Lake County Forest Preserves

1899 West Winchester Road
Libertyville, Illinois 60048
PurchasingDept@LCFPD.org
847-367-6640

WHAT YOU ALWAYS WANTED TO KNOW ABOUT MUNIS REQs & POs BUT WERE AFRAID TO ASK

TABLE OF CONTENTS

MUNIS

Requisition Entry

This document provides step-by-step instructions on how to enter a requisition in Munis. It highlights only the most commonly used and required fields and options.

To simplify the process, fields that are not required are eliminated from these instructions.

PREREQUISITES

Enter all information (except the "entered by") in CAPITAL LETTERS. Before entering a req in Munis, the following information is helpful to know in advance:

- The name or vendor number from whom the purchase will be made
- The proper general ledger expense and department account codes that will be used for the purchase.
- The quantity, price, and description, including part numbers, if applicable.
- The person who will be authorizing payment for the purchase.
- All back-up documents including quotes, contracts, resolutions, emails etc. that supports the purchase and the price [W-9 if new vendor and check on Certificate of Insurance, if applicable].

It is helpful to use the TAB key to navigate through the template, rather than the Enter key.

SAMPLE PURCHASE ORDER

Be sure to understand how the information entered in a Requisition is displayed on a Purchase Order.

LAKE COUNTY FOREST PRESERVES
GENERAL OFFICES
1899 WEST WINCHESTER ROAD
LIBERTYVILLE, ILLINOIS 60048
847-367-6640

PURCHASE ORDER # 20190865-00 FY 2019 2A-2
Page Number: 1

THIS MUST APPEAR ON ALL INVOICES, PACKING LISTS AND PACKAGES

BILL TO
LAKE COUNTY FOREST PRESERVES
ACCOUNTS PAYABLE
1899 WEST WINCHESTER ROAD
LIBERTYVILLE, ILLINOIS 60048

VENDOR
WELLS WHEELER AIA 2B
1100 NORTH WAUKEGAN ROAD
LAKE FOREST, IL 60045

SHIP TO
2C-1 LAKE COUNTY FOREST PRESERVES
1899 WEST WINCHESTER ROAD
LIBERTYVILLE, IL
60048

Tel 847-604-8819
Fax wwarch@sbcglobal.net

Requisition
20191184 2A-3

Delivery Reference
JEFF SLOOT 2C-2

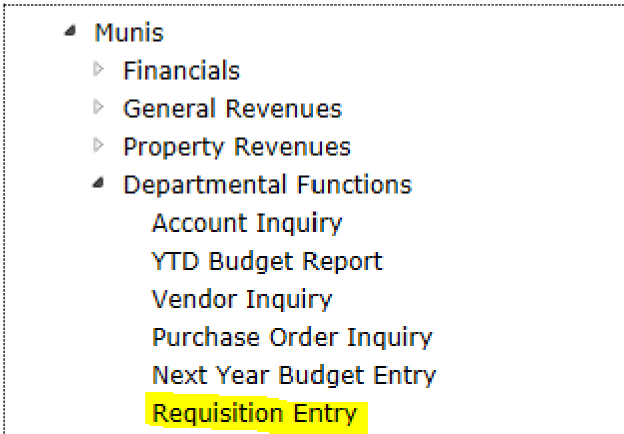
DATE ORDERED	VENDOR NUMBER	DATE REQUIRED	FREIGHT METHOD/TERMS	DEPARTMENT/LOCATION
10/04/19 date req is converted to PO	000347 2B	2A-5	N/A - SERVICE	PLANNING, CONSERVATION, DEV 2A-1

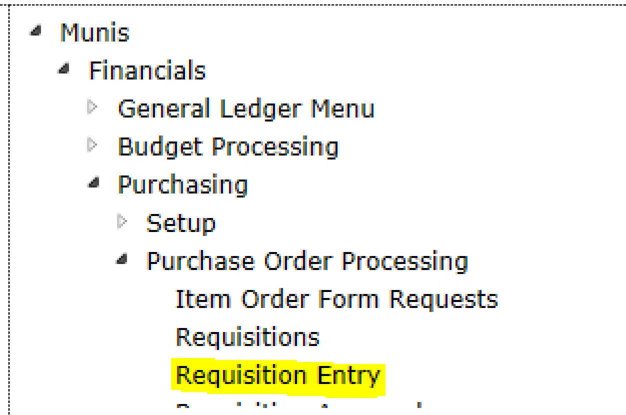
LN	DESCRIPTION/PART NO.	QTY	COST EA.	EXT. PRICE
	THE PURCHASE DESCRIBED IN THIS PURCHASE ORDER WILL BE GOVERNED BY THE TERMS AND CONDITIONS OF THE CONTRACT APPROVED BY THE LAKE COUNTY FOREST PRESERVE DISTRICT, AND NOT BY THE TERMS AND CONDITIONS ON THE REVERSE OF THIS PURCHASE ORDER. GENERAL NOTES (these display first on Description)	4B-1	4B-4	
01	LINE ITEMS OR notes print in this section ARCHITECTURAL SERVICES FOR STRUCTURE PRESERVATION AND SHELTER STUDIES AT LAKEWOOD FOREST PRESERVE TO NOT EXCEED $13,000.00 PER ATTACHED PROFESSIONAL SERVICES CONTRACT DATED 10/01/2019. HOURLY RATE IS $120/HR. 4B-2 & 4B-3, if used 20614000-701100 4C 13,000.00	1.00 EACH	13000.00000 4B-5	13,000.00
	Notes from 'Additional Description' display after line item information. OUR PURCHASE ORDER NUMBER MUST APPEAR ON ALL PAPERWORK, ESPECIALLY INVOICES. Standard language prints on all POs. PO Expiration Date 12/31/2020 2A-7		PO Total	13,000.00

