LAWRENCE
PUBLIC SCHOOLS

MUNIS Financials

Quick Reference Guide

January 16, 2015

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ADDING PROGRAMS TO MY FAVORITES

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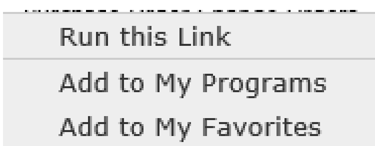
Purpose: If you frequently access any particular programs such as Requisition Entry, Purchase Order Inquiry, etc. you may wish to consider adding them to **My Favorites** section.

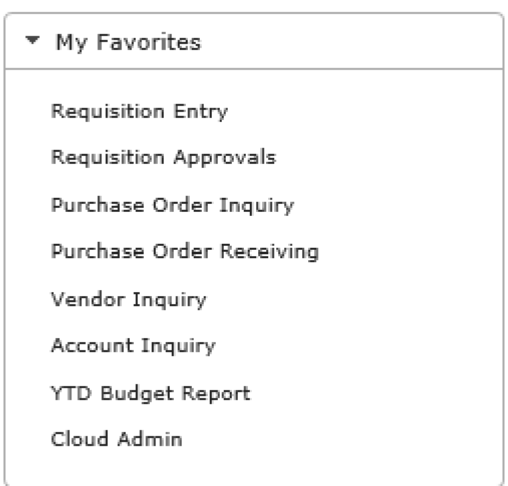
How to add programs to My Favorites

1. Click on Menu tab (between Programs and Centrals tabs).

2. Right click under a program you want to add, then choose Add to My Favorites



3. The next time you open Munis you will see that the program(s) have been added to **My Favorites** section.



VENDOR INQUIRY

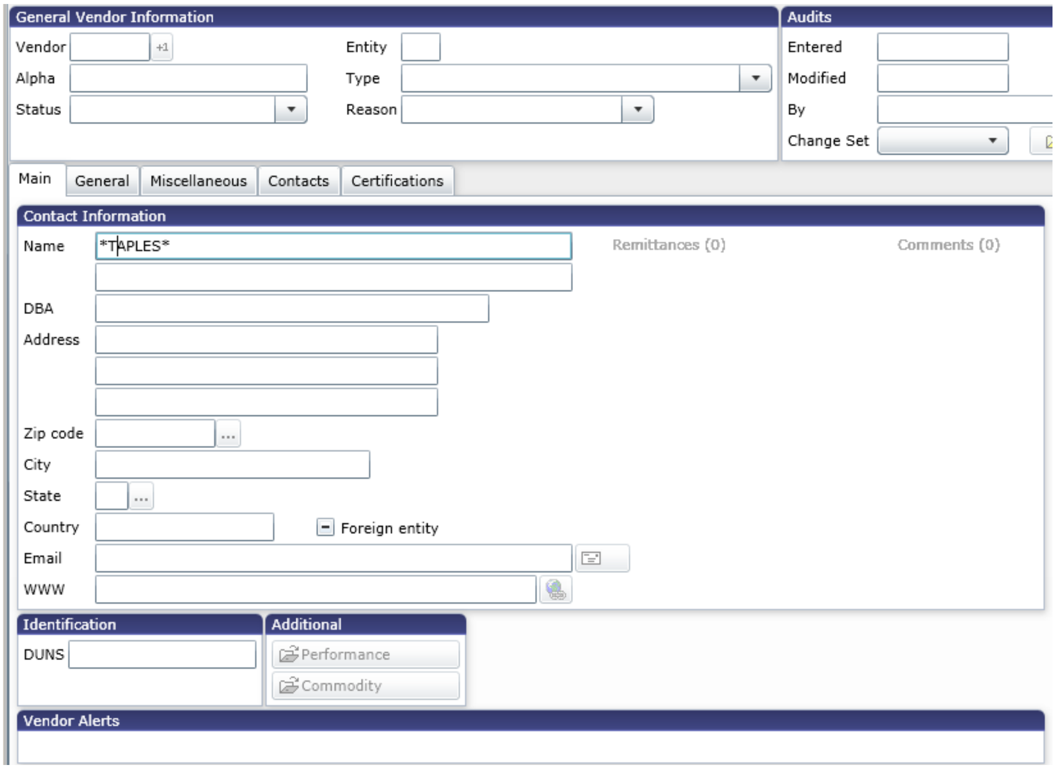
Purpose: All vendors who do business with the Lawrence Public Schools must be a registered vendor. A registered vendor is awarded a vendor number.

How to look up a vendor number

1. On the home page of MUNIS Dashboard, click on ***"MUNIS"*** > ***"Departmental Functions"***

> "Vendor Inquiry"

2. Click on ***"Search"***  and you will be able to edit the fields below:



3. Type in the full or partial name of the vendor in the "Name" box and hit ***"Accept"*** 

or the Enter key. You may need to try several ways of spelling a vendors name until you find the right vendor. In this example we searched for Staples. Then click on ***"Browse"***  at the top of the menu and the following information will come up.

	Vendor	Alpha Sort Name	Name	Status	1099 Vdr
	2815	STAPLES	STAPLES	Stop	N
	4558	STAPLES RICHARD	RICHARD STAPLES	Active	Y
	10309	STAPLES COPY & PRINT	STAPLES COPY & PRINT CENTER	Stop	N
	11607	STAPLES TECHNOLOGY	STAPLES TECHNOLOGY SOLUTIONS	Active	N
	17726	STAPLES INC	STAPLES INC	Stop	N
	18384	STAPLES	STAPLES	Stop	N
	19599	STAPLES	STAPLES	Stop	N
	21813	STAPLES ADVANTAGE	STAPLES ADVANTAGE	Stop	N
	22677	STAPLES CREDIT PLAN	STAPLES CREDIT PLAN	Stop	N
	22980	STAPLES INC	STAPLES INC	Stop	N
	23318	STAPLES	STAPLES THE OFFICE SUPERSTORE	Stop	N
	23509	STAPLES ADVANTAGE	STAPLES ADVANTAGE	Active	N
	27925	STAPLES	STAPLES	Stop	N
	28185	STAPLES DAVID	DAVID STAPLES	Active	Y

4. An eligible vendor will have be “Active” in the Status column. The vendor’s number will be in the Vendor column. If you double click on the vendor name, the vendor’s record will come up.

Another option! Another easy-to-use way to look up vendors is **Vendor Central**. You can go to Vendor Central by going to ***“MUNIS” > “Other Applications” > “Centrals” > “Financials” > “Vendor Central.”*** You can export the information you find to Excel

Did You Know?

In MUNIS the asterisk (*) is used as a wildcard to pull in all records that have the partial word before or after the symbol. In the example above, by typing in the word “*TAPLES*”, MUNIS searched for any vendor that had the partial word “taples” in the name. You should use the * wildcard if you only know part of a vendor’s name

REQUISITION ENTRY

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Purpose: The requisition is the first step in the procurement process that indicates what you want to buy, how much will it cost and do you have the funds.

