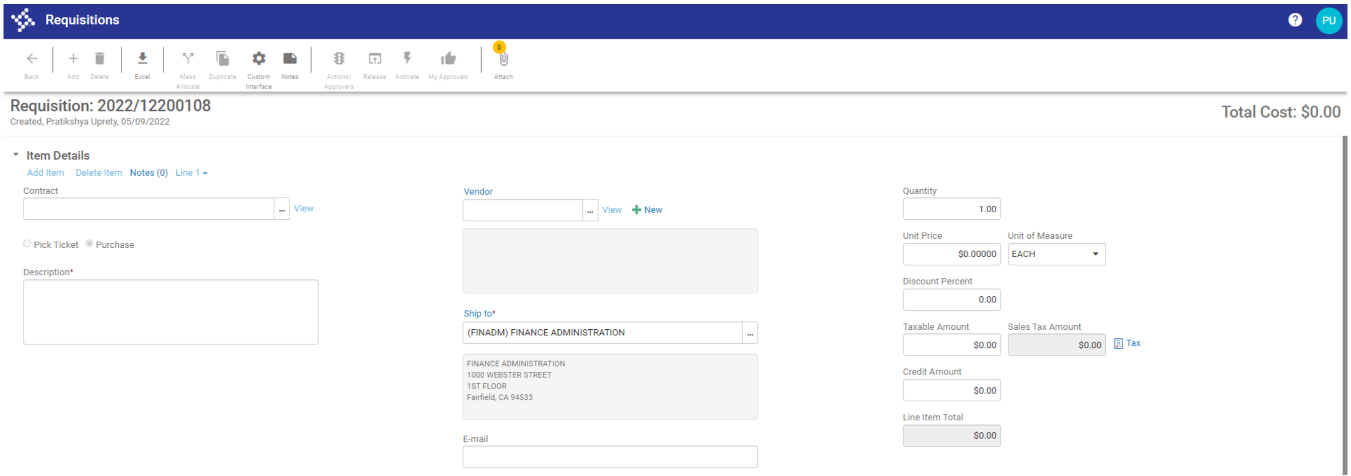


3) Complete the fields, using the following table as a reference.

Field	Description	Fairfield, CA
Fiscal Year	Specifies the fiscal year for the requisition. This option can be the current or next year.	Auto-populates so tab through this field
Requisition Number	Identifies the requisition number. The default value for this number displays from Purchase Order Settings or Department Codes, but you can change this when the Override Default Requisition Number check box is selected in Requisition Roles. The requisition number must be numeric characters only.	Auto-populates so tab through this field
Created Date	Contains the date the requisition was created. When you create a new requisition, the default value is the current date, but you can change this if the official creation date varies from the current date.	Auto-populates so tab through this field
Department	Identifies the department responsible for the requisition. The program enters the department from your user ID as the default value, but you can change it. Click the field help button to select a different department; click View to see details for the selected department.	Auto-populates so tab through this field
Description	Provides a general description of the request. The field allows up to 51 alphanumeric characters. If this field is initially left blank, the program automatically populates it with the description supplied for the first line item.	**NOTE: Prior to entering in a description, click the "Custom Interface" in the ribbon and select "Fairfield Req". You will need to do this the first time using this module. Then provide a description of the purchase
Buyer	Identifies the buyer for the request. Buyers are potentially notified at various points in the purchasing process based on your organization's settings.	Optional field
Type	Designates the type of requisition: • (B) Blanket—Indicates a purchase order that is intended to be used over a long period of time. • (D) Dept/Emergency—Only used for City or State declared emergencies. The next	"N" will be selected for most if not all PR's. Use the Blanket PO when the services have a "Not to Exceed" amount in the agreement. The Emergency PO would only be used during an emergency (ie. EOC purchases in an emergency) situation.

Field	Description	Fairfield, CA
	available purchase order number is automatically assigned. • (N) Normal—Designates a purchase order for specific goods or services. Types are typically used for reporting and grouping purposes.	
Purchase Order	Contains the purchase order number created when the request was converted. This box is automatically populated with the next available purchase order number if the requisition is designated as a Dept/Emergency in the Type field, but you can change it.	Greyed out and user can tab through field
PO Expiration	Defines the expiration date of a purchase order created from the requisition. The date entered in this box is automatically transferred to the purchase order record during the conversion process, but you can change it after the purchase order is created.	Enter in the ending date of the contract or services. Typically the end of the current Fiscal Year for operating budgets, CIP projects are longer term and can exceed one fiscal year.
Project Accounts Applied	Indicates that project strings apply to the request. When you select the check box, the program makes the Project Strings fields available in the Items group.	If Project Strings are going to used in the purchase, please check this box. (ie. using Project Ledger for project costs)
Receive by Amount	Causes purchase orders created from the request to be received by dollar amount instead of quantity.	Only would be used for a Blanet PO, otherwise leave it unchecked.

6. Go to User Deifined field (below Items) to select the procurement method and also the Council Resolution number if applicable (though not required).
7. After completing the fields, click Save (in bottom right corner) to save the requisition.
   The program saves your entries and examines the field values for errors. If the program encounters any errors, it displays the Errors button at the bottom of the screen.
8. If errors exist, click the Errors button to view a list of the errors that must be corrected before you continue.
9. Once all errors have been resolved, click Save again.
   Munis accepts the requisition; however, line items and account codes have not been specified for the requisition record.
10. To continue this process, click Add Item in the Items section.
    The program refreshes the screen to display the Item Details fields.



If the requisition is associated with a contract that has existing line items, the program displays all of the available line items when you enter the Line Detail screen. Selecting any of these items automatically completes the fields on the Line Detail screen with the contract line item values. Click the Contract Line Items button to access the list of contract items again (help field is the "…").

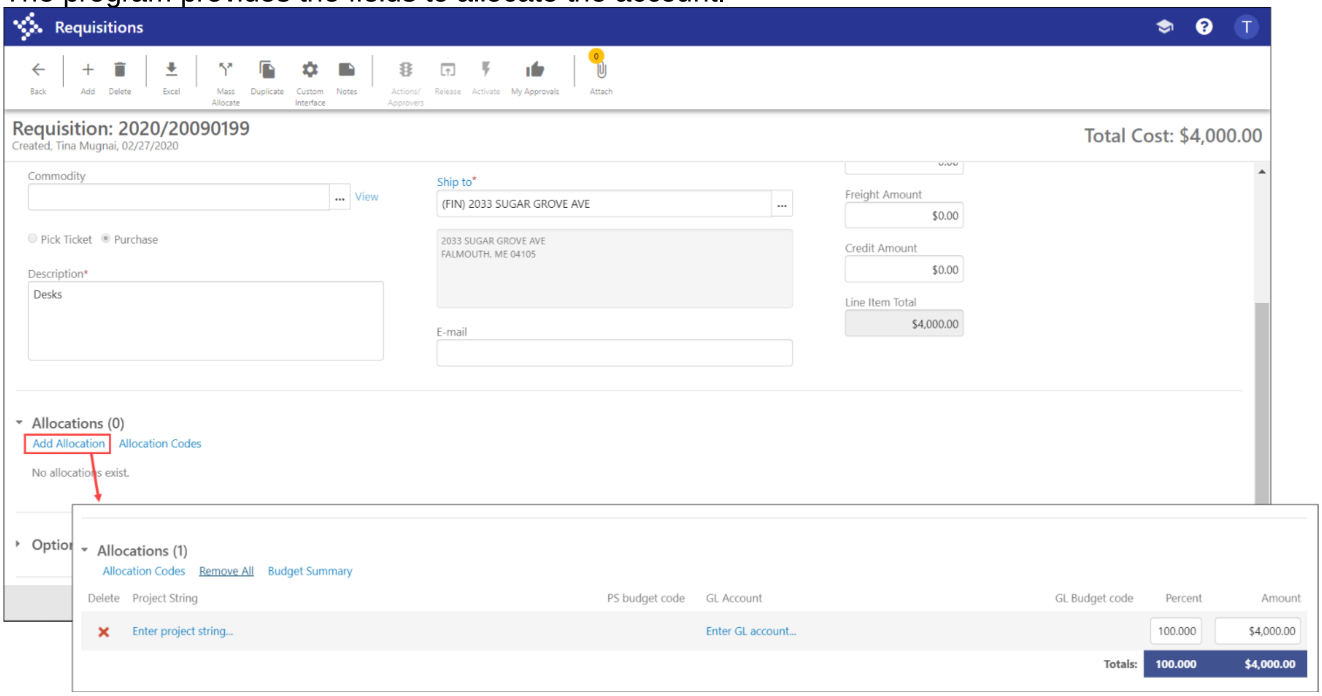
7. Complete the fields in the Item Details section and the Optional Details section. Use the following table as a reference.

Field	Description	Fairfield, CA
Item Details		
Contract	Holds the contract number with which the requested item is associated, if applicable. Use the field help button to select the contract from a list. The View link displays a selected contract in the Contract Inquiry program.	Tab through
Pick Ticket/Purchase	Identifies whether the request is intended for purchase of an item from a vendor, or if the request is for an item from your organization's inventory. If you enter a value in the Item box, and that item is available as on-hand inventory, the program automatically selects Pick Ticket.	N/A. Tab through this field
Description	Contains a description of the requested item. If you selected an item or commodity code, the program uses the description from the item or code as the default value for this box.	Enter in a description of the purchase
Vendor	Displays the vendor from which to purchase the requested item. When you select an item that has associated item supplier records, or that is contracted to a vendor, the	Select a Vendor from the list or the vendor will auto-populate if a contract is selected.

Field	Description	Fairfield, CA
	program automatically enters that vendor in the box. You can only change the vendor if you have the appropriate override permissions.	Creating a "Vendor on the Fly" may also be an option if permissions are allowed. This will allow the user to add a Vendor and process the PR without having to wait for the Vendor to be approved by AP staff.
Ship To	Defines the address to which the item should be sent. The default value is the address of the requesting department.	Tab through this field unless the user wants to ship items to other departments.
Email	Provides a contact email address when email is selected as a delivery method for the purchase of electronic goods and services.	Enter user email for notification of PR completion.
Quantity	Sets the requested item quantity.	Enter "1"
Unit Price	Identifies the unit price for the requested item. If the item has a default unit price, the program enters it here.	Enter the entire amount of the purchase (total net amount including taxes, freight, and credits)
Discount Percent	Holds the vendor's discount, if applicable.	Enter if applicable.
Credit Amount	Records a trade-in or credit in dollars. When you enter an amount, the program reduces the line item total by the credit amount. You can enter a credit of up to 9,999.99 or until the line item total is reduced to zero. This credit prints on the requisition and resulting purchase order.	Enter if applicable.
Line Item Total	Displays the total amount for the line item. The amount is automatically calculated by the program and you cannot change it. Click the Line Item Total link to view the values and method by which the total was calculated.	Should be the toal of the entire purchase including all taxes, freight, and credits.

8. To save and create a new item, click Save and Add Item (at the lower right of the screen), then complete the fields for the second item. Be sure to add a separate line item for labor and freight as applicable.
9. When you have finished adding item lines, click Save.

10. Click Add Allocation in the Allocations group to add the general ledger account to use for the requisition.
    The program provides the fields to allocate the account.



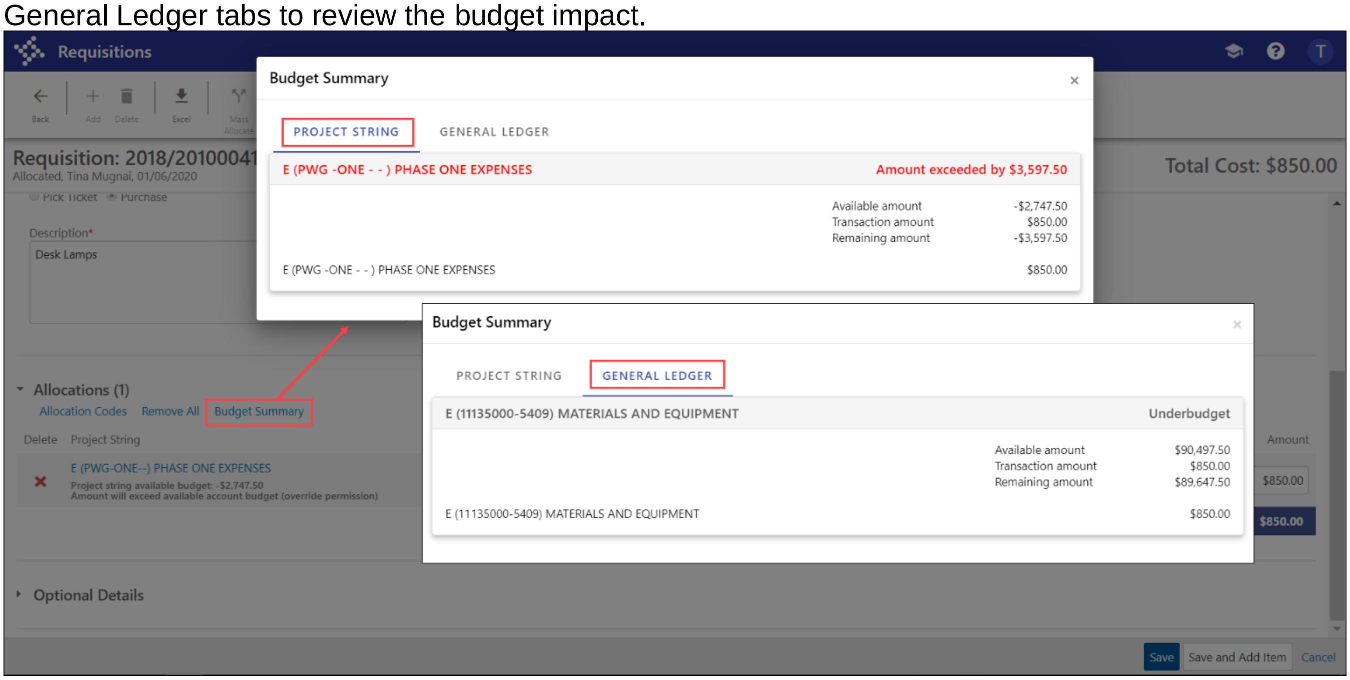
11. Complete the fields, referring to the following table as needed for specific field details.

Field	Description	Fairfield, CA
Allocations *This group includes the Remove All and Budget Summary options (there are no allocation codes to be used for Fairfield).* • *The Remove All option removes all existing allocation lines.* • *The Budget Summary option checks the budget for the defined allocations and indicates whether the accounts are over or under budget.*		
Delete	Deletes the current line, when clicked.	Click the red X and the line will be deleted
Project String	Indicates the project string to which to charge the transaction for the item. The Project String fields are only available if you selected the Project Accounts Applied check box in the header.	If a Project String is going to be used you would enter it here.
PS Budget Code	Provides the budget code for the project string. When you enter a project string, the program checks the available budget and assigns an appropriate code based on the amount allocated and your permissions. • U—The line is under budget.	Field will auto-populate and you can Tab through this field

Field	Description	Fairfield, CA
	• A—The line is over budget but approved. This code is assigned if you have budget override permissions, or if you entered the correct budget override password when prompted. • X—The line is over budget but not approved. This code is assigned if you do not have budget override permissions.	
GL Account	Contains the general ledger account or org/object/project combination to which to charge the item transaction.	Enter in the GL account code
GL Budget Code	Provides the budget code for the general ledger account. When you enter a general ledger account, the program checks the available budget and assigns an appropriate code based on the amount allocated and your permissions. • U—The line is under budget. • A—The line is over budget but approved. This code is assigned if you have budget override permissions, or if you entered the correct budget override password when prompted. • X—The line is over budget but not approved. This code is assigned if you do not have budget override permissions.	Field will auto-populate and you can Tab through this field
Percent	Displays the percentage of the whole dollar amount to allocate to the selected account. To change the percent, enter a number less than 100, and then press **Tab** to move through the fields. The program automatically updates the Amount field based on the percent and adds a new allocation line for you to specify the remaining percent allocation. Multiple allocation lines are allowed, but the total percent of all allocations must add up to 100.	Field will auto populate with 100% but this can be changed based on a percentage or by the dollar amount when additional lines are being used.

Field	Description	Fairfield, CA
Amount	Displays the dollar amount being allocated to the selected account.	Field will auto populated with the amount based on the percentage and this amount can be changed if additional line items are added.
Totals	Stores the sum of the allocations by percent and by amount. The program automatically calculates these totals and they cannot be updated manually.	Field will auto populate

12. The Optional Details will auto populate and should not be changed. You can tab through this field.
13. Now the backup to the requisition can be uploaded to Tyler Content Manager (TCM). **This is where you upload the vendor quotes, resolution or sole source memo and any other applicable supporting documentation**. Click on the “Paper Clip” in the ribbion to upload this information. Once in TCM, click the add file (upper left hand corner) and
14. Once Click Save to save the requisition record.
15. To review budget information, click Budget Summary in the Allocations group.
    The Requisitions program provides the Budget Summary window with the Project String and General Ledger tabs to review the budget impact.



16. If your organization uses workflow, click Release on the toolbar to submit the request. Item requests are controlled by the Requisition Approvals (REQ) business rule. (If your organization does not use workflow, clicking Release immediately approves the request.)
    The program displays a confirmation message.
17. Click OK.
    The requisition is released into the workflow.

What's Next?

The City of Fairfield uses Munis Workflow, the requisition can be approved by a workflow approver. Once the requisition is approved, it can be converted into a purchase order or a contract using the Requisition Conversions program. If the Allow Auto Posting of Purchase Orders check box is selected in Purchase Order Settings, the system automatically approves released requisitions that are set for conversion to purchase orders.

Approving Requisitions

Overview

The Approvals card in Tyler Hub, when used in conjunction with Munis workflow business rules, establishes an electronic approval process for requisitions. When a requisition is released in Munis, the requisition is submitted to the workflow approval process. The requisition must be approved by all necessary workflow approvers before it can be converted into a purchase order or contract.

Prerequisites

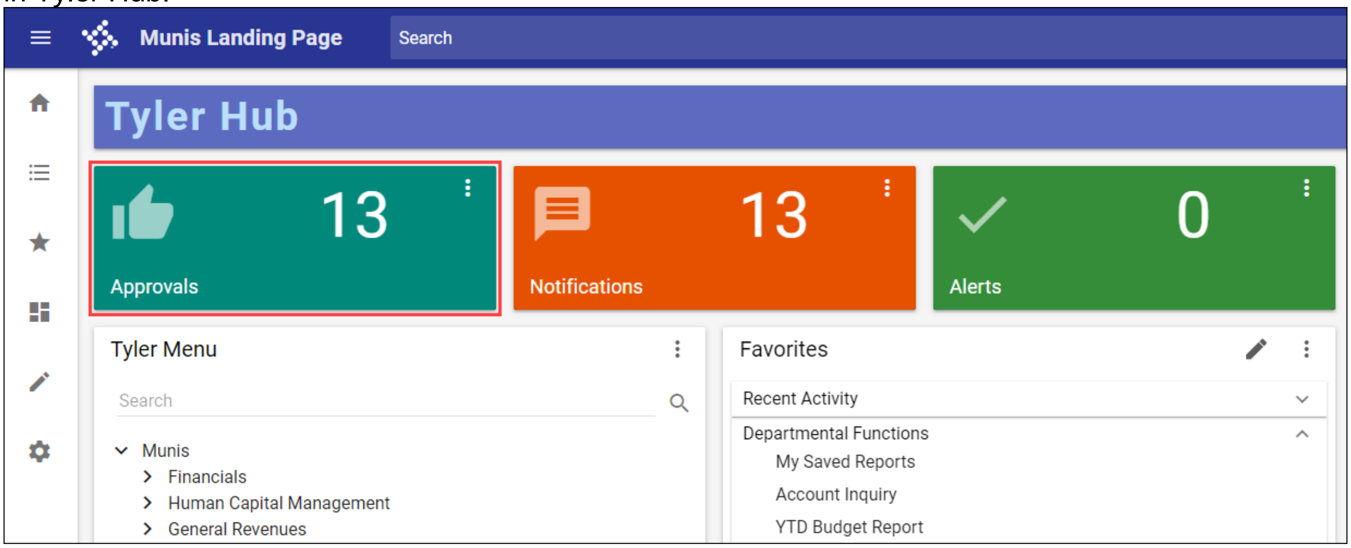
Before you can successfully complete this process, you must ensure that roles granting the necessary permissions have been assigned to your user account. If the roles have not been established, contact the system administrator to have them updated or added into the Munis system.

Confirm the following:

- Requisitions have been completed and released and are awaiting your approval.
- Workflow business rules are established; specifically, REQ (Requisition Approvals) business rules.
- You are identified in the Workflow User Attributes program as a workflow approver.
- You have access to the Approvals card in Tyler Hub.