TO START A NEW REQUISITION

1. OPEN REQUISITION ENTRY

[either way will get to the same screen]





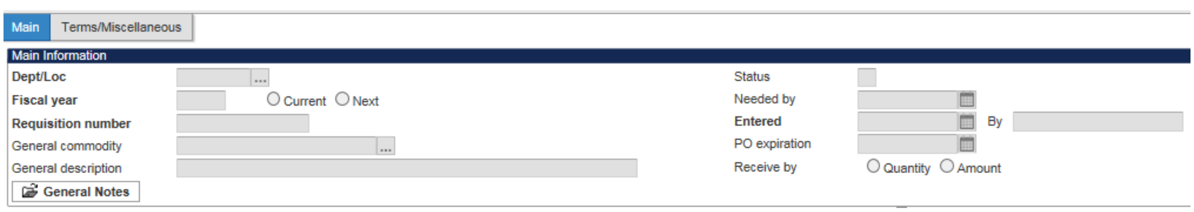
Click on the ADD icon 

2. MAIN TAB

Enter the information in the **MAIN** tab [remember in ALL CAPS] as noted below:

A. Main Information

[remember that some fields are not required].



1) **Dept/Loc** – this will default to your department code. If you are entering the req for a different department, select the department from the drop down indicated by three dots. 
   - Once the correct department is selected, click the Accept  button; this will take you back to the Main tab.

2) **Fiscal Year** – tab through to accept the default.

3) **Requisition Number** – tab through so system can auto-populate the field.

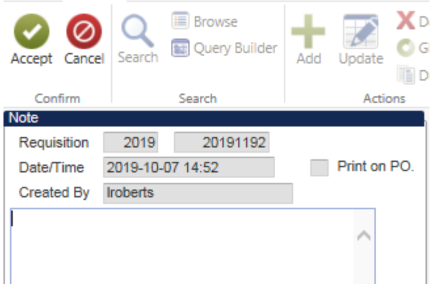
4) **General Description** – type in a description of the product or service being purchased. (NOT printed on PO)

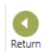
5) **Needed by** – the date you would like the vendor to supply the product or service [*NOT* the date the req needs to be approved or converted].

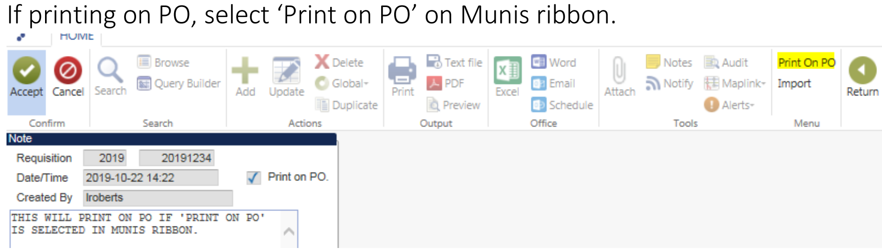
6) **Entered** – defaults to today's date. (NOT printed on PO)

7) **PO expiration** – can show contract end date; often used on blanket POs.

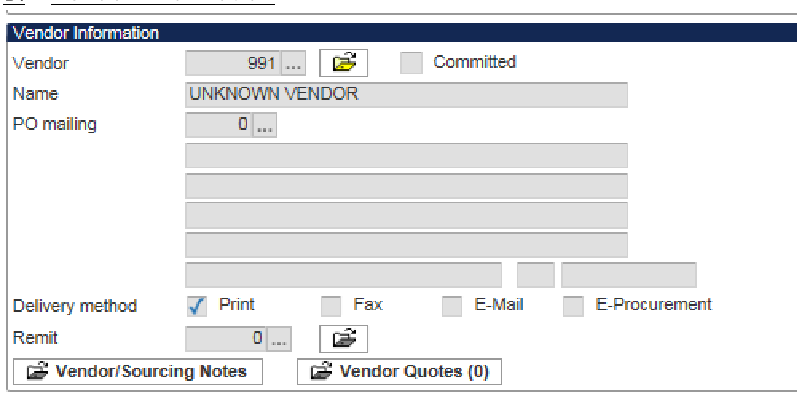
8) **General Notes** – This area is used to enter any information that would be helpful to the approvers and/or purchasing staff regarding the pricing or the product etc. May or may not print on PO.



- Example: 3 suppliers contacted; only 2 submitted quotes
  - When finished with note, click the Accept  button and then the  Return button.
- If printing on PO, select 'Print on PO' on Munis ribbon.