How to enter a requisition to purchase goods or services

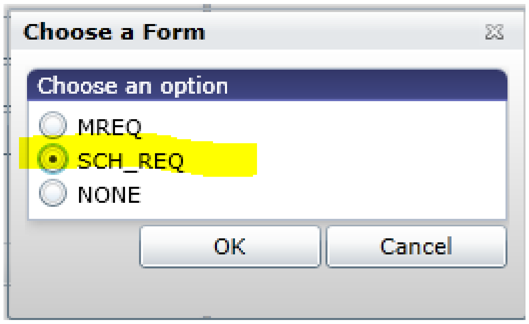
1. On the home page of MUNIS Dashboard, click on ***"MUNIS"*** > ***"Departmental Functions"***

> "Requisition Entry"

Note: "Requisition Entry" can also be found on "**MUNIS**" > "**Financials**" > "**Purchasing**" > "**Purchase Order Processing Menu**" > "**Requisition Entry**"

2. Click on "Switch Form" on the top-right of the screen or:

3. Choose ***"SCH_REQ"*** for School Department Form. You only need to do this once and will not have to do this again.



4. Click “***Add***” 

at the top of the menu

5. On the “Requisition Entry” screen, there are two tabs: ***“Main”*** and ***“Terms/Miscellaneous”*** 5 sections: Main, Vendor, Term, Contract and

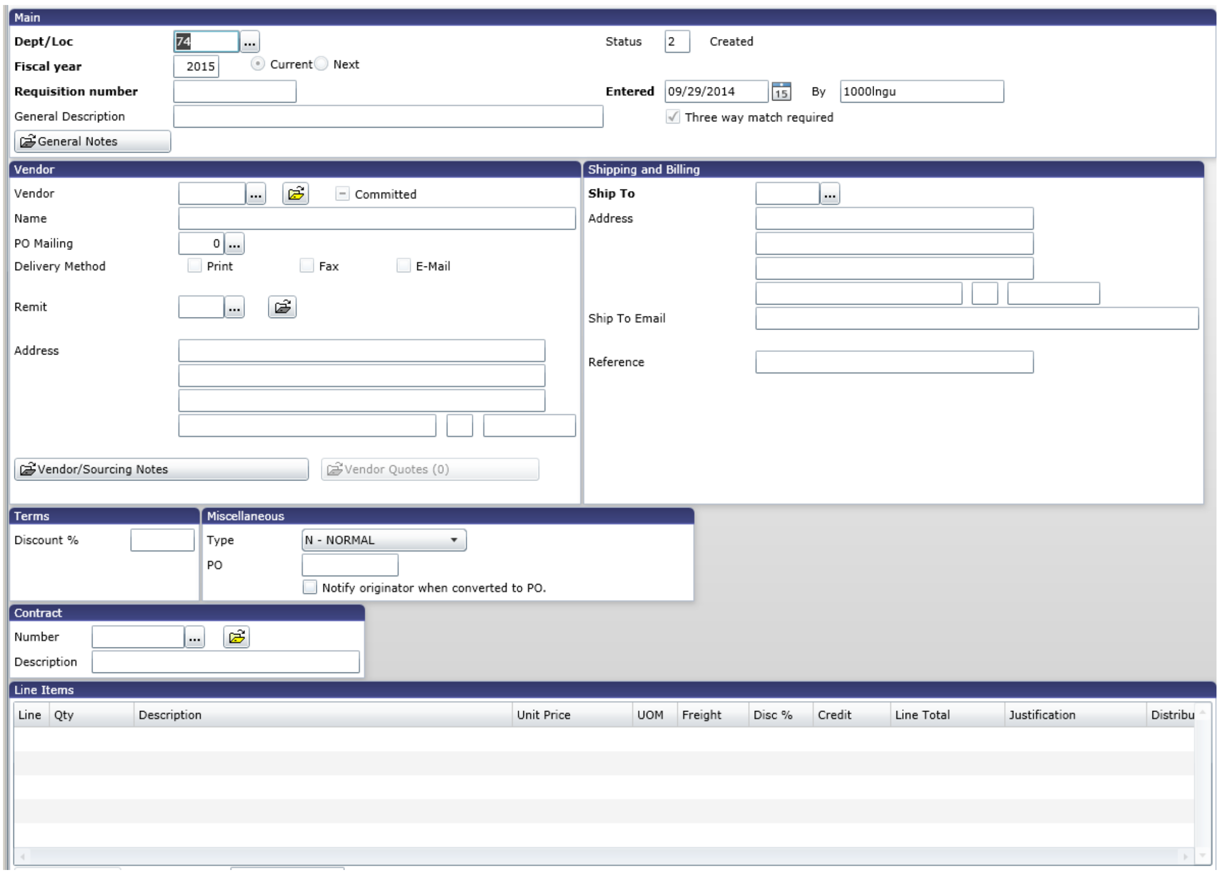
Line Items. Under “Main” is **“Main Information”**

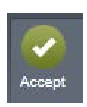
- “Dept/Loc” will default to your department code. You may need to change this if you enter requisitions for multiple departments
- “Fiscal Year” will default to the current fiscal year
- “Requisition Number” will be automatically populated as you begin filling out the form. Note the requisition number so that you can search for it later on
- “General Description” is where you enter the description of the order. MAKE SURE YOU USE UPPER CASE FOR THE DESCRIPTION
- “Vendor” is where you enter the vendor number. If you do not know the vendor number, please refer to the section *Vendor Inquiry* earlier in this guide. You can also use the “…” field that will take you to the vendor search by name.
- In the bottom left part of the screen, enter the contract number if the vendor you are working with is under contract

Reminder!!

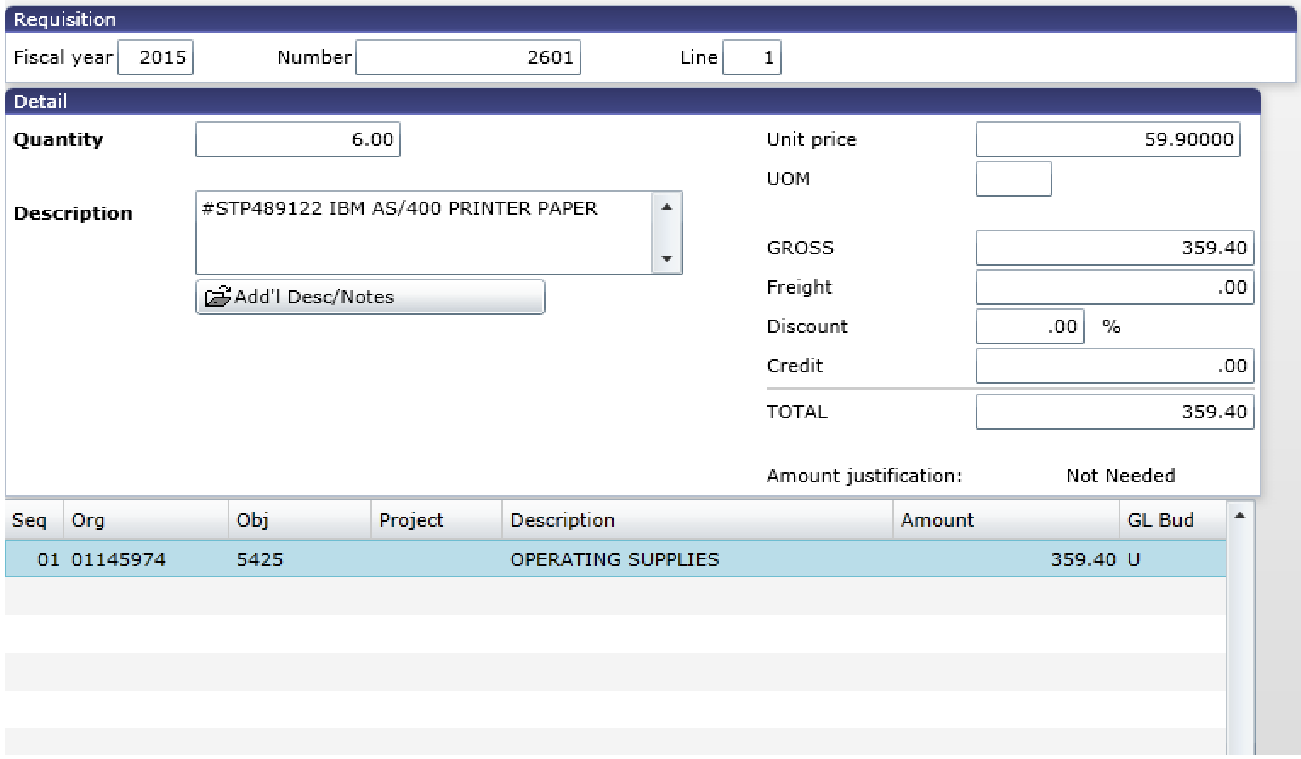
You should use CAPITAL LETTERS when you are in MUNIS for all information including vendor name, general description, etc.

