MUNIS
END USER GUIDE

INVENTORY PICK TICKET
REQUISITIONS

Table of Contents

Legend of Munis Buttons

The following table provides descriptions for the Munis ribbon groups and buttons. If a button is dimmed on a program screen, the selection is not available.

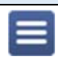
Button	Description
Confirm	
Accept	Accept saves information after you create or update a record. This button is often highlighted when adding, updating, or searching for records.
Cancel	Cancel ends an operation, such as adding or updating a record.
Search	
Search	Search finds records in a program. Search is often used to create an active set of records before proceeding to another step, such as printing a report, purging records, or posting invoices. In many cases, you can use wildcard characters to further define a search.
Browse	Browse is available when an active set of records exists, or after an active set is created using the Search or Define buttons. The browse screen displays a list of all the records in the active set. You can sort, view, or export data from the browse screen. On a browse screen, the Excel button exports the data directly to a Microsoft® Excel spreadsheet.
Query Builder	Query Builder creates a query based on an expression or mathematical equation. This option assists in finding records that meet very specific criteria, but that cannot be defined by entering data directly into a field. When you click Query Builder, the Query Wizard screen (similar to the expression builders found in

Button	Description
	Microsoft Excel or Microsoft Access) provides options for creating an expression based on the fields in the active program.
Actions	
Add	Add enters a new record into the database. When you click Add, entry fields become available with the cursor positioned in the first field. The program may place default values in fields to save you keystrokes, but typically you can replace the default values. Press **Tab** to move from field-to-field or select a field with the pointer. When the cursor is in a field, helpful information often displays at the bottom of the screen. Some fields have an additional help button that lists available field entries.
Update	Update adds data or changes existing data in a record. You can change data in any active field. Fields that are not active typically are part of the record key. The key is the field or combination of fields that uniquely identifies the record from all other records. If you need to change data in a key field, you must delete the record and enter it again.
Delete	Delete removes the record currently displayed from the program. If the record is being used by another process, you cannot delete it. Once you delete a record, you cannot recover it.
Global	Global provides the option for updating or deleting multiple records at one time. Click the down arrow to access the global options available in the active program.
Duplicate	Duplicate creates a copy of data and creates a new record in the same program using the original data as a base. Once you duplicate data, you can modify the new record.
Output	

Button	Description
Print	Print sends a report directly to your default printer. In many instances, this output option provides the Output dialog box, which provides you with multiple print settings and options. If a program has specific output sort options or types, the program provides the appropriate options box when you click Output Options.
Text File	Text File saves a report to a file in the Munis spool directory. After saving, you can display or print the report from the Saved Reports program. The Saved Reports program is available on the Departmental Functions menu. To use the spool function from the File menu in a specific program, click Output and then select File under Output Type.
PDF	PDF creates the report in PDF format. The program opens the document in the installed PDF reader. **Note:** The PDF button is only accessible if the Output to PDF permission is granted in Munis System Roles for at least one role assigned to your user ID.
Preview	Preview immediately displays a report on the screen. For this option, the program provides the report in HTML format with no page breaks.
Office	
Excel	Excel exports the active set of records to a Microsoft Excel spreadsheet. • If you click Excel from a browse screen, the program immediately exports the data and opens the Microsoft Excel application. • If you click Excel from a master program or subprogram screen, the program displays the Export Filter screen. Use this screen to specify the data field values to export to Microsoft Excel. When you click Save and Exit, the program opens Microsoft Excel with the selected data in the active worksheet.

Button	Description
	In each case, the program inserts hyperlinks to the individual Munis records. The file created during export is automatically saved to your Munis directory; use the Save As feature in Excel to save the file to a new location.
Word	Word creates an active set of records to export into Microsoft Word. It is especially useful for spooled reports. This option enables you to format the report in Microsoft Word prior to printing.
Email	Email creates an email message that contains a hyperlink to the active record. When the email recipient clicks the hyperlink, Tyler Dashboard opens, and in turn opens the Munis program with the linked record as the current record. **Note:** This feature requires that the Tyler Dashboard be enabled.
Schedule	Schedule displays the Appointments screen, which schedules meetings that are associated with the active record. When you click Add on the Appointments screen, the program creates an email message containing meeting start and end times, and a meeting description. You can define the meeting times and modify the description, as appropriate. When the email recipient accepts the meeting, it is automatically added to his or her Exchange calendar.
Tools	
Attach	Attach allows you to view, add, or delete documentation related to the current record. • If your organization uses Tyler Content Manager (TCM), the Attachments option displays a Document Mappings dialog box. When you select an available mapping, the program opens TCM. • If your organization does not use Tyler Content Manager, the Attach option provides a Munis Attachments screen, where you

Button	Description
	can add or access documentation from your Munis server. If you change the original document, the attachment is not automatically updated. To keep attachments current, you must update the original documents and manually attach the updated files. **Note:** This option is accessible only if the View Attachments and Associated Documents check box is selected in the Roles – Munis System program. In addition, the TylerCM for Munis Settings program must get setup to accommodate your attachments preference.
Notes	Notes provides the option for adding or updating notes for the selected record. If more than one type of Notes options are available, click the down arrow to select the applicable notes option and add or update a note using the Text Editor program.
Notify	Notify provides integration with the Tyler Notify program, which provides options for contacting Munis customers by telephone, email, or text message using predefined content. **Note:** This feature is only available if your organization has installed and implemented Tyler Notify.
Audit	Audit provides the audit history for the selected record.
MapLink	MapLink provides integration of map data sources with Munis programs. The MapLink application is not launched as an interactive application; however, you are able to view a data set in Munis that has been modified during a MapLink session. Click the down arrow for MapLink options.
Alerts	Alerts allows you to add or view all reminder alerts or reminder alerts for the current record. Reminder alerts distribute emails at specified dates as a reminder of upcoming events or activities that require attention. Reminder alerts are established using the Alert Administration programs on the System Administration menu. The Alert programs are

Button	Description
	not available for use with all Munis programs. Click the down arrow to manage alerts.
Menu	
 More	The Menu group provides options specific to managing data in the active program and options for accessing related programs. The options in this group vary by program; for programs with multiple options, click the More arrow to view the complete list.
Return	
 Return	Return closes the current screen and returns you to the previous screen of the active program.

Entering an Inventory Order

How to Order Inventory Items from the Warehouse

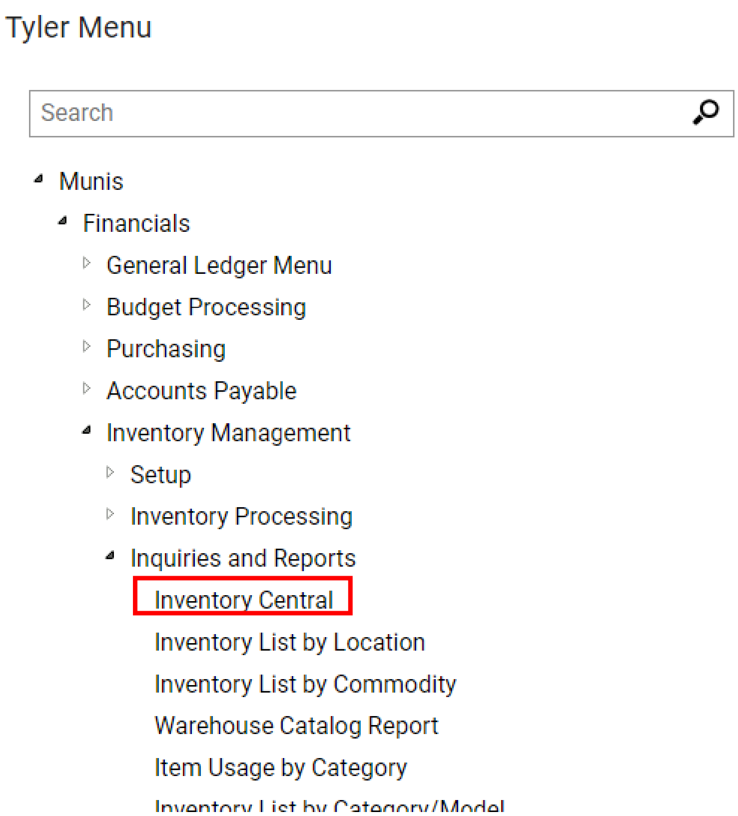
Within the Department Inventory Order section, you will learn:

- ✓ How to view an inventory listing.
- ✓ How to create a requisition pick ticket.
- ✓ How to attach documents to your requisition.
- ✓ How to release your requisition for approval.
- ✓ Required approvals for a requisition pick ticket.

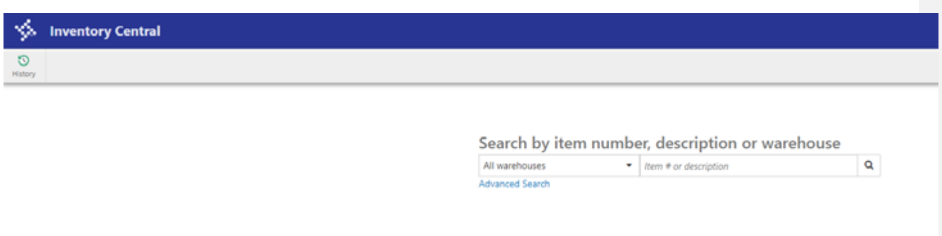
How to View Inventory Items using Inventory Central

Clayton County employees will be using **Requisition Entry** in Munis to order inventory from the Central Warehouse. Before you enter an inventory request, you may need to first obtain the inventory item number and description, which can be obtained using Inventory Central.

Click on the **Tyler Menu> Finance > Inventory Management > Inquiries and Reports > Inventory Central**



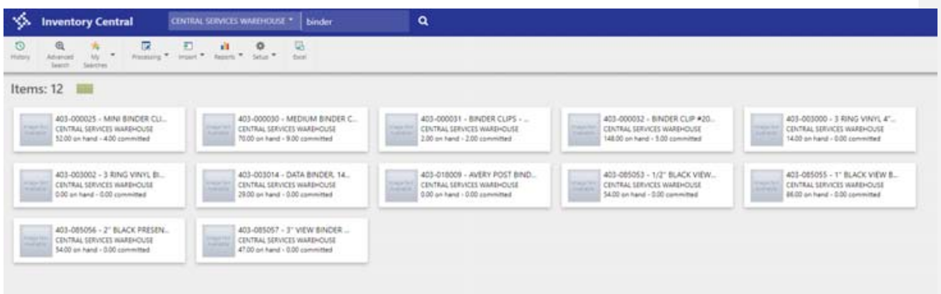
1. The Inventory Central screen will display.



2. To perform a simple search, enter a portion of the item name in the first field and then select Central Services Warehouse in the second field OR you can leave the first field blank and indicate Central Services Warehouse in the second field to search for all inventory items.

3. Click on the **magnifying glass**  to perform the search.

4. The inventory items will be displayed in a tile/block view.



5. To switch to a list view, click on the **toggle grid/block** view button.

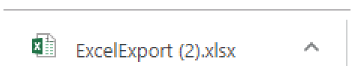
6. The inventory items will be displayed in a list view.

Items: 12

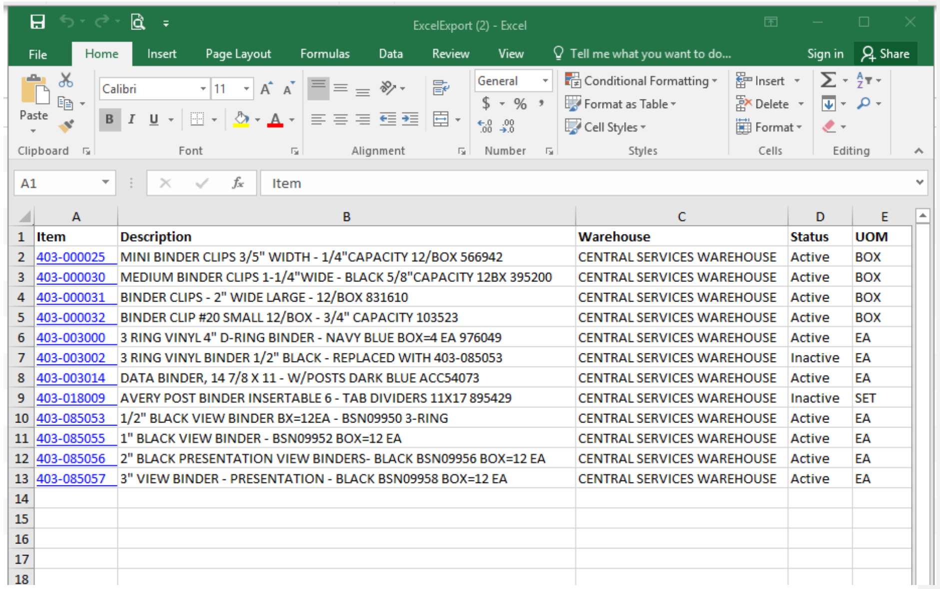
Number	Description	Warehouse	Status	UOM	On Hand	On Order	Committed	Perishable
403-000025	MINI BINDER CLIPS 3/5" WIDTH -...	CENTRAL SERVICES WAREHOUSE	Active	BOX	52.00	0.00	4.00	No
403-000030	MEDIUM BINDER CLIPS 1-1/4"WIDE...	CENTRAL SERVICES WAREHOUSE	Active	BOX	70.00	0.00	9.00	No
403-000031	BINDER CLIPS - 2" WIDE LARGE -...	CENTRAL SERVICES WAREHOUSE	Active	BOX	2.00	0.00	2.00	No
403-000032	BINDER CLIP #20 SMALL 12/BOX -...	CENTRAL SERVICES WAREHOUSE	Active	BOX	148.00	0.00	5.00	No
403-003000	3 RING VINYL 4" D-RING BINDER ...	CENTRAL SERVICES WAREHOUSE	Active	EA	14.00	0.00	0.00	No
403-003002	3 RING VINYL BINDER 1/2" BLACK...	CENTRAL SERVICES WAREHOUSE	Inactive	EA	0.00	0.00	0.00	No
403-003014	DATA BINDER 14 7/8 X 11 - W/P...	CENTRAL SERVICES WAREHOUSE	Active	EA	29.00	0.00	0.00	No
403-018009	AVERY POST BINDER INSERTABLE 6...	CENTRAL SERVICES WAREHOUSE	Inactive	SET	0.00	0.00	0.00	No
403-085053	1/2" BLACK VIEW BINDER 8X=12EA...	CENTRAL SERVICES WAREHOUSE	Active	EA	54.00	0.00	0.00	No
403-085055	1" BLACK VIEW BINDER - BSN0995...	CENTRAL SERVICES WAREHOUSE	Active	EA	86.00	0.00	0.00	No
403-085056	2" BLACK PRESENTATION VIEW BIN...	CENTRAL SERVICES WAREHOUSE	Active	EA	54.00	0.00	0.00	No
403-085057	3" VIEW BINDER - PRESENTATION ...	CENTRAL SERVICES WAREHOUSE	Active	EA	47.00	0.00	0.00	No

7. To output the results to Excel, click on the **Excel** button. 

8. The following will be displayed at the bottom of your screen. Click the arrow up then click **Open** to open the Excel file.