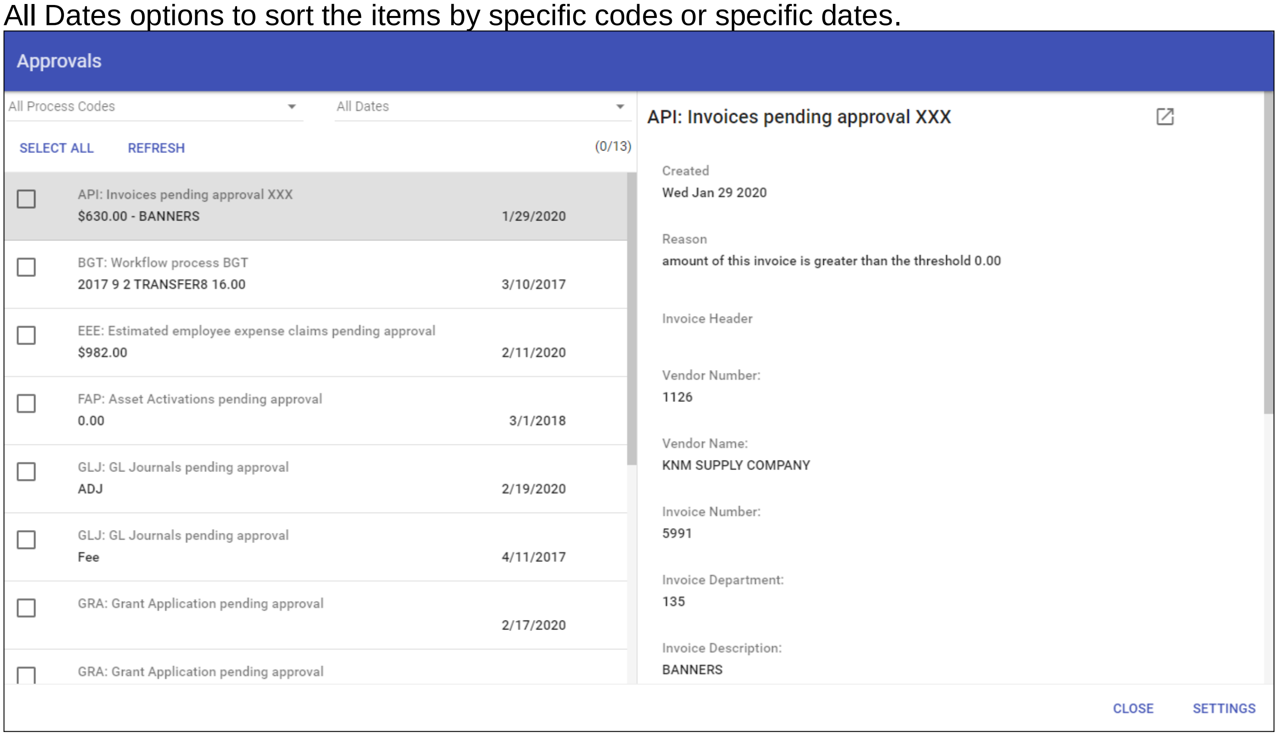
Procedure

Munis workflow approvals can be made from the Requisitions program or by using the Approvals card in Tyler Hub.



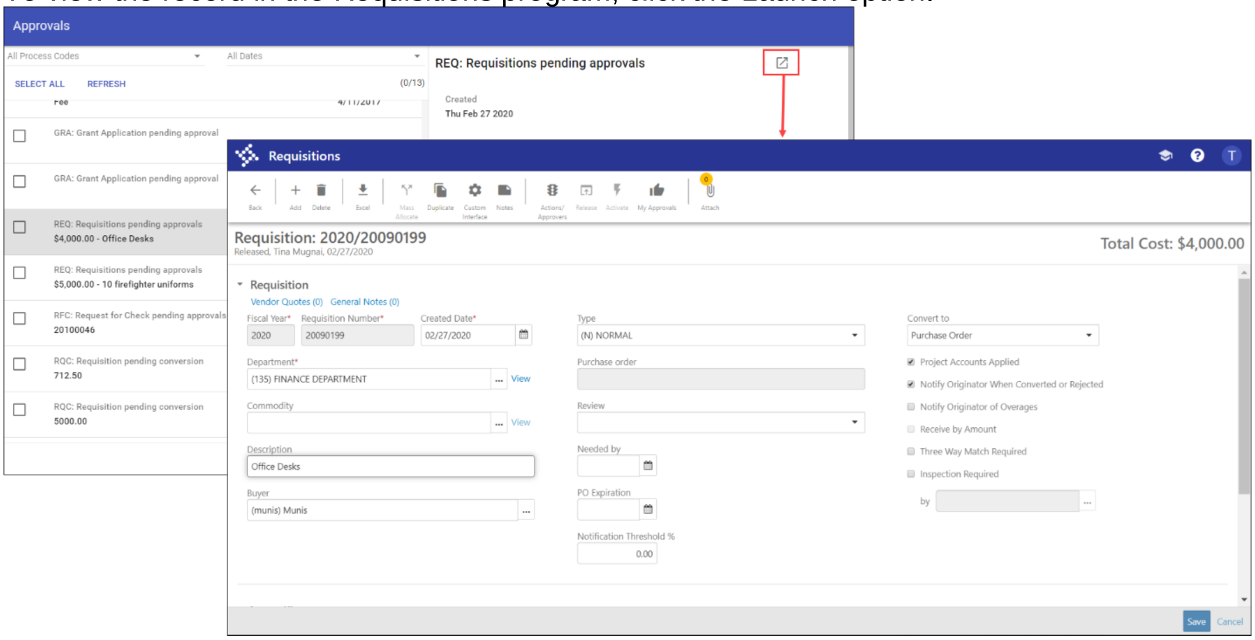
To approve an item:

1. Click the Approvals card to list all items currently awaiting approval. Use the All Process Codes or All Dates options to sort the items by specific codes or specific dates.

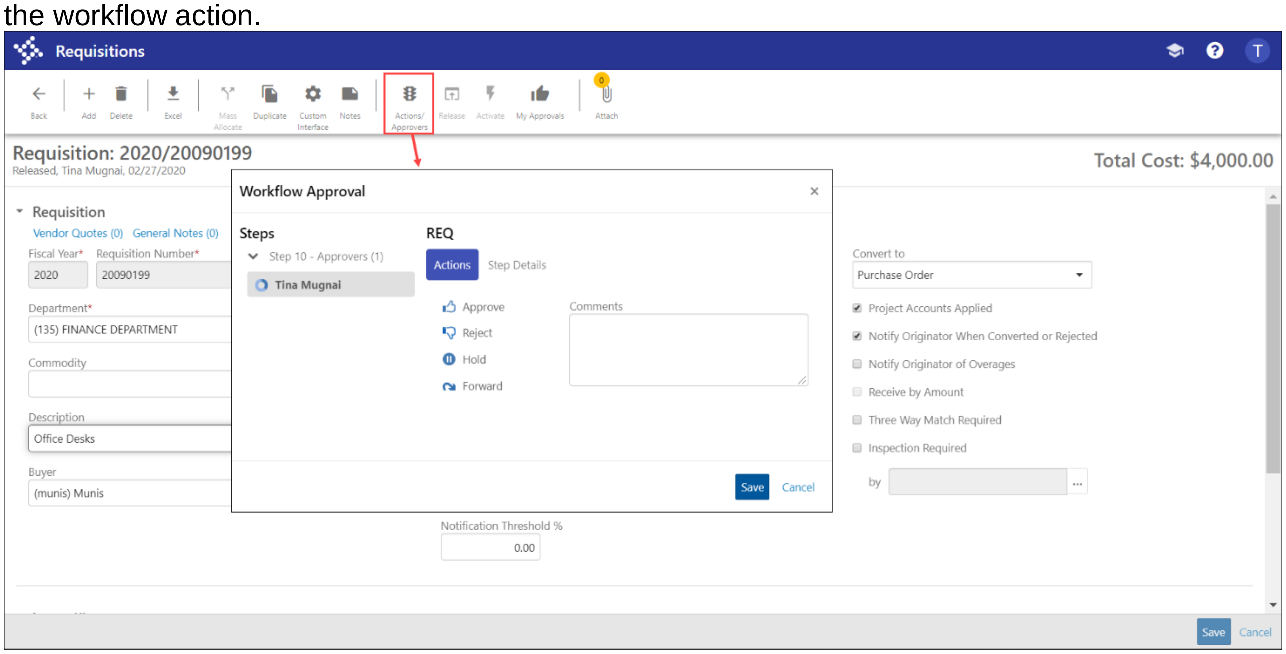


2. Review the items awaiting approval. The right pane of the Approvals card displays basic details about the currently selected (shaded) record.

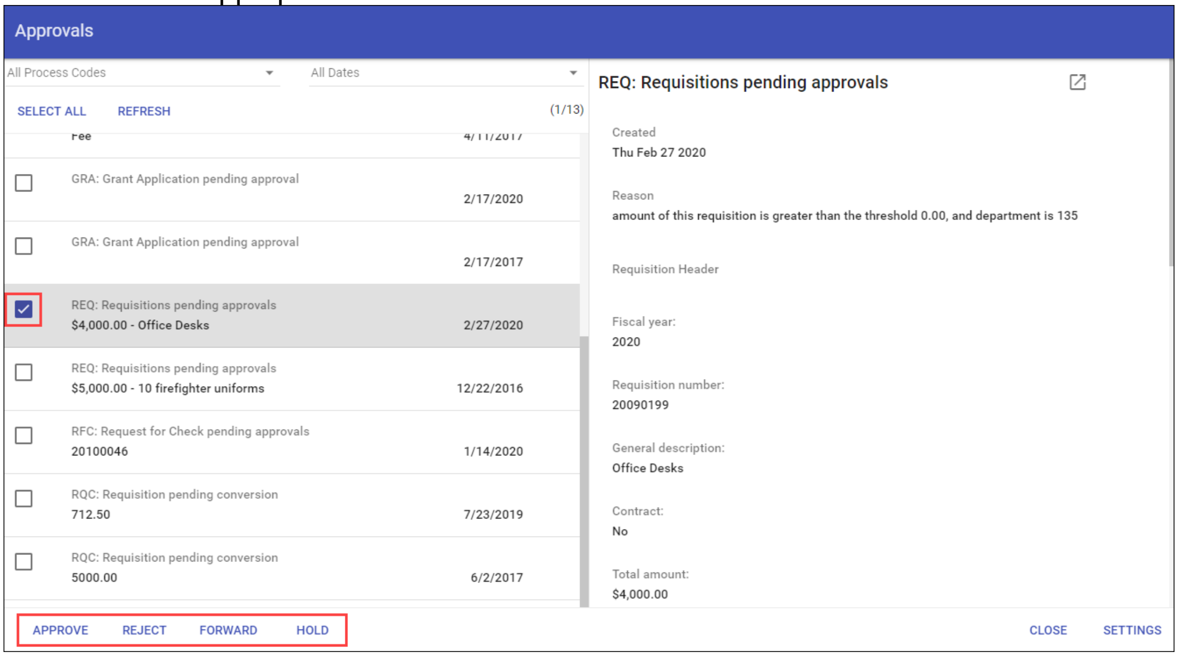
3. To view the record in the Requisitions program, click the Launch option.



4. To approve the item from the Requisitions program, click the Actions/Approvers option and select the workflow action.



5. To approve the item from the Approvals card, select the item to display the workflow options, and then select the appropriate action.



When you select Approve, Reject, Forward, or Hold, the Approvals card provides an Optional Comment (Accept) or Required Comment (Reject, Forward, or Hold) box. For required comments, enter the reason for the action.

Option	Description
Approve	Identifies the record as approved, and sends notification to the next approver in sequence.
Reject	Rejects the item. You must enter a rejection reason. The program notifies the originator of the rejection and reason. The originator determines the next course of action (alteration and resubmission or deletion).
Forward	Allows you to choose another Munis user to review this pending record. If you are approving an item that has been forwarded to you, the Forward option is not available.
Hold	Retains an item in your approval queue for additional review. It will remain here until further action is taken.
Convert	When you are the final approver for a requisition and you have the appropriate permissions, the Convert option allows you to convert the requisition to a purchase order or contract.

Status Change

The status of rejected requisitions is changed from Released to Rejected. The status of approved requisitions remain at Released until the approval of the final step in the approval process. At that time, the status changes to Approved.

What's Next?

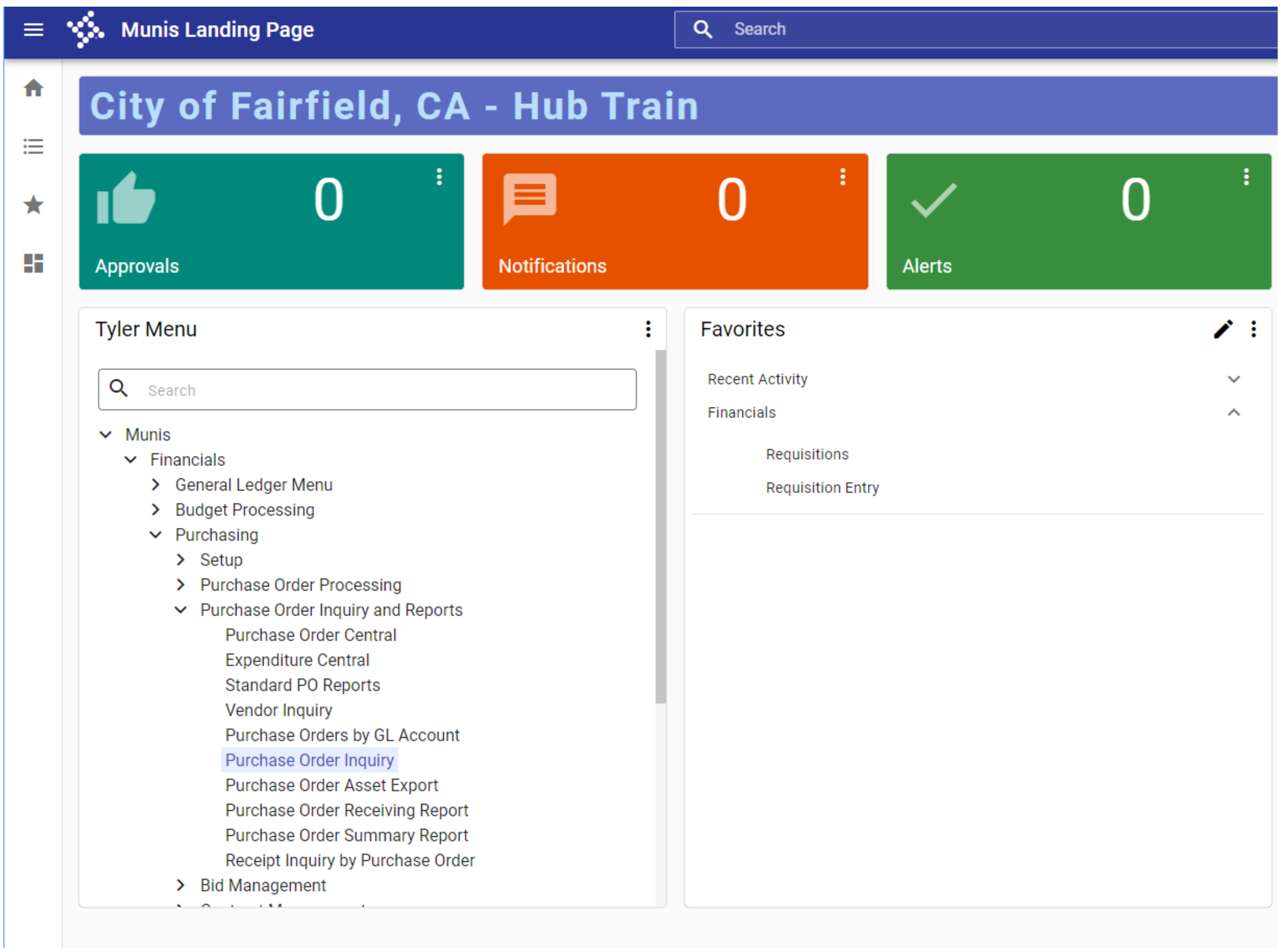
Requisitions with a status of Approved are automatically converted to purchase orders. Rejected requisitions may be corrected by the originators and resubmitted to the approval process.

Printing/Distributing Purchase Orders

Overview

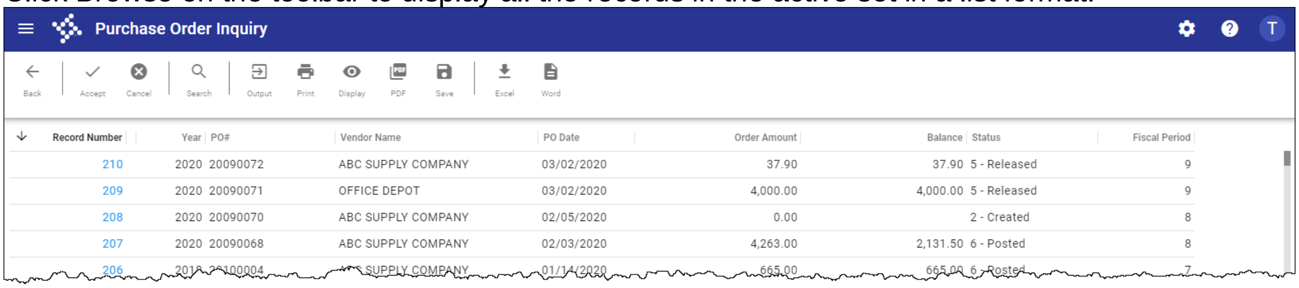
Once purchase orders are created they are automatically printed using the ReadyForms software and are available to print or email.

To retrieve the completed, signed purchase order, open the purchase order inquiry menu. There are several output options within the Purchase Order Inquiry program: Browse, Print, Display, PDF, Excel, Word, and Email.

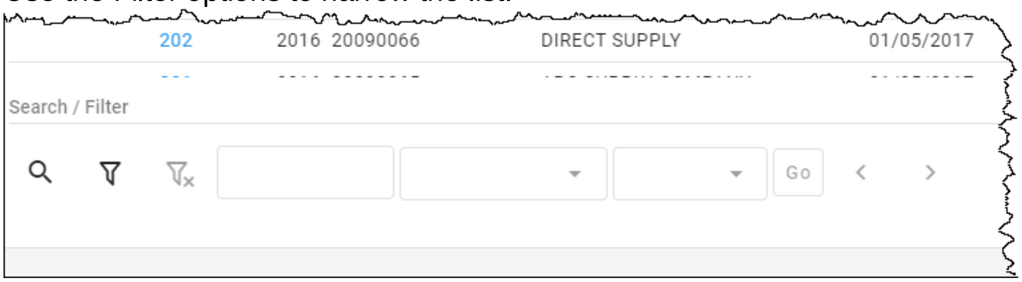


Browse

1. Click Browse on the toolbar to display all the records in the active set in a list format.



2. Use the Filter options to narrow the list.

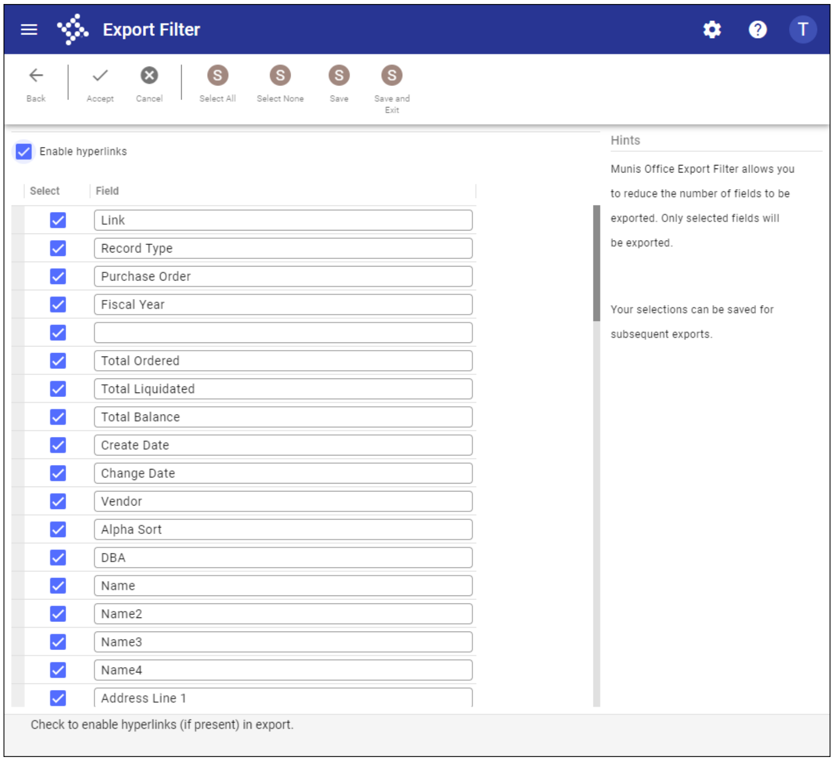


When you create an output file or report from a browse screen, the output does not include records that you have hidden on the screen display.

Creating Excel Exports

The Excel option is available from the main screen and from a browse screen. In each case, the program exports the data to a Microsoft Excel spreadsheet that includes hyperlinks that display the purchase order record in Munis. You can manipulate the data within Excel as you would with any other spreadsheet.

1) Click Excel on the toolbar to create a Microsoft Excel spreadsheet of the active set of data. The program displays the Export Filter screen from which you can select the details to include in the export file.

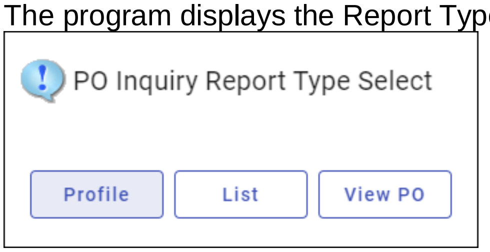


2) Select or clear the Select check boxes, as appropriate, to indicate which fields to include.

3) Click Save and Exit to create the file.

Display

1) Click Display to save a report to the Munis Saved Reports directory. These files can be viewed, printed, or deleted at any time and are accessible through the Saved Reports program, which you can access from the Departmental Functions menu or by clicking Reports on the My menu in a program.
The program displays the Report Type Select message.