Below is the **"Main Information"** screen shot



6. Press Enter or click the ***"Accept"*** 

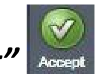
button. This will bring you to the Line Detail section. Each Line Detail screen represents an item you would like to purchase. If there is more than one item, you will need to add multiple records on this screen. By default, you are brought to the first item you are requesting in the Add mode.



7. Enter information on the Line Detail screen:

Name	Description
Qty	**Defaults as 1, but can be changed to the number of units being requested.**
Unit Price	**Enter the price per unit. The total will multiply the Qty times this price.**
UOM	**The unit of measure for the item. Typical is “Each” or “Lb.” or “Foot”, etc.**
Freight	**Enter a freight cost for just this line item (not the whole order), only if applicable.**
Discount percent	**Enter a discount percent for just this line item (not the whole order), only if applicable.**
Description	**Enter a description for the specific line item being purchased.**

8. Tab through the remaining options to open GL Allocations at the bottom of the screen.

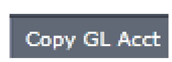
9. Enter the GL expense account to which the item will be charged. Choose or enter the Org, Object (and Project, if needed for a grant). Org may default based on the department code.
   - If the entire amount of this line item will be allocated to a single GL Account, verify the amount and click on ***"Accept"*** 

     to save that line item.
   - If you need to allocate the amount to more than one GL account, change the amount of the first GL expense account. Then press the tab key through the amount field and you will be taken to a second line where you can enter another expense account and amount. Always review the amounts and accounts before clicking ***"Accept"*** 

     to save the line item.

10. If you would like to purchase more than one item with this requisition, you will need to click the Add button 

    to add another Line Detail record. Follow the same process as above for each item you are requesting.

11. Starting with the 2nd Line, if you are using the same account number as in the 1st Line, you can click on Copy GL Acct 

    on the top right of the screen, next to the Return button, to fill in all of the account information without having to retype it.

12. Once you have entered all of your requested items, click return to the Requisition Header screen by selecting the ***"Return"*** button in the

MUNIS ribbon 

13. Click ***"Release"*** in the menu of the ribbon. 

This starts the approval process for the requisition. Once you have released the requisition, **you will be able to see it, but will not be able to make changes to it**.

14. If there is no approval process, you will be prompted that there are no workflow business rules. Click "***Yes***" to approve.

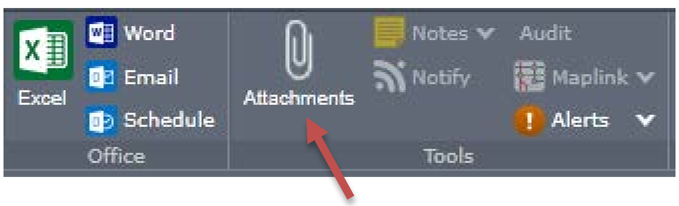
ATTACHING DOCUMENTS

Purpose: You may be required by the Purchasing Office to attach a document (e.g. a vendor's quote) to a requisition.

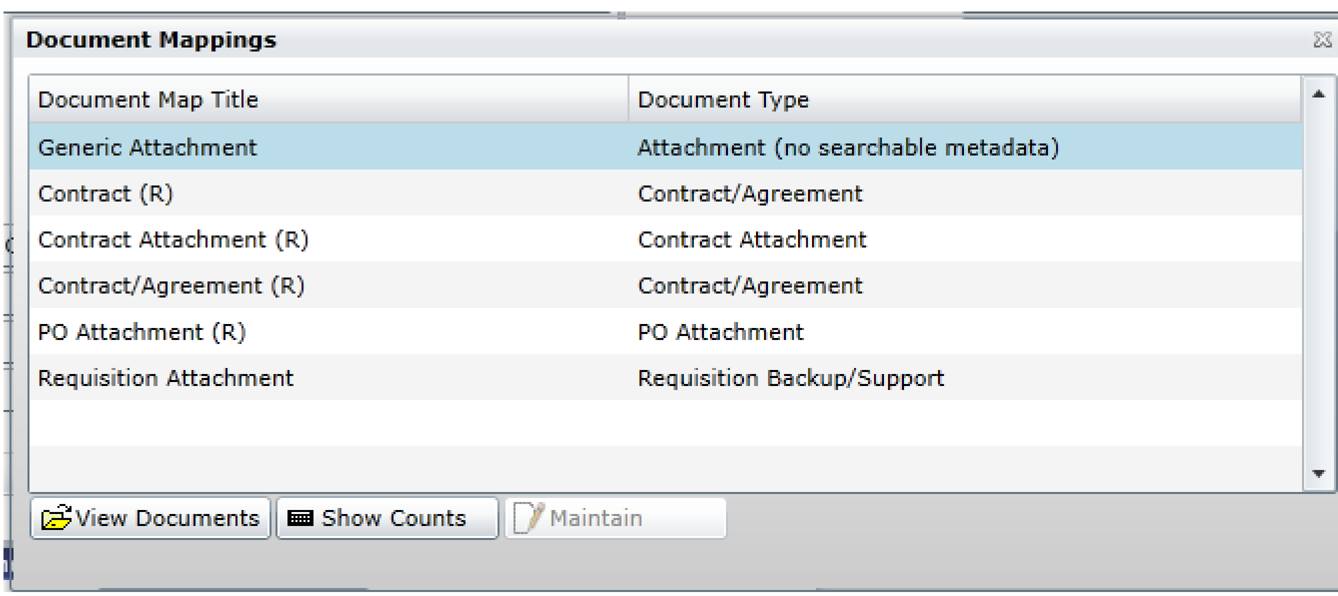
How to attach documents to a requisition

1. Open the requisition that you want to attach a document to

2. Click on the "***Attachments***" button

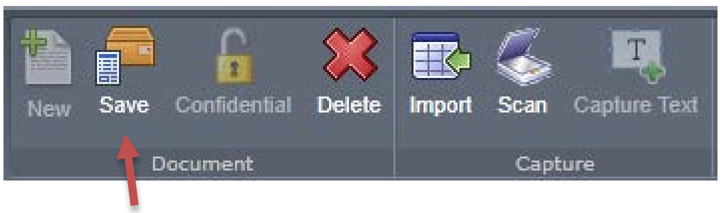


3. You will see the Document Mappings below



4. Click on the appropriate heading for your purpose ("***Requisition" "Attachment")*** and click on "***View Documents"***. A new Internet Explorer tab will open with the heading "***TCM"*** (Tyler Content Management). Click on the "***New"*** then "***Import"*** buttons.

5. Select the document you want to attach then click on "***Open"***. Then click "***Save"***



6. Your attachment is now part of the Requisition.

REQUISITION STATUS

Purpose: After a requisition is created, you can check what the status of your requisition is if you have not received your goods yet.

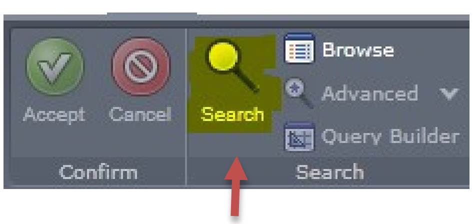
How to check the status of your requisition

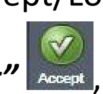
1. On the home page of MUNIS Dashboard, click on *"**MUNIS**" >* ***"Departmental Functions"***

> "Requisition Entry"

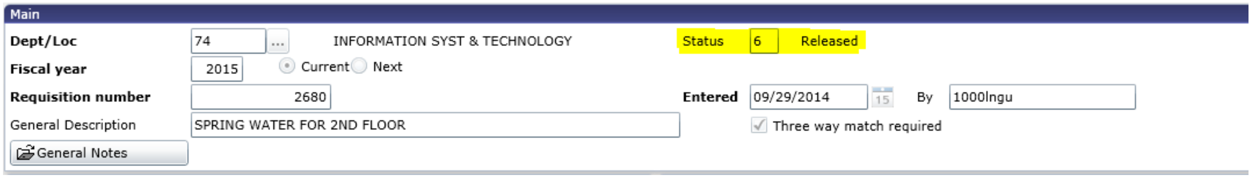
Note: "Requisition Entry" can also be found on "***MUNIS" > "Financials" > "Purchasing" > "Purchase Order Processing Menu" > "Requisition Entry"***

2. Click on "***Search"*** on the Menu bar



3. Enter Dept/Loc and Fiscal Year. You can enter a requisition number if you are looking for a specific requisition. If you enter Dept/Loc and Fiscal Year only and then hit Enter key or click ***"Accept"*** , you will

see all of the requisitions for the year as the image below with the highlighted status for the requisition.