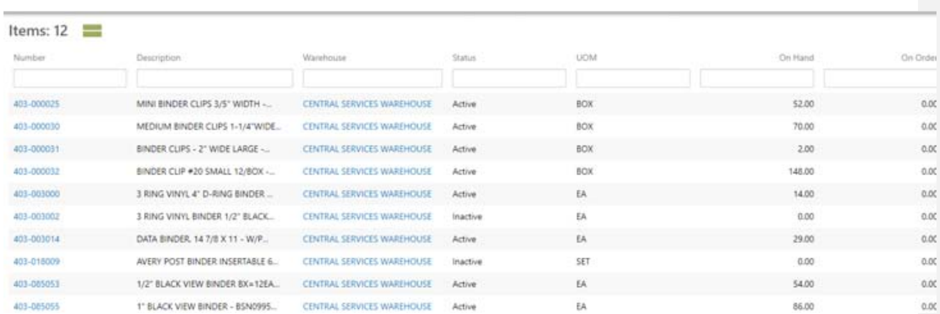


9. The listing of inventory items will be displayed in Excel.



Item	Description	Warehouse	Status	UOM
403-000025	MINI BINDER CLIPS 3/5" WIDTH - 1/4"CAPACITY 12/BOX 566942	CENTRAL SERVICES WAREHOUSE	Active	BOX
403-000030	MEDIUM BINDER CLIPS 1-1/4"WIDE - BLACK 5/8"CAPACITY 12BX 395200	CENTRAL SERVICES WAREHOUSE	Active	BOX
403-000031	BINDER CLIPS - 2" WIDE LARGE - 12/BOX 831610	CENTRAL SERVICES WAREHOUSE	Active	BOX
403-000032	BINDER CLIP #20 SMALL 12/BOX - 3/4" CAPACITY 103523	CENTRAL SERVICES WAREHOUSE	Active	BOX
403-003000	3 RING VINYL 4" D-RING BINDER - NAVY BLUE BOX=4 EA 976049	CENTRAL SERVICES WAREHOUSE	Active	EA
403-003002	3 RING VINYL BINDER 1/2" BLACK - REPLACED WITH 403-085053	CENTRAL SERVICES WAREHOUSE	Inactive	EA
403-003014	DATA BINDER, 14 7/8 X 11 - W/POSTS DARK BLUE ACC54073	CENTRAL SERVICES WAREHOUSE	Active	EA
403-018009	AVERY POST BINDER INSERTABLE 6 - TAB DIVIDERS 11X17 895429	CENTRAL SERVICES WAREHOUSE	Inactive	SET
403-085053	1/2" BLACK VIEW BINDER BX=12EA - BSN09950 3-RING	CENTRAL SERVICES WAREHOUSE	Active	EA
403-085055	1" BLACK VIEW BINDER - BSN09952 BOX=12 EA	CENTRAL SERVICES WAREHOUSE	Active	EA
403-085056	2" BLACK PRESENTATION VIEW BINDERS- BLACK BSN09956 BOX=12 EA	CENTRAL SERVICES WAREHOUSE	Active	EA
403-085057	3" VIEW BINDER - PRESENTATION - BLACK BSN09958 BOX=12 EA	CENTRAL SERVICES WAREHOUSE	Active	EA

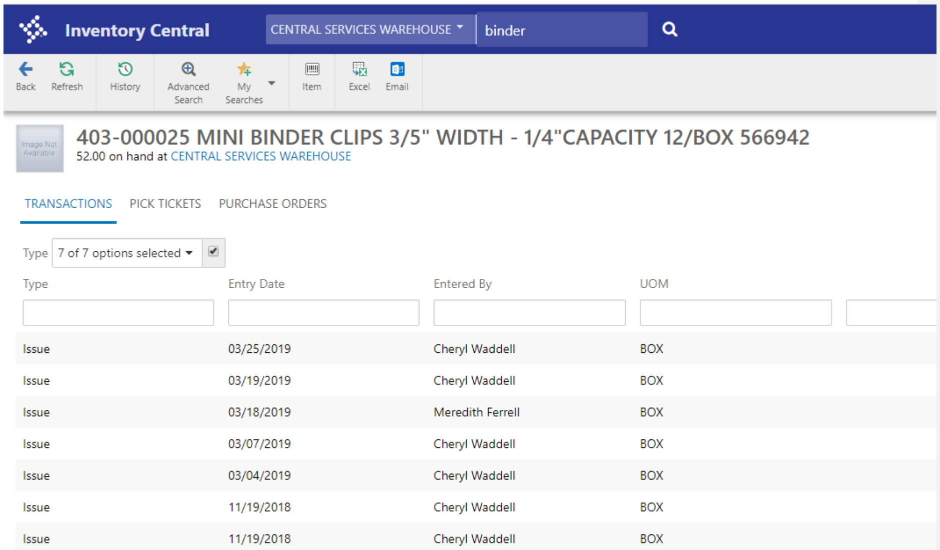
10. On the Inventory Central screen in Munis, regardless whether you are in the list or block view, you can click on your item number to drill down to the details.



Items: 12

Number	Description	Warehouse	Status	UOM	On Hand	On Order
403-000025	MINI BINDER CLIPS 3/5" WIDTH -...	CENTRAL SERVICES WAREHOUSE	Active	BOX	52.00	0.00
403-000030	MEDIUM BINDER CLIPS 1-1/4"WIDE...	CENTRAL SERVICES WAREHOUSE	Active	BOX	70.00	0.00
403-000031	BINDER CLIPS - 2" WIDE LARGE -...	CENTRAL SERVICES WAREHOUSE	Active	BOX	2.00	0.00
403-000032	BINDER CLIP #20 SMALL 12/BOX -...	CENTRAL SERVICES WAREHOUSE	Active	BOX	148.00	0.00
403-003000	3 RING VINYL 4" D-RING BINDER ...	CENTRAL SERVICES WAREHOUSE	Active	EA	14.00	0.00
403-003002	3 RING VINYL BINDER 1/2" BLACK...	CENTRAL SERVICES WAREHOUSE	Inactive	EA	0.00	0.00
403-003014	DATA BINDER, 14 7/8 X 11 - W/P...	CENTRAL SERVICES WAREHOUSE	Active	EA	29.00	0.00
403-018009	AVERY POST BINDER INSERTABLE 6...	CENTRAL SERVICES WAREHOUSE	Inactive	SET	0.00	0.00
403-085053	1/2" BLACK VIEW BINDER BX=12EA...	CENTRAL SERVICES WAREHOUSE	Active	EA	54.00	0.00
403-085055	1" BLACK VIEW BINDER - BSN0995...	CENTRAL SERVICES WAREHOUSE	Active	EA	86.00	0.00

11. Once you click on your inventory item, the detail information will be displayed.

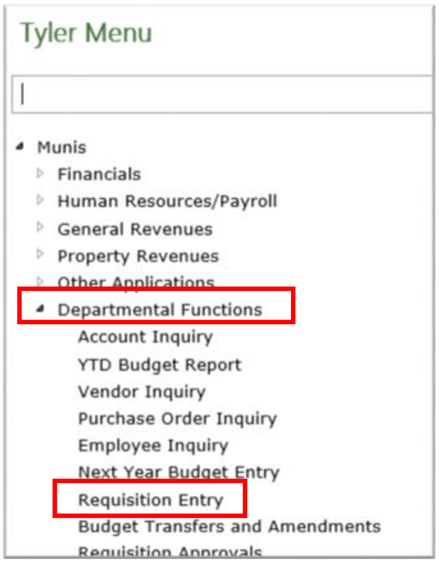


12. Jot down your inventory number and the commodity code, which you will need during Requisition Pick Ticket entry.

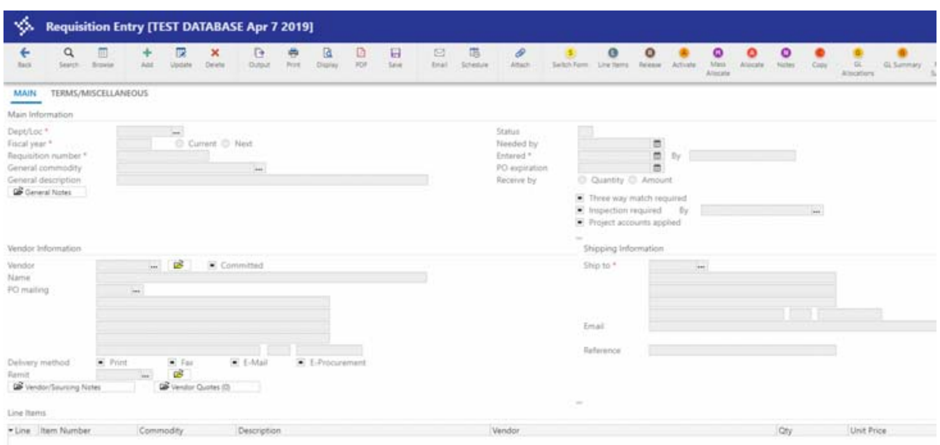
How to Enter a Requisition Pick Ticket

Once you have identified your inventory item number and the commodity code from the Inventory Central screen, you are ready to enter a pick ticket in the system to order items from the Central Warehouse.

1. Click on the **Tyler Menu> Departmental Functions> Requisition Entry.**



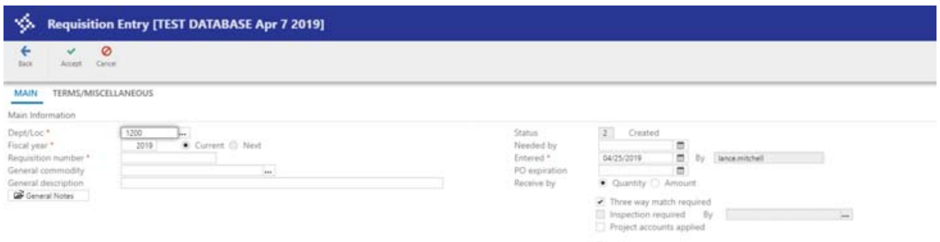
2. The Requisition Entry screen will display:



3. Click on the **Add** button from the ribbon bar.

You will need to complete information on the Main Tab (this includes the Main Information, Vendor Information and Shipping Information sections). You will also need to enter information on the Terms/Miscellaneous tab and then you will be taken to the Line Items screen. Entering a requisition will require looking up data, which can be done by using the Field Help. Please refer to the Field Help section for more information on how to complete a "lookup" of data.

Main Tab - Main Information Section



**NOTE* tabbing through the fields will take you to the next required field to enter information. Please refer to Appendix A for complete descriptions for all the requisition entry fields.*

4. Enter the following information on the Main Information section of the Main Tab.

   a) **Dept/Loc** **–** Leave at the default, which is the department code associated with your user ID.

   b) **Fiscal Year** – Leave at the default of the current fiscal year.

   c) **Requisition Number** - When you tab into the requisition number field, the requisition number will be created automatically.

   d) **General Commodity** – Enter the first 3 digits of the 5-digit commodity code that you jotted down earlier.

   e) **General Description** – Include a general description for what you are purchasing. When you tab into the General Description field, the description will default based upon the selected commodity code. **NOTE *you can modify or update the description if needed.*

   f) **Status** - Your status will reflect the number 2 for created.

   g) **Needed By** - Enter your suggested "needed by" date.

h) **Entered Date** – Leave at the default of today's date.

i) **PO Expiration** – When you tab into the PO Expiration field, it will default to the last day of the fiscal year.

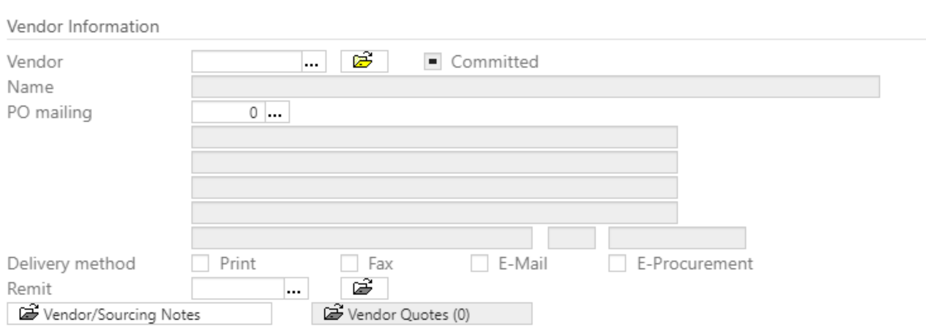
j) **Receive By** – Select Quantity if you are requesting commodities or select Amount if you are requesting services. Since you are ordering items from the Central Warehouse, you should always select Quantity.

k) **Three-Way Match** – Leave this at the default of being checked.

l) **Inspection Required** – Leave blank.

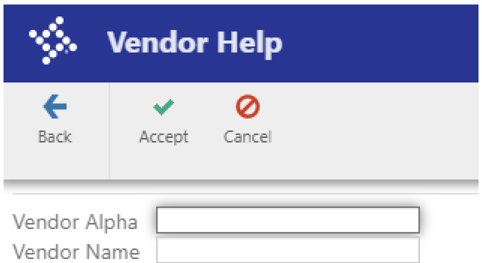
m) **Project Accounts Applied** - The Project accounts field should only be checked if your purchase has project account strings tied to it. If your purchase does not have a project string, then leave this box unchecked.