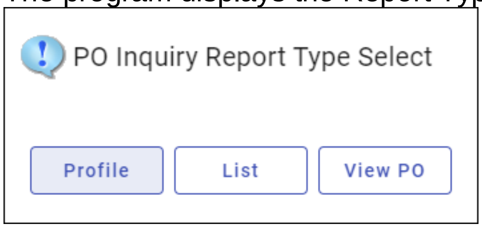
2) Select Profile, List, or View PO:

- Profile—Displays a profile report for the current record in Purchase Order Inquiry on a Munis display page. You can also display this report in PDF format.
- List—Displays the PO List Report for all records in the active set on the Munis display page. You can also display this report in PDF format.
- View PO—Displays the purchase order for the current record in Purchase Order Inquiry on a Munis display page. You can also display this report in PDF format.

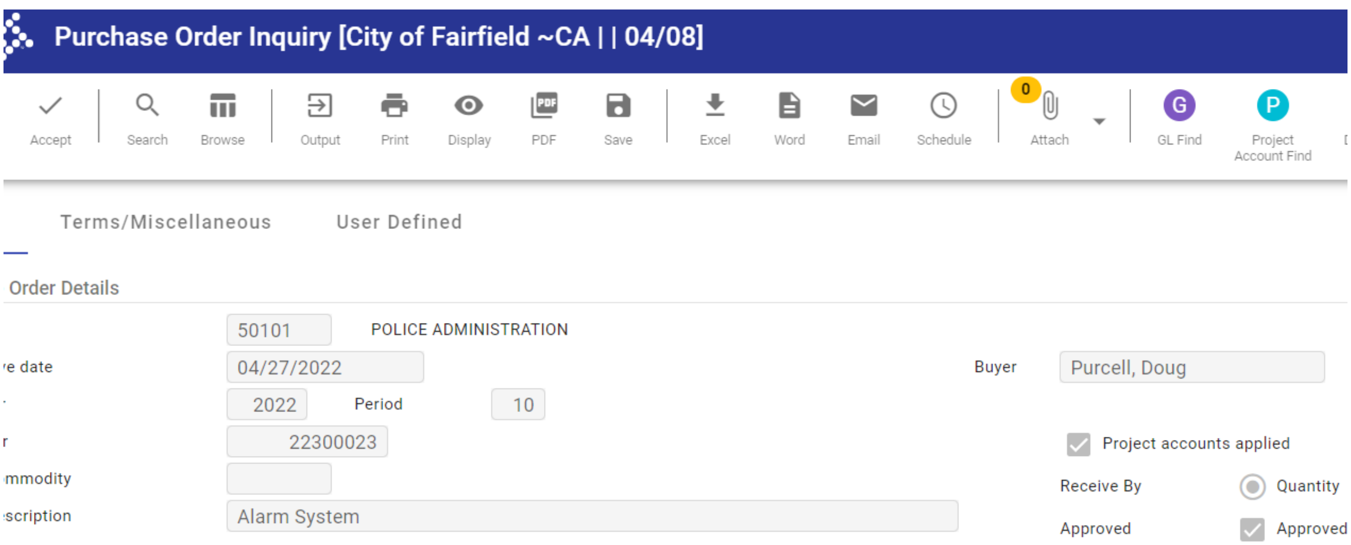
3. The report opens, and the program displays the report name in the program status bar.

Print

1) Click Print to send a report directly to your default Munis printer, or, to choose a specific printer or print multiple copies, select Print on the toolbar.
   The program displays the Report Type Select message.



2) Select Profile, List, or View PO:
   - Profile—Prints a profile report for the current record that is displayed in Purchase Order Inquiry.
   - List—Prints the PO List Report for all records in the active set.
   - View PO—Prints the purchase order for the current record that is displayed within Purchase Order Inquiry.
3) The report opens, and the program displays the report name in the program status bar.



Purchase Order Inquiry and Reports

Objective

This document provides instructions on how to inquire and report on existing Munis purchase orders, and is intended for a purchase order user who is familiar with basic Munis navigation skills. The document provides common inquiry and search techniques, as well as how to view, export, or print the found records, and provides details on existing Munis report programs and their options.

Using Wildcard Characters in Data Searches

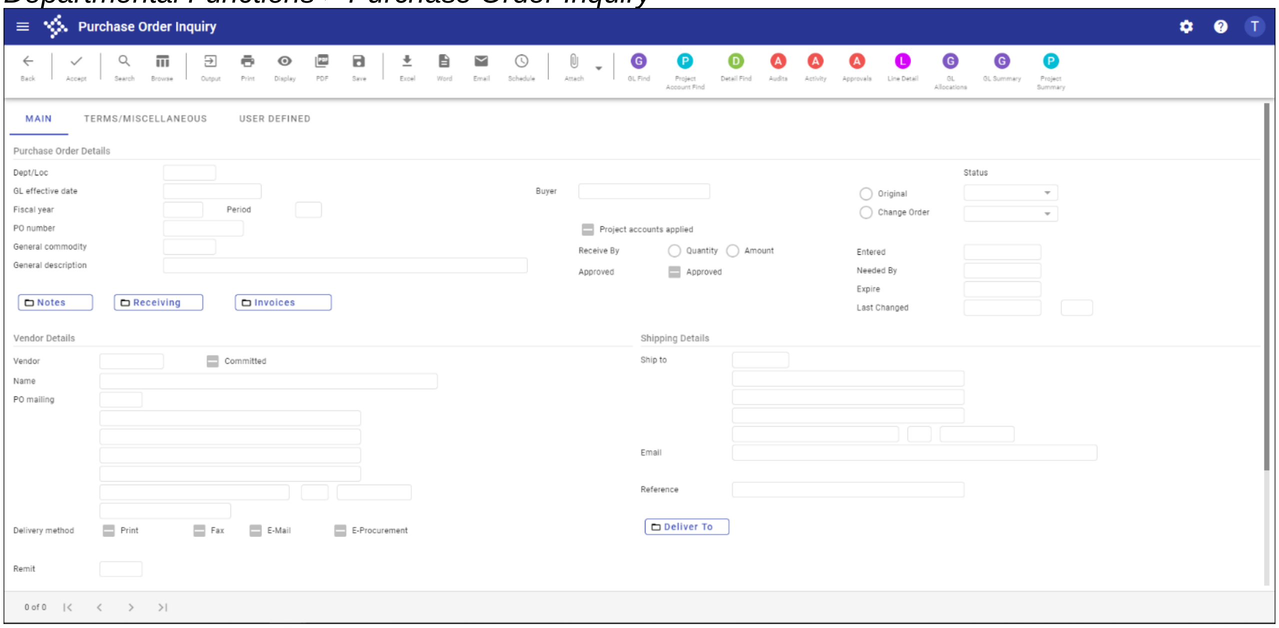
Ranges and/or logical search characters can be used when you are searching for records. The following is a list of wildcard characters and examples of their use. Not all these characters can be used in all fields. For example, you cannot use the wildcard character (*) in a date field Note: Munis is case-sensitive, so a name entered as John Doe in Munis would not be found if you enter JOHN DOE in the name field when doing a search.

Symbol	Description	Example of Use
*	Wildcard. Use this with any combination of letters or numbers before or after the symbol.	Office* returns any names that begin with Office (Office Max, Office Depot). *Office* returns any names that contain the word “Office” (Staples Office Supply, ION Office Equipment, Office Max).
>	Greater Than	>1/16/18 returns all dates greater than the specified date.
>=	Greater Than or Equal To	>=1/16/18 returns the specified date and all dates greater than the date specified.
<	Less Than	<$10,000.00 returns all amounts less than the amount specified.
<=	Less Than or Equal To	<=1/16/18 returns the specified date and all dates less than or equal to the date specified.
<> or !=	Not Equal To	<>135 or !=135 used in Dept/Loc returns all departments except 135.
: or ..	Range	500:599 returns all amounts between the numbers specified, including the beginning and ending amounts.
|	Pipe symbol, used as “and”. (Located above the backslash)	Finds the named data items, regardless of the range. For example 1/1/18|1/10/18|1/31/18 returns only the three dates.

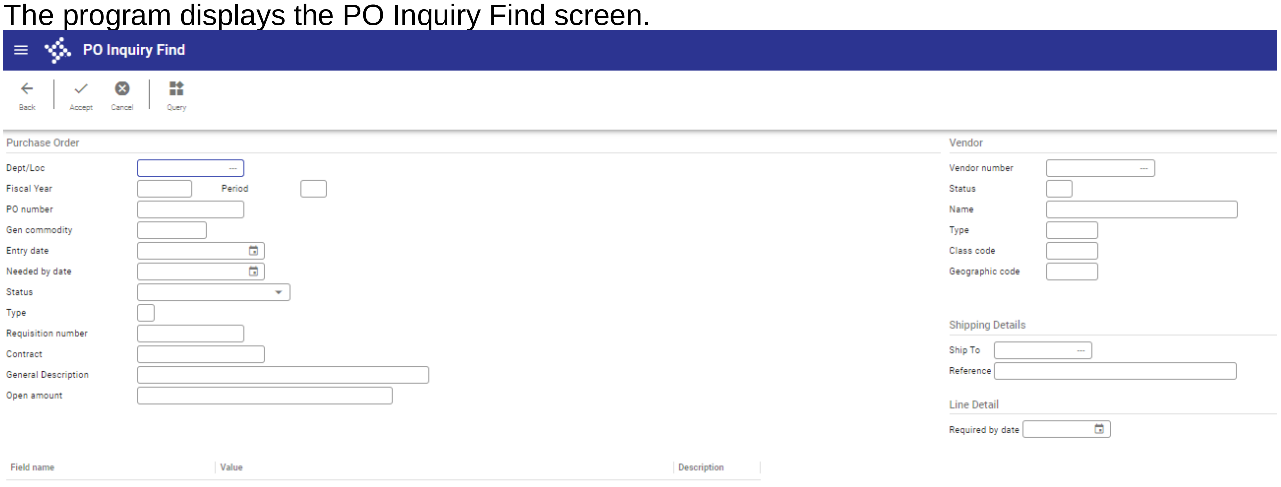
Purchase Order Inquiry

To display purchase orders in inquiry-only mode:

1) Open the Purchase Order Inquiry program.
   Financials > Purchasing > Purchase Order Processing > Purchase Order Inquiry and Reports > Purchase Order Inquiry
   Or:
   Departmental Functions > Purchase Order Inquiry



2) Click Search.
   The program displays the PO Inquiry Find screen.



3) Complete the fields with the appropriate PO details. Refer to the following table for field descriptions.

Field	Description	Fairfield, CA
Purchase Order		
Dept/Loc	Contains the department/location code for the ordering department/location.	
Fiscal Year	Contains the four-digit fiscal year in which the purchase order was created.	
Period	Contains the one- or two-digit fiscal period in which the purchase order was created.	
PO Number	This box contains the purchase order number for which you are searching.	
Gen Commodity	Contains the general commodity class code. This is the general commodity that houses detail commodities. An example of a general commodity would be 10100, which may represent office supplies, a class of detail commodities that consists of pens, pencils, paper, and so on. Commodity codes are assigned in the Commodity Codes program.	
Entry Date	Contains the date the purchase order was created. Enter the date in the MM/DD/YYYY format.	
Needed by Date	Contains the date by which the items are needed.	
Status	Displays the status of the purchase order. Status options are: • 1–Rejected • 2–Created without the general ledger detail complete • 4–Allocated (The expense accounts have been completely entered and the purchase order is ready for posting.) • 5–Released but not output posted • 6–Posted The following status codes do not appear in Purchase Order Entry, but do appear in Purchase Order Inquiry and Purchase Order Change Orders. • 0–Closed • 8–Printed • 9–Carryforward purchase order	

Field	Description	Fairfield, CA
Type	Specifies the type of purchase order: • Normal (N)—Indicates a purchase order for specific goods or services. • Blanket (B) (Authorized Fiscal Year POs)—Identifies a purchase order that is intended to be used over a long period of time. • Dept/Emergency (D)—Specifies a purchase order that must be rushed. • RFP/Bid (R)—Indicates a request for proposal or bid. • Exported (E)—Identifies an exported purchase order.	
Requisition Number	Contains the requisition number, if the purchase order was originally a requisition.	
Contract	Contains the contract number, if there is a contract is associated with the purchase order.	
Work Order Number	Displays the work order number associated with the purchase order, if applicable. Work order numbers are assigned in Asset Maintenance programs.	
General Description	Contains the general description for the purchase order. You can use wildcard characters in this box. For example, to search for office supplies, enter **office*** in the box. For organizations in Virginia, this box includes the 50-character purchase order number from the eVA procurement system.	
Open Amount	Specifies the open amount remaining on the purchase order. You can use wildcard characters to refine these criteria.	
Vendor		
Vendor Number	Contains the vendor number for the purchase order.	
Status	Indicates the vendor status: active or inactive. One-time pay vendors are not included in purchase order inquiry searches.	
Name	Contains the vendor's alpha name.	

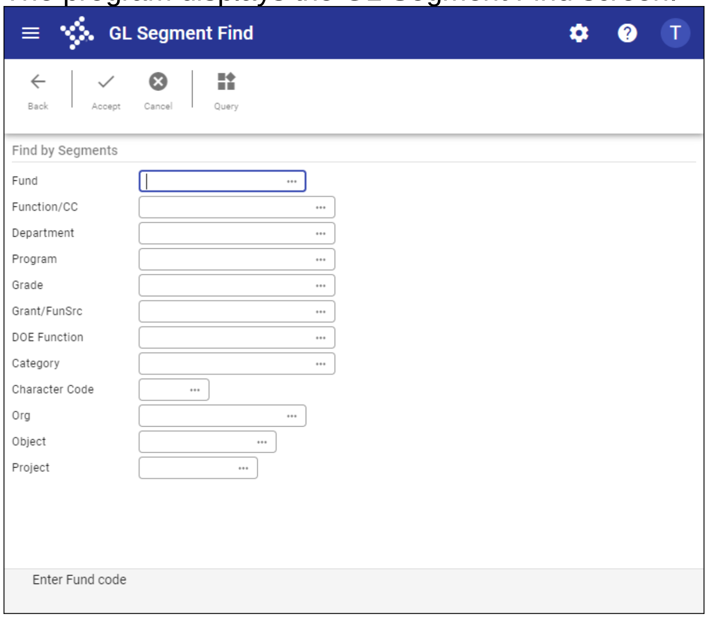
Field	Description	Fairfield, CA
	You must enter the name exactly as it appears in the Munis Accounts Payable Vendors program. You can use wildcards as search criteria in this box. (For example, you can enter **M*** for all vendor names beginning with M.)	
Type	Contains a code identifying the service the vendor provides, such as office supplies, computer sales, or rentals. Type codes are established in Miscellaneous Codes in Munis Accounts Payable.	
Class Code	Contains a code identifying a particular business class with which the vendor is associated, such as minority, small business, or tax exempt. Class codes are established in Miscellaneous Codes in Munis Accounts Payable.	
Geographic Code	Contains a code identifying in what region of the country the vendor resides or serves. Geographic codes are established in Miscellaneous Codes in Munis Accounts Payable.	
Shipping Details		
Ship To	Contains the shipping address for the ordered items.	
Reference	Contains the name to reference on the vendor's shipping document.	
Line Details		
Required by Date	Indicates the date the item or items are needed. You can enter the date or click the calendar button to select a date.	

4) Click Accept to display the search results.

GL Find

To search the active set of purchase orders by general ledger account details:

1) Click GL Find (purple skittle located on top menu).
   The program displays the GL Segment Find screen.

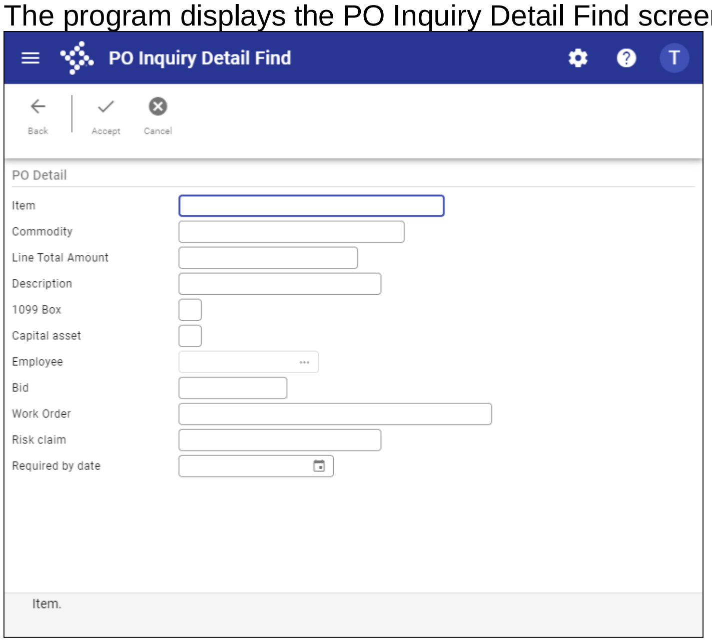


2) Complete one or more of the account-related fields.
3) Click Accept to execute the search.

Detail Find

To search the active set of purchase order records by detail:

1) Click Detail Find.
   The program displays the PO Inquiry Detail Find screen.



2) Complete the fields with the purchase order details. Refer to the following table for field descriptions.

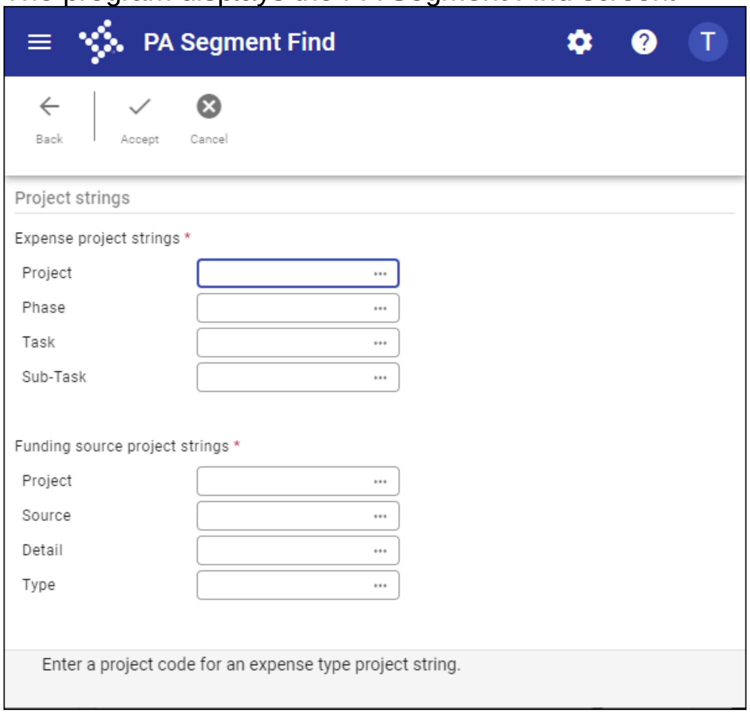
Field	Description	Fairfield, CA
Item	Defines the purchased item. If you complete this field, you must select an item that has been defined in the Items program.	
Commodity	Defines the commodity associated with the purchase order. Commodities classify purchased items into categories or groups; they are defined in the Commodity Codes program. Type a commodity code that was entered at the purchase order detail level.	
Line Total Amount	Contains the total amount of the purchased items per line.	
Description	Contains the detail description that was entered in Purchase Order Entry at the detail level (per line item).	
1099 Box	Indicates that the item requires a 1099 record. To find those purchase orders with line items that are identified as requiring a 1099 entry, enter Y in this box.	
Capital Asset	Indicates if the purchased item is a capital asset. To find those purchase orders with line items that are identified as capital assets, enter Y in this box.	
Employee	Indicates the employee to whom the item will be assigned.	
Bid	Indicates the bid number associated with the purchase order line item, if applicable.	
Work Order	Indicates the work order number, if applicable.	
Required by Date	Indicates the required by date, if applicable. You can type the date in the box, or click the calendar button to select the date.	

3) Click Accept on the toolbar to execute the search.

Project Account Find

To search the active set of purchase order records by project string:

1) Click Project Account Find.
   The program displays the PA Segment Find screen.



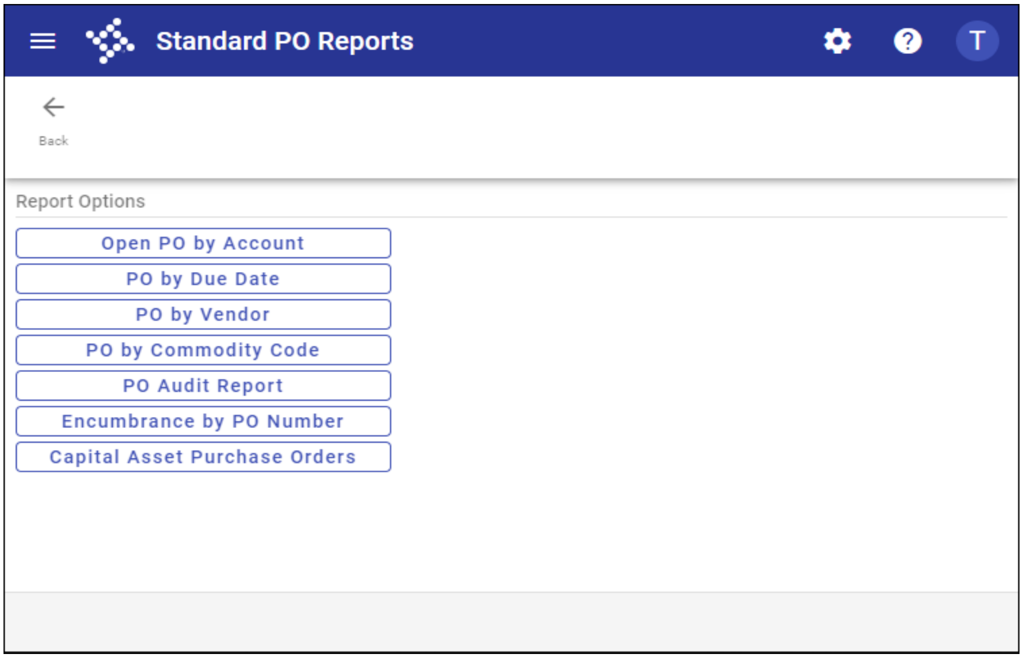
2) Complete the project string segments for which to perform the search.
3) Click Accept on the toolbar to execute the search.