You will also so see this number at the bottom of the screen that shows how many requisitions you have created for the year.

4. You can click on the arrow key to move from one requisition to the next. You can also choose to click on ***"Browse"***  to see the list of all requisitions as below:

Record	Year	Requisition	Entry Date	Description	Amount	Purchase Order	Status	Vendor Name
1	2015	2680	09/29/2014	SPRING WATER FOR 2ND FLOOR	300.00		Released	DS SERVICE
2	2015	2601	09/26/2014	IBM PRINTER PAPER AND RIBBONS	392.70		Released	STAPLES AD
3	2015	2526	09/24/2014	CISCO2901-SEC/K9 CISCO 2901 S	5,957.00		Released	WHALLEY CO
4	2015	2322	09/18/2014	INTERNET & WIDE AREA NETWORK S	100,000.00	1501532	Converted	CELT CORPO
5	2015	2267	09/17/2014	DATA NETWORKING ACCESSORIES	3,556.28	1501389	Converted	CDW GOVERN

5. Requisitions will have one of the following status codes:

Number	Description
1	**Rejected –** The requisition was rejected by an approver. You can view the notes as to why the requisition was rejected by clicking on the ***"Approvers"*** button on the left side of the requisition menu. In order to update a Rejected Requisition you must first click on the ***"Activate"*** button (on the left side of the Requisition). The default number of units requested is 1, but this can be changed.
2	**Created** - The requisition was entered - header only, with no GL detail. This Requisition can also be in this status with GL Detail, but without the appropriate budget to move it to a Status 4. In this case a Budget Transfer must be made and posted and only then will the user be able to click on the ***"Allocate"*** button (on the left side of the Requisition) to move this requisition to a status 4-Allocated.

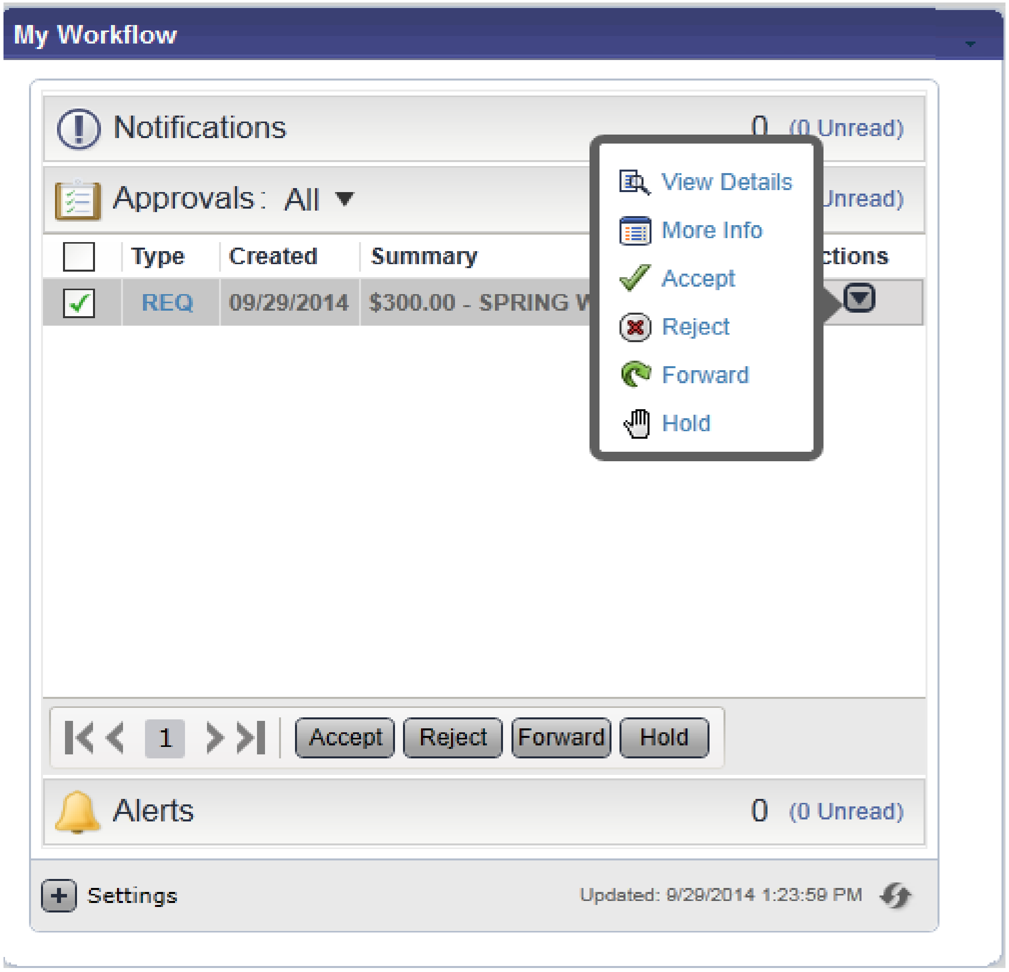
4	**Allocated –** The requisition was entered and has been allocated (charged) to a GL Account and funds were taken from the available budget. It has not however, been released into Workflow. A requisition must be in a status 4-Allocated to be released into Workflow (which is done by clicking on the Release button on the left side of the Requisition).
6	**Released –** The requisition was released (the Released button has been clicked by the user) into Workflow and is awaiting Approval. By clicking on the ***"Approvers"*** button (on the left side of the Requisition), you can
8	**Approved -** The requisition has been fully approved in Workflow, and is ready to be
0	**Converted** - The Requisition has been converted to a Purchase Order. The PO

If you have questions about your requisition's status code, please contact Christine Bufagna.

Purpose: Before a requisition can become a purchase order additional approvals may be required depending on the size and scope of the purchase. This process allows others to review and approve the requisition electronically.

How to approve a requisition

1. If there is a requisition waiting for your approval, the requisition will show up on your MUNIS Home Page under ***"Approvals."*** Click on "Approval" to expand the list of requisitions waiting for approval.
2. Click on the square box on the left-hand side of the requisition to create a checkmark and then click on ***"Actions"*** to bring up a new menu



3. Please choose one of the actions for the requisition. You may be asked to provide additional information, especially if you choose Reject.