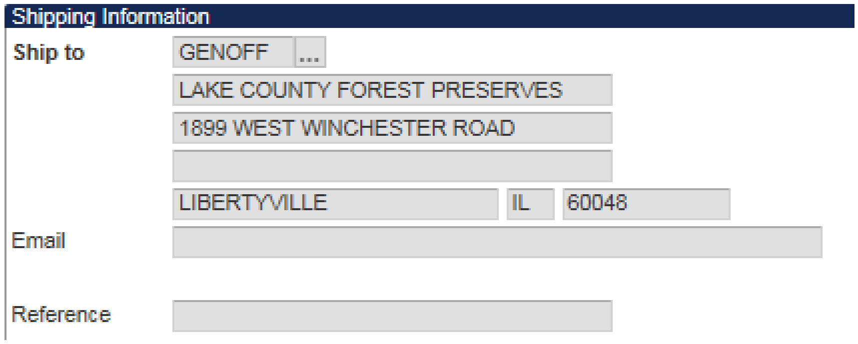
B. Vendor Information



Vendor – If the vendor number is known, enter the number and tab to the next field. To search for a vendor, click on the box with the 3 dots and enter  the full or partial name, click the Accept button (or hit  Enter), and a list of vendors will pop-up. Select the proper vendor and either double click on the vendor or click the Accept button. 

1) NOTE: There may be several listings for the same vendor with different addresses, select the proper address for your requisition.
2) *New Vendor*: If this is a new vendor, enter **991** in the Vendor field. This will auto-populate 'Unknown Vendor' into the fields and allow you to continue with the req. Put the vendor contact information into the **Vendor/Sourcing Notes** in the same manner as *General Notes*. ***** It is helpful to request a W-9 from the vendor and attach it to requisition. This is needed to set the vendor up in Munis and it speeds up the process if done during requisition entry *****

C. Shipping Information



1) **Ship To** – This address may default from the department code. If the ship to (or work address) is correct, tab through to the next field. If you need an item shipped to or work is being performed at a location other than what defaults, select the correct address from the drop down list. For reqs with multiple locations needed, select SBLW (See Below) and use the Notes field in the Line Items screen for location information/address.

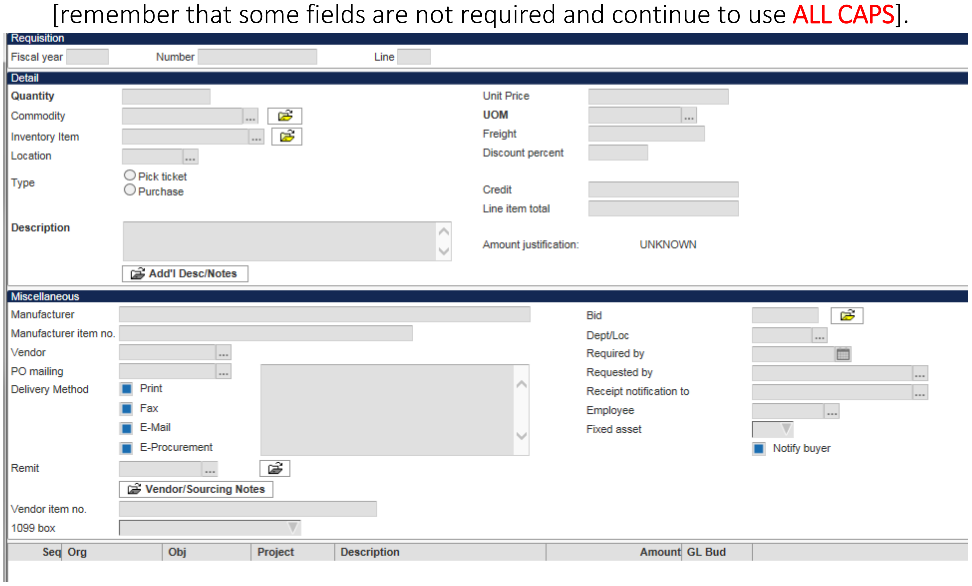
2) **Reference** – Enter the name of the person who will get a copy of the purchase order. This person is responsible for receiving the product/materials and/or overseeing the work and authorizing payment once the product or service is received.

3. TERMS/MISCELLANEOUS SECTION

Tab through the fields or click the Accept button. This will Accept bring you to the **Line Detail** section.

4. LINE DETAIL

[remember that some fields are not required and continue to use ALL CAPS].



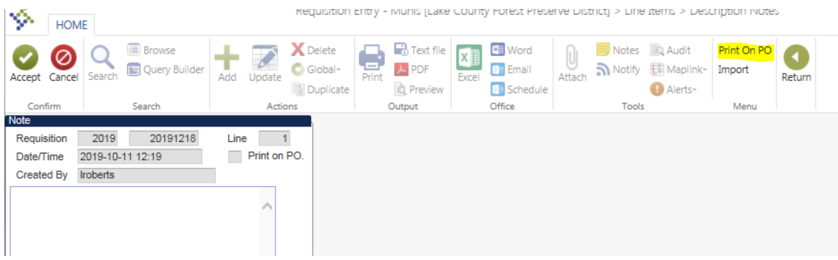
A. Each line detail screen represents an item you would like to purchase. If you are purchasing more than one item, you will need to add multiple lines. By default, you are brought to the first line.