Reports

There are several different standard purchase order reports available. These reports can be displayed on the screen, displayed or printed as a PDF file (with the appropriate setup and permissions), printed, or saved to a file.

To create a standard report:

1) Open the Standard PO Reports program.
   Financials > Purchasing > Purchase Order Inquiry and Reports > Standard PO Reports

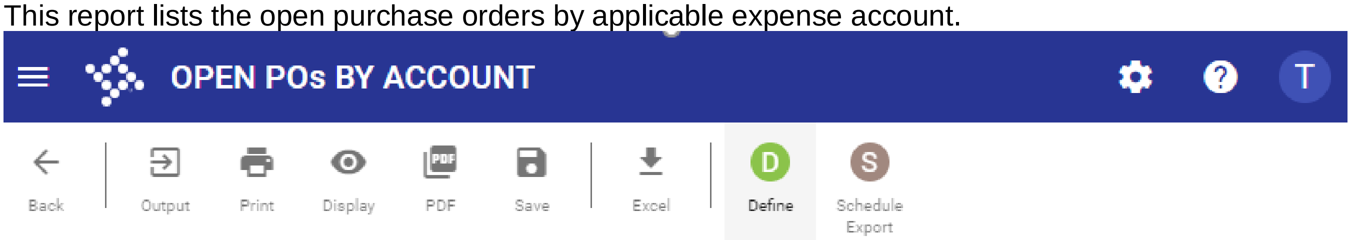
2) 

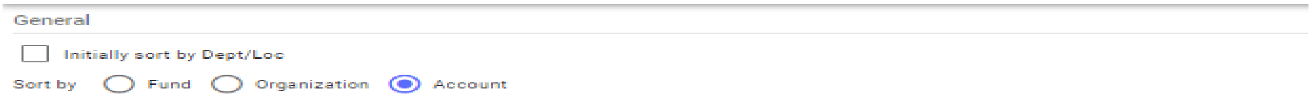
3) Select the report to create.
4) Click Define on the report screen and complete the fields to define the report options.
5) Click Accept.
6) Click Output.
7) Select the output options and click OK.

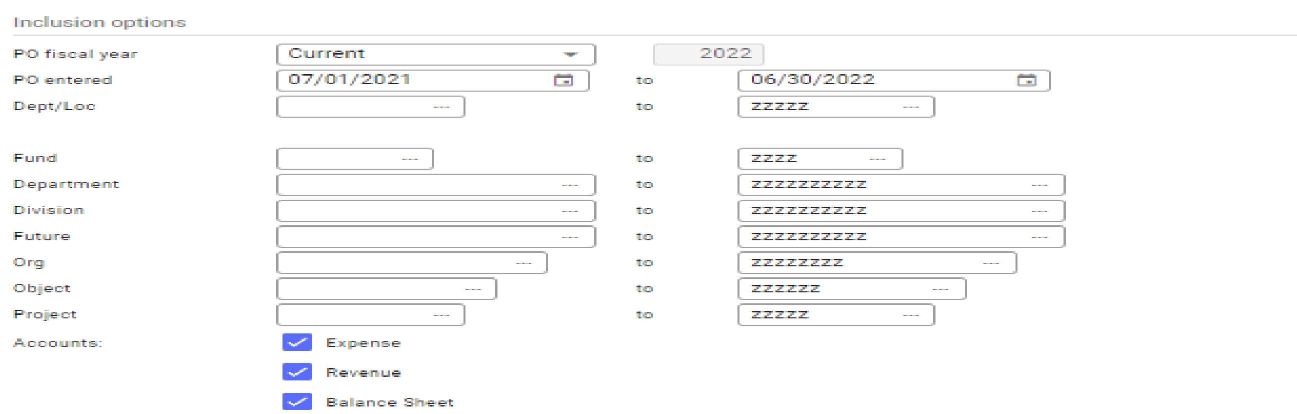
The following sections provide an overview and an example of each report.

Open POs by Account

This report lists the open purchase orders by applicable expense account.







Field	Description	Fairfield, CA
General		
Initially Sort By Dept/Loc	If selected, directs the program to sort the report by department/location, and then by the criteria you select in the Sort By option.	
Sort By	Indicates the report sort order: Fund, Organization, or Account.	
Inclusion Options		
PO Fiscal Year	Determines the fiscal year to include in the report. The report can only include the current or next year.	
PO Entered	Contain the starting and ending dates in the range of the purchase orders to be included.	
Dept/Loc	Identify the department or locations codes in the range of departments to include in the report. The department/location is optional.	

Field	Description	Fairfield, CA
Fund	Indicate the range of funds to include in the report. These boxes are only accessible if the Run By option is Fund.	
Segment Ranges	Specify the ranges of user-labeled information to include in the report. Type a value in each box or leave the default values in each box to include all values. You may also click the help button to select the value from a list. Entry is not required.	
Org	Define the starting and ending org codes for the range of org codes to include in the report. These boxes are only accessible if the Run By option is Organization.	
Object	Store the range of objects to include in the report. Type a value in each box or leave the default values in each box to include all objects. You may also click the help button to select the object from a list. Entry is not required.	
Project	Contain the range of projects to include in the report. Type a value in each box or leave the default values in each box to include all projects. You may also click the help button to select the project from a list. Entry is not required.	
Expense	If selected, directs that expense accounts be included in the report. The default value is cleared.	
Revenue	If selected, directs that revenue accounts be included in the report. The default value is cleared.	
Balance Sheet	If selected, directs that balance sheet accounts be included in the report. The default value is cleared.	

Example: Open POs by Account

Munis

OPEN PURCHASE ORDERS BY ACCOUNT

GROUPED BY FUND

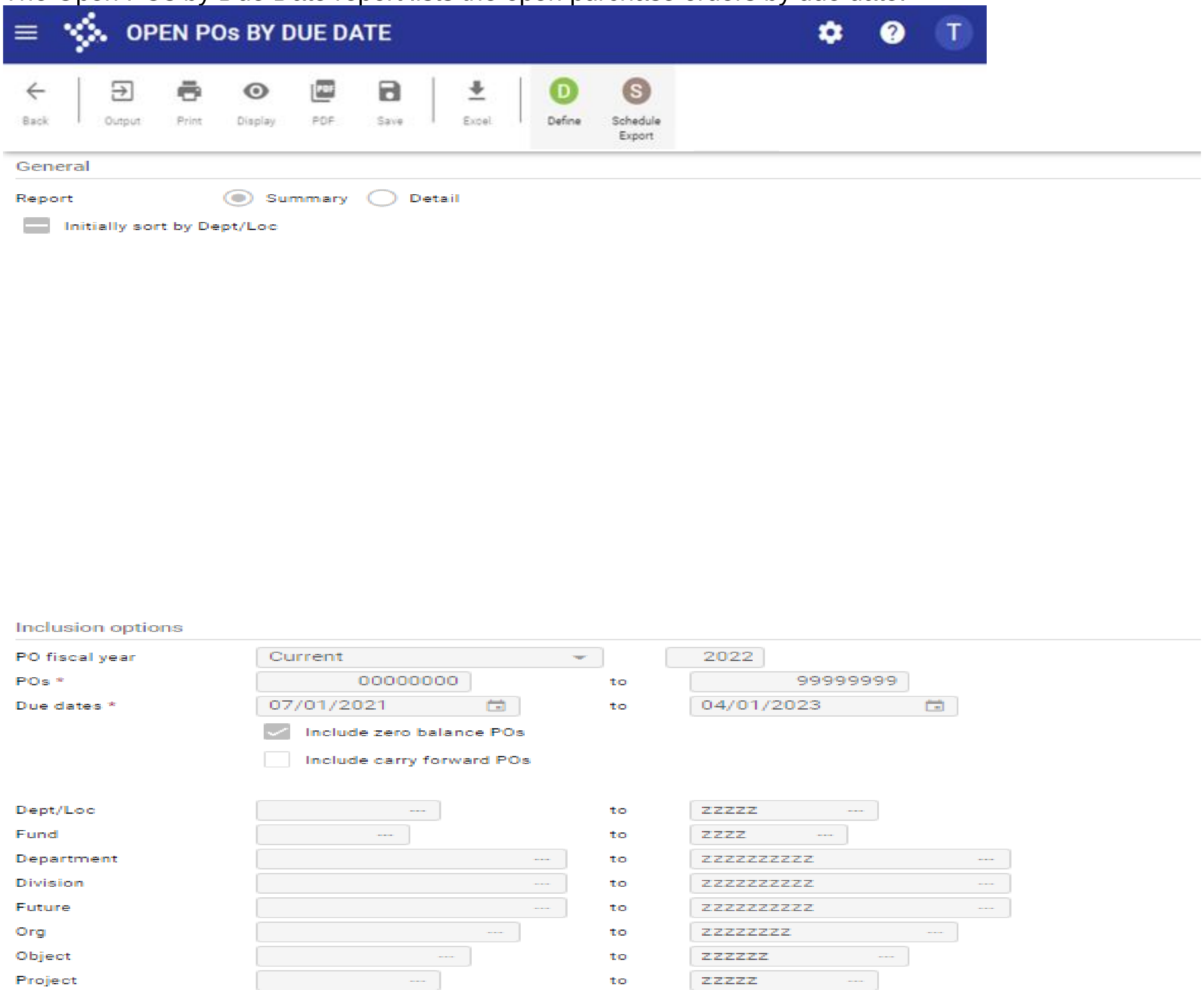
DATE RANGE: 12/04/2009 TO 03/29/2019 CURRENT YEAR POs

PO #	LN	Vendor	Vendor Name	PO Date	Ordered Amount	Open Amount	Line Description
DETAILS FOR ACCOUNT: 1000-0-000-000-00-00-0000-0-1010 - CASH							
00000411	001	001000	ABC SUPPLY COMPANY	07/23/19	427.50	427.50	ITEMS
					427.50	427.50	
DETAILS FOR ACCOUNT: 1000-0-000-000-00-00-0000-0-DISC - DISCOUNTS TRACKING							
00000111	001	001048	CUB CADET	09/05/19	2,500.00	2,500.00	ENCLOSED UTILITY TRAILER
20090037	001	001020	MILIKEN	04/28/19	50.00	50.00	ITEM
					2,550.00	2,550.00	
DETAILS FOR ACCOUNT: 1000-1-135-000-00-00-0000-0-5290 - MISCELLANEOUS EXPENSES							
00004040	001	001110	OFFICE CONNECTIONS INC	11/14/18	300.00	300.00	ITEM
00009999	001	001120	ANDREW KONSTANOPOLIS	11/15/18	100.00	100.00	PRODUCTS
20090033	001	001120	ANDREW KONSTANOPOLIS	11/11/18	520.00	520.00	HOURS OF WORK PERFORMED
20090034	001	001120	ANDREW KONSTANOPOLIS	11/11/18	422.50	422.50	HOURS OF WORK PERFORMED
					1,342.50	1,342.50	
DETAILS FOR ACCOUNT: 1000-1-135-000-00-00-0000-0-5400 - OFFICE SUPPLIES							
20090044	001	001000	ABC SUPPLY COMPANY	12/16/18	237.50	237.50	Item change.
20090045	001	001000	ABC SUPPLY COMPANY	02/02/19	2,137.50	337.50	Desk
20090055	001	001000	ABC SUPPLY COMPANY	06/06/19	219.60	219.60	Water for water coolers
20090056	001	001000	ABC SUPPLY COMPANY	06/06/19	1,044.52	1,044.52	Paper plates
20090057	001	001000	ABC SUPPLY COMPANY	06/06/19	284.81	284.81	Paper cups
					3,923.93	2,123.93	
DETAILS FOR ACCOUNT: 1000-1-135-000-00-00-0000-0-5415 - CLOTHING							
20090063	001	001000	ABC SUPPLY COMPANY	09/28/19	5,000.00	5,000.00	10 police uniforms
					5,000.00	5,000.00	
DETAILS FOR ACCOUNT: 1000-1-135-000-00-00-0000-0-5830 - MACHINERY AND EQUIPMENT							
20090050	001	001000	ABC SUPPLY COMPANY	05/20/19	4,178.10	4,178.10	Fuel for construction site - Dies
					4,178.10	4,178.10	
TOTALS FOR FUND: 1000 GENERAL FUND					17,422.03	15,622.03	
			Grand Totals:		17,422.03	15,622.03	

** END OF REPORT - Generated by Dan Olson **

Open POs by Due Date

The Open POs by Due Date report lists the open purchase orders by due date.

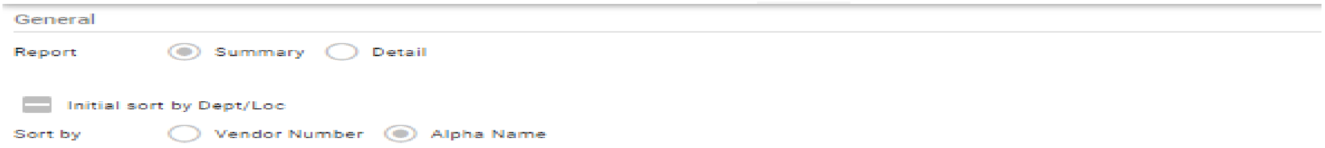


Field	Description	Fairfield, CA
General		
Report	Determines the type of report to create: summary or detail.	
Initially Sort by Dept/Loc	If selected, determines how the report is sorted: by department/location, and then due date, or by due date only.	
Inclusion Options		

Field	Description	Fairfield, CA
PO Fiscal Year	Identifies the fiscal year to include in the report. Select Current to create the report for the current fiscal year, or select Next to create the report for the next fiscal year. The program displays the selected year.	
POs	Contain the starting and ending purchase order numbers in the range of purchase order numbers to include in the report. You can type a purchase order number in each box, or you can leave the default values in each box to include all purchase orders.	
Due Dates	Specify the range of due dates to include in the report. Type a date in each box or click the calendar button to select a date.	
Include Zero Balance POs	If selected, directs the program to include zero balance purchase orders in the report.	
Include Carryforward POs	If selected, directs the program to include carryforward purchase orders in the report.	
Segment Ranges	Contain the ranges of user-labeled information to include in the report. Type a value in each box or leave the default values in each box to include all values. You may also click the field help button to select the value from a list.	

Open POs by Vendor

The Open POs by Vendor report prints purchase order totals by vendor numbers or vendor names within a specified range of vendor numbers.

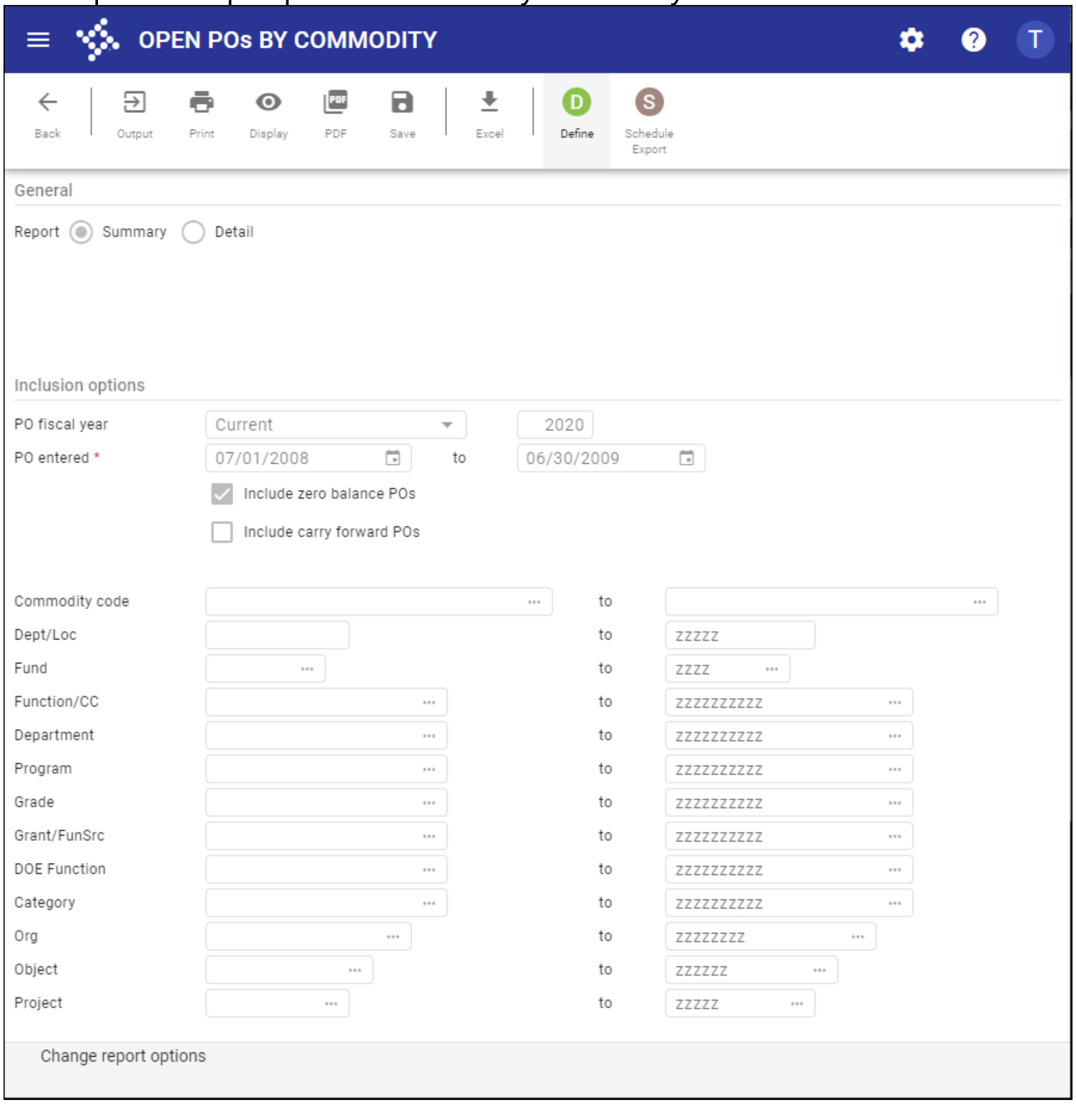


Field	Description	Fairfield, CA
General		
Report	Determines the type of report to create: summary or detail.	
Initial Sort by Dept/Loc	Indicates how the report is sorted: by department/location, and then vendor, or by vendor only. Select the box to sort by Dept/Loc and then the criteria from the Sort By option, or clear the box to use only the Sort By option.	
Sort By	Determines whether the report sorts by vendor number or vendor name.	
Inclusion Options		
PO Fiscal Year	Specifies the fiscal year of the report. The report can only include the current or next year. The program displays the fiscal year when you select Current or Next.	
PO	Contain the starting and ending purchase order numbers for the range of purchase order numbers to include in	

Field	Description	Fairfield, CA
	the report. You can type a purchase order number in each box, or you can leave the default values in each box to include all purchase orders.	
Include Zero Balance POs	If selected, directs the program to include zero balance purchase orders in the report.	
Include Carryforward POs	If selected, directs the program to include carryforward purchase orders in the report.	
Vendor	Contain the starting and ending vendor numbers for the range of vendors to include in the report. You can type a vendor number in each box, or you can leave the default values in each box to include all vendors.	
Dept/Loc	Contain the first and last department codes for the range of departments to include in the report. The department/location code is optional. You can type a department/location code in each box or you can leave the default values in each box to include all departments/locations.	
Segment Ranges	Contain the ranges of user-labeled information to include in the report. Type a value in each box or leave the default values in each box to include all values. You may also click the help button to select the value from a list. Entry is not required.	

Open POs by Commodity Code

This report lists open purchase orders by commodity code.

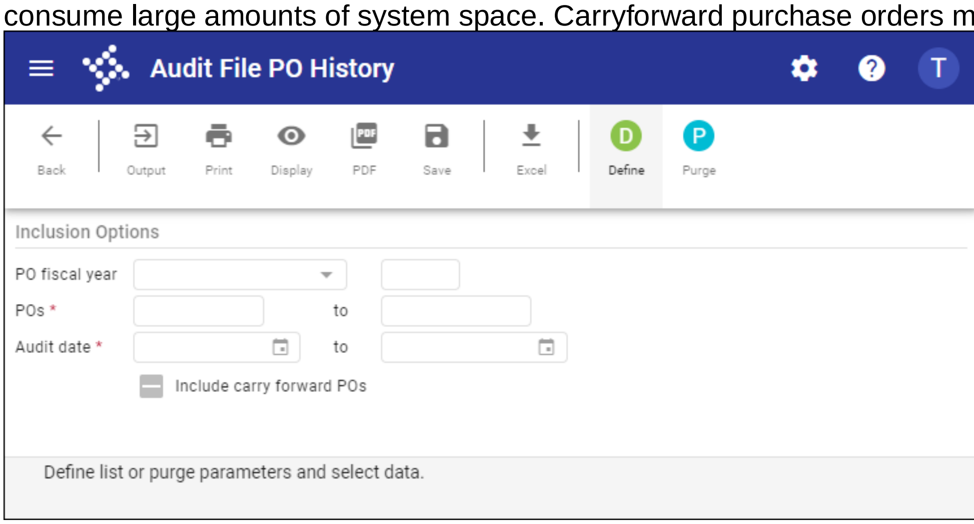


Field	Description	Fairfield, CA
General		
Report	Determines the type of report to create: summary or detail.	
Inclusion Options		
PO Fiscal Year	Specifies the fiscal year for the report. The report can only include the current or next year. The program displays the fiscal year when you select Current or Next.	
PO Entered	Contain the starting and ending purchase order dates for the range of purchase order dates to include in the report. You can type a date in each box, or you can click the calendar button to select a date.	