4. Hit the ***"Save"*** button to finalize your action.

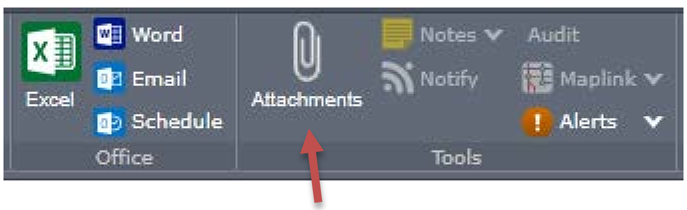
VIEWING PURCHASE ORDERS

Purpose: When you need to view a copy of the purchase order for your record

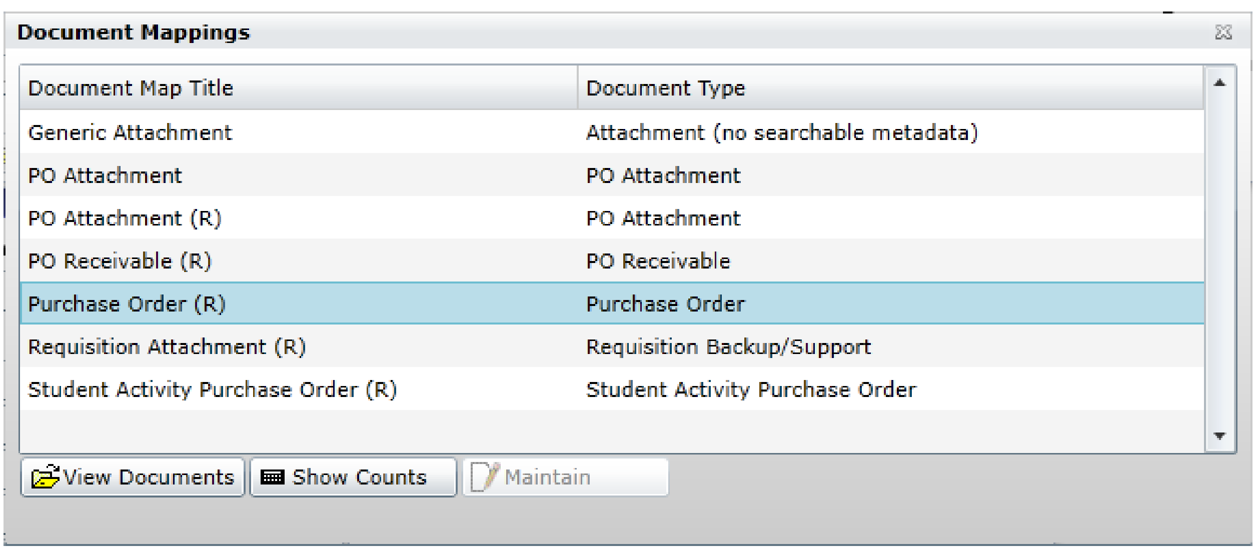
How to view a purchase order

1. Open the purchase order that you want to view

2. Click on the **Attachments** button



3. You will see the Document Mappings below



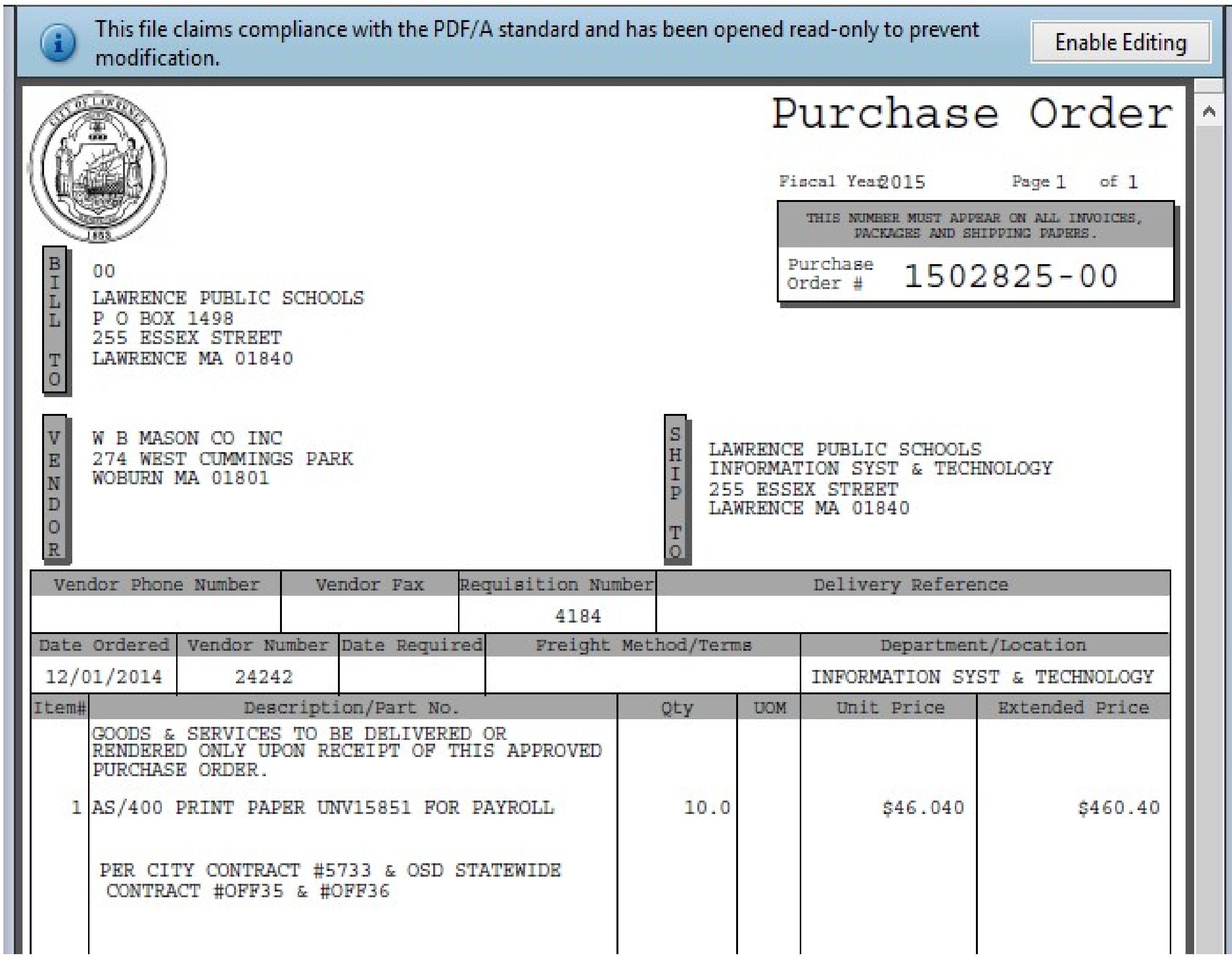
Document Mappings

Document Map Title	Document Type
Generic Attachment	Attachment (no searchable metadata)
PO Attachment	PO Attachment
PO Attachment (R)	PO Attachment
PO Receivable (R)	PO Receivable
Purchase Order (R)	Purchase Order
Requisition Attachment (R)	Requisition Backup/Support
Student Activity Purchase Order (R)	Student Activity Purchase Order

View Documents | Show Counts | Maintain

4. Click on the appropriate heading for your purpose (***Purchase Order***)

and click on ***View Documents***. A new Internet Explorer tab will open with the heading ***TCM*** (Tyler Content Management) and the Purchase Order will be shown in the window below



This file claims compliance with the PDF/A standard and has been opened read-only to prevent modification.

Enable Editing

Purchase Order

Fiscal Year 2015 Page 1 of 1

THIS NUMBER MUST APPEAR ON ALL INVOICES, PACKAGES AND SHIPPING PAPERS.

Purchase Order # 1502825-00

BILL TO

00
LAWRENCE PUBLIC SCHOOLS
P O BOX 1498
255 ESSEX STREET
LAWRENCE MA 01840

VENDOR

W B MASON CO INC
274 WEST CUMMINGS PARK
WOBURN MA 01801

SHIP TO

LAWRENCE PUBLIC SCHOOLS
INFORMATION SYST & TECHNOLOGY
255 ESSEX STREET
LAWRENCE MA 01840

Vendor Phone Number	Vendor Fax	Requisition Number	Delivery Reference
		4184	

Date Ordered	Vendor Number	Date Required	Freight Method/Terms	Department/Location
12/01/2014	24242			INFORMATION SYST & TECHNOLOGY

Item#	Description/Part No.	Qty	UOM	Unit Price	Extended Price
	GOODS & SERVICES TO BE DELIVERED OR RENDERED ONLY UPON RECEIPT OF THIS APPROVED PURCHASE ORDER.				
1	AS/400 PRINT PAPER UNV15851 FOR PAYROLL	10.0		$46.040	$460.40
	PER CITY CONTRACT #5733 & OSD STATEWIDE CONTRACT #OFF35 & #OFF36				

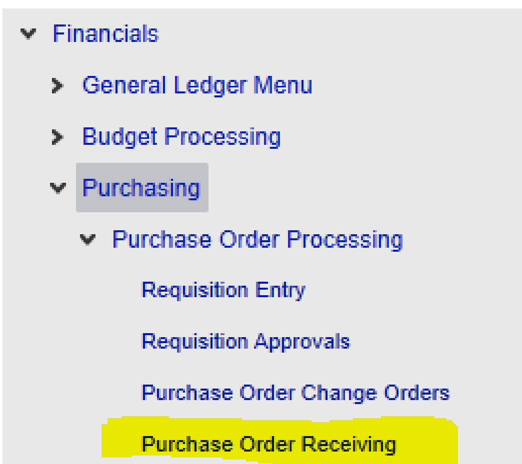
PURCHASE ORDER RECEIVING

Purpose: In order to pay an invoice, we need to confirm that we received the goods or services. This can be done electronically through purchase order receiving.