Main Tab - Vendor Information Section



5. Question for Clayton County, what should the end users enter for vendor? Wouldn't the Clayton County Central Warehouse be the vendor? On the Vendor Information section of the Main Tab, you can either leave it blank if you do not know the vendor or you can perform a vendor lookup to find the vendor number for the vendor that you will be purchasing from. To look up a vendor, follow these steps:

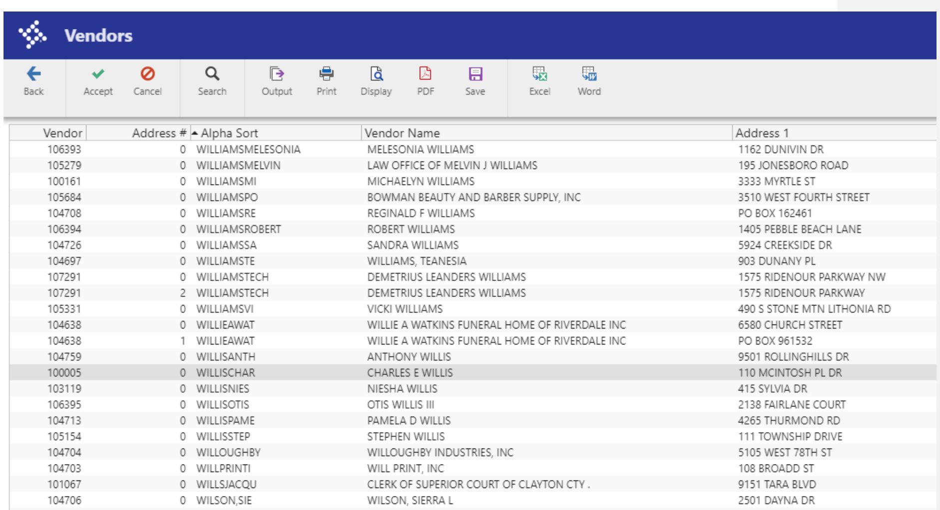
   a. Click the **Field Help** ... (ellipse) to the right of the Vendor field to look up the code for your selected vendor. You will be brought to a screen that allows you to search by the vendor name or the alpha name (shortcut name).



b. Enter the vendor name or a portion of the vendor name in either the Vendor Alpha (this is the vendor shortcut name) or the Vendor Name field.

c. Click the **Accept** button. 

d. You will be brought to a screen that will display all vendors that met your search criteria.

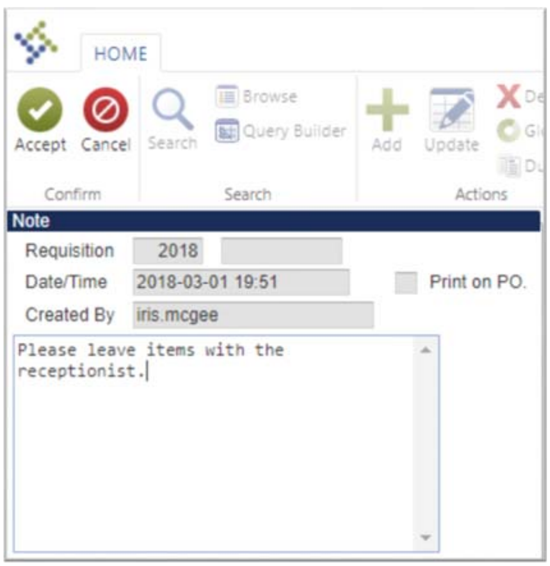


Vendor	Address #	Alpha Sort	Vendor Name	Address 1
106393	0	WILLIAMSMELESONIA	MELESONIA WILLIAMS	1162 DUNIVIN DR
105279	0	WILLIAMSMELVIN	LAW OFFICE OF MELVIN J WILLIAMS	195 JONESBORO ROAD
100161	0	WILLIAMSMI	MICHAELYN WILLIAMS	3333 MYRTLE ST
105684	0	WILLIAMSPO	BOWMAN BEAUTY AND BARBER SUPPLY, INC	3510 WEST FOURTH STREET
104708	0	WILLIAMSRE	REGINALD F WILLIAMS	PO BOX 162461
106394	0	WILLIAMSROBERT	ROBERT WILLIAMS	1405 PEBBLE BEACH LANE
104726	0	WILLIAMSSA	SANDRA WILLIAMS	5924 CREEKSIDE DR
104697	0	WILLIAMSTE	WILLIAMS, TEANESIA	903 DUNANY PL
107291	0	WILLIAMSTECH	DEMETRIUS LEANDERS WILLIAMS	1575 RIDENOUR PARKWAY NW
107291	2	WILLIAMSTECH	DEMETRIUS LEANDERS WILLIAMS	1575 RIDENOUR PARKWAY
105331	0	WILLIAMSVI	VICKI WILLIAMS	490 S STONE MTN LITHONIA RD
104638	0	WILLIEAWAT	WILLIE A WATKINS FUNERAL HOME OF RIVERDALE INC	6580 CHURCH STREET
104638	1	WILLIEAWAT	WILLIE A WATKINS FUNERAL HOME OF RIVERDALE INC	PO BOX 961532
104759	0	WILLISANTH	ANTHONY WILLIS	9501 ROLLINGHILLS DR
100005	0	WILLISCHAR	CHARLES E WILLIS	110 MCINTOSH PL DR
103119	0	WILLISNIES	NIESHA WILLIS	415 SYLVIA DR
106395	0	WILLISOTIS	OTIS WILLIS III	2138 FAIRLANE COURT
104713	0	WILLISPAME	PAMELA D WILLIS	4265 THURMOND RD
105154	0	WILLISSTEP	STEPHEN WILLIS	111 TOWNSHIP DRIVE
104704	0	WILLOUGHBY	WILLOUGHBY INDUSTRIES, INC	5105 WEST 78TH ST
104703	0	WILLPRINTI	WILL PRINT, INC	108 BROADD ST
101067	0	WILLSJACQU	CLERK OF SUPERIOR COURT OF CLAYTON CTY .	9151 TARA BLVD
104706	0	WILSON,SIE	WILSON, SIERRA L	2501 DAYNA DR
106396	0	WILSONBRITTINY	BRITTINY WILSON	623 WALDEN LANDING DR

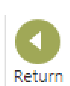
e. Select your vendor by clicking on it and then click the **Accept** button. 

f. You will be brought back to the Requisition Entry screen and your vendor information will be displayed.

6. When you order items from the Central Warehouse, you will never have to use the **Vendor Sourcing Notes** option. This screen is reserved for printing notes on an external purchase order.



7. Click **Accept**. 

8. Click **Return**. 

Main Tab - Shipping Information Section

The fields on this section of the screen are explained below, but you do not need to edit any of the fields.

9. Enter the following information on the Shipping Information section of the Main Tab.

   a) **Ship To** – The shipping information will auto-populate based on your Dept./Loc. This information will print on the Purchase Order that is sent to the vendor. You can change the default location of where you want your goods to be shipped by clicking on the **Field Help** ... ellipse to the right of the field. Refer to the Field Help section of this document for more information on using Field Help.

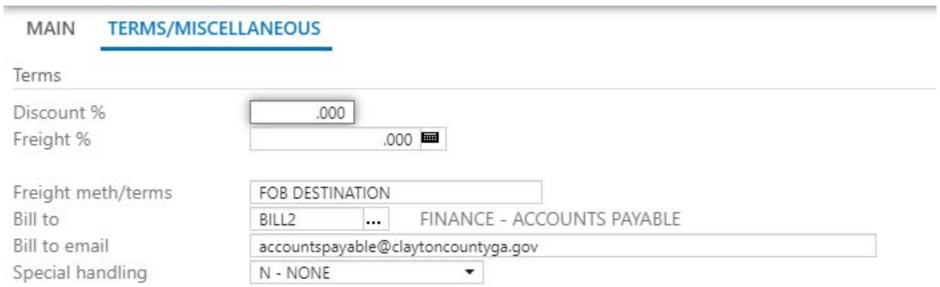
   b) **Email** – You can enter an email address for the shjp-to recipient so the vendor can contact them with any questions.

   c) **Reference** - You can indicate a name for the person to the goods will be delivered to.

10. Tab out of the Reference Field and the system will bring you to the Terms/Miscellaneous tab.

Terms/Miscellaneous Tab – Terms Section

The fields on this section of the screen are explained below, but you do not need to edit any of the fields.



11. Enter the following information on the Terms section of the Terms/Miscellaneous Tab.

   a) **Discount %** - Tab through this field.

   b) **Freight %** - Tab through this field.

   c) **Freight Meth/Terms** – This will default to FOB DESTINATION if you selected a vendor on the Main tab. Otherwise, enter FOB DESTINATION in this field.

   d) **Bill To** – This will default to BILL2 - FINANCE-ACCOUNTS PAYABLE.

   e) **Bill To Email** – This will default to accountspayable@claytoncountyga.gov.

   f) **Special Handling** – Select one of the following:

      i) **C – Confirming** – This order is a follow-up to confirm a telephone order. This will print the words “Confirming PO” on the purchase order.

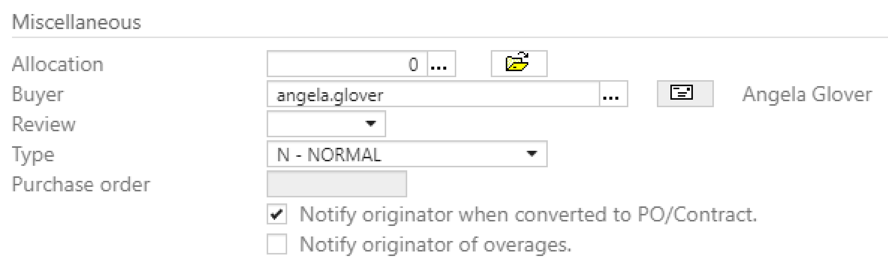
      ii) **N – None** – No special processing.

      iii) **P – Print First** – Indicates that the requisition should be printed first (with priority) once it becomes a purchase order.

iv) **R – Prepaid** – Indicates that this is a prepaid requisition.

Terms/Miscellaneous Tab – Miscellaneous Section

The fields on this section of the screen are explained below, but you do not need to edit any of the fields.



12. Enter the following information on the Miscellaneous section of the Terms/Miscellaneous Tab.

    a) **Allocation** - Tab through this field.

    b) **Buyer** – The buyer who has been assigned to this requisition will default for you.

    c) **Review** – Tab through this field.

    d) **Type** – Leave at default of N – Normal.

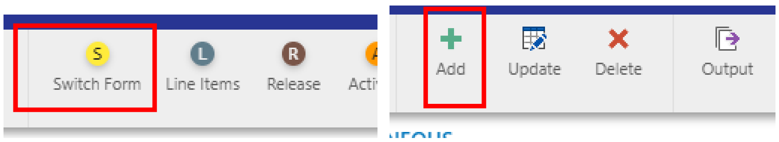
    e) **Notify Originator when Converted to PO/Contract** – Leave checked so you can receive notification when the requisition has been fully approved and converted to a purchase order.

    f) **Notify Originator of Overages** – Tab through this field.

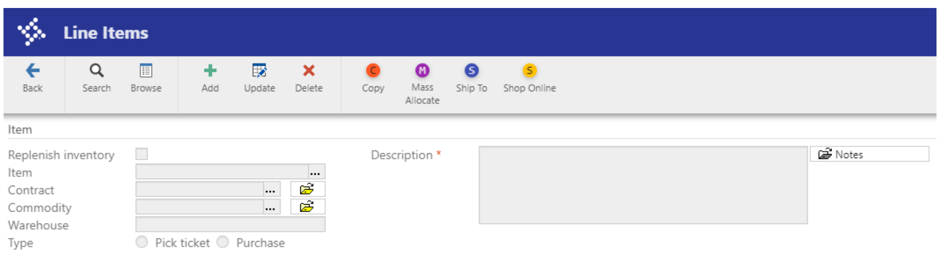
13. Click on the **Accept** button on the ribbon bar. 

You will be brought to the Line Items screen.

If you are not directed to the Line Items screen, then you can simply click Line Items on your ribbon and click Add to start adding items.

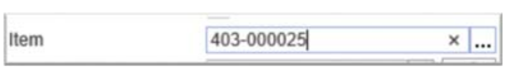


Line Item Screen – Item Section

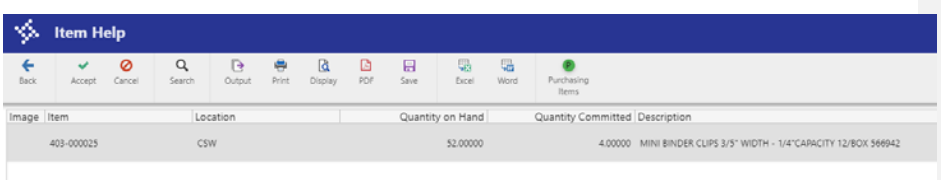


14. Click on the **Add** button from the ribbon bar to add a line item.

15. In the Item Section of the Line Items Screen, enter the item number.

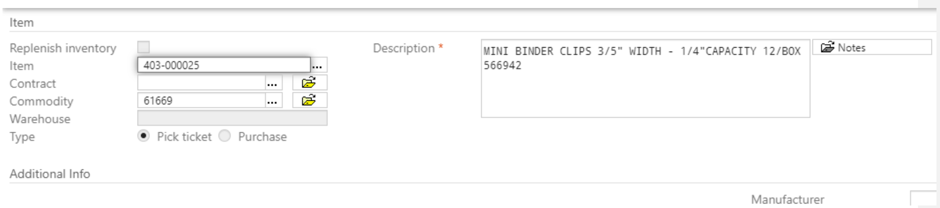


16. The system will bring you to the Item Help screen to verify your selection.



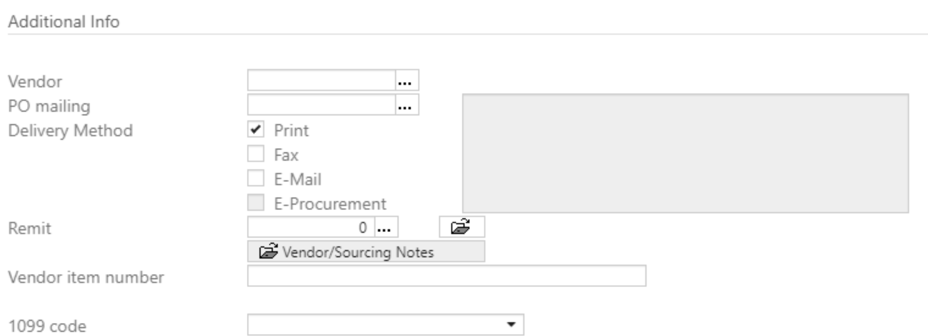
17. Click on the Accept button. 