B. To activate the line, select the Add Add button. Then enter the following information in the Line Detail screen:

i. **Quantity** – Defaults as 1; change to the number of units being purchased.

ii. **Description** – Enter a description for the specific item being purchased. This description identifies to the supplier what it is you are purchasing. It should include part numbers if available, with a detailed description of the product or service. <u>The supplier must be able to identify what you are purchasing from this description</u>. A description of "See attached quote" is not appropriate. If you are buying multiple (different) items, each item should be a separate line item.

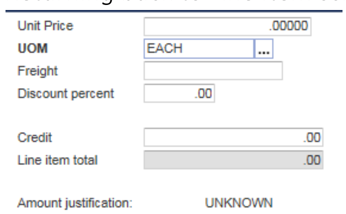
iii. **Add'l Desc/Notes** – If you need additional space to complete the description information, click on this button and add the additional information in the box.



Select Print on PO from the Munis ribbon (highlighted above) if you would like the note printed on the Purchase Order. ** This is also a good area to add items like hourly rates, work hours, shipping/delivery. This can also be used for location information if line items are for products shipped to or work performed at different locations. **

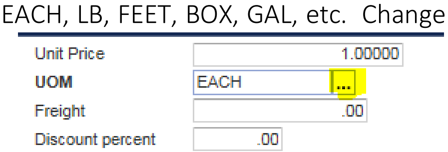
When complete, click the Accept  button. To exit back to the line detail, select Return. 

Returning back to Line Item screen:



iv. **Unit Price** – Enter the price per unit. The total will multiply the Qty times this price.

v. **UOM** – the unit of measure for this item, such as EACH, LB, FEET, BOX, GAL, etc. Change as needed for your purchase by selecting the  located next to EACH. A list will be displayed; double click on the appropriate unit of measure or click once and then click on Accept. You will return to the Line Item screen; be sure your UOM is listed correctly. [NOTE: *time reference is NOT an option* as UOM so if you need 12 months, select EACH and note that EACH represents month in the line detail description].



vi. RARELY USED ITEMS BUT ENTER IF NEEDED/APPROPRIATE

- **Freight** – enter the freight or shipping cost if needed.
- **Discount percent** – enter the discount percentage for this line item only, if appropriate.
- **Credit** – enter the dollar amount for any credit given for this line item only, if appropriate.

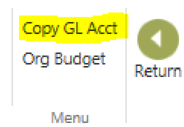
C. Tab through the remaining options to the GL Allocations at the bottom of the screen. [The Vendor #, Required by Date, and Dept/Loc fields will auto-populate.]. The required by date does print on the PO so if there is a change to the '**Needed By**' entry on the **Main Information** tab, be sure to change it or remove it from here.

1) Enter the GL expense account to which the item will be charged. Choose or enter the Org, Object Codes (and Project Code, if needed). If the entire amount of this line will be allocated to a single GL account, verify the amount and click Accept to save the line item.

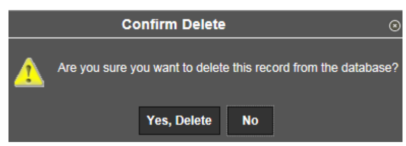
2) If you need to allocate a single line item amount to more than one GL account, change the amount of the first GL expense account and then tab through the amount field and you will be taken to a second line where you can enter another expense account and amount. [This is similar to the procedure when reconciling p-cards]. Repeat for as many GL accounts as needed. When using multiple lines for charging, the sum broken out must add up to the full amount of the line item.

D. *Always review the amounts and accounts before clicking the Accept button to save the line item. *

1) **If purchasing more than one item with this requisition, click the Add button to add another Line Detail record**. Follow the same process as A-D above for each item being purchased. If using the same GL account, click on 'Copy GL Acct' button on the Munis ribbon.



2) If a line item needs to be deleted, select the red X located next to the Update button. This will initiate a pop-up box asking you to confirm that you want to cancel this item; select Yes Cancel and the line will be deleted but the requisition will remain.



To return to the Requisition Header screen, select the Return button in the Munis ribbon.

5. <u>ATTACH ALL BACK-UP DOCUMENTS</u>

(all quotes received, contracts, resolutions; anything that will clarify the purchase and the price for Approvers and Auditors).

a. To attach documents, select the Paperclip marked Attach on the Munis ribbon. [*NOTE: you must be in the Main Information or Terms/Miscellaneous screen; **not** in the Line Item Detail screen*].

b. Then select the Add button, which will open the File Upload box.

i. Browse to locate the document Browse...

ii. Click on the document, which will add it to the File Name

iii. Click on Open, which will take you back to Munis File Upload

iv. Select OK

v. Enter a Description for the document

vi. Click the Accept button.

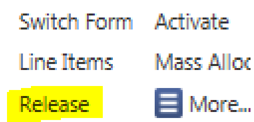
vii. Repeat these steps for as many documents as you need to upload.

Return to the Main screen by selecting the Return button in the Munis ribbon.

6. RELEASE

   Now the document is ready to be released for approvals. ***CHECK IT OVER ONE MORE TIME FOR COMPLETENESS***.

   If the requisition is complete and you are ready to send it for approvals, click on Release in the Munis ribbon.