Field	Description	Fairfield, CA
Include Zero Balance POs	If selected, directs the program to include zero balance purchase orders in the report.	
Include Carryforward POs	If selected, directs the program to include carryforward purchase orders in the report.	
Commodity Code	Contain the starting and ending commodity codes for the range of commodity codes to include in the report. You can type a commodity code in each box, or you can leave the default values in each box to include all commodity codes.	
Dept/Loc	Identify the first and last department codes for the range of departments to include in the report. The department/location code is optional. You can type a department/location code in each box or you can leave the default values in each box to include all departments/locations.	
Segment Ranges	Specify the ranges of user-labeled information to include in the report. Type a value in each box or leave the default values in each box to include all values. This is not a required value.	

PO Audit Report

This report prints a range of purchase orders showing historical information from purchase order entry through liquidation. This option can be used periodically to purge old history records, which may consume large amounts of system space. Carryforward purchase orders may be included.



Field	Description	Fairfield, CA
PO Fiscal Year	Defines the fiscal year to include in the report. The report can only include the current or next year. The program	

Field	Description	Fairfield, CA
	displays the fiscal year when you select Current or Next.	
POs	Contain the starting and ending purchase order numbers for the range of purchase order numbers to include in the report. You can type a purchase order number in each box, or you can leave the default values in each box to include all purchase orders.	
Audit Date	Define the range of audit dates for the purchase orders being included in the report.	
Include Carryforward POs	If selected, directs the program to include carryforward purchase orders in the report.	

If you have the appropriate permissions and organizational authority to remove records, you can click Purge to delete these purchase orders from the system. The program displays a confirmation message before the records are deleted; click Yes to complete the purge.

Important! Once records are purged, they cannot be retrieved. Prior to purging records from the system, ensure a recent backup has been completed.

Example: PO Audit Report

Munis

munis
a tyler erp solution

AUDIT FILE PO HISTORY

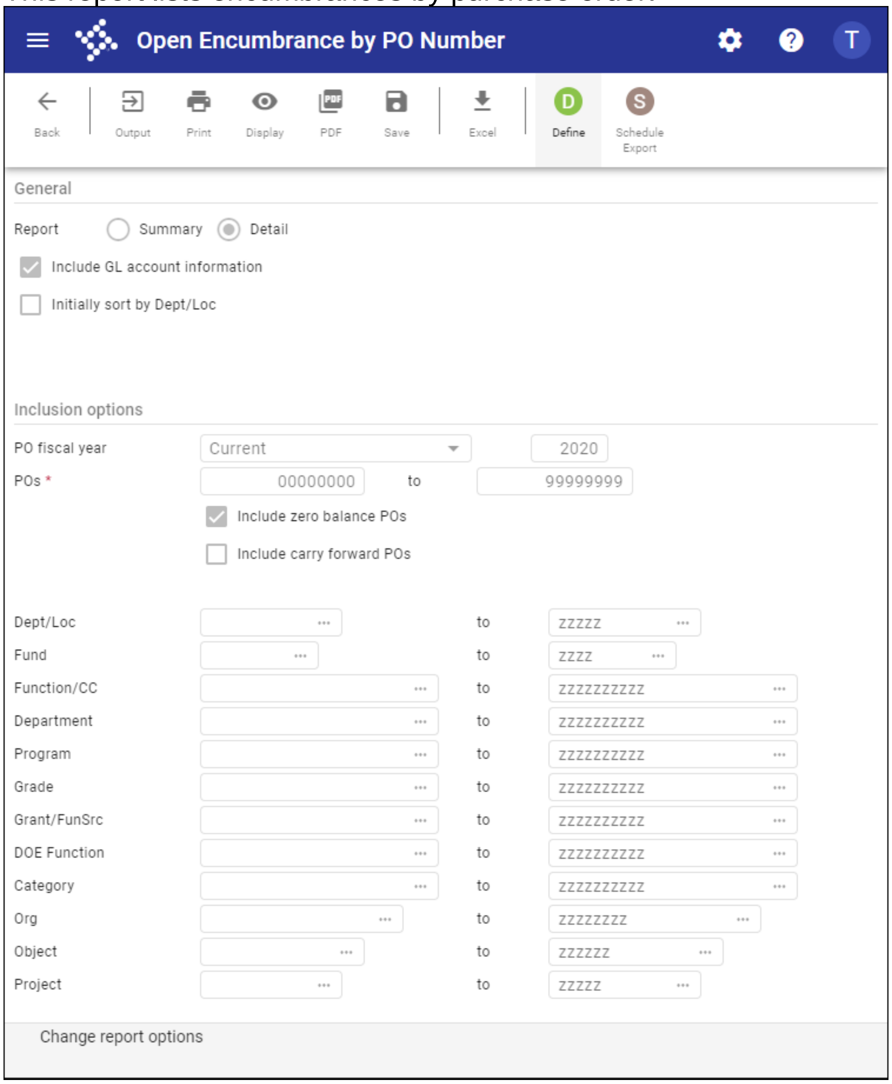
```
  FisYr PO#      Chn Lin Org      Obj    Proj  Change Date       Clerk
Description          Original Data                                        New Data
  2008   20080058                              2019-03-25 11:34 tina.mugnai
PO Printed           9                                                    8
  2008   20080059                              2012-01-06 10:42
Record Added
  2008   20080059                              2019-03-25 11:34 tina.mugnai
PO Printed           9                                                    8
  2008   20080060                              2012-01-06 10:42
Record Added
  2008   20080060                              2019-03-25 11:34 tina.mugnai
PO Printed           9                                                    8
  2008   20080061                              2012-01-06 10:42
Record Added
  2008   20080061                              2019-03-25 11:34 tina.mugnai
PO Printed           9                                                    8
  2008   20080062                              2012-01-06 10:42
Record Added
  2008   20080062                              2019-03-25 11:34 tina.mugnai
PO Printed           9                                                    8

       174 Records printed

                    ** END OF REPORT - Generated by Tina Mugnai **
```

Encumbrance by PO Number

This report lists encumbrances by purchase order.



Field	Description	Fairfield, CA
General		
Report	Determines the type of report to create: summary or detail.	
Include GL Account Information	If selected, directs the program to include general ledger account number information in the report. This check box is accessible when the report type is Detail.	
Initially Sort by Dept/Loc	If selected, determines how the report is sorted: by department/location, and then purchase order, or by purchase order only.	
Inclusion Options		

Field	Description	Fairfield, CA
PO Fiscal Year	Specifies the fiscal year for the report. The report can only include the current or next year. The program displays the fiscal year when you select Current or Next.	
POs	Contain the starting and ending purchase order numbers for the range of purchase order numbers to include in the report. You can type a purchase order number in each box, or you can leave the default values in each box to include all purchase orders.	
Include Zero Balance POs	If selected, directs the program to include zero balance purchase orders in the report.	
Include Carryforward POs	If selected, directs the program to include carryforward purchase orders in the report. This box is accessible when the value of the Report box is Detail.	
Dept/Loc	Contain the first and last department codes for the range of departments to include in the report. The department/location code is optional. You can type a department/location code in each box or you can leave the default values in each box to include all departments/locations.	
Segment Ranges	Contain the ranges of user labeled information to include in the report. Type a value in each box or leave the default values in each box to include all values. You can also click the help button to select the value from a list. Entry is not required.	

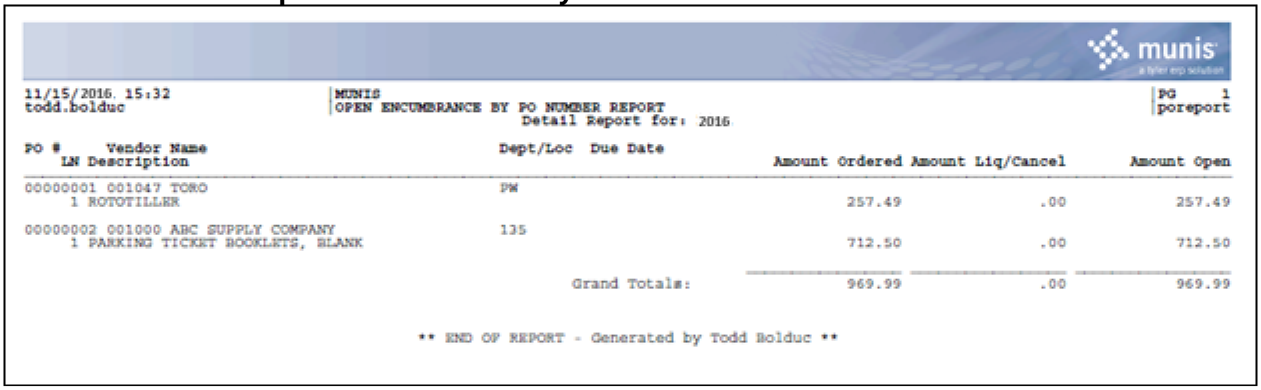
Summary Format Example: Encumbrance by PO Number

```
11/15/2016 15:32                 |MUNIS                                                                   |PG       1
todd.bolduc                      |OPEN ENCUMBRANCE BY PO NUMBER REPORT                                    |poreport
                                               Summary Report for: 2016

PO #      Dept/Loc Due Date  Vendor Name                              Amount Ordered Amount Liq/Cancel      Amount Open
00000001 PW                  001047 TORO                                      257.49               .00           257.49
00000002 135                 001000 ABC SUPPLY COMPANY                        712.50               .00           712.50
                                                  Grand Totals:               969.99               .00           969.99

                        ** END OF REPORT - Generated by Todd Bolduc **
```

Detail Format Example: Encumbrance by PO Number



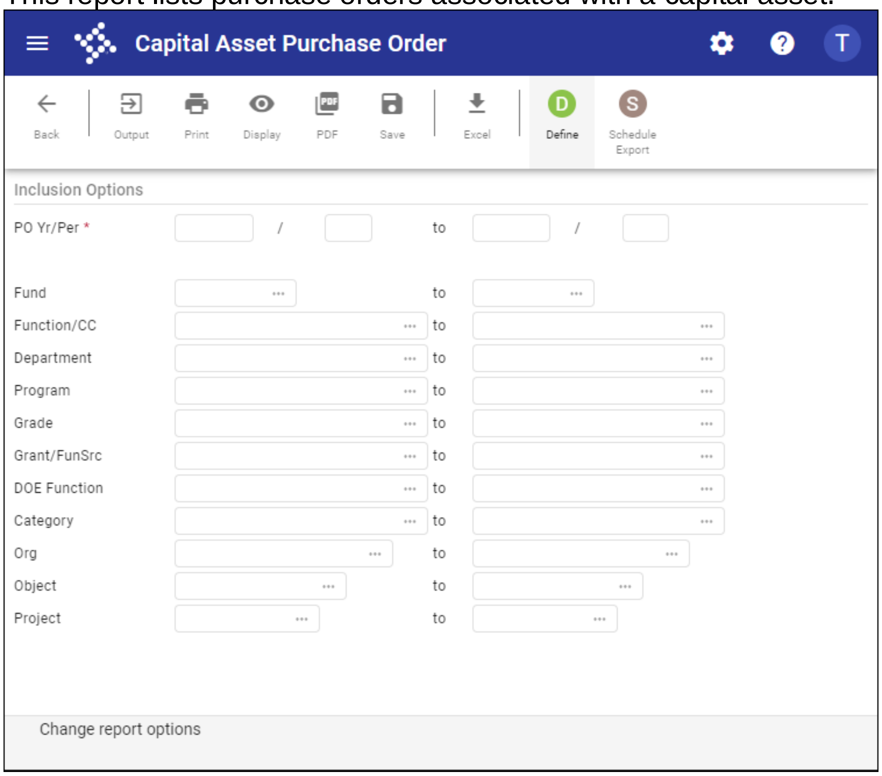
11/15/2016 15:32 | MUNIS | PG 1
todd.bolduc | OPEN ENCUMBRANCE BY PO NUMBER REPORT | poreport
Detail Report for: 2016

PO # Vendor Name / LN Description	Dept/Loc	Due Date	Amount Ordered	Amount Liq/Cancel	Amount Open
00000001 001047 TORO / 1 ROTOTILLER	PW		257.49	.00	257.49
00000002 001000 ABC SUPPLY COMPANY / 1 PARKING TICKET BOOKLETS, BLANK	135		712.50	.00	712.50
Grand Totals:			969.99	.00	969.99

** END OF REPORT - Generated by Todd Bolduc **

Capital Asset Purchase Orders

This report lists purchase orders associated with a capital asset.



Enter the beginning year and period, and the ending year and period on which to report. The default values are the current year and period from the General Ledger Settings program.

Field	Description	Fairfield, CA
PO Yr/Per	Contain the starting and ending fiscal year and periods for the range of fiscal years and periods to include in the report. Enter the year using the YYYY format and the period as one or two digits.	

Field	Description	Fairfield, CA
Segment Ranges	Indicate the ranges of user-labeled information to include in the report. Type a value in each box or leave the default values in each box to include all values. You may also click the help button to select the value from a list. Entry is not required.	

Example: Capital Asset Purchase Order Report

munis

11/16/2016 15:34 MUNIS PG 1
todd.bolduc CAPITAL ASSET PURCHASE ORDERS poreport

Year/Period Range 2015/ 2 - 2016/ 2

PO # Lines:	Year/Per Qty	Vendor Net Price	PO Date Commodity	Status	Dept/Loc	Comments
20070028	2015 /10 1.00	001000 9,500.00	04/11/2015	Closed	FINANCE	test
20070029	2015 /10 1.00	001000 14,250.00	04/13/2015	Closed	FINANCE	test
20070030	2015 /10 1.00	001000 57,000.00	04/13/2015	Closed	FINANCE	fixed asset
20070070	2015 /10 1.00	001000 3,000.00	11/07/2015	Closed	FINANCE	kjlfdsjkldfkjl
20080024	2016 /06 3.00	001054 75,000.00	12/17/2015	Carry Fwd	FINANCE	test fa's
20080044	2016 /08 1.00	001013 1,000.00	04/10/2016	Carry Fwd	CENT OFF	OFFICE SUPPLIES
20080045	2008/08 1.00	001000 4,750.00	04/10/2016	Carry Fwd	CENT OFF	FIXED ASSET PURCHASE
20080061	2016 /08 3.00	001012 24,000.00	06/11/2016	Carry Fwd	CENT OFF	new servers
20080047	2016 /11 3.00	001012 24,000.00	05/02/2016	Carry Fwd	CENT OFF	3 servers
20080049	2016 /11 10.00	001012 50,000.00	05/13/2016	Carry Fwd	FINANCE	test
20080050	2016 /11 5.00	001000 26,125.00	05/13/2016	Carry Fwd	FINANCE	test
20090002	2016 /05 5.00	001000 3,050.00	11/07/2016 02510	Carry Fwd	FINANCE	COMPRESSOR, BARE UNIT (NOT MOU
20090003	2016 /05 1.00	001000 1,500.00	12/05/2016	Carry Fwd	FINANCE	test

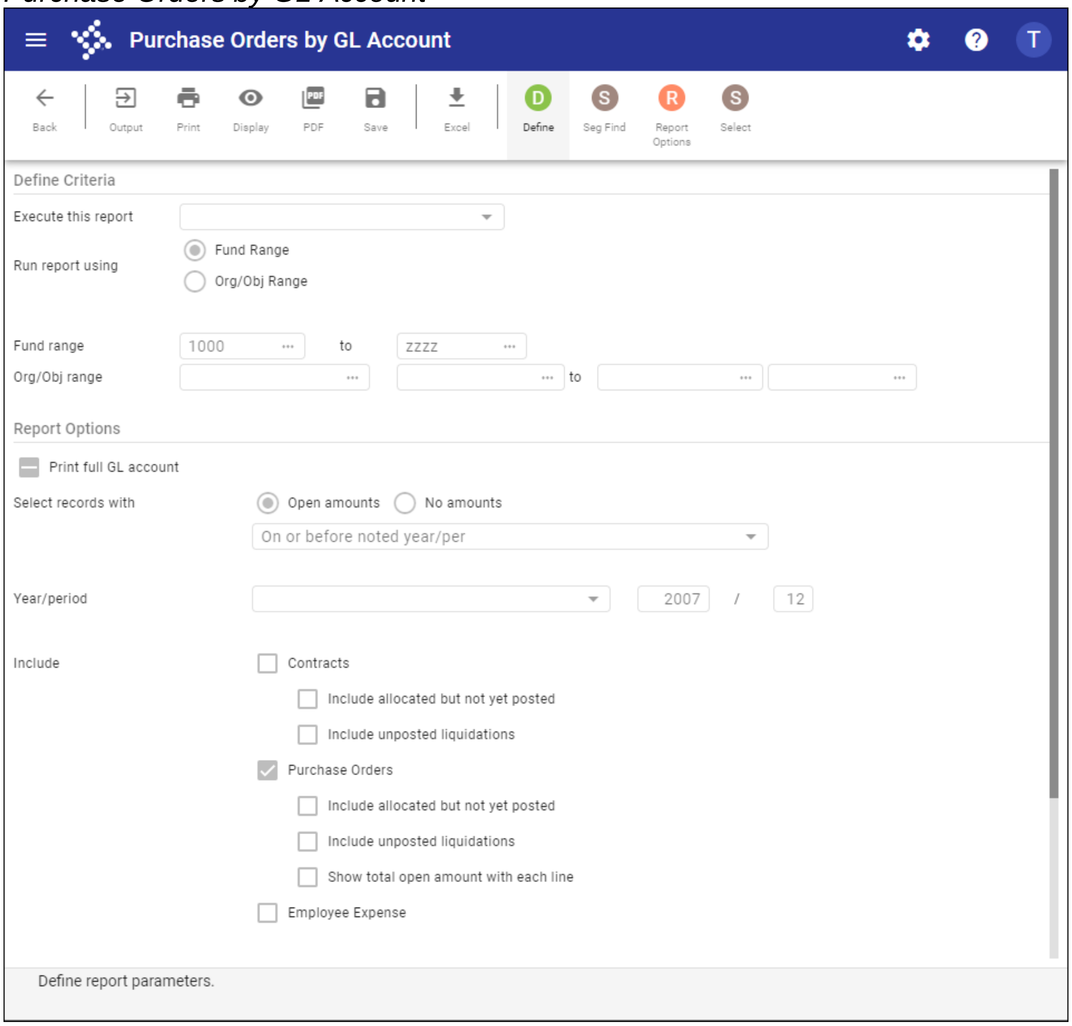
** END OF REPORT - Generated by Todd Bolduc **

Purchase Orders by GL Account

The Purchase Orders by General Ledger (GL) Account program provides a report of purchase orders by general ledger account or by general ledger segment. Prior to running this report, Invoice Entry and Purchase Order Entry data must be posted.

To create the report:

1. Open the Purchase Orders by GL Accounts program.
   Financials > Purchasing > Purchase Order Processing > Purchase Order Inquiry and Reports > Purchase Orders by GL Account



Field	Description	Fairfield, CA
Define Criteria		
Execute This Report	This list allows you to use Munis Scheduler to process the report: • If you select Now to process the report immediately, click the Print or Save button to print or save the file. • If you select In Background (Now) to process the report a	

Field	Description	Fairfield, CA
	single time using the event log and email notification features, or At a Scheduled Time to establish a specific time when the report runs, the program uses Munis Scheduler.	
Run Report Using	Determines whether the data search is based on a fund range or an org/object range. When you select Fund Range or Org/Obj, the appropriate range boxes become accessible.	
Fund Range	Contain the first and last funds in the range of funds to include. Leave the default values (blank to all *Z*'s) to include all funds.	
Org/Object Range	Indicate the first and last org/object segments for the range of accounts to include. Leave the default values to include all.	

8) Click Report Options on the toolbar to complete the fields in the Report Options group.
9) Click Accept to save your report options.

Field	Description	Fairfield, CA
Report Options		
Select Records With	Allows you to choose records by Open Amount or No Amount. This option may be helpful for customers when closing the fiscal year. • If you select Open Amounts, the program selects all open records with dollar amounts. • If you select No Amounts, the program selects records that have no dollar amounts, and are not closed. This option is helpful for sites that may have fully liquidated purchase orders that are not closed (through the Invoice Entry program) when processing the fiscal year. **Note:** If this program is accessed through Purchase Order Change Orders (by selecting the Cancel by GL option), the Mass Cancel option	

Field	Description	Fairfield, CA
	can be used to cancel (close) the selected purchase orders.	
Select Records With	Selects records based on the open balance or amount. • If you select the Open On or Before Noted Year/Per, the program selects records that are currently open on or before the year/period specified in the Through Year/Period field. • If you select the Open at End of Year/Period option, the program provides a snapshot of records that were open on the year/period specified in the Through Year/Period field. These records may be closed at the time you run the report.	
Year/Period	Indicates the year and period to use for generating the report. You can select the current period, a prior period, or a specific year and period. If you select the Within Year/Period option the program opens the year and period boxes for entry.	
Include		
Contracts	If selected, indicates that the report will include contracts as part of the output.	
Include Allocated but Not Yet Posted	If selected, directs the program to include accounts payable invoices that are allocated or released, but not posted.	
Include Unposted Liquidations	If selected, directs the program to include any liquidation records that exist in the system, but have not yet been posted.	
Purchase Orders	If selected, indicates that the report will include purchase orders as part of the output.	
Include Allocated But Not Yet Posted	If selected, directs the program to include purchase orders that are allocated or released, but not posted.	
Include Unposted Liquidations	If selected, instructs the program to include any liquidation records that exist in the system, but have not yet been posted.	