18. You will be returned to the Line Items screen. Information will default based upon the selected inventory item.



Line Item Screen – Additional Info Section

The fields on this section of the screen are explained below, but you do not need to edit any of the fields except possibly the Requested By (if you are ordering on behalf of someone else) and Required By fields.



19. In the Additional Info Section of the Line Items Screen, complete the following fields:

   a) **Vendor Information** – All of the fields on the left-hand side of the Additional Info section will default based upon the vendor you selected. If you did not select a vendor, leave them blank.

   b) **Manufacturer** – There are currently no manufacturers setup in the system, but in the future you can use this field to identify the manufacturer for the item.

c) **Manufacturer Item Number** – Enter the manufacturer item number if you know it.

d) **Bid** – If the requisition requires a bid, the bid number will default here once the bid is created.

e) **Department** – This will default.

f) **Requested By** – Enter the name of the Requested By person if it is someone other than yourself. Click on the **Field Help** to lookup the user ID for the requestor. 

g) **Required By** – Enter the date that you need the item by.

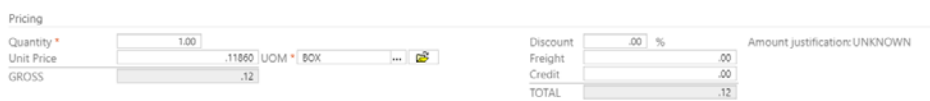
h) **Notify Buyer** – Check this box if your requisition is an emergency or has special circumstances whereby the buyer needs to be notified when you receive your item.

i) **Fixed Asset** – Leave at N.

j) **Employee** – Leave blank.

Line Item Screen – Pricing Section

The fields on this section of the screen are explained below, but you do not need to edit any of the fields except for the Quantity (if you are ordering more than 1).



20. In the Pricing Section of the Line Items Screen, complete the following fields:

a) **Quantity**– Enter the number of items you a requesting.

b) **Unit Price** – Use the unit price that is displayed in the Pricing section.

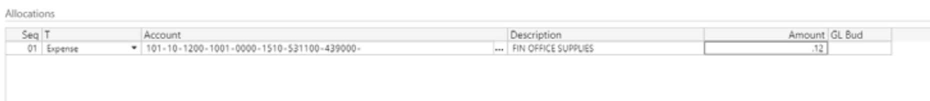
c) **UOM** – Enter the unit of measure for the item.

d) **Discount %** - Leave blank.

e) **Freight** – Enter the freight cost or alternatively, enter it as a separate line item.

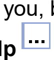
f) **Credit** – Leave blank.

Line Item Screen – Allocation Section



21. In the Allocation Section of the Line Items Screen, complete the following fields:

a) **Type** – Select Expense.

b) **Account** – The expenditure code portion of the account string will default for you, but you will still need to add the cost center account segments. Click on the **Field Help**  ellipse and select the account number based upon the fund-department-division that you would like to charge the item to. Refer to the Field Help section for more information on field help. I can't enter project information.

c) **Description** – The description for the account will default.

d) **Amount** – The amount will default for you.

22. Click the **Accept** button when you are done entering allocation lines for the item. 

23. Add additional items by repeating the following the steps 15 through 22.

24. When you are done entering line items, click on the **Return** button. 

25. The system will bring you back to the Requisition Entry main screen.

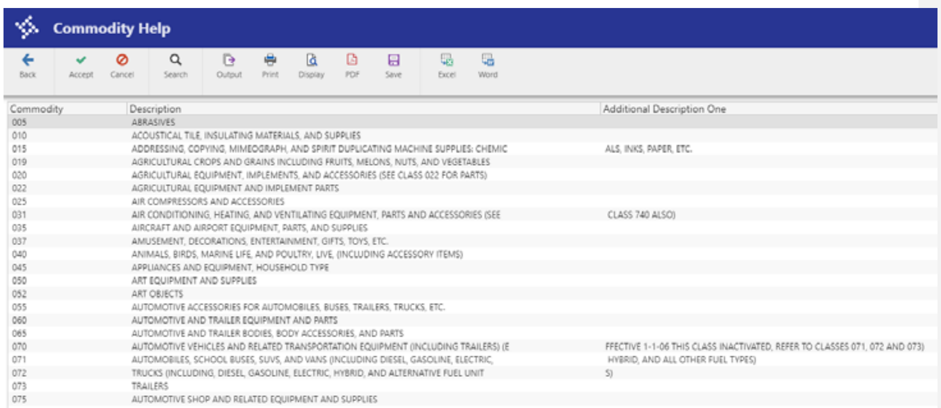
26. If you have any supporting documents. for this request, then you need to click the paper clip on the ribbon to attach these documents. See the How to Attach a Document section for instructions on how to add attachments.

How to Use Field Help

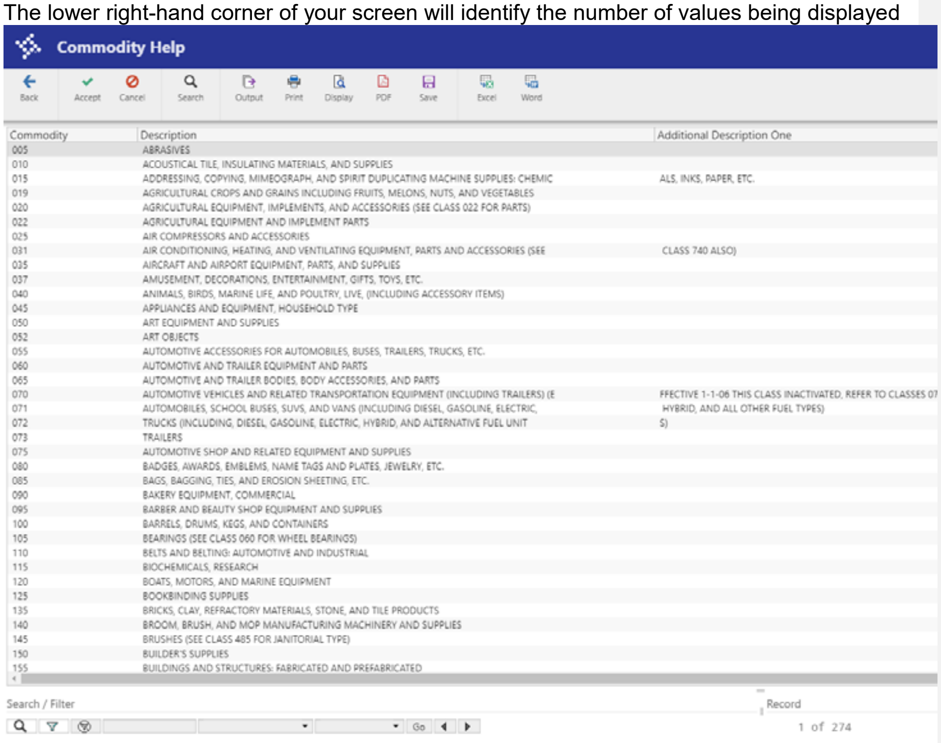
The **Field Help** ellipse button can be used to perform a lookup on any field. An example is provided below on how field help can be used.

1. Click on the **Field Help** ellipse ... to the right of the field.

2. The system will bring you to a screen that will provide a listing of all values that are available.



3. The lower right-hand corner of your screen will identify the number of values being displayed



Commodity Help

Back Accept Cancel Search Output Print Display PDF Save Excel Word

Commodity	Description	Additional Description One
005	ABRASIVES	
010	ACOUSTICAL TILE, INSULATING MATERIALS, AND SUPPLIES	
015	ADDRESSING, COPYING, MIMEOGRAPH, AND SPIRIT DUPLICATING MACHINE SUPPLIES: CHEMIC	ALS, INKS, PAPER, ETC.
019	AGRICULTURAL CROPS AND GRAINS INCLUDING FRUITS, MELONS, NUTS, AND VEGETABLES	
020	AGRICULTURAL EQUIPMENT, IMPLEMENTS, AND ACCESSORIES (SEE CLASS 022 FOR PARTS)	
022	AGRICULTURAL EQUIPMENT AND IMPLEMENT PARTS	
025	AIR COMPRESSORS AND ACCESSORIES	
031	AIR CONDITIONING, HEATING, AND VENTILATING EQUIPMENT, PARTS AND ACCESSORIES (SEE	CLASS 740 ALSO)
035	AIRCRAFT AND AIRPORT EQUIPMENT, PARTS, AND SUPPLIES	
037	AMUSEMENT, DECORATIONS, ENTERTAINMENT, GIFTS, TOYS, ETC.	
040	ANIMALS, BIRDS, MARINE LIFE, AND POULTRY, LIVE, (INCLUDING ACCESSORY ITEMS)	
045	APPLIANCES AND EQUIPMENT, HOUSEHOLD TYPE	
050	ART EQUIPMENT AND SUPPLIES	
052	ART OBJECTS	
055	AUTOMOTIVE ACCESSORIES FOR AUTOMOBILES, BUSES, TRAILERS, TRUCKS, ETC.	
060	AUTOMOTIVE AND TRAILER EQUIPMENT AND PARTS	
065	AUTOMOTIVE AND TRAILER BODIES, BODY ACCESSORIES, AND PARTS	
070	AUTOMOTIVE VEHICLES AND RELATED TRANSPORTATION EQUIPMENT (INCLUDING TRAILERS) (E	FFECTIVE 1-1-06 THIS CLASS INACTIVATED, REFER TO CLASSES 07
071	AUTOMOBILES, SCHOOL BUSES, SUVS, AND VANS (INCLUDING DIESEL, GASOLINE, ELECTRIC,	HYBRID, AND ALL OTHER FUEL TYPES)
072	TRUCKS (INCLUDING, DIESEL, GASOLINE, ELECTRIC, HYBRID, AND ALTERNATIVE FUEL UNIT	S)
073	TRAILERS	
075	AUTOMOTIVE SHOP AND RELATED EQUIPMENT AND SUPPLIES	
080	BADGES, AWARDS, EMBLEMS, NAME TAGS AND PLATES, JEWELRY, ETC.	
085	BAGS, BAGGING, TIES, AND EROSION SHEETING, ETC.	
090	BAKERY EQUIPMENT, COMMERCIAL	
095	BARBER AND BEAUTY SHOP EQUIPMENT AND SUPPLIES	
100	BARRELS, DRUMS, KEGS, AND CONTAINERS	
105	BEARINGS (SEE CLASS 060 FOR WHEEL BEARINGS)	
110	BELTS AND BELTING: AUTOMOTIVE AND INDUSTRIAL	
115	BIOCHEMICALS, RESEARCH	
120	BOATS, MOTORS, AND MARINE EQUIPMENT	
125	BOOKBINDING SUPPLIES	
135	BRICKS, CLAY, REFRACTORY MATERIALS, STONE, AND TILE PRODUCTS	
140	BROOM, BRUSH, AND MOP MANUFACTURING MACHINERY AND SUPPLIES	
145	BRUSHES (SEE CLASS 485 FOR JANITORIAL TYPE)	
150	BUILDER'S SUPPLIES	
155	BUILDINGS AND STRUCTURES: FABRICATED AND PREFABRICATED	

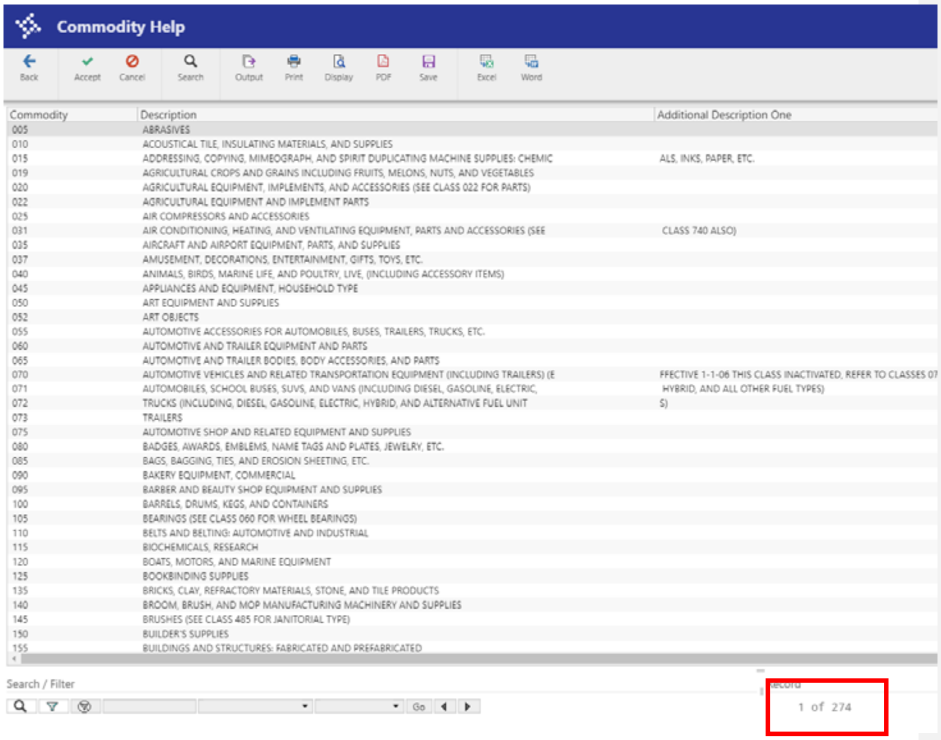
Search / Filter

Go

Record

1 of 274

to choose from.