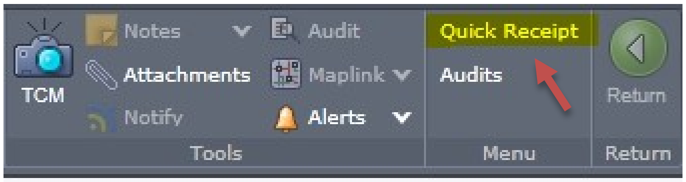
How to receive an item to approve an invoice

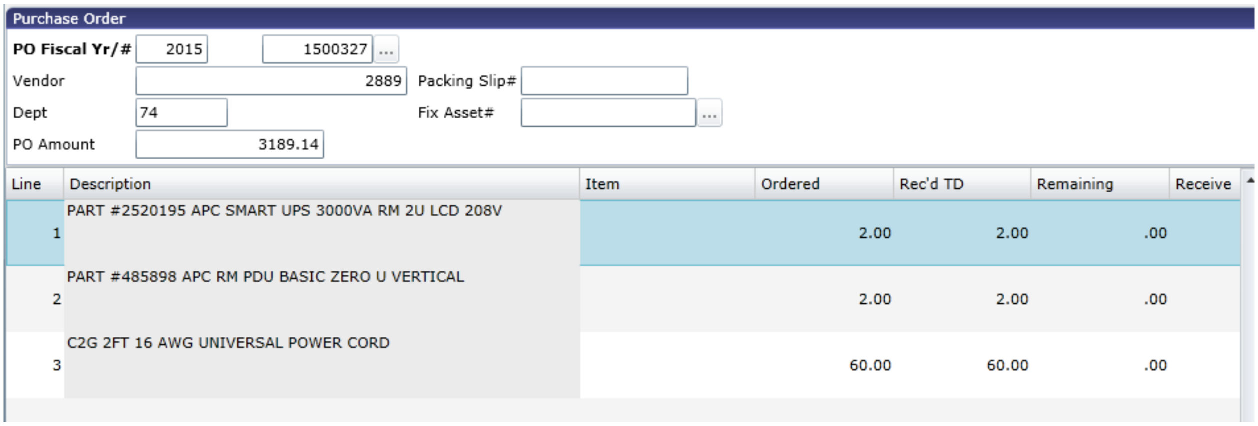
NOTE: The following directions are for "Quick Receipt," which means that the date received will be the same date as the date of entry. If you the date received is earlier, do not use "Quick Receipt."

1. On the home page of MUNIS Dashboard, click on "**MUNIS" > "Financials" > "Purchasing" > "Purchase Order Processing" > "PO Receiving Or Dept" > "PO Receiving"**



2. Click on ***"Quick Receipt"*** Quick Receipt. This will open the Quick Receipt screen as shown below. Type the year and PO number in the available fields and click the check mark.





Purchase Order

PO Fiscal Yr/# 2015 1500327

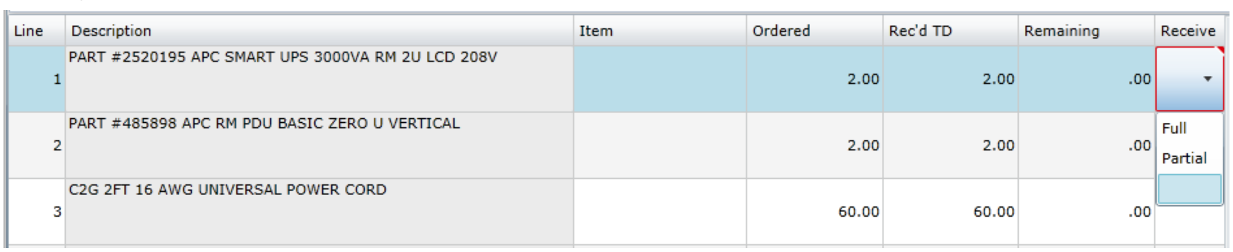
Vendor 2889 Packing Slip#

Dept 74 Fix Asset#

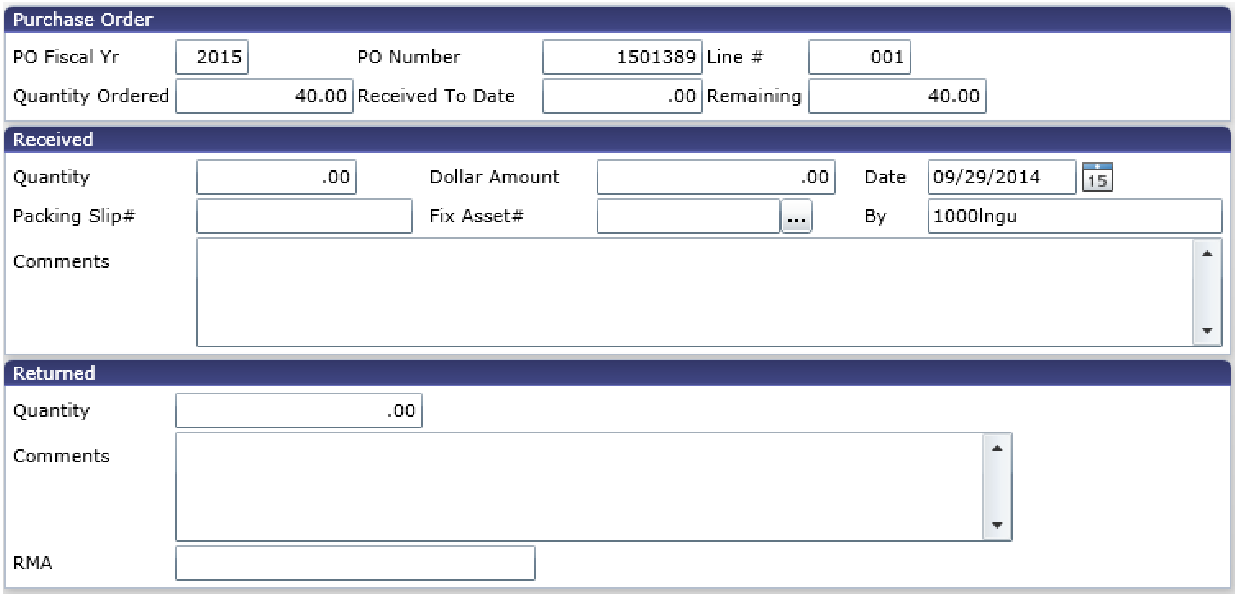
PO Amount 3189.14

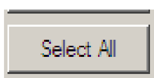
Line	Description	Item	Ordered	Rec'd TD	Remaining	Receive
1	PART #2520195 APC SMART UPS 3000VA RM 2U LCD 208V		2.00	2.00	.00	
2	PART #485898 APC RM PDU BASIC ZERO U VERTICAL		2.00	2.00	.00	
3	C2G 2FT 16 AWG UNIVERSAL POWER CORD		60.00	60.00	.00	

3. There are three options for receiving: (a) select individual items received, (b) select all items received and (c) select partial receipt
   a. Select individual lines Select Lines You might use this if you received most of the items but still have some remaining. You would choose either ***"Full"*** or ***"Partial"*** in the "Receive" column. If you select ***"Partial"*** you will be required to enter the information on the partial receipt screen, shown below.