Field	Description	Fairfield, CA
Show Total Open Amount with Each Line	If selected, directs the program to include the total open purchase order amount after the open line amount.	
Employee Expense	If selected, indicates that the report will include employee expense records as part of the report. These amounts are always unposted.	
Department	Identifies the department code for the purchase orders to select. The program selects purchase orders by department if a department code was entered during purchase order creation.	

10) Click Select to select the purchase orders that meet the search criteria specified within the defined criteria, and report options.

11) Select the output option. This report can be displayed on the screen, displayed as a PDF document, printed to a printer, or saved to a file.

Example: Purchase Orders by GL Account

Munis

PURCHASE ORDERS BY GL ACCOUNT

YEAR/PERIOD: 2019/ 10

ACCOUNT/VENDOR		PO	YEAR/PER	OPEN LINE AMT	DESCRIPTION
1000		GENERAL FUND			
start	CASH				
1000	ABC SUPPLY COMPANY	411	2019/ 8	427.50	ITEMS
1000	ABC SUPPLY COMPANY	20090018	2019/ 8	1,000.00	CLIPS, PINS, ETC. (FOR DUCT IN
				1,427.50	
1102	BRYAN COBB	20090005	2019/ 9	10.00	Ten Dollars
		ACCOUNT TOTAL		1,437.50	
start	TAX LIEN AR				
1102	BRYAN COBB	20090006	2019/ 9	13.00	Printer cartridge
		ACCOUNT TOTAL		13.00	
start	INVENTORY ASSETS				
1000	ABC SUPPLY COMPANY	20070060	2018/ 11	659.00	Snarlex printer
1000	ABC SUPPLY COMPANY	20080046	2019/ 8	61,000.00	purchase tanks
1000	ABC SUPPLY COMPANY	20080064	2019/ 8	61,000.00	7.5 26.1 - SCFM @ 100-PSIG 80
				122,659.00	
1012	OFFICE DEPOT	20070057	2019/ 9	12,810.00	7.5 26.1 - SCFM @ 100-PSIG 80
1102	BRYAN COBB	20090007	2019/ 9	10.00	COPY PAPER
		ACCOUNT TOTAL		135,479.00	
start	PAYMENT TO BONDS				
1045	JOHN DEERE	20070061	2019/ 8	670.00	MOWING DECK
		ACCOUNT TOTAL		670.00	
1000-0-000-000-00-00-0000-0-DISC	- DISCOUNTS TRACKING				
1010	DELL	20090024	2019/ 8	2,420.00	OFFICE SUPPLIES
1020	MILIKEN	20090037	2019/ 10	50.00	PURCHASE ORDER
1048	CUB CADET	111	2019/ 10	2,500.00	Enclosed Utility Trailer
		ACCOUNT TOTAL		4,970.00	
		ORG 1000	TOT	142,569.50	
11135000		FINANCE DEPARTMENT			
start	SALARIES FULL TIME				
1000	ABC SUPPLY COMPANY	20070080	2018/ 11	4.75	test
		ACCOUNT TOTAL		4.75	

Report generated: 03/15/2019 14:20
User: dan.olson
Program ID: poglacct

Page 1

Creating Purchase Order Change Orders

Overview

The Purchase Order Change Orders program allows users to process PO change orders. A purchase order change order allows change requests to be made with workflow approvals. The changes are not reflected on the purchase order until approved.

Prerequisites

Before you can successfully complete this process, you must ensure that roles granting the necessary permissions have been assigned to your user account. If the roles have not been established, contact the system administrator to have them updated or added into the Munis system.

Confirm the following:

- The Allow Workflow in PO Change Orders check box is selected in the Requisition and Purchase Order Settings portion of the Purchasing Settings program.
- Relevant workflow business rules are established, such as POM (PO Change Order Approvals) business rules.

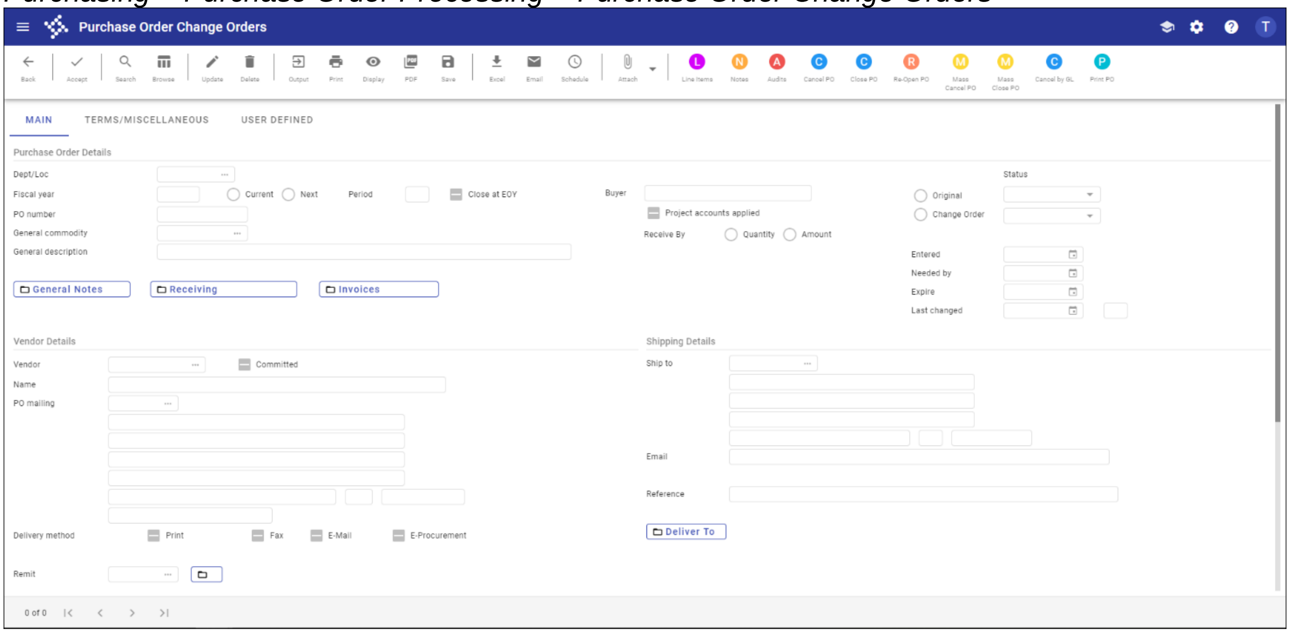
Procedure

The purchase order change order process includes cancelling and closing purchase orders.

Creating a Purchase Order Change Order

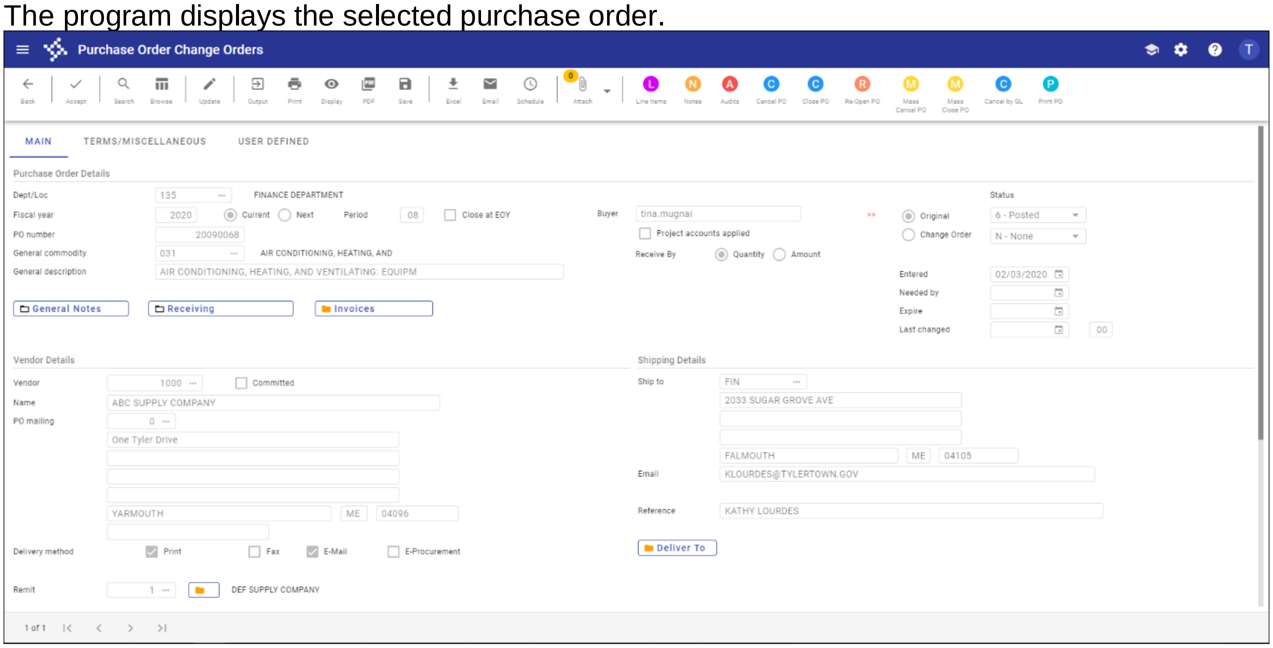
To enter a change order:

1) Open the Purchase Order Change Orders program.
   Purchasing > Purchase Order Processing > Purchase Order Change Orders

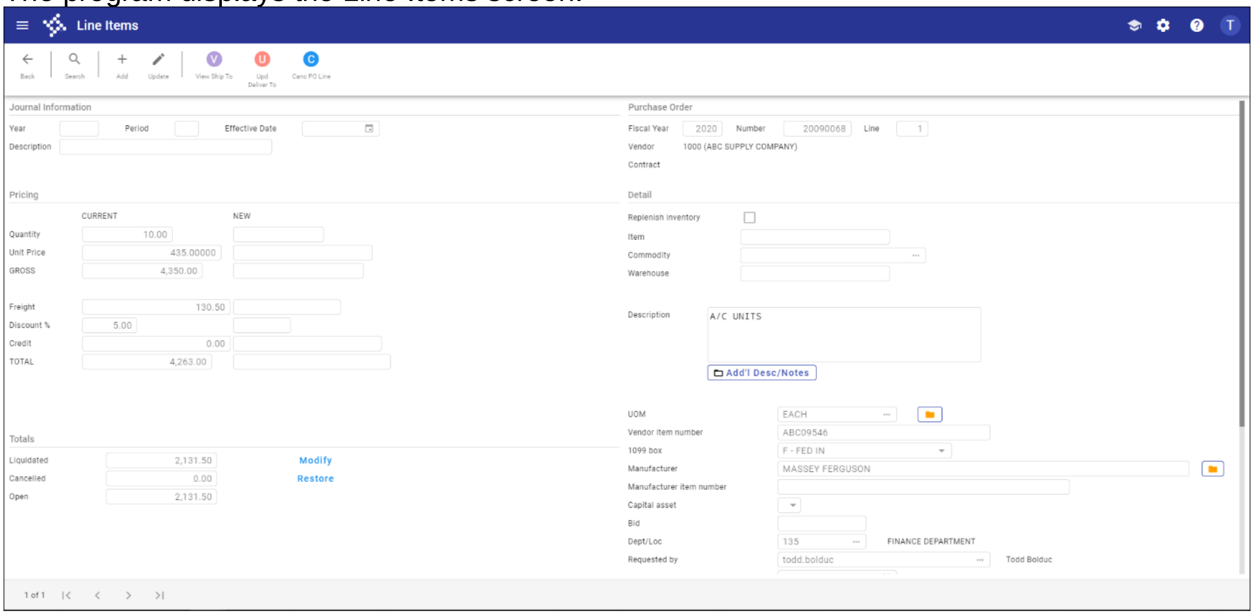


2) Click Search on the toolbar and enter the PO number and Fiscal Year of the purchase order to modify.

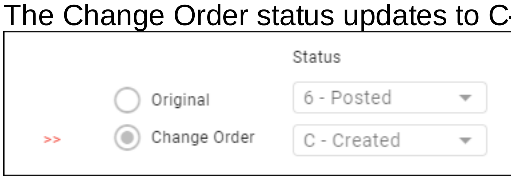
3) Click Accept.
   The program displays the selected purchase order.



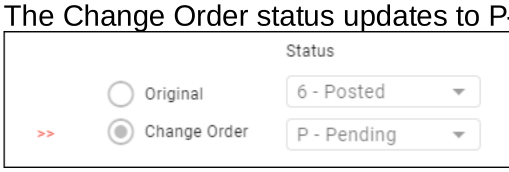
4) Click Update on the toolbar to make any required changes on the PO header screen.
5) Click Accept to save the changes.
6) Click the Line Items option on the toolbar to update the details.
The program displays the Line Items screen.



7) Click Update and make changes to the quantity, amount, or account lines as needed.
8) Click Accept to save the changes.
9) Click Back on the toolbar to return to the PO Header screen.
The Change Order status updates to C–Created.



10) Click Release in the toolbar to submit the change order into the workflow process.
The Change Order status updates to P–Pending and is awaiting workflow approval.



Canceling a Purchase Order

To cancel a purchase order:

1) Within the Purchase Order Change Orders program, find the purchase order to cancel.
   You cannot cancel a purchase order that has an unposted change order or associated invoices in proof.

   Click Cancel PO on the toolbar.
   The program displays the Journal Information screen where journal information can be entered to post the PO liquidation.

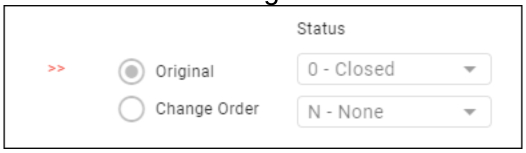
2) Enter the fiscal year, period, effective date, and a brief description of why the purchase order is being canceled. Effective Date of Changes will default to the current date.
3) Click Accept.
   The program displays a confirmation message: “Are you sure you want to cancel the selected PO(s)?”
4) Click Yes.
   The program displays the Output screen.
5) Enter the output type and settings for the proof report.
6) Click OK.
7) Review the report.
   The purchase order is canceled; canceled purchase orders do not go through the Workflow process.

Closing a Purchase Order

To close a purchase order:

1) Within the Purchase Order Change Orders program, find the purchase order to close.
   Only POs that have a zero open dollar amount with a status of 8-Printed can be closed.
2) Click Close PO on the toolbar.
   The program displays a confirmation message.

3) Click Yes to close the purchase order.
The PO status changes to 0–Closed.



Closed POs do not go through the Workflow process.

Results

The purchase order is not affected by the change until the change has been approved and posted. The exceptions are closed and canceled POs; these changes do not require workflow approvals.

GL Impact

The general ledger will not be affected until the change order is approved and posted. However, for canceled purchase orders, the encumbrances are liquidated when posted to the general ledger.

What's Next?

The purchase order change order can be approved and posted to the general ledger.

Approving Purchase Order Change Orders

Overview

The Approvals card, in conjunction with the Workflow business rules, establishes an electronic approval process for purchase order change orders. When a change order is released in Munis, it is submitted to an approval process. The change order must be approved by all necessary approvers for it to be converted into a purchase order or contract. This document describes the approval process using the Approvals card.

Prerequisites

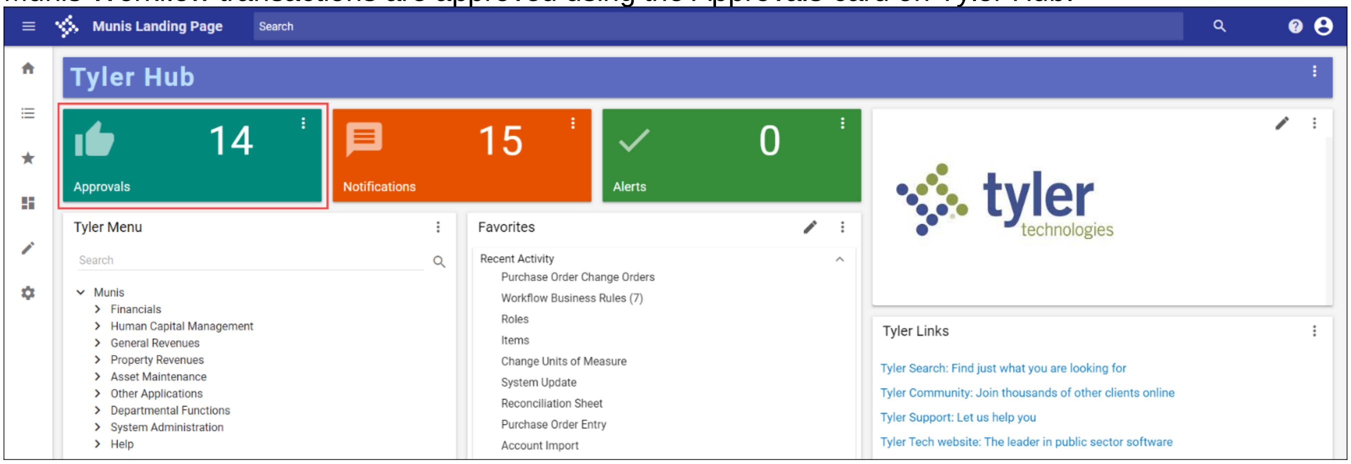
Before you can successfully complete this process, you must ensure that roles granting the necessary permissions have been assigned to your user account. If the roles have not been established, contact the system administrator to have them updated or added into the Munis system.

Confirm the following:

- Purchase orders are available.
- Workflow business rules are established; specifically POM (PO Change Order Approvals) business rules.
- Approvers are entered in the Workflow User Attributes program.
- You have access to the Approvals card on Tyler Hub.

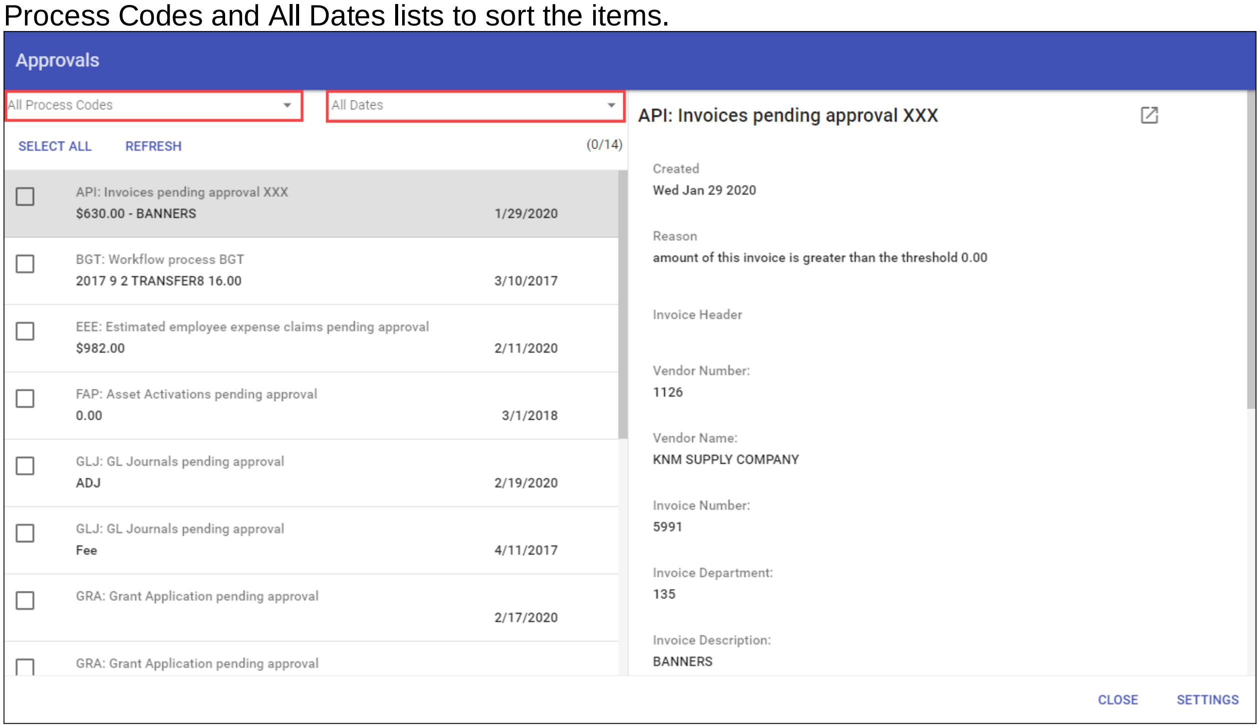
Procedure

Munis Workflow transactions are approved using the Approvals card on Tyler Hub.