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150	BUILDER'S SUPPLIES	
155	BUILDINGS AND STRUCTURES: FABRICATED AND PREFABRICATED	

4. To find what you are looking for, it is helpful to use the Filter tool in the lower left-hand corner of your screen. (The filter tool will narrow down the number of records displayed, whereas the search took will simply advance you to the record you are looking for)

5. Click on the **Filter** icon and then enter your filter criteria. At a minimum, you will be able to filter by the code or by the description.

a) Enter the following information to perform a filter.

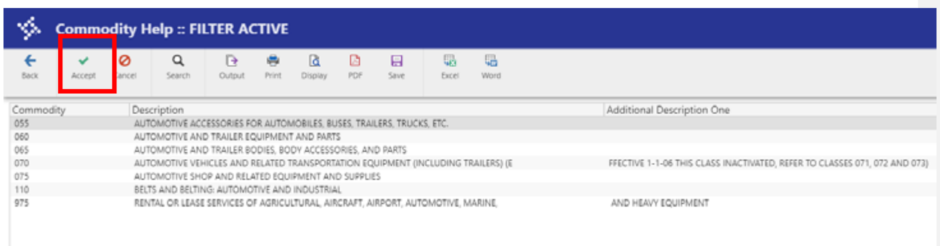
i) In the first field, you can enter a portion of the code or description that you want to search based upon.

ii) In the second field, select the field that you would like to perform the search based upon.

iii) In the third field, leave it as New Filter.

a) Click **Go** to perform the filter. 

6. From the filtered list, find and then click on an item to select it and then click on the **Accept** button.



7. The system will return you to the previous screen.

How to Attach a Document

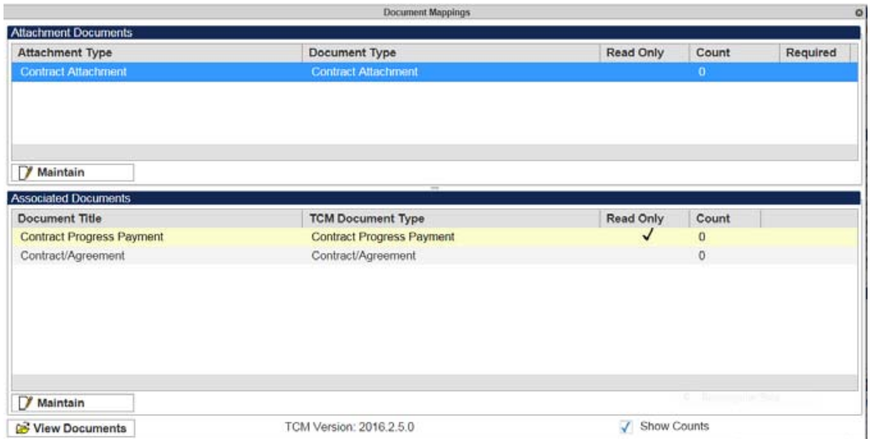
Commented [NS1]: Question for Clayton County, will people need to attach anything when they order from the Central Warehouse? If not, delete this section.

(TCM) Tyler Content Manager is used to save and process all attachments. Various programs throughout Munis allow you to attach documents to records, as indicated by the Attach button in the ribbon. Use this option to store a document in TCM. To attach a document using TCM, the document must be accessible on your computer, or you must have a scanner attached to your computer.

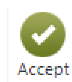
End User can attach a Vendor Quote and Supporting Documents to their requisition for their buyer to reference. While on the Requisition Entry screen, follow these steps to attach your bids/quotes or other support documentation.

1. Click **Attach** from the ribbon bar to attach supporting documentation files. 

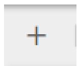
2. The system will bring you to the Document Mappings screen.

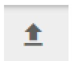


3. Click on the Requisition Attachment row and then click on the **Accept** button.

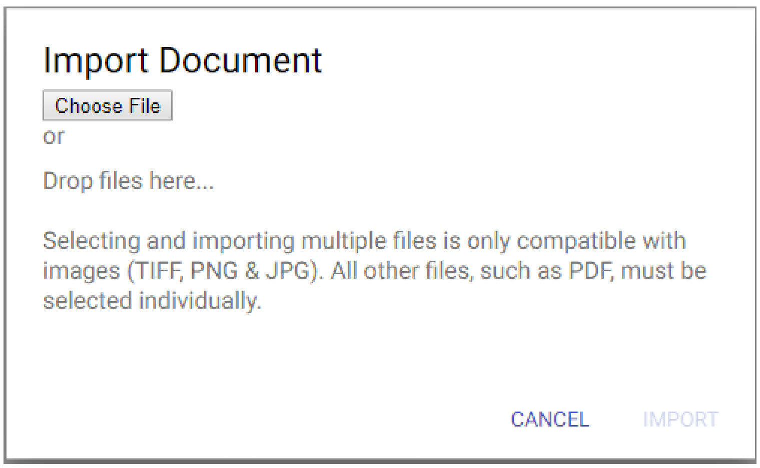


4. You will be brought to the Tyler Content Manager.

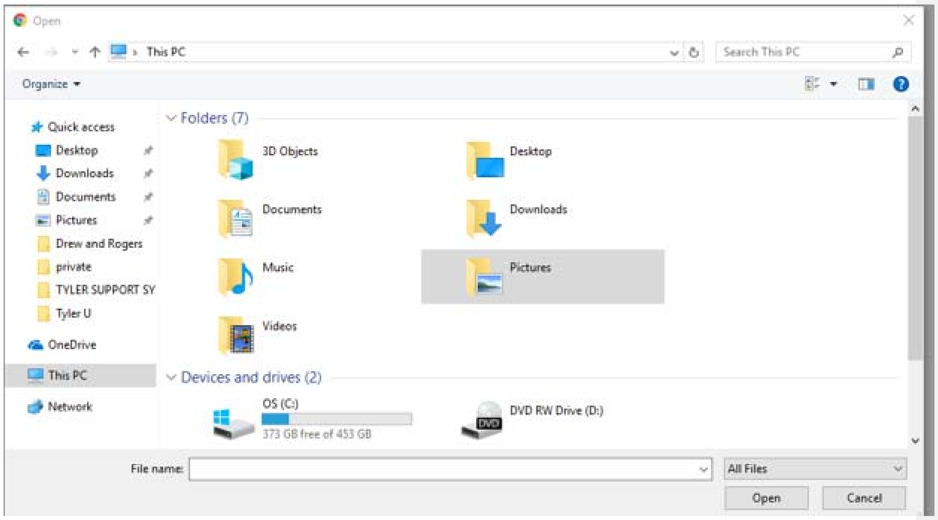
5. Click the **Plus** button  to attach a new document to your requisition.

6. Click on the **Import** button.  to find the file to attach to your requisition.

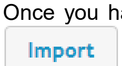
7. A pop-up window will display. Click on **Choose File**



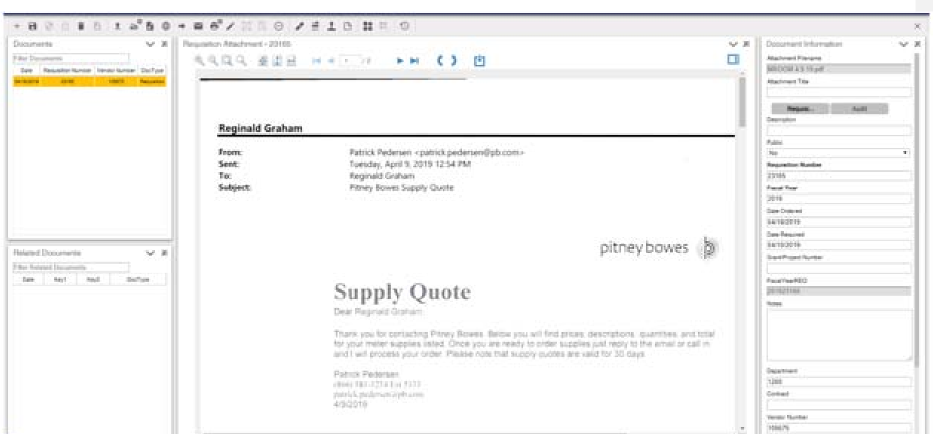
8. A file explorer window will display. Find the file that you would like to attach and select it.

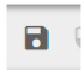


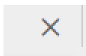
9. Once you have selected the file that you would like to attach, click on the **Import** button.



10. Your attachment will display in the center of the window. Complete the required information under the Document Information section on the right panel to describe your document.



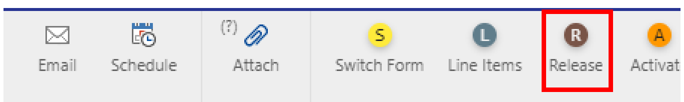
11. Click on the **Save** button to save the document attachment. 

12. Click the **Close** button. 

How to Release your Requisition Pick Ticket for Approval

1. Once you have reviewed your requisition pick ticket for accuracy and you have attached your supporting documents, click **Release** on ribbon bar to submit the requisition and initiate the approval process. Once released, the status of your requisition will be 4-Allocated. The requisition must be reviewed and approved by required parties before it is converted to a pick ticket.

Commented [IM2]: Question for Clayton County, inventory requisitions be converted to PICK TICKETS once they are fully approved?

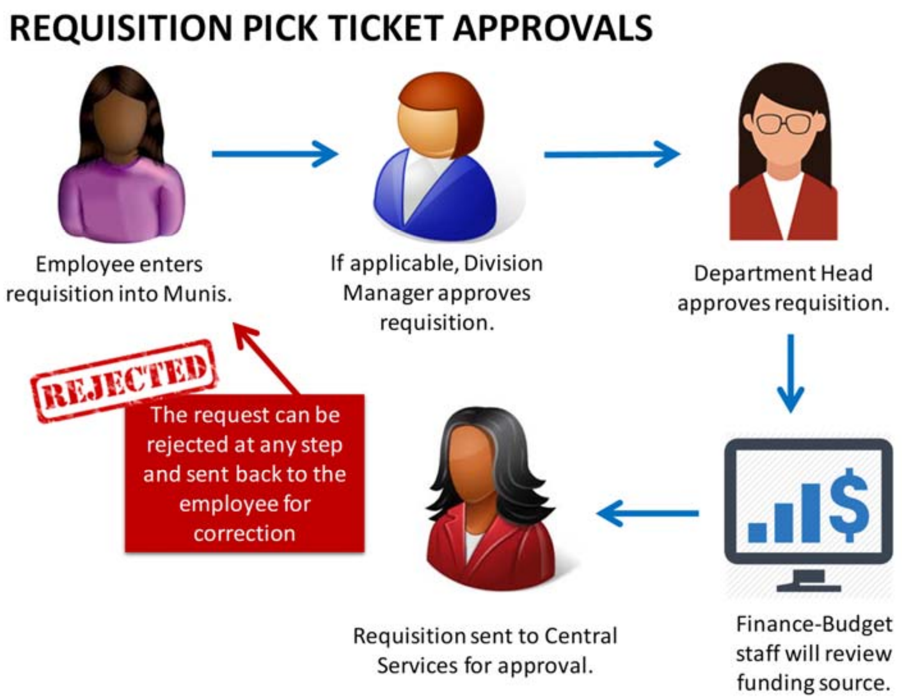


2. Once a requisition has been released into workflow, it cannot be modified. If changes are needed, an approver must reject the requisition and a new one has to be entered

Requisition Pick Ticket Approvals

What Approvals are Required on a Requisition Pick Ticket?

Once you Release your requisition pick ticket request, it will enter an automated workflow which will forward it to the appropriate parties for approval. When approvals are pending, required approvers will receive a notification through an e-mail, Tyler Dashboard, or both, indicating that there are records awaiting approval. Each approver will review the transaction for validity and ensure that all supporting documentation has been attached through Tyler Content Manager. The approver can then choose to approve, reject, hold, or forward a transaction to another user for additional review.



Once the approval process has been completed, the status of the transaction will be 8-Approved, but it will not yet be converted to a Purchase Order (s/b pick ticket?).

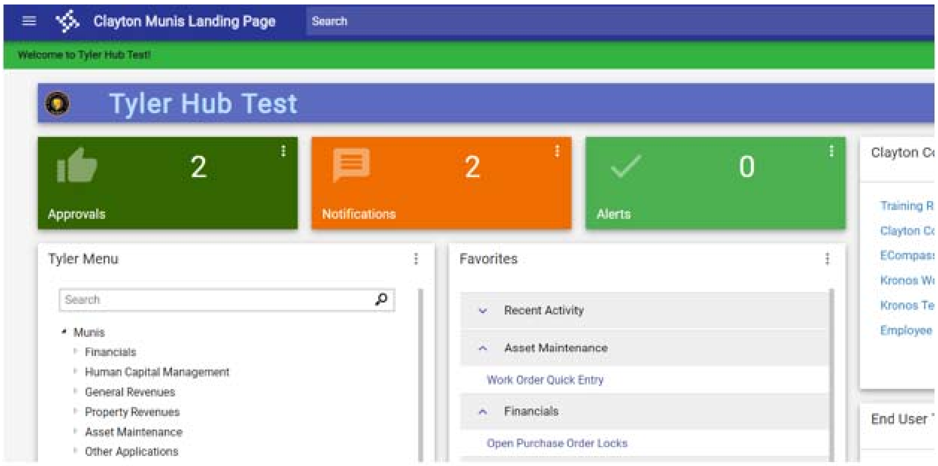
The Central Services Purchasing staff will convert the requisition to a purchase order/pick ticket, which will move the pre-encumbrance to an encumbrance.

How do I Approve a Requisition?