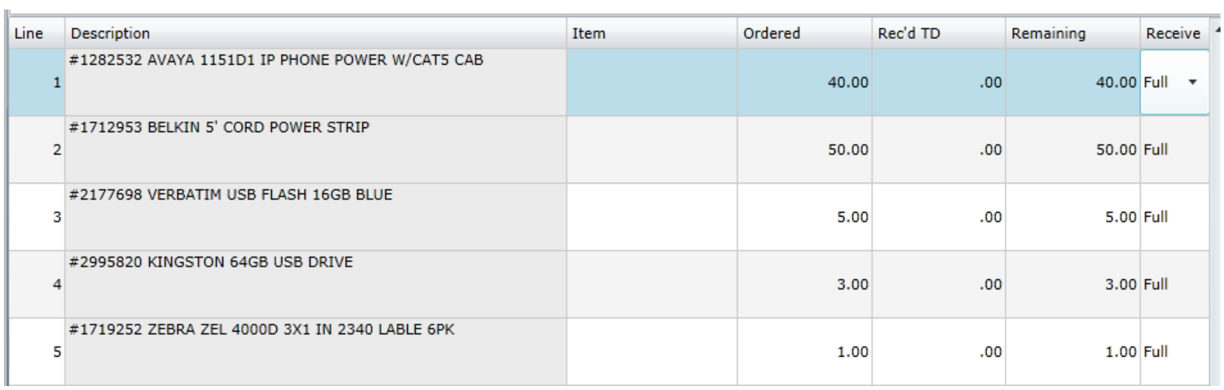


Line	Description	Item	Ordered	Rec'd TD	Remaining	Receive
1	PART #2520195 APC SMART UPS 3000VA RM 2U LCD 208V		2.00	2.00	.00	
2	PART #485898 APC RM PDU BASIC ZERO U VERTICAL		2.00	2.00	.00	Full Partial
3	C2G 2FT 16 AWG UNIVERSAL POWER CORD		60.00	60.00	.00	

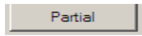


b. Select all 

This option will set all lines to be received in full as you can see in the bottom left hand corner of the screen. This is a toggle button, so clicking it again will remove the ***"Full"*** from each line.

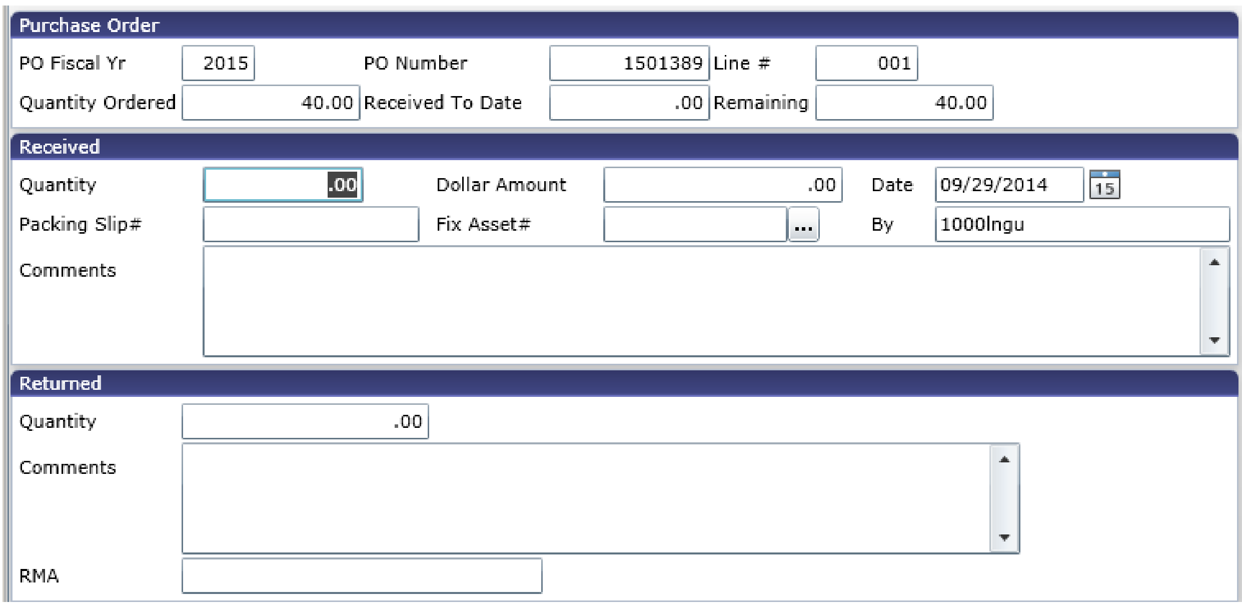


Line	Description	Item	Ordered	Rec'd TD	Remaining	Receive
1	#1282532 AVAYA 1151D1 IP PHONE POWER W/CAT5 CAB		40.00	.00	40.00	Full
2	#1712953 BELKIN 5' CORD POWER STRIP		50.00	.00	50.00	Full
3	#2177698 VERBATIM USB FLASH 16GB BLUE		5.00	.00	5.00	Full
4	#2995820 KINGSTON 64GB USB DRIVE		3.00	.00	3.00	Full
5	#1719252 ZEBRA ZEL 4000D 3X1 IN 2340 LABLE 6PK		1.00	.00	1.00	Full

c. Select partial receipt 

This option will allow you to make a partial receipt on a line of your choice. Highlight the line on which you would like to receive and click 

. If you select "***Partial***´ you will be required to enter the information on the partial receipt screen (below). See the field descriptions in the individual lines procedure above.



4. Once you have entered all appropriate information for this purchase order, click 

to submit the selections. This receipt will allow the invoice to be paid.

YEAR-TO-DATE BUDGET REPORT

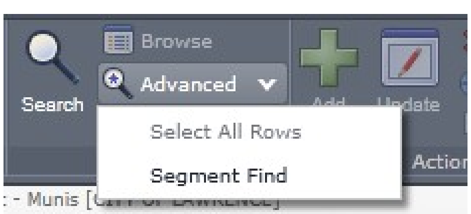
Purpose: The "Year-do-date Budget Report" shows you how much has been committed and available to spend by account for your school/department.

How to run a "Year-to-date Budget Report"

1. On the home page of MUNIS Dashboard, click on **"MUNIS" > "Departmental Functions"**

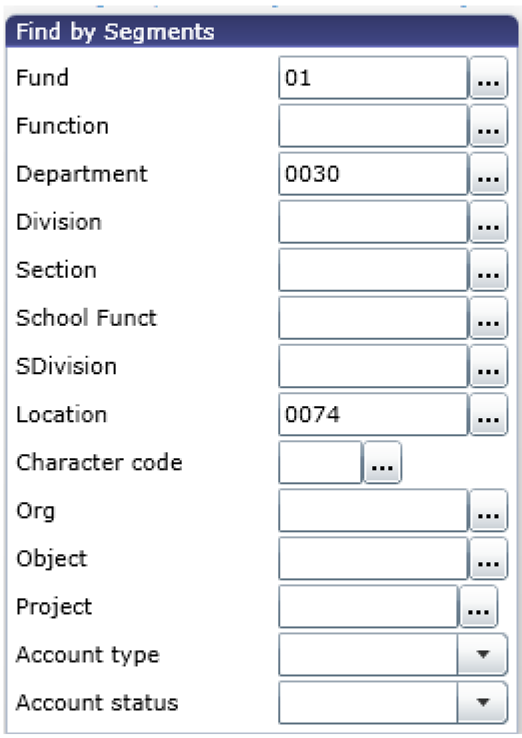
> "YTD Budget Report"