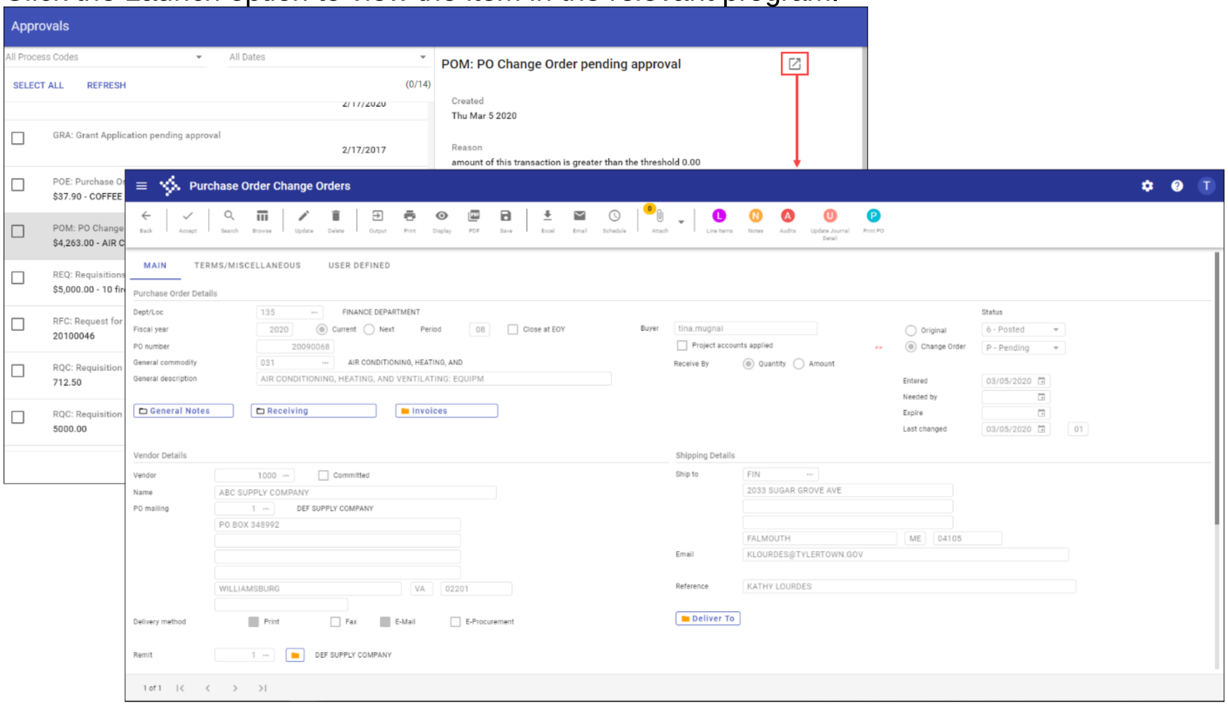
To approve an item:

1. Double-click the Approvals card to list all items currently awaiting approval. Use the All Process Process Codes and All Dates lists to sort the items.

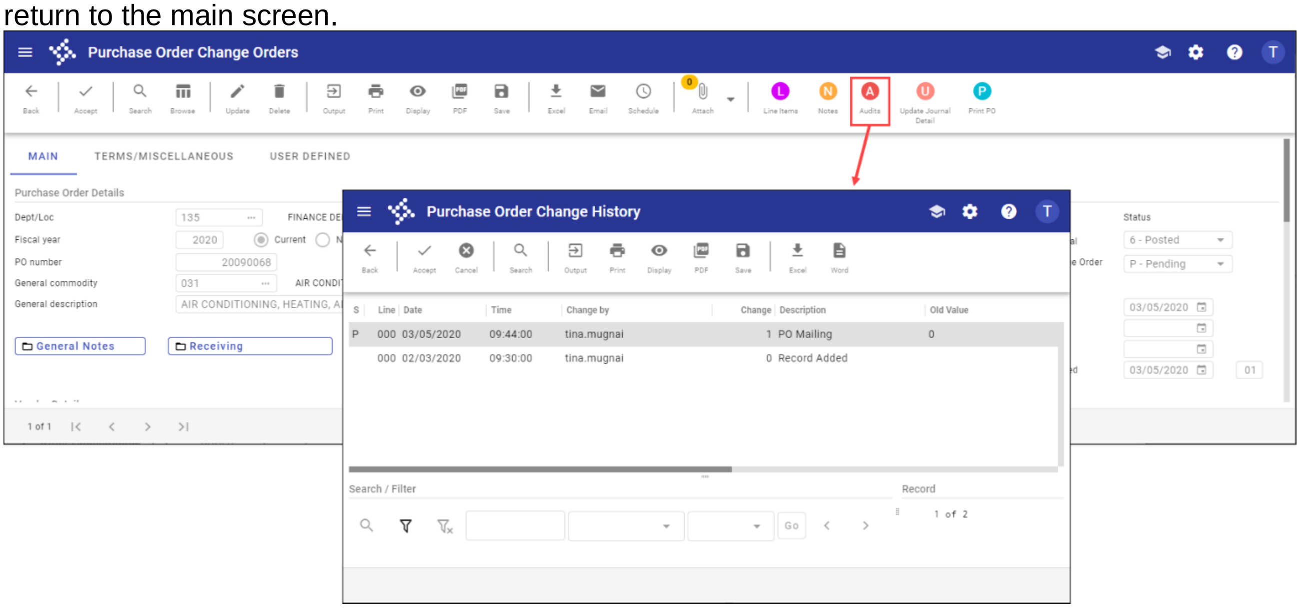


2. Review the items awaiting approval and select the item to approve.

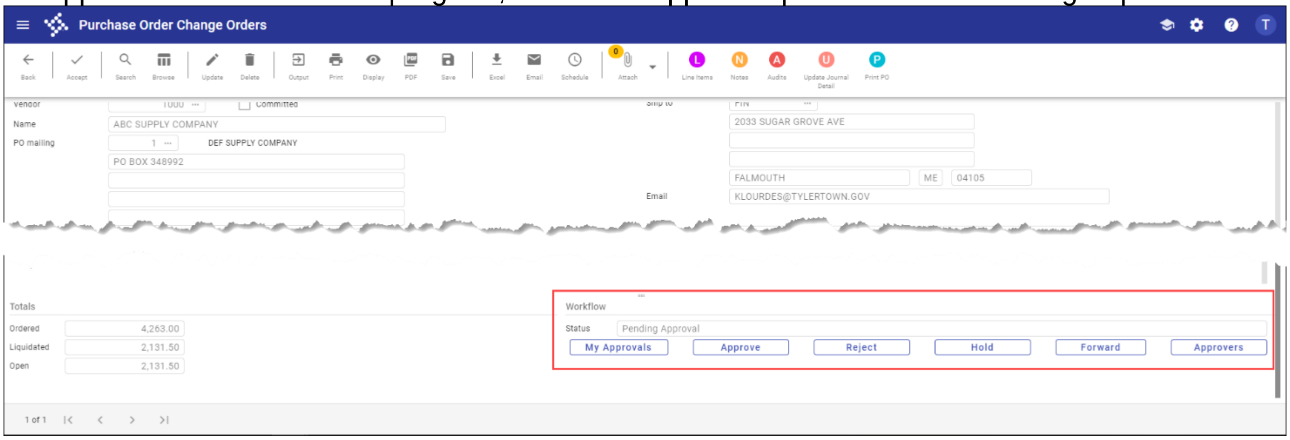
3. Click the Launch option to view the item in the relevant program.



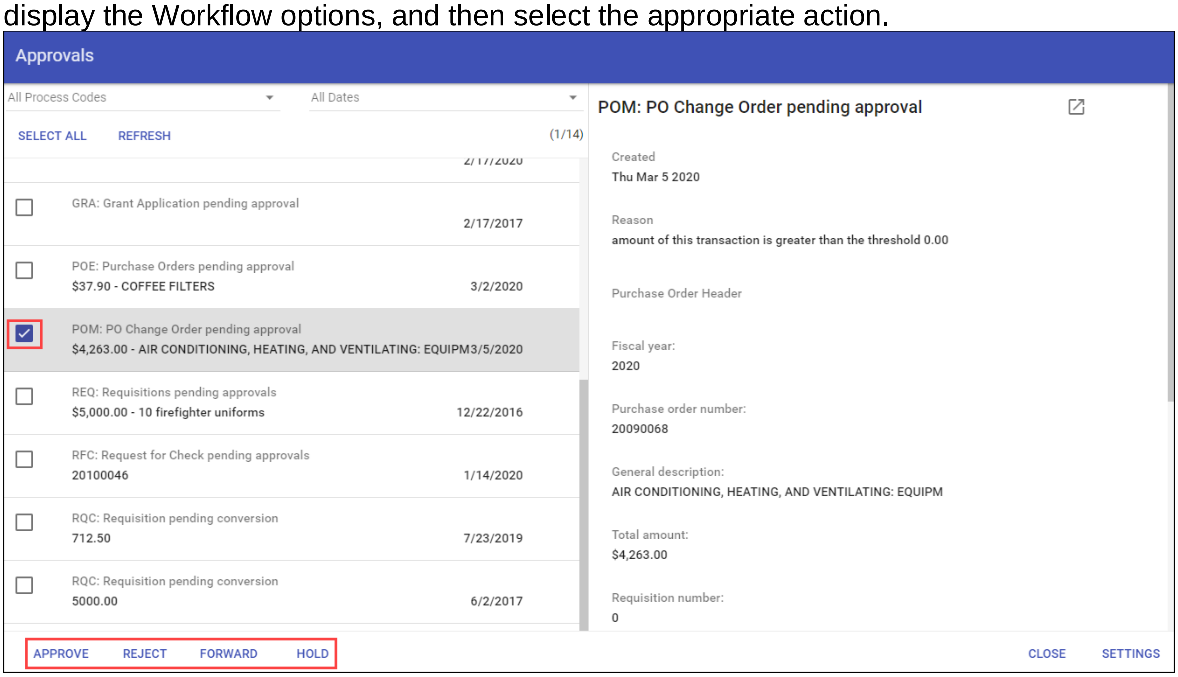
4. Use the Audits option in the toolbar to view the specific changes that have occurred; click Back to return to the main screen.



5. To approve the item from the program, select the Approve option in the Workflow group.



6. To approve the item from the Approvals card in Tyler Hub, select the check box for the item to display the Workflow options, and then select the appropriate action.



When you select Accept, Reject, Forward, or Hold, the Approvals card provides an Optional Comment (Accept) or Required Comment (Reject, Forward, or Hold) box. For required comments, enter the reason for the action.

Button	Description
Approve	Identifies the record as approved, and sends notification to the next approver in sequence.
Reject	Rejects the item. You must enter a rejection reason. The program notifies the originator of the rejection and reason. The originator determines the next course of action (alteration and resubmission or deletion).
Forward	Allows you to choose another Munis user to review this pending record. If you are approving an item that has been forwarded to you, the Forward option is not available.

Button	Description
Hold	Retains an item in your approval queue for additional review. It will remain here until further action is taken.

Results
The purchase order change order has been approved or rejected. If approved the change order can be released. If rejected, Workflow sends an email notification to the originator indicating the rejection. The originator can then update the change order and resubmit or delete the change order.

GL Impact
The general ledger is not impacted by this process; the change order does not update the general ledger until it is posted.

What's Next?
The change order can be posted.

Posting Change Orders (Needs to be reviewed)

Overview

There is no impact on the purchase order or on the general ledger until the purchase order change order is posted. For posting to occur, the purchase order change order must have been approved through Workflow.

Prerequisites

Before you can successfully complete this process, you must ensure that roles granting the necessary permissions have been assigned to your user account. If the roles have not been established, contact the system administrator to have them updated or added into the Munis system.

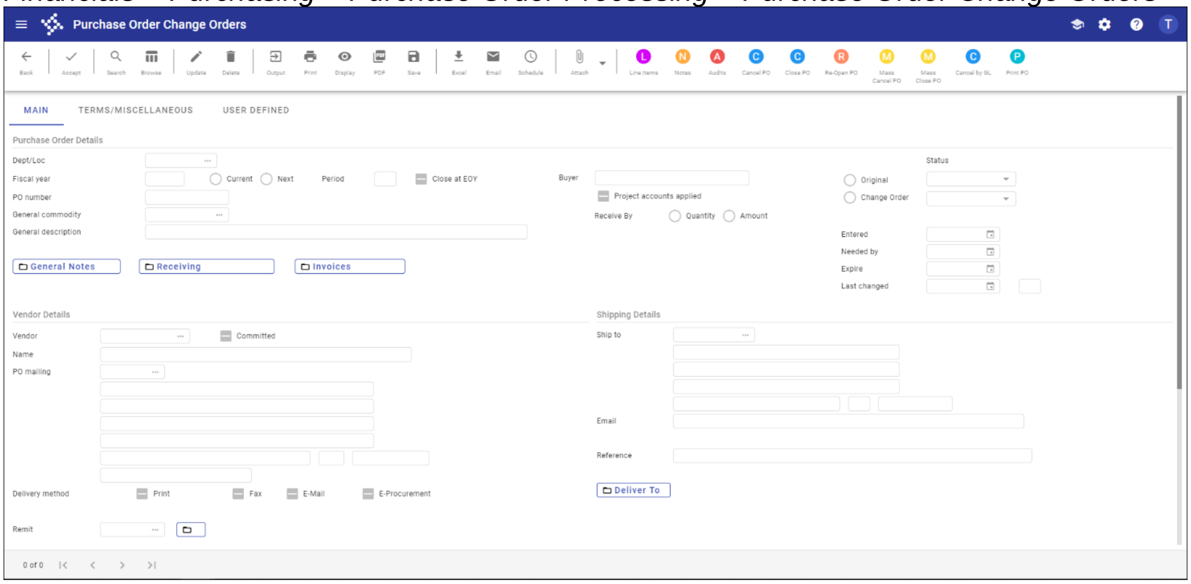
Confirm the following:

- You have permission to maintain and post purchase order change orders.
- Change orders to post have the status of A–Approved.

Procedure

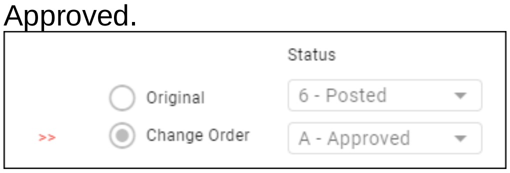
To post a purchase order change order:

1) Open the Purchase Order Change Orders program.
   Financials > Purchasing > Purchase Order Processing > Purchase Order Change Orders

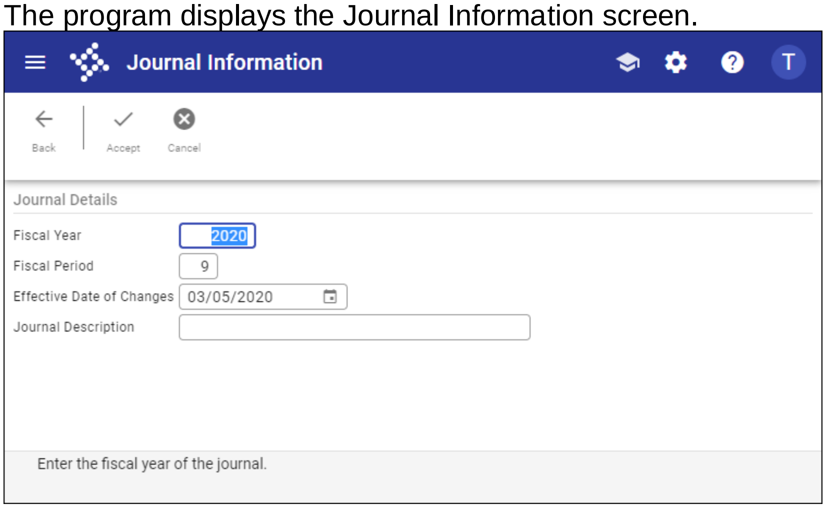


2) Click Search on the toolbar and complete the fields, as required, to find the change order to post.

3) Click Accept.
   The program displays the change order record. The status of the change order must be A-Approved.



4) Click Post on the toolbar.
   The program displays the Journal Information screen.



5) Complete the fields to specify the journal information. All fields are required.
6) Click Accept.
7) Choose an output option from the toolbar.
   The program displays the Output screen.
8) Select the output type and complete the applicable output settings.
9) Click OK.

Results

The purchase order is updated with the change. The PO is updated with a date to indicate the change and the change sequence number is increased by one. The change is also recorded in the PO audit table and can be viewed through the PO Inquiry and PO Change Order programs.

GL Impact

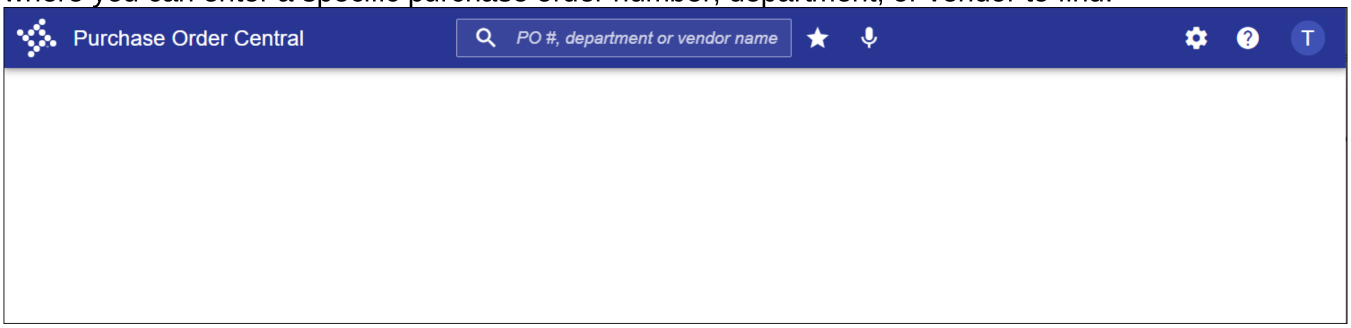
If the change involved quantity, unit cost or general ledger accounts, a journal entry is produced to update the accounts allocated on the purchase order.

What's Next?

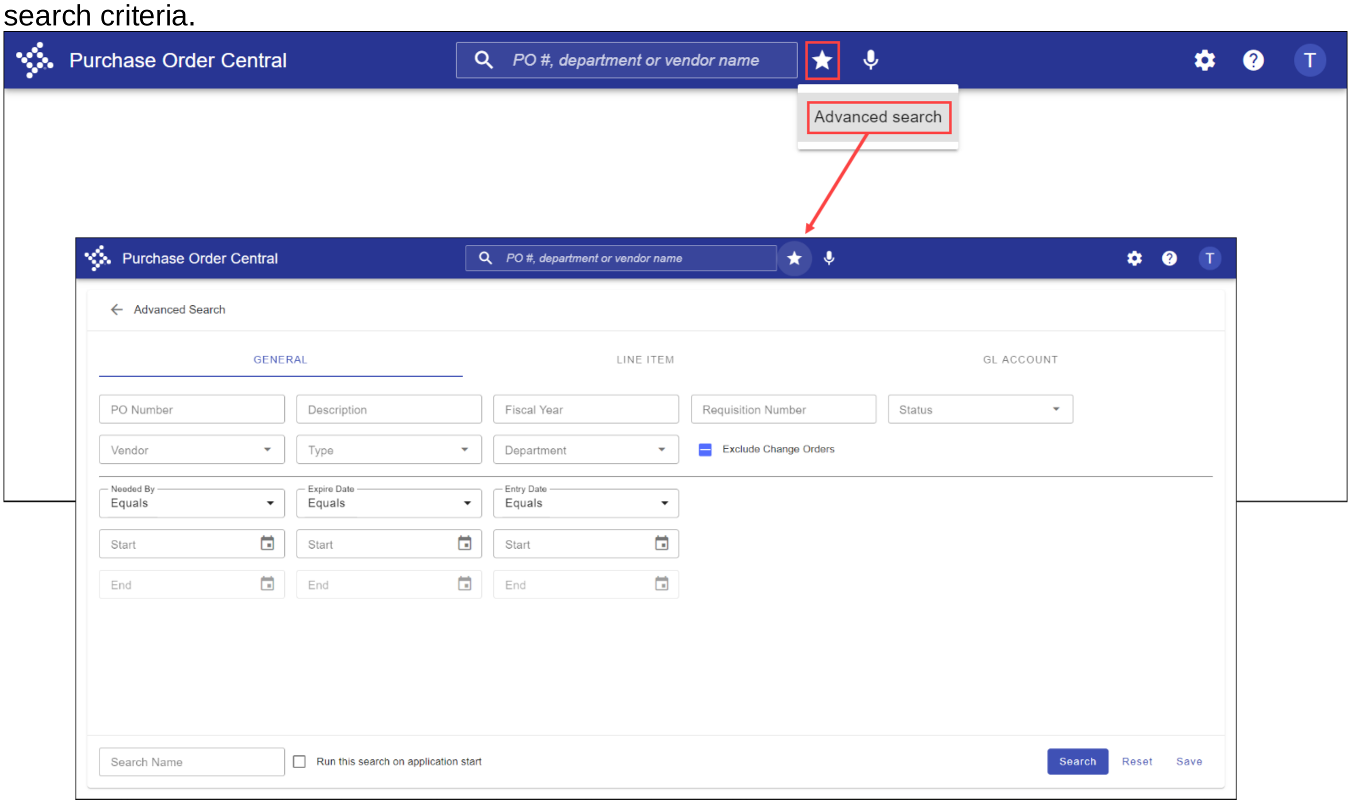
The purchase order can be accessed in the same manner as all other purchase orders. You can add receiving records to the purchase order or pay it through Accounts Payable.

Appendix C—Purchase Order Central

The Purchase Order Central program provides access to the purchase orders that have been entered into the Munis system. When you open Purchase Order Central, the program displays a Search box where you can enter a specific purchase order number, department, or vendor to find.