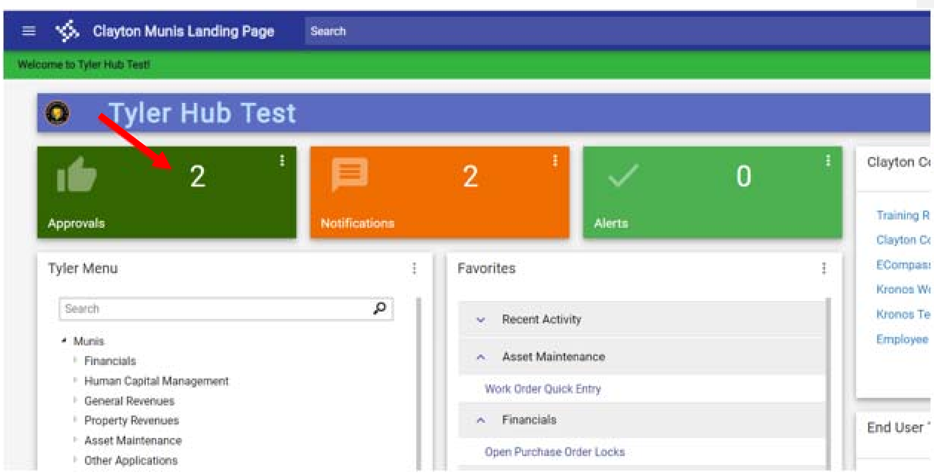
If you are a Division Manager, Department Head, Finance-Budget approver, or Central Services approver, then you will be required to approve pick ticket requisition requests. The following steps define how you can approve a pending approval on a requisition.

1. Go to your **Clayton Munis Landing Page** screen.

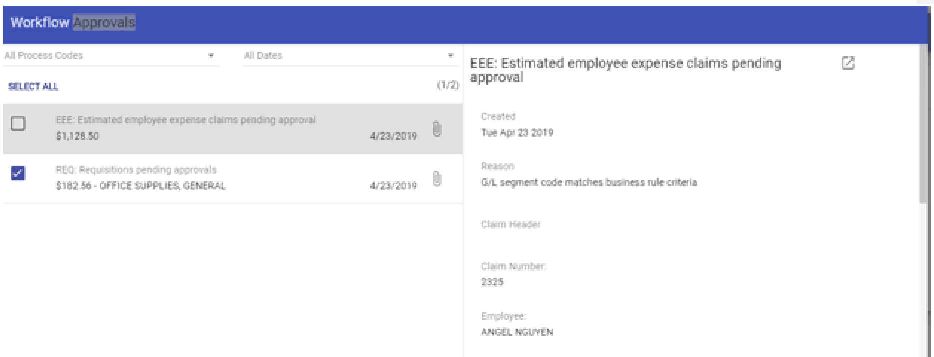
2. Your Tyler Dashboard will display.



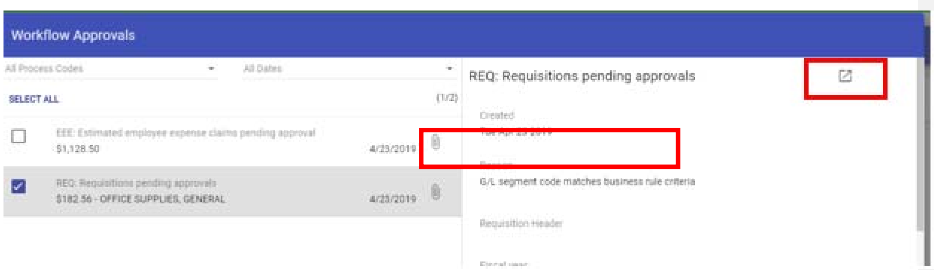
3. Click on the **Approvals tile** to view your pending approvals.



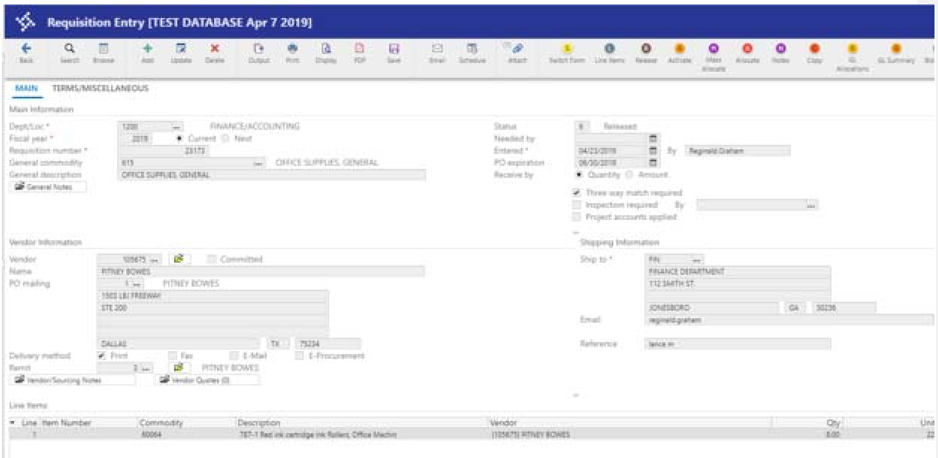
4. A window will display that lists the requests pending your approval in the left panel. You can choose to view them by date or by process code (which defines the type of document). When you click on a **REQ – Requisition Approvals** item in the left panel, details regarding the requisition will be displayed in the right panel.



5. To view additional details, click the blue hyperlink **REQ:Requisitions pending approvals**

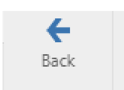


6. A separate window will open displaying the Requisition.

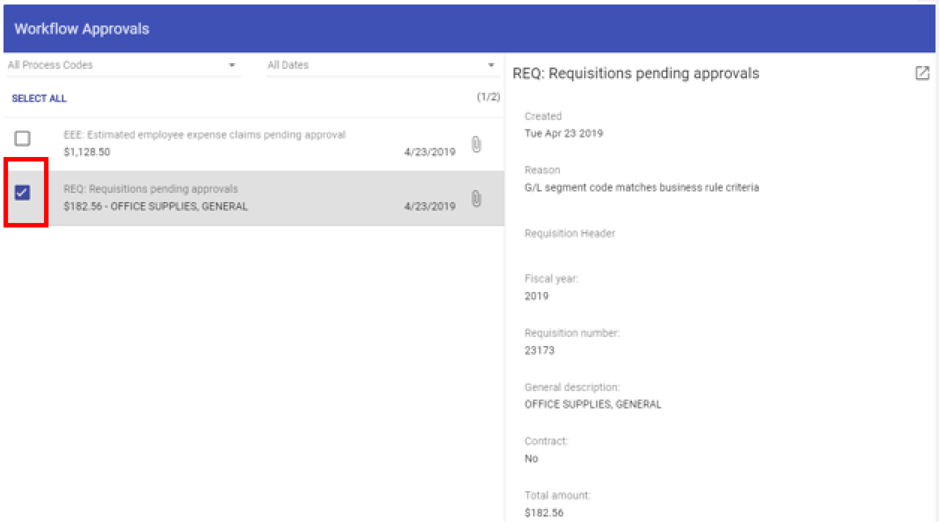


7. Review the requested requisition line items. Click on the **Attachments** icon to verify that the supporting documents have been attached.

8. Click on the **Back** button when you are done reviewing the requisition.



9. To approve go back to Approvals tile and place check mark on the pending action waiting for approval.



10. A series of buttons will display at the bottom of the window. Select if you would like to Approve, Reject, Forward or Hold the budget request and then click OK.

    a) **Approve** – Approves the transaction and moves the requisition on to the next approver. If you are the last approver, then the requisition will be updated a status of Approved. The approved requisition will then need to be converted to a Purchase Order by purchasing staff.

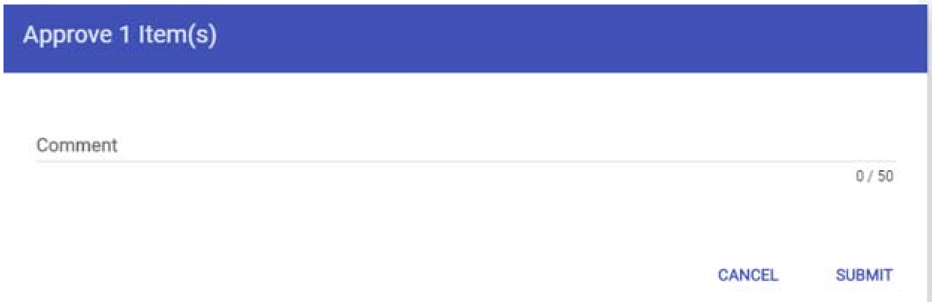
    b) **Reject** – Rejects the transaction and requires that you enter a note for the requestor. The note must indicate the reason for rejection and can assist the originator in determining the next course of action; an alteration and resubmission, or a deletion from the system.

    c) **Forward** – Forwards the requisition to another Munis user for review. You must enter the Munis username for the person that you are forwarding the budget request to.

    d) **Hold** – Keeps the transaction record in your approval queue for additional review. The requisition will remain in the Hold status until further action is taken. This option requires that you enter a note to be sent to the originator. The note must indicate the reason for rejection and can assist the originator in determining the next course of action; an alteration and resubmission, or a deletion from the system.

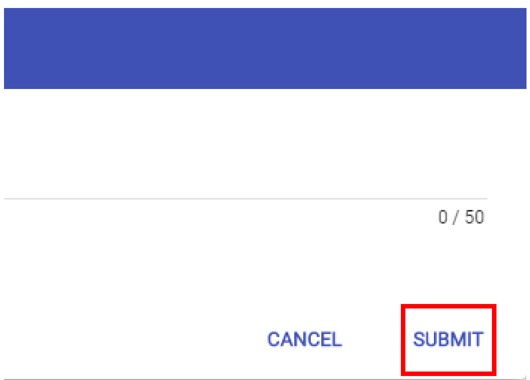
11. Click **Approve.** 

to approve the requisition**.** Comments may be entered if desired.



SUBMIT

12. Click **Submit**.



Returning Inventory Items to the Warehouse

If you need to return item(s) to the warehouse, please contact Central Services. Most of the return processes will be performed outside of the Munis system and/or by Central Services.

Viewing your Pick Tickets

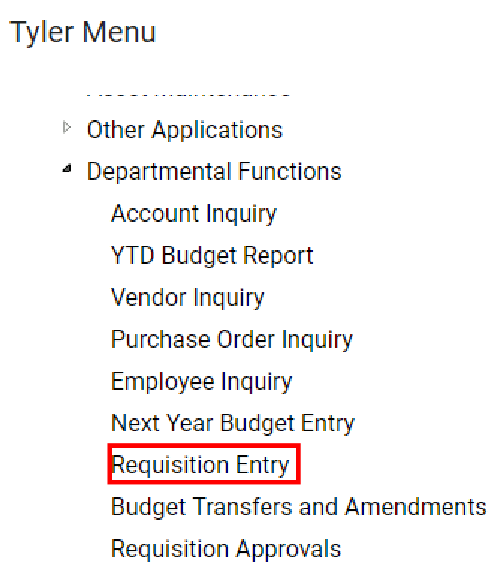
Within this section, you will learn:

- ✓ How to view the approval status of your pick ticket requisition.
- ✓ How to use Purchase Order Central to view your pick ticket purchase orders.
- ✓ How to run a Purchase Order Inquiry for your pick tickets.
- ✓ How to run PO Standard reports.
- ✓ How to export inquiry results to Excel for analysis.

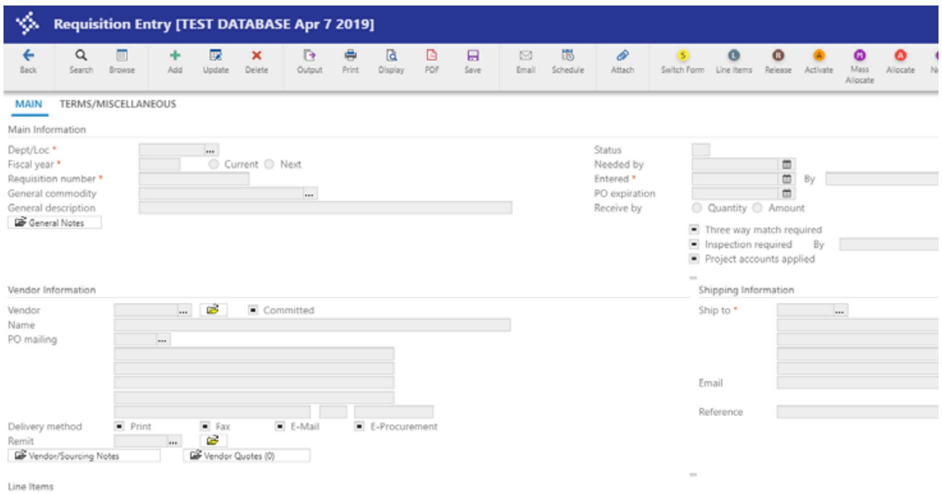
How to Check the Approval Status on your Requisition

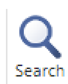
If you entered a requisition and you would like to know the status of the approvals on your request, please follow these steps.

2. From the Tyler Menu, click on **Departmental Functions**, and then click on **Requisition Entry**.

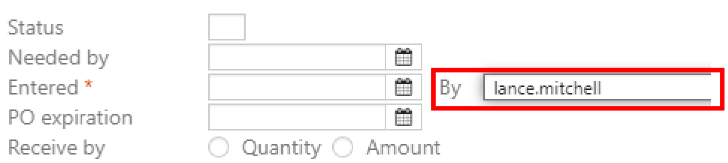


3. The Requisition Entry screen will display:



4. Click on the **Search** button from the ribbon bar. 

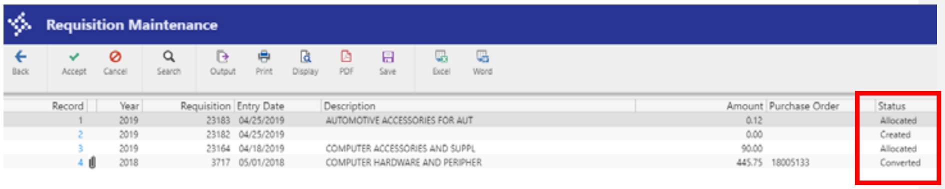
5. Enter your user id in the **Entered By** field:



6. Click the **Accept** button. 

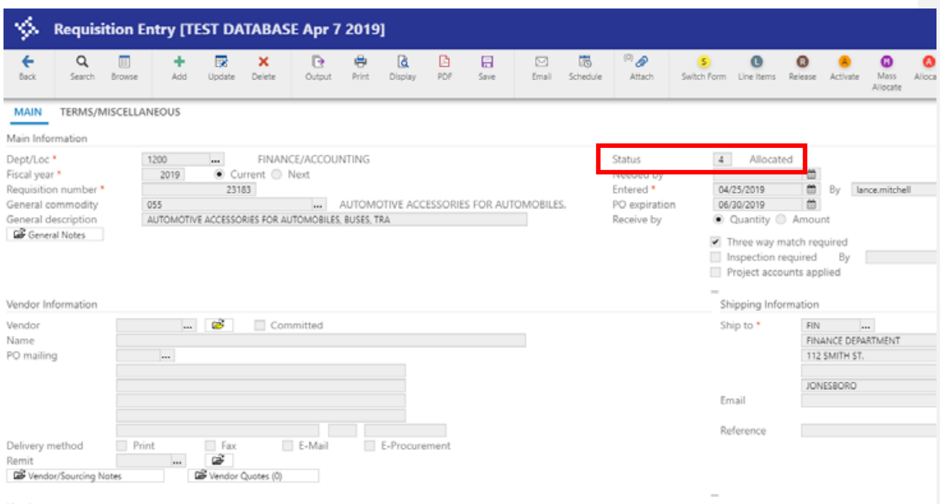
7. Click on the **Browse** button from the ribbon bar. 