   Should you decide to delete the whole requisition, before it is released, select the red X marked Delete in the Munis ribbon. You must be in the Main screen to delete the whole requisition. You will get a pop-up box asking you to confirm that you want to delete the record, select Yes Delete.

7. REMEMBER

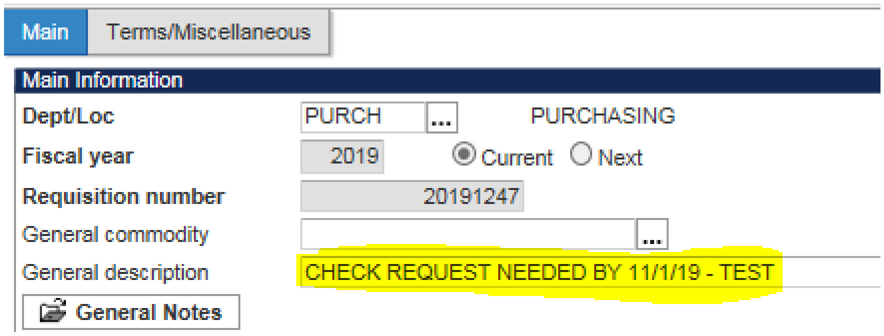
   a. Do not order product or schedule work until Purchase Order is issued.
   b. If order is under $500 and is for products, supplies, or materials, a requisition or PO Is **NOT** needed; simply write the GL account # on the invoice and submit to Accounts Payable.
   c. Requisition/PO is ***always*** needed for work and services (insurance requirements and prevailing wage may apply).
   d. If supplier accepts credit cards, use District Pcard.
   e. If order is $500 or greater and vendor does not accept credit cards, a Munis requisition will be required.

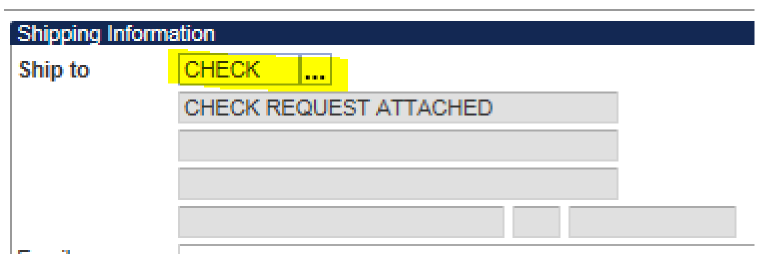
TIPS & TRICKS

CHECK REQUEST HINTS:

To ensure timely approval and processing of check requests, list 'CHECK REQUEST' in the General Description line and select 'CHECK' in the dropdown box for the Ship To address. Be sure all necessary documents are attached so reviewers and processors can complete the request.

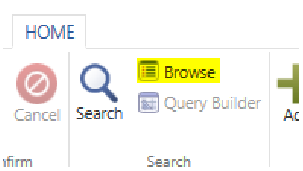
All check requests $500 or greater require a requisition and those check requests must be attached to the Munis requisition and come to Purchasing and not directly to AP



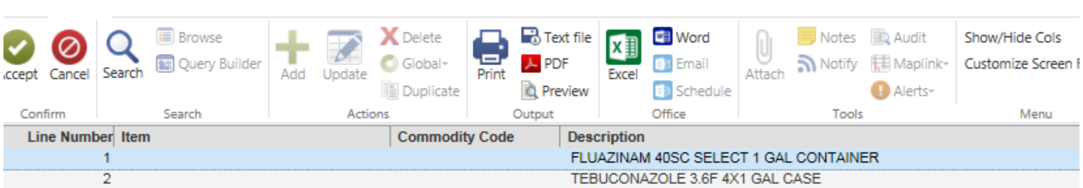


BROWSE BUTTON IS YOUR FRIEND:

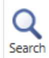
The browse button is a helpful search assistant.



You can view multiples of most searchable items (vendors, reqs, POs, line items, etc).



WHERE IS MY REQ NOW?

To see the routing of your req in Munis after you've released it, go back into Requisition Entry and search by clicking the 

button and enter the req # as shown below:

You can then follow it along its path of approvals, etc. There is a box at the bottom of the req called "Approvers" that you can see once it has been released.

Click on this and 'Expand All' 

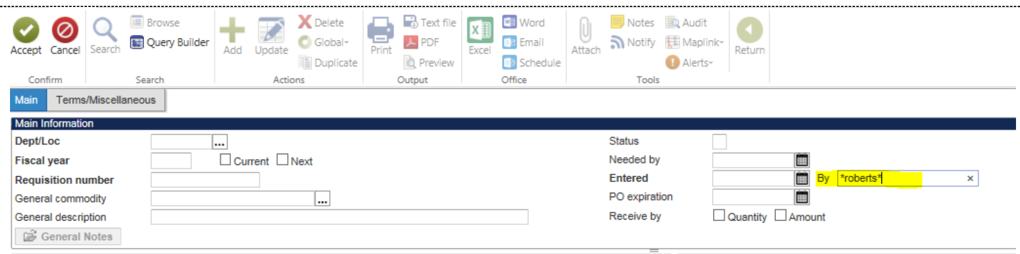
to see where it is in the approval process.

Once it's through all approvers, it comes to Purchasing for processing.