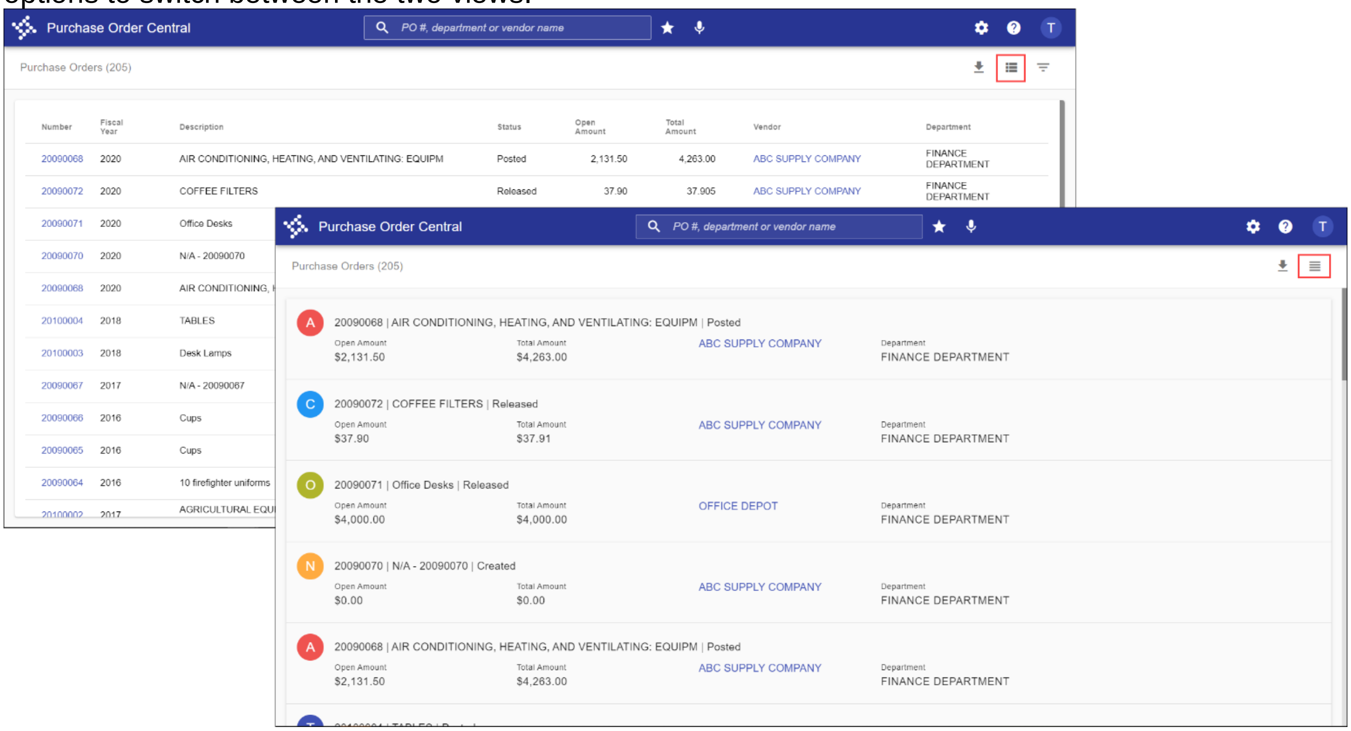
To perform an advanced search, click the Advanced Search button and then select Advanced Search from the list. The program provides the Advanced Search screen with additional fields to define the search criteria.



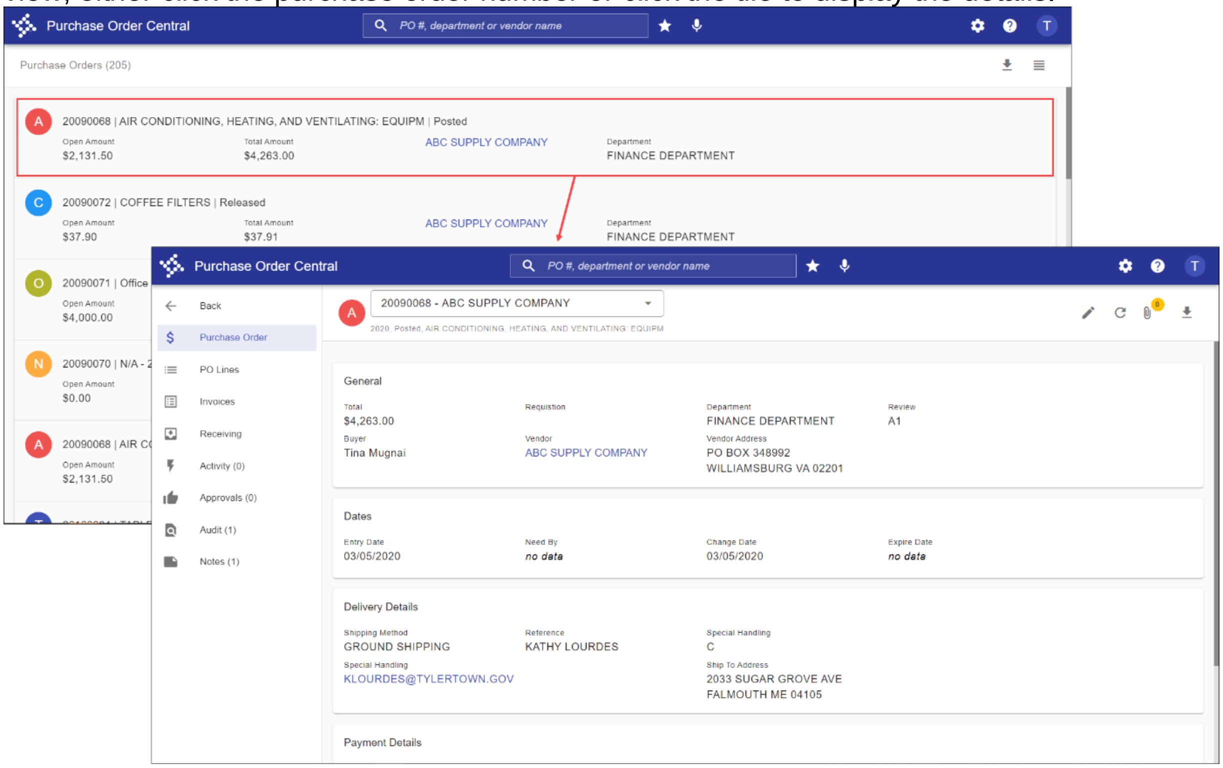
From this screen, you can enter a unique name to save the search for later retrieval, and indicate whether the search should be run automatically when you open the program.

When you return to the main Purchase Order Central screen, the search is available for selection in the Advanced Search list.

When you initiate a search, Purchase Order Central displays the results in a table or list view; use the options to switch between the two views.



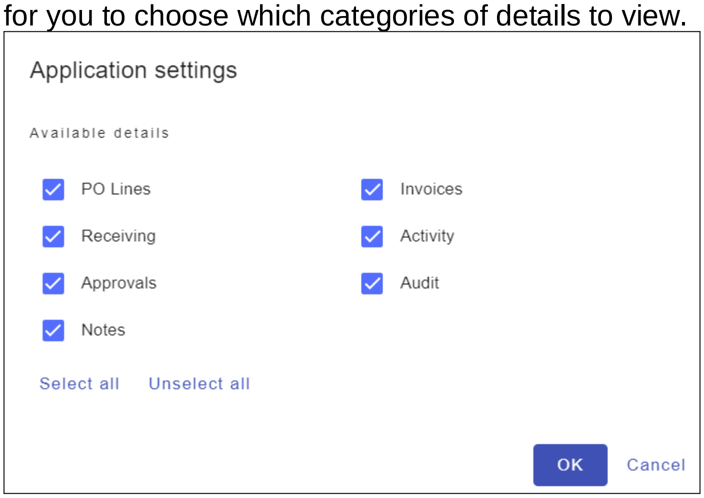
In either view, the Excel Export option is available to export the search results to an Excel spreadsheet. In the list view only, the Filter option is available to apply a filter to the search results. Depending on the view, either click the purchase order number or click the tile to display the details.



The Details page provides information based on the purchase order you are reviewing. The page heading includes a list to select other applicable items to view, if multiple items exist. The heading also includes the following options:

- Edit—Opens the applicable program used to update the selected record.
- Refresh—Refreshes the current screen to display the most recent changes.
- Attach—Provides any attached documents through Tyler Content Manager (TCM).
- Export—Generates an export of the currently displayed information as a Microsoft® Excel® spreadsheet.

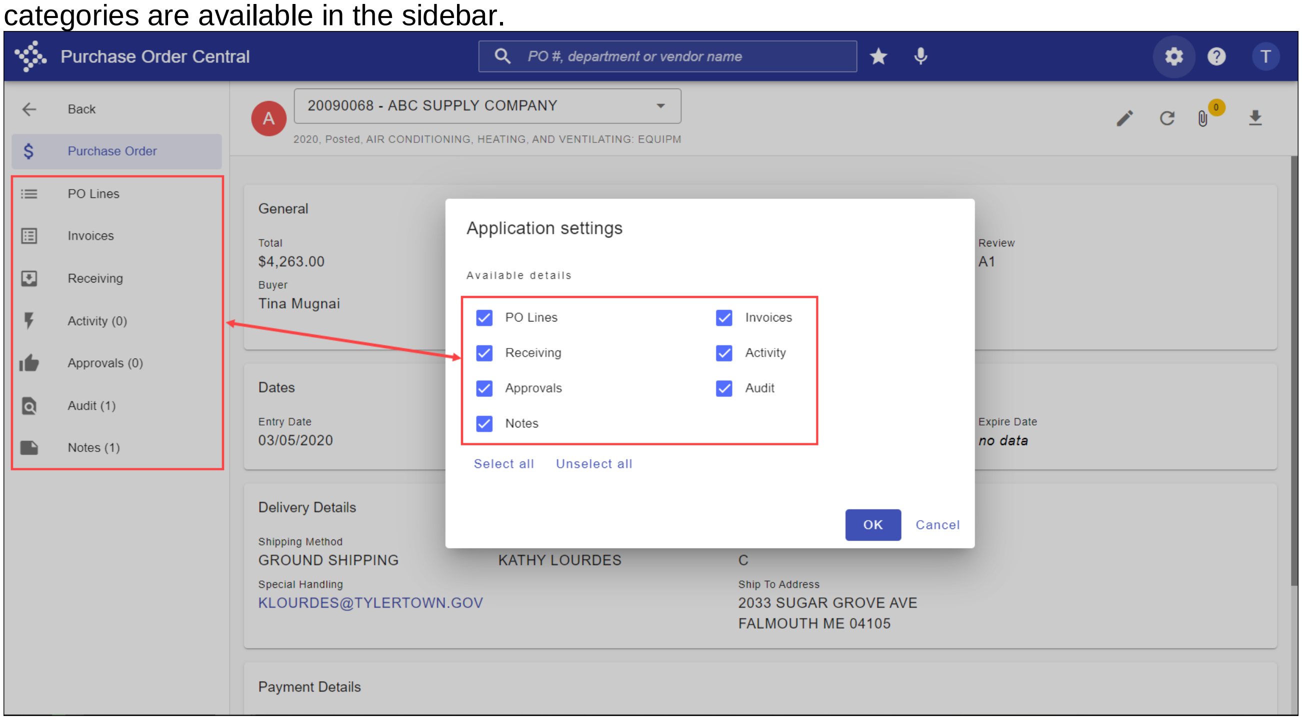
When you view the Details page for the first time, the program provides the Application Settings window for you to choose which categories of details to view.



The Application Settings window features the following options:

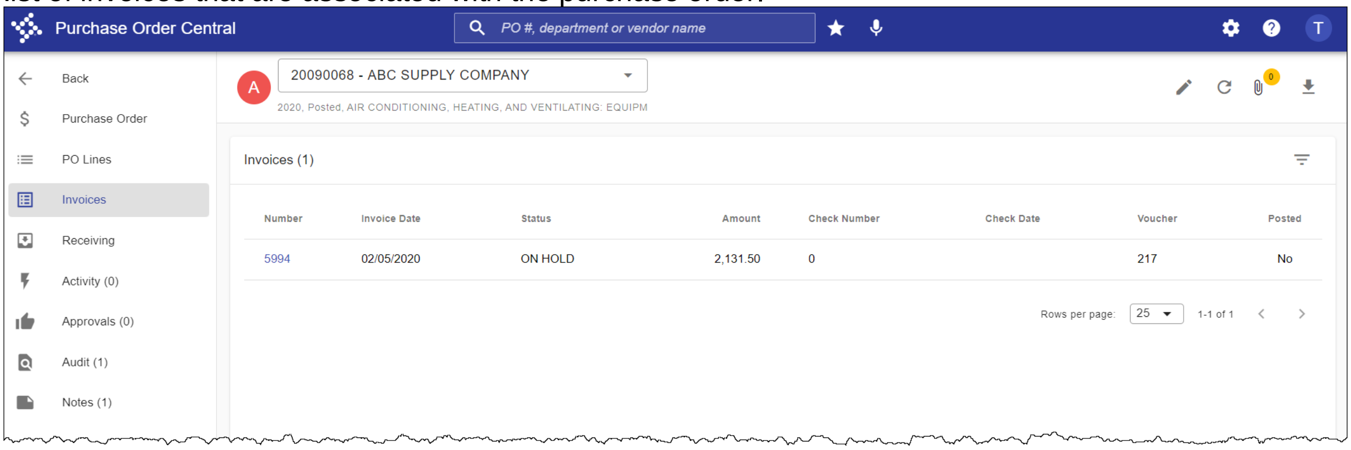
- PO Lines—Shows purchase order lines.
- Invoices—Stores invoice details.
- Receiving—Provides details of receiving records associated with the purchase order.
- Activity—Provides a list of actions taken on the purchase order.
- Approvals—Displays the approval records of the purchase order, including the approver and current approval status.
- Audit—Supplies the change history for the selected purchase order.
- Notes—Contains notes and comments that have been entered on the purchase order. The notes listed include both general notes and vendor/sourcing notes entered in Purchase Order Entry or Purchase Order Change Orders.

Use the Select All option to include all available categories; use the Unselect All option to exclude all the categories. Click OK to proceed to the Details page and apply your selections. Your chosen categories are available in the sidebar.



You can access the Application Settings screen at any time by clicking the Settings option.

Select a category to view that specific information. For example, click the Invoices category to display a list of invoices that are associated with the purchase order.



The following table provides descriptions of the available categories and fields in the Purchase Order Central program.

Field	Description	Fairfield, CA
Purchase Order		
General		
Total	Provides the total amount of the purchase order.	
Requisition	Indicates the requisition number, if applicable. Click the link to view the requisition in the Requisitions program.	
Department	Supplies the name of the department associated with the purchase order.	
Review	Stores the review code specified for the purchase order.	
Buyer	Indicates the name of the buyer associated with the record.	
Vendor	Contains the name of the vendor associated with the purchase order. Click the link to view the vendor record in Vendor Central.	
Vendor Address	Provides the address of the vendor, as established in the Vendors program.	
Dates		
Entry Date	Contains the date the purchase order was entered.	
Need By	Indicates the date by which the item is needed.	
Change Date	Specifies the date the purchase order was changed.	

Field	Description	Fairfield, CA
Expire Date	Supplies the expiration date for the purchase order.	
Delivery Details		
Shipping Method	Identifies the shipping method.	
Reference	Indicates the name to reference on the vendor's shipping document.	
Special Handling	Specifies the special handling code that was entered for the purchase order. • Confirming (C)—Indicates that the PO resulted from a confirming order, as a follow-up to a telephone order; "Confirming PO" prints at the top of the purchase order form. • None (N)—Indicates that there is no special processing. • Print First (P)—Indicates special processing; "Priority" prints at the top of the purchase order form. • Prepaid (R)—The items/services on the PO have been prepaid or need to be handled on a COD basis.	
Special Handling	Contains the email address that was specified in the shipping details, such as for the person listed as the reference. Click the link to initiate an email in your default email application.	
Ship To Address	Identifies the shipping address for the purchase order.	
Payment Details		
Discount %	Indicates the discount percentage applied to the purchase order.	
Days to Discount	Specifies the days to discount.	
Days to Net	Identifies the days to net.	
Liquidated	Provides the amount liquidated.	
Open	Contains the open amount.	
Remit	Stores the remit address number.	
Special Handling	Holds the email address associated with the billing address. Click the link to initiate an email in your default email application.	
Bill To Address	Indicates the billing address for the purchase order.	

Field	Description	Fairfield, CA
PO Lines		
PO Lines (#)		
	The PO Lines group provides a table of details for purchase order lines associated with the record. The heading indicates the number of purchase order lines (#). The Filter option is available to apply filter criteria to each table heading.	
Ordered Liquidated Canceled Balance	Provides totals of the ordered, liquidated, canceled, and remaining balance amounts for all lines of the purchase order.	
Line	Indicates the line number of the purchase order line.	
Description	Contains a description of the purchase order line.	
Change Order	Specifies whether the line is part of a change order (Yes) or not (No).	
Quantity	Identifies the quantity that was ordered.	
Quantity Invoiced	Stores the quantity that was invoiced.	
Unit Price	Indicates the price per unit of the item.	
Ordered	Indicates the amount that was ordered of the line item.	
Liquidated	Indicates the amount that has been liquidated of the line item.	
Canceled	Indicates the amount that has been canceled of the line item.	
Balance	Indicates the remaining balance amount of the line item.	
Note: *Click the arrow beside each purchase order line to expose the following additional details about that line.*		
Inventory Item	Identifies the inventory item.	
Inventory Location	Provides the location of the inventory item.	
Commodity Code	Contains the commodity code of the item.	
Allocations		
Account	Specifies the account number associated with the line item.	
PA Type	Stores the project account (PA) type.	

Field	Description	Fairfield, CA
Project Account	Indicates the project account associated with the line item, if applicable.	
Amount	Identifies the dollar amount allocated.	
Invoices		
Invoices (#)		
	The Invoices group provides a table of details for invoices associated with the record. The heading indicates the number of invoices (#). The Filter option is available to apply filter criteria to each table heading.	
Number	Indicates the number of the invoice associated with the record. Click the link to view the invoice record in Invoice Central.	
Invoice Date	Specifies the date of the invoice.	
Status	Provides the current status of the invoice, such as Pending Three-Way Match.	
Amount	Contains the dollar amount of the invoice.	
Check Number	Identifies the check number associated with the invoice record, if applicable.	
Check Date	Stores the check date for the payment associated with the invoice record, if applicable.	
Voucher	Indicates the voucher number associated with the invoice, if applicable.	
Posted	Identifies whether the voucher has been posted (Yes) or not (No).	
Receiving		
Receipts (#)		
	The Receipts group provides a table of details for receiving records (receipts) associated with the record. The heading indicates the number of receipts (#). The Filter option is available to apply filter criteria to each table heading.	
Line	Indicates the line number of the receiving record.	
Description	Provides a description of the receiving record.	

Field	Description	Fairfield, CA
Received Date	Specifies the date the receiving record was entered.	
Received By	Identifies the user ID of the person who entered the receiving record.	
Received Quantity	Contains the quantity of the item that was received.	
Amount Received	Indicates the dollar amount of the item that was received.	
Returned Quantity	Stores the quantity of the item that has been returned.	
Activity		
Activities (#)		
	The Activities group provides a table of details for activities associated with the record. The heading indicates the number of activities (#). The Filter option is available to apply filter criteria to each table heading.	
Activity	Indicates the action that was performed. For example, "Req converted" indicates the purchase order was converted from a requisition.	
Who	Identifies the Munis user ID of the user who performed the action.	
Date	Contains the date the action was performed.	
Reference	Stores a reference number for the activity.	
Approvals		
Approvals (#)		
	The Approvals group provides a table of details for workflow actions associated with the record. The heading indicates the number of approvals (#). The Filter option is available to apply filter criteria to each table heading.	
Status	Indicates the status of the action, such as Complete or Auto-approved by: [Munis username].	
Approver Name	Identifies the name of the approver.	
Step	Contains the step number for the approval action, as defined on the workflow business rule.	

Field	Description	Fairfield, CA
Type	Specifies the type of approval action, as defined on the workflow business rule. For example, AMT for an amount-based approval.	
Date	Provides the date the action was performed.	
Action	Indicates the action that was performed, such as Forwarded or Approved.	
Audit		
Audits (#)		
	The Audits group provides a table of details for historical changes to the item record. The heading indicates the number of audit changes (#). The Filter option is available to apply filter criteria to each table heading.	
Date	Contains the date the action was performed in MM/DD/YYYY format.	
Name	Identifies the name of the Munis user who performed the action.	
Number	Indicates the audit number of the action that was performed. For example, the creation of the record is typically zero (0).	
Description	Provides a brief, system-generated description of the action that was performed. For example, "Record added."	
Old Value	Displays the original value before the change was made, if applicable.	
New Value	Holds the new value after the change was made, if applicable.	
Notes		
Notes (#)		
	The Notes group provides a table of details for notes associated with the record. The heading indicates the number of notes (#). The Filter option is available to apply filter criteria to each table heading.	
Date	Indicates the date the note was entered.	
User	Identifies the user ID of the person who entered the note.	

Field	Description	Fairfield, CA
Type	Specifies the code for the type of note that was entered. For example, V indicates a vendor/sourcing note.	
Line	Provides the line number of the note. For example, the first note entered is typically numbered zero (0).	
Description	Stores the name of the person who entered the note.	
Note	Displays the contents of the note.	