8. You will be brought to a screen that displays all your requisitions. You can view the status of approvals on your requests under the Status column to the far right.

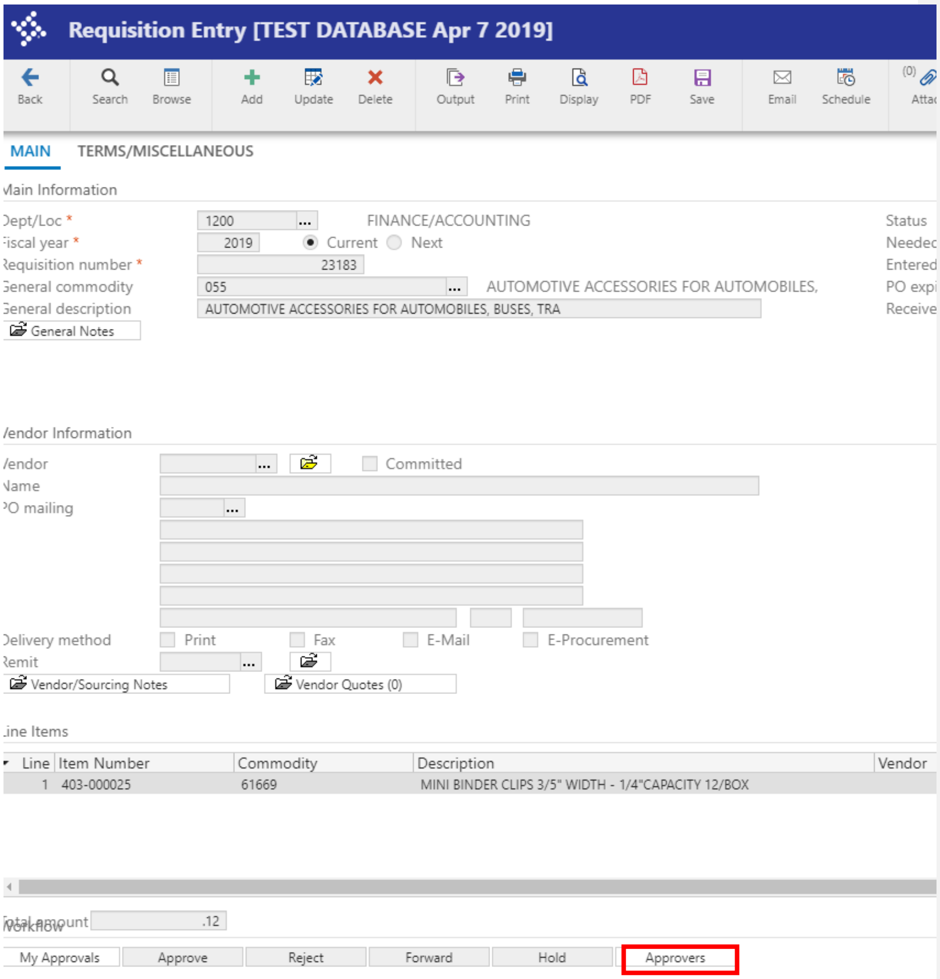


9. To view the details of any of the requisitions, select that row and click on the **Accept** button.

10. The system will bring you to the Requisition main screen for the selected requisition. The status code will be displayed in the upper right-hand corner.



11. The Approvers button will be on the very bottom off the screen (you will need to scroll all the way down).



12. Click on the **Approvers** button to view all of approval steps. If you open any approval step, you will be able to view the names of the individuals who can approve the document. In the example below, the requisition must be approved at step 10, 20, 50 & 60. It is currently pending the step 20 approval. By clicking on step 10, which is approved, you will be able to view any comments that the approver entered in association with their approval/rejection/forwarding of the requisition.

Steps

Step	Status	Date	Time
10	Complete (Rejected)		
10	Complete (Approved)		
Any approver from this group can complete th	Group Complete		
20	Complete (Notified)		
Angela Glover	Complete	05/01/2018	16:51
30	Complete (Approved)		
Any approver from this group can complete th	Group Complete		
35	Complete (Approved)		
Any approver from this group can complete th	Group Complete		
60	Complete (Approved)		
Angie Gilbert	Auto approved by: angela.glover	05/02/2018	18:39
Carol Rogers	Auto approved by: angela.glover	05/02/2018	18:39
Chaka Waczkowski	Auto approved by: angela.glover	05/02/2018	18:39
Jaliz Williams	Auto approved by: angela.glover	05/02/2018	18:39
Any approver from this group can complete th	Group Complete		

13. By understanding what each of the Status Codes mean, you can always check on your Requisitions to make sure your Purchases are smoothly flowing through the MUNIS program. Requisition Status codes can include:

a) **Rejected**: The requisition has been rejected by an approver. Click the Approvers button to view the rejection comments. To update a rejected requisition, click the Activate button.

b) **Created:** The requisition header (main information) have been entered, but general ledger information has not been entered, or, the requisition has header and general ledger information, but does not sufficient budget to move it to a Status 4. In this case, a budget transfer must be initiated and posted, after which, you can move the requisition to a status 4–Allocated.

c) **4-Allocated**: The requisition has been entered and has been allocated (charged) to a general ledger account, therefore funds have been reduced from the available budget. The requisition must be in a status 4–Allocated mode to be released into Workflow; click Release to initiate the Workflow process.

d) **6-Released**: The requisition has been released into Workflow and is awaiting approval. You can check the approval status of your requisition by clicking on the Approvers button.

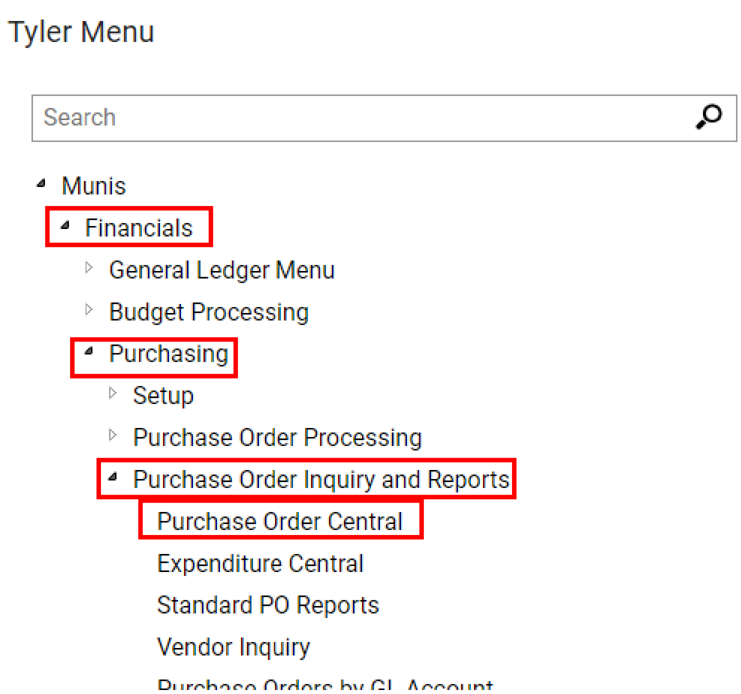
e) **8-Approved**: The requisition has been fully approved in Workflow and is ready to be converted to a purchase order.

f) **0-Converted**: The requisition has been converted to a purchase order. The number is included on the Terms/Miscellaneous tab in the Requisition Entry screen.

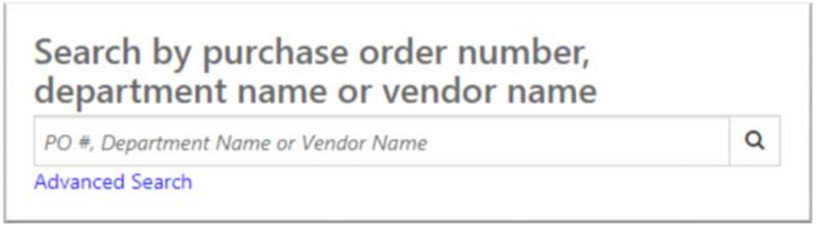
How to View Your PO's (Pick ticket?) Using Purchase Order Central

The Purchase Order Central program provides a listing of purchase orders and released requisitions.

1. From the Tyler Menu, click on **Finance > Purchasing > Purchase Order Inquiry and Reports > Purchase Order Central.**

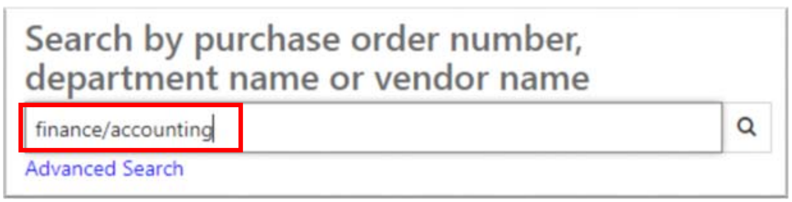


2. When you open Purchase Order Central, the program displays a Search box where you can enter a specific purchase order number, department, or vendor to find.



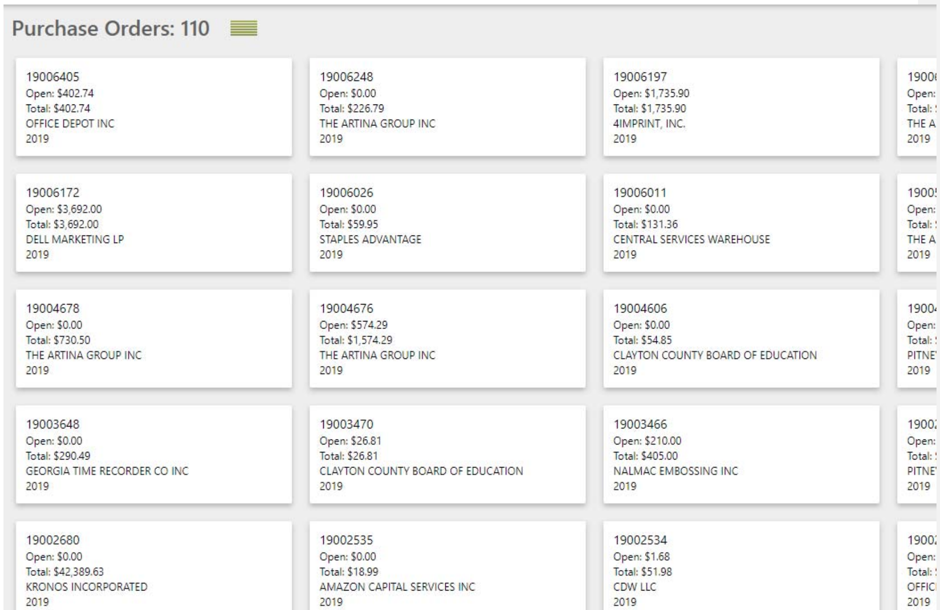
The Advanced Search option allows you to find a purchase order record using multiple text and list fields. Using Advanced Search, you can also save a search that you can retrieve at a later time using the My Searches list. If you select the Startup Search check box for a saved search, the program automatically initiates that search when you open Purchase Order Central.

3. To perform a search of all purchase orders for your department, enter your department name (or a portion of it) in the search field. Refer to Appendix C for a listing of all department names/numbers.



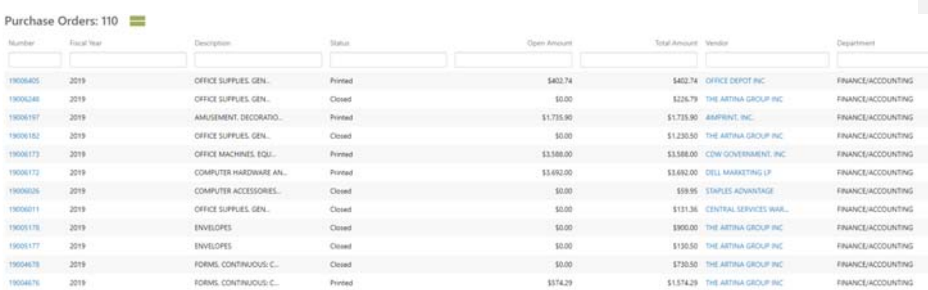
4. Click on the **magnifying glass** to perform the search.

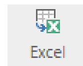
5. The requisitions and purchase orders for your department will be displayed in a tile/block view.



6. To switch to a list view, click on the **toggle grid/block** view button.

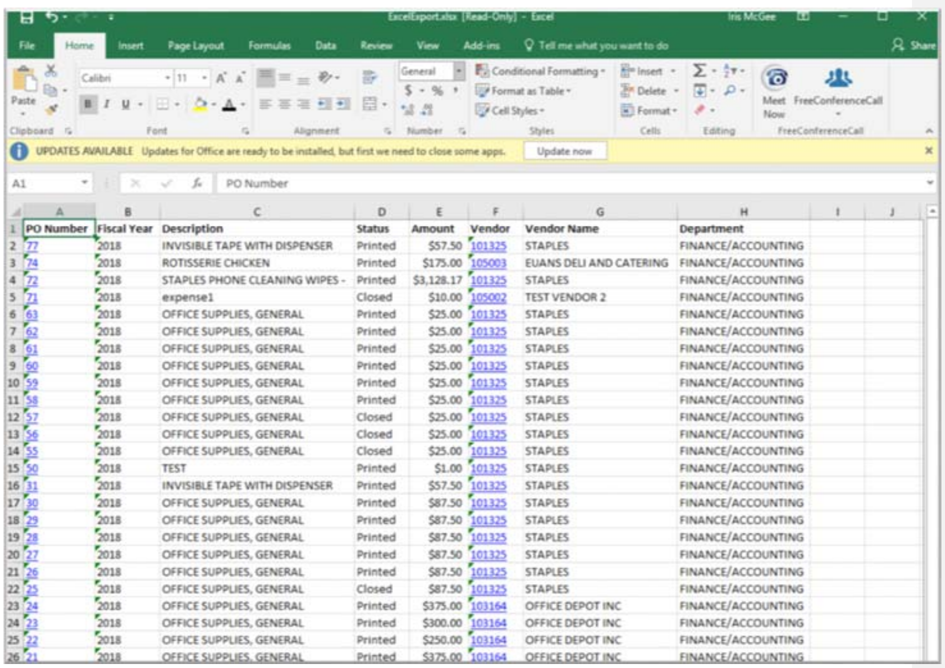
7. Your purchase orders will be displayed in a list view.



8. To output the results to Excel, click on the **Excel** button. 

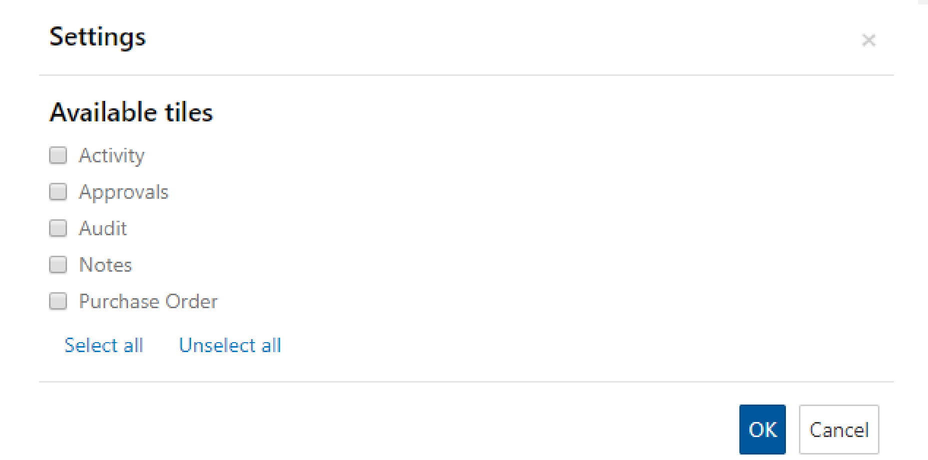
9. The following will be displayed at the bottom of your screen. Click arrow up  **Open** to open the Excel file.

10. The listing of your department's PO's will be displayed in Excel.



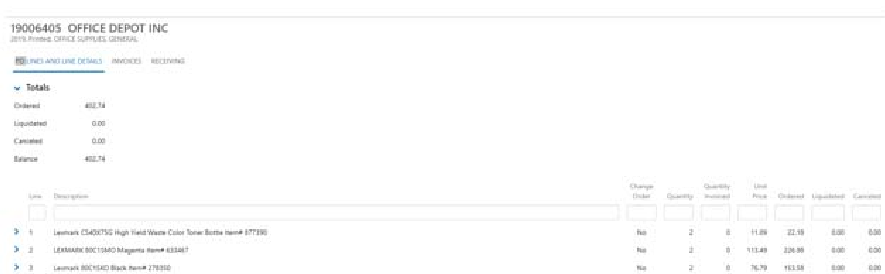
PO Number	Fiscal Year	Description	Status	Amount	Vendor	Vendor Name	Department
77	2018	INVISIBLE TAPE WITH DISPENSER	Printed	$57.50	101325	STAPLES	FINANCE/ACCOUNTING
74	2018	ROTISSERIE CHICKEN	Printed	$175.00	105003	EUANS DELI AND CATERING	FINANCE/ACCOUNTING
72	2018	STAPLES PHONE CLEANING WIPES -	Printed	$3,128.17	101325	STAPLES	FINANCE/ACCOUNTING
71	2018	expense1	Closed	$10.00	105002	TEST VENDOR 2	FINANCE/ACCOUNTING
63	2018	OFFICE SUPPLIES, GENERAL	Printed	$25.00	101325	STAPLES	FINANCE/ACCOUNTING
62	2018	OFFICE SUPPLIES, GENERAL	Printed	$25.00	101325	STAPLES	FINANCE/ACCOUNTING
61	2018	OFFICE SUPPLIES, GENERAL	Printed	$25.00	101325	STAPLES	FINANCE/ACCOUNTING
60	2018	OFFICE SUPPLIES, GENERAL	Printed	$25.00	101325	STAPLES	FINANCE/ACCOUNTING
59	2018	OFFICE SUPPLIES, GENERAL	Printed	$25.00	101325	STAPLES	FINANCE/ACCOUNTING
58	2018	OFFICE SUPPLIES, GENERAL	Printed	$25.00	101325	STAPLES	FINANCE/ACCOUNTING
57	2018	OFFICE SUPPLIES, GENERAL	Closed	$25.00	101325	STAPLES	FINANCE/ACCOUNTING
56	2018	OFFICE SUPPLIES, GENERAL	Closed	$25.00	101325	STAPLES	FINANCE/ACCOUNTING
55	2018	OFFICE SUPPLIES, GENERAL	Closed	$25.00	101325	STAPLES	FINANCE/ACCOUNTING
50	2018	TEST	Printed	$1.00	101325	STAPLES	FINANCE/ACCOUNTING
31	2018	INVISIBLE TAPE WITH DISPENSER	Printed	$57.50	101325	STAPLES	FINANCE/ACCOUNTING
30	2018	OFFICE SUPPLIES, GENERAL	Printed	$87.50	101325	STAPLES	FINANCE/ACCOUNTING
29	2018	OFFICE SUPPLIES, GENERAL	Printed	$87.50	101325	STAPLES	FINANCE/ACCOUNTING
28	2018	OFFICE SUPPLIES, GENERAL	Printed	$87.50	101325	STAPLES	FINANCE/ACCOUNTING
27	2018	OFFICE SUPPLIES, GENERAL	Printed	$87.50	101325	STAPLES	FINANCE/ACCOUNTING
26	2018	OFFICE SUPPLIES, GENERAL	Printed	$87.50	101325	STAPLES	FINANCE/ACCOUNTING
25	2018	OFFICE SUPPLIES, GENERAL	Closed	$87.50	101325	STAPLES	FINANCE/ACCOUNTING
24	2018	OFFICE SUPPLIES, GENERAL	Printed	$375.00	103164	OFFICE DEPOT INC	FINANCE/ACCOUNTING
23	2018	OFFICE SUPPLIES, GENERAL	Printed	$300.00	103164	OFFICE DEPOT INC	FINANCE/ACCOUNTING
22	2018	OFFICE SUPPLIES, GENERAL	Printed	$250.00	103164	OFFICE DEPOT INC	FINANCE/ACCOUNTING
21	2018	OFFICE SUPPLIES, GENERAL	Printed	$375.00	103164	OFFICE DEPOT INC	FINANCE/ACCOUNTING

11. Whether you are on the Purchase Order Central screen in Munis or in the Excel spreadsheet, you can click on the PO Number blue hyperlink to view the detail of the purchase order. To view all PO's for a vendor, click on the blue hyperlink under the Vendor column. A Settings window will provide you with options for additional information to be displayed.

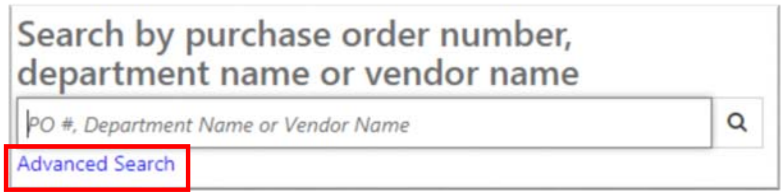


12. Select the boxes for additional information you would like displayed and then click **OK**.

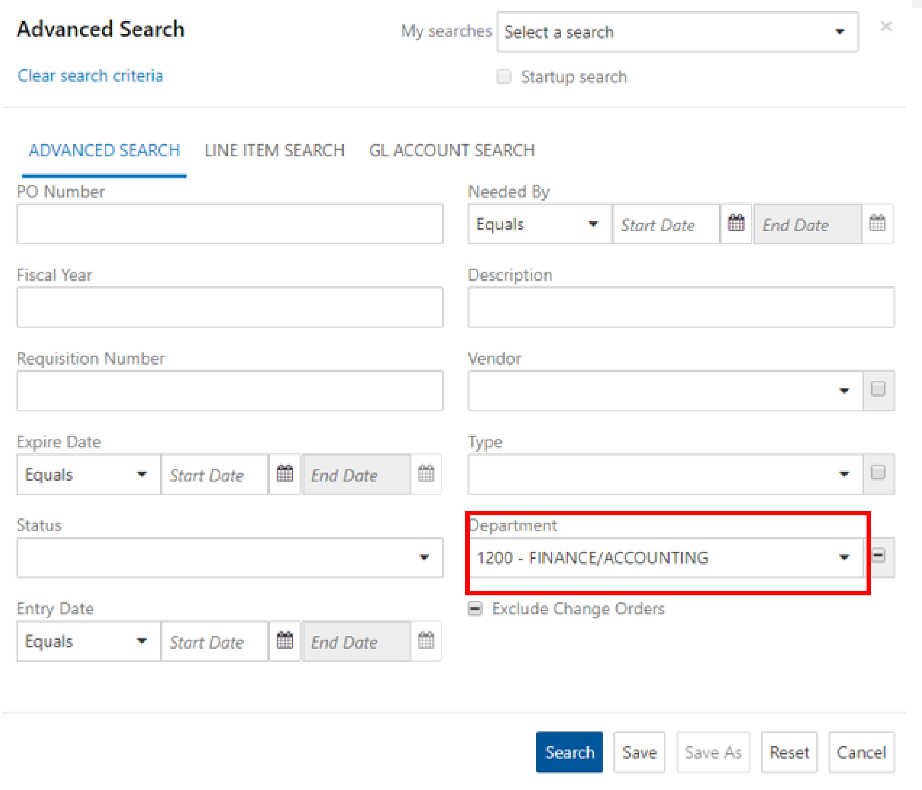
13. You will be able to view the detailed line item, invoice or receiving information for the purchase order.

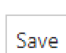


14. To save your search settings so that each time you open Purchase Order Central, you only view your department's PO's, click on **Advanced Search** from the main page.

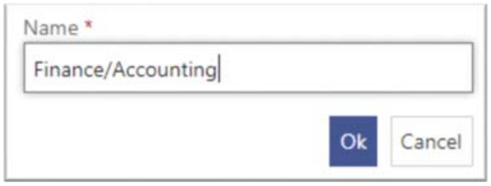


15. The Advanced Search window will display. Select your Department from the drop-down list.

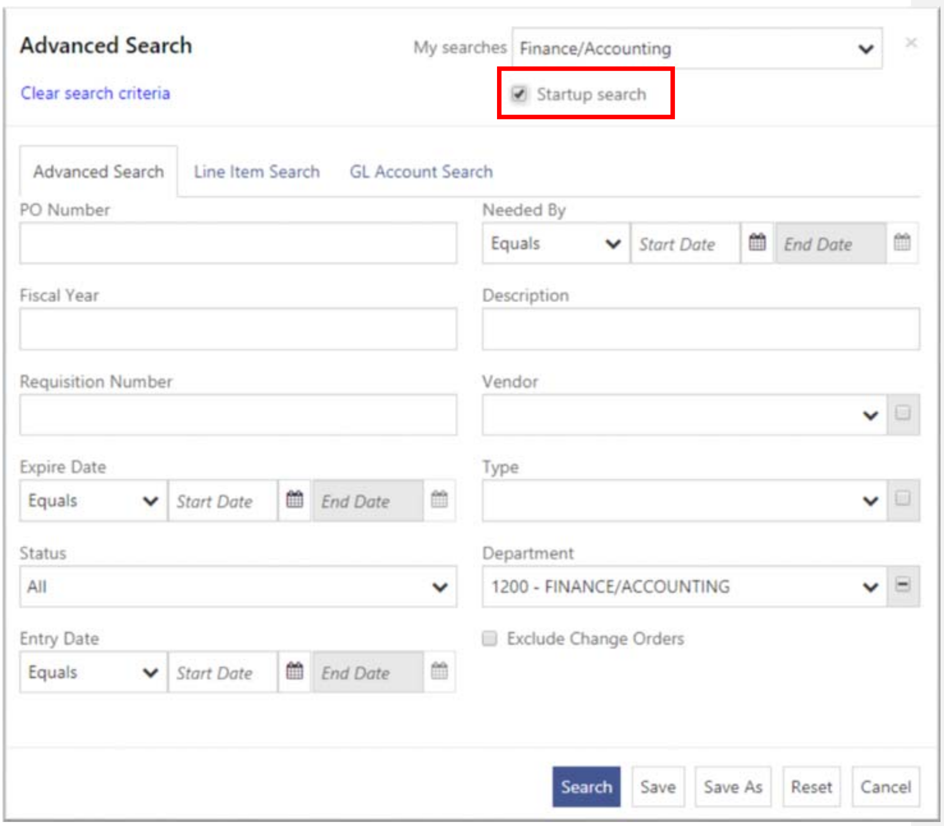


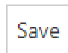
16. Click on the **Save** button. 

17. Enter a name for your saved report and click **OK**.



18. Your report name will be displayed in the upper right-hand corner under My Searches. Check the **Startup search** box.