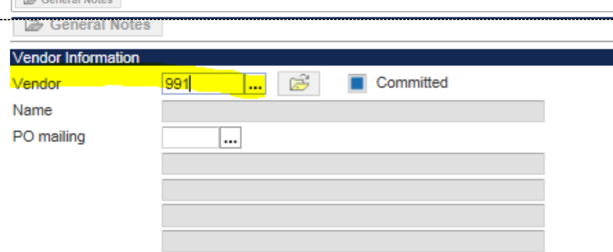
VIEW YOUR REQUISITIONS PAST & PRESENT:

If you'd like to review or re-use (copy) a requisition, ***search Requisition Entry***.

By the 'creator' or person that entered the req:

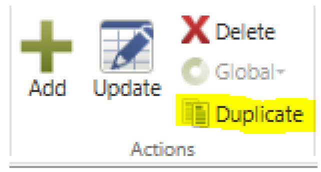


By the vendor:

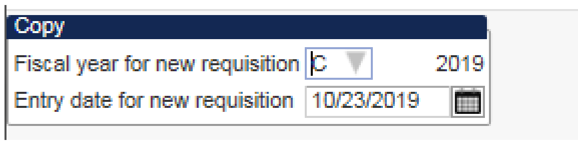


TO COPY THE REQUISITION:

Search for the Req as shown above and then select 'Duplicate' from the Munis ribbon:



Munis will give you the following option:



IF the requisition is being copied for the ***next fiscal year***, change 2019 changes to 2020. If this date is not changed, there is no way around and the req will be rejected.

If there are attachments and notes in the req, a prompt will pop up asking if you want to keep the attachments. IF you keep the attachments and notes, please review them for accuracy for the new requisition.

2020 REQS ENTERED IN 2019

The same rule applies for requisitions entered when Munis is not yet set up for the next fiscal year (could happen into February of new fiscal year).

Change 2019 to 2020. If this is done incorrectly, there is no way around and the req will be rejected.

NEW VENDOR:

If this is a new vendor, enter **991** in the Vendor field.

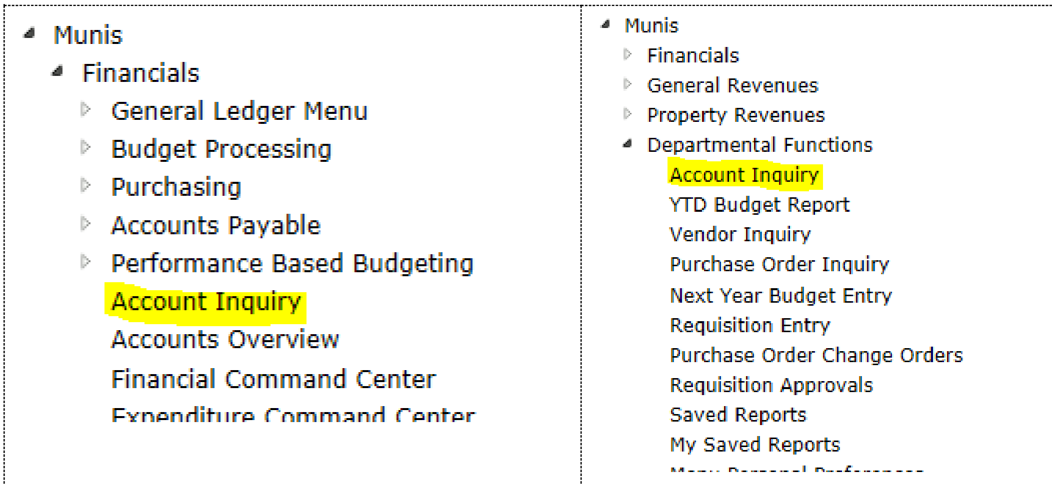
This will auto-populate 'Unknown Vendor' into the fields and allow you to continue with the req.

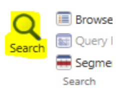
Put the vendor contact information into the **Vendor/Sourcing Notes** in the same manner as *General Notes*.

********It is helpful to request a W-9 from the vendor and attach it to requisition. This is needed to set the vendor up in Munis and it speeds up the process if done during requisition entry *******

ACCOUNT INQUIRY

To check which account code to use or to check the balance of an account, go to ***Account Inquiry*** – either way will take you to the same screen.

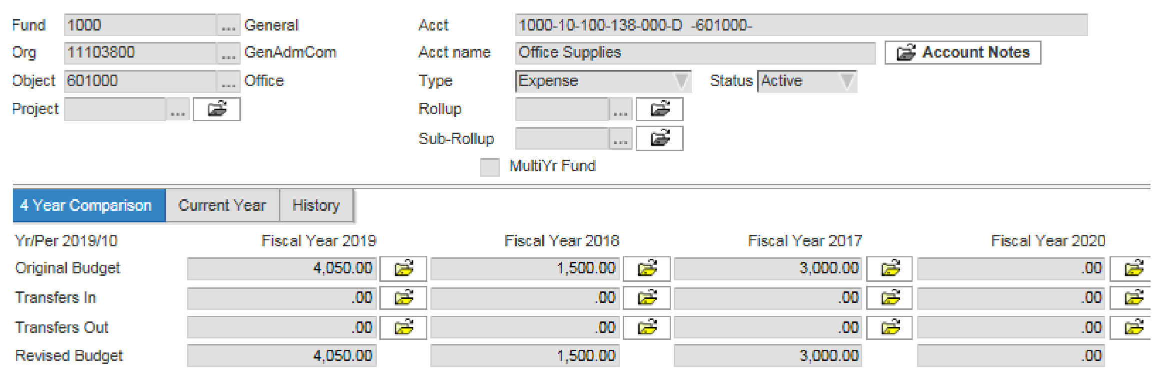


Click on the Search 

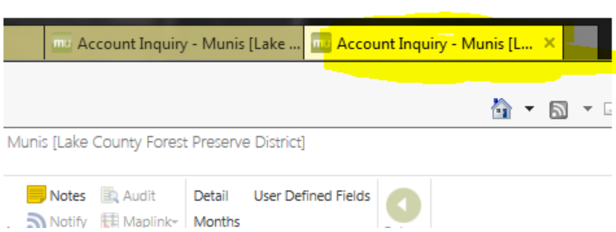
button and then enter the Org or Object or Project # to be reviewed.

Partial #'s can be used to search as well; just use the * as well before and/or after the #'s [ex. 1510*, or *3800]. Keep in mind however, that the more #'s searched by, the more accurate the search and the fewer records to review.

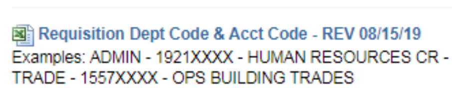
A new window will pop up with the results. If no results given, double-check the Org/Object/Project #'s used.



To exit the new window and return to Munis Account Inquiry, close the new window:

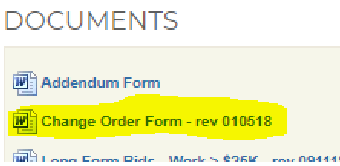


A listing of the Account Codes and Department Codes are located on FERN>FINANCE>PURCHASING:



CHANGE ORDERS

Also found in FERN>FINANCE>PURCHASING, is the Change Order form for those times when an adjustment to your contract or purchase order is needed.



Change Orders should be completed when there is an increase or decrease in price or a change in the contract time.

Type·Increase/(Decrease)
Type·Increase/(Decrease)
Type·Time·Extension

The change order form has instructions on the first page, but feel free to reach out to Purchasing for assistance on completing the form.

SIGNATURES

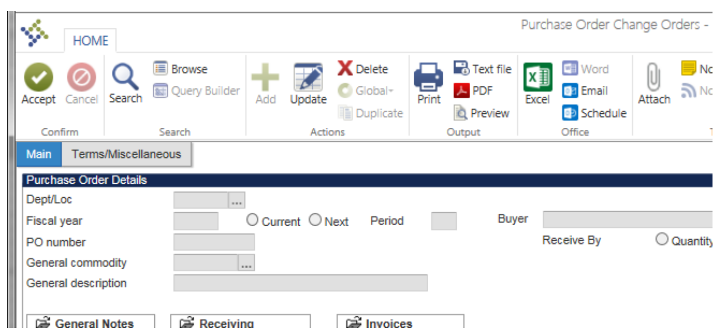
The Change Order can be emailed for signatures/execution. Once all the signatures are accounted for, the requisitioner should provide a copy as noted on the bottom of page 1 of the change order.

DISTRIBUTION:·EXECUTED·ORIGINAL: → Purchasing → **COPIES:**→Project·Manager,·Contractor¶
→ **(Executed·Original·is:··☐·Hard·Copy··☐·E-Copy)** → *Decrease·/·No·Cost·Change·/·Time·Change:*··Accounting·¶
→ *Increase:*→ Munis.¶
Document1 → **Original·PO#··*original·PO·#*** → Rev.·01-05-18¶

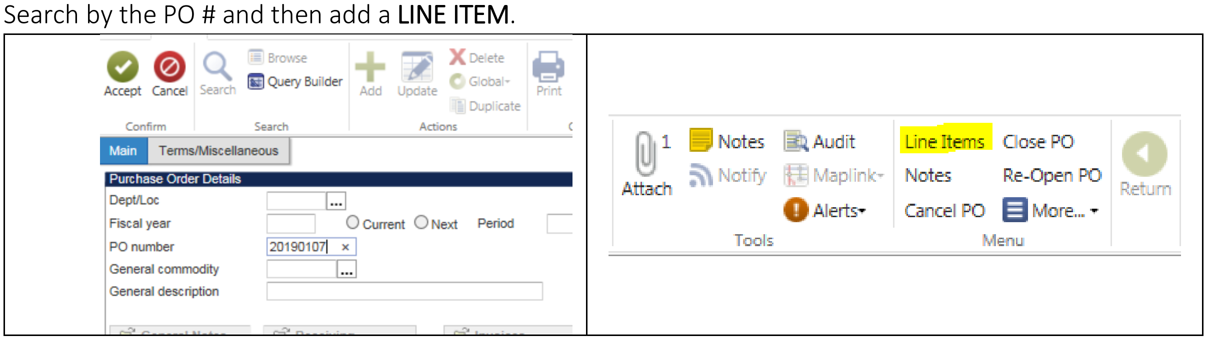
INCREASE CHANGE ORDER

The increase change order should be entered into Munis by the requisitioner. Selecting Purchase Order Change Orders in the screen as noted below will get a screen that looks like:

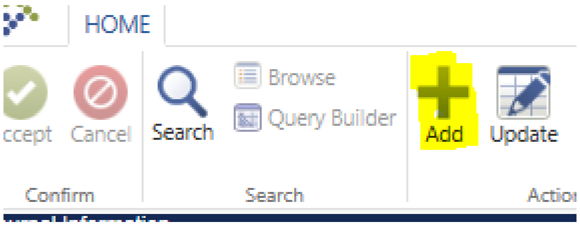
- Purchase Order Processing
  - Item Order Form Requests
  - Requisitions
  - Requisition Entry
  - Requisition Approvals
  - Requisition Conversion
  - Requisition Import
  - Requisition Export
  - Purchase Order Entry
  - Purchase Order Approvals
  - Print Purchase Orders
  - Purchase Order Change Orders
  - Purchase Order Receiving



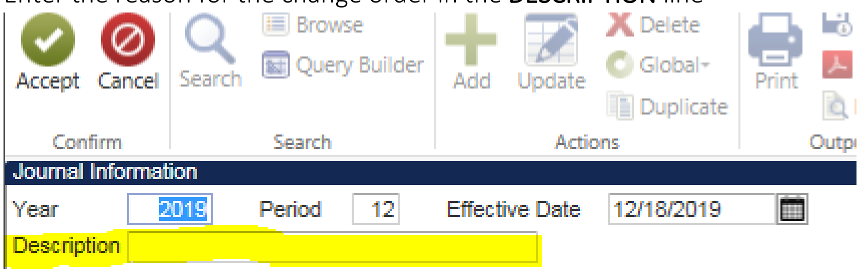
Search by the PO # and then add a LINE ITEM.



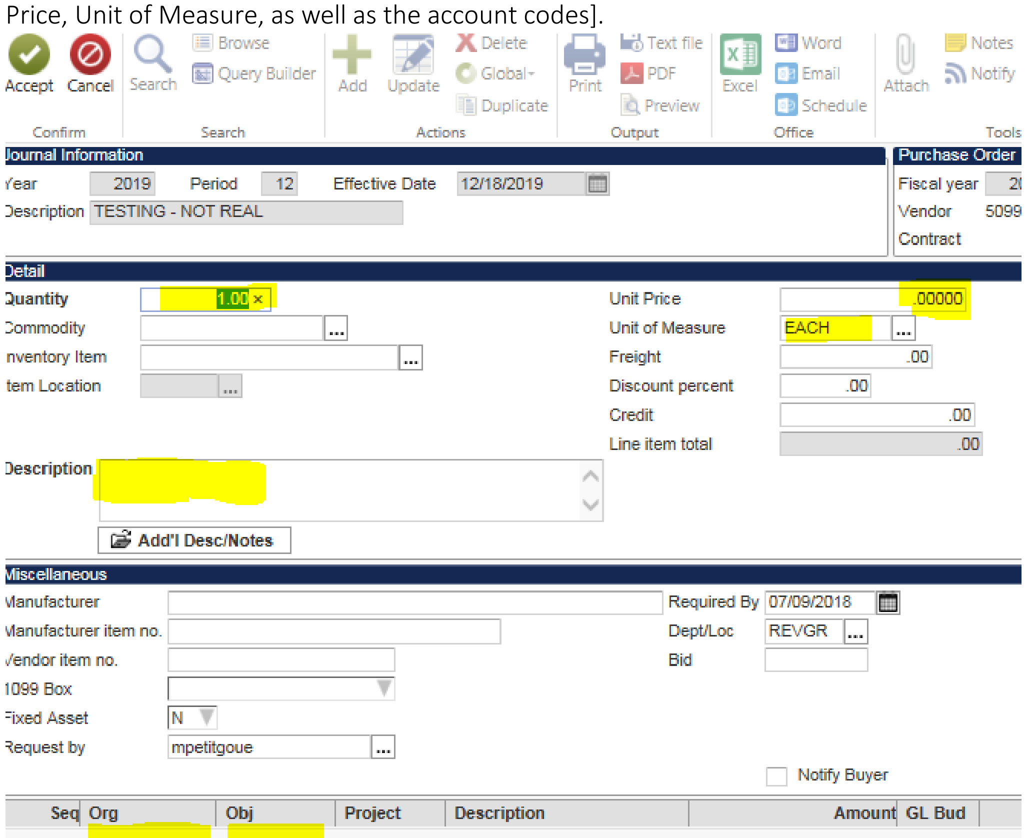
When the line item screen displays, click the **ADD** button to add a new line to enter the change order information.



Enter the reason for the change order in the **DESCRIPTION** line



Hit the tab button to then enter information specific to the change order [Quantity, Description, Unit Price, Unit of Measure, as well as the account codes].



Hit **ACCEPT** to confirm the change order information and then **RETURN** to get back to the Main Information screen.

ATTACH the fully executed (signed) change order and any other pertinent documents and then **RELEASE** the change order for approval.