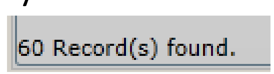
2. Click on "Advanced" and select "***Segment Find***"



3. Fill in the information as you see on the image below. Remember to replace the "Location" number with your school's location code. Click

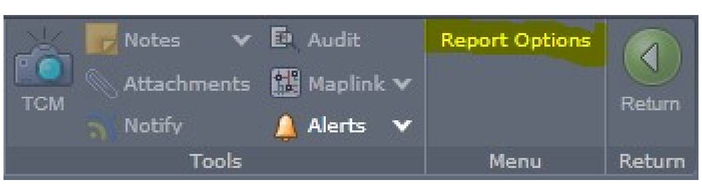
on ***"Accept"*** 



4. At the bottom of the screen you will see the number of records found (e.g. 60 records found). 

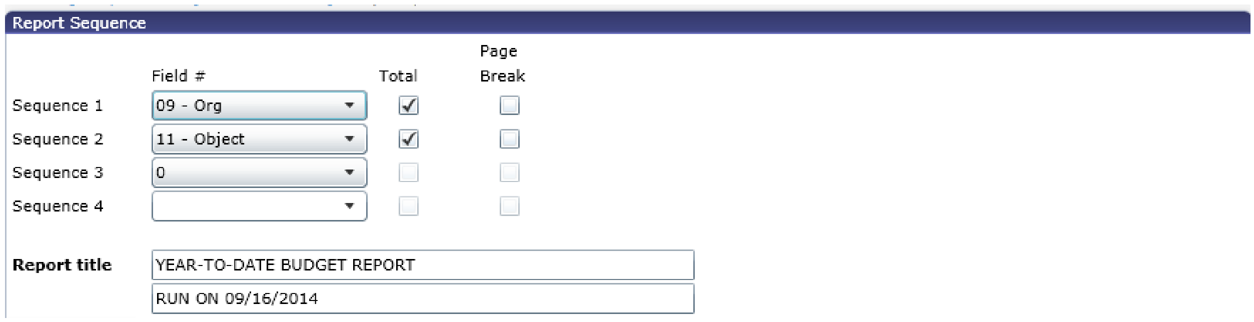
The numbers may be different on your screens depending on the number of accounts in your budget.

5. Click on ***"Report Options"***

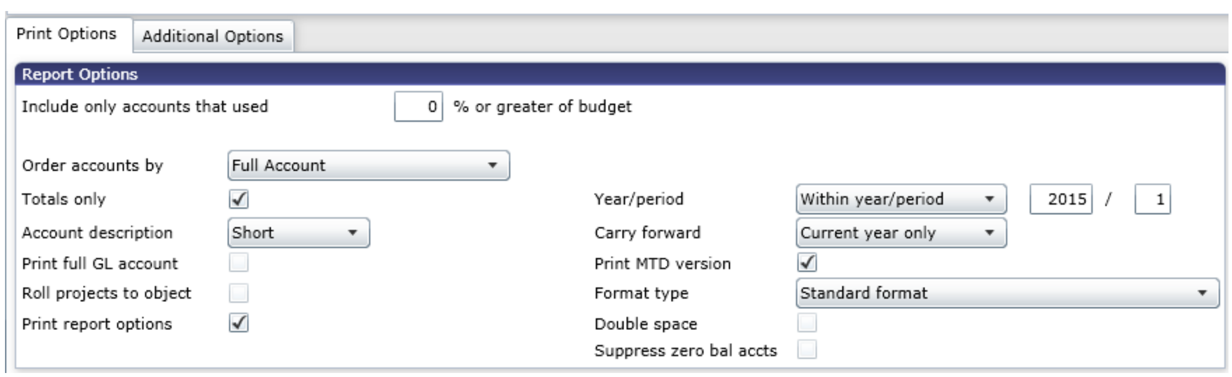


6. Fill in Sequence 1 with "09 – Org" and Sequence 2 with "11 – Object".

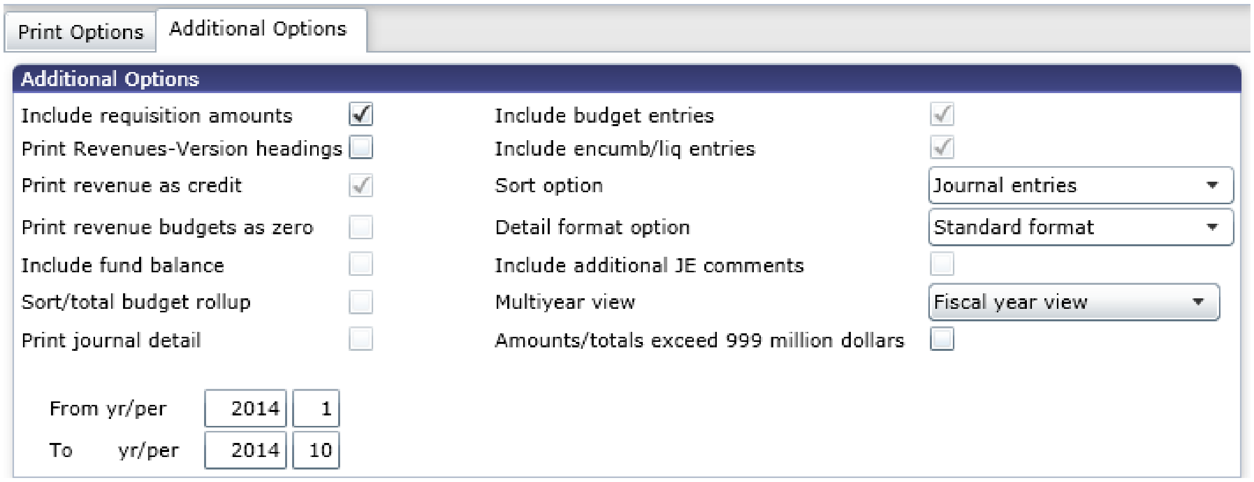
Make sure the "Total" box is checked.

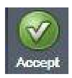


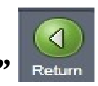
7. Make sure the "***Print Options***" tab reflects the screen below. NOTE: *If you want to show the entire fiscal, make sure "Year/period" shows the fiscal year (2015) and the last period (12). This will show the entire year.*



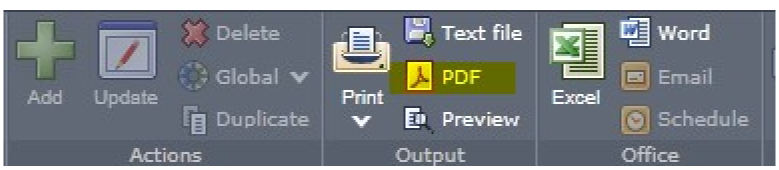
8. Make sure the ***"Additional Options"*** tab reflects the screen below.



9. Click on ***"Accept"*** 

and click on ***"Return"*** 

10. Click on ***"PDF"*** to run the report in PDF format



Wildcard (*)

In MUNIS the asterisk (*) is used as a wildcard to pull in all records that have the partial word before or after the symbol. This can be used for words or numbers. If you don't know the full name of a vendor, start and end the name with an asterisk (*). If you don't know the full account number, end the number with an asterisk (*).

CAPITAL LETTERS for requisitions

Make sure to use capital letters when entering requisition information.

Vendor Central

An easy-to-use way to look up vendors is Vendor Central. You can go to Vendor Central by going to ***"MUNIS" > "Other Applications" > "Centrals" > "Financials" > "Vendor Central."*** You can search for vendors and export the information you find to Excel

Make sure you log out of MUNIS or you may get locked out!

If you have not properly logged out of MUNIS and attempt to log back in, you will be locked out. Once you are locked out, Long Nguyen and David Clement are the only ones who can give you access again.

Additional help guides

There are additional help guides in MUNIS by going to the home page of MUNIS Dashboard, click on ***"MUNIS" > "Help" > "MUNIS Manuals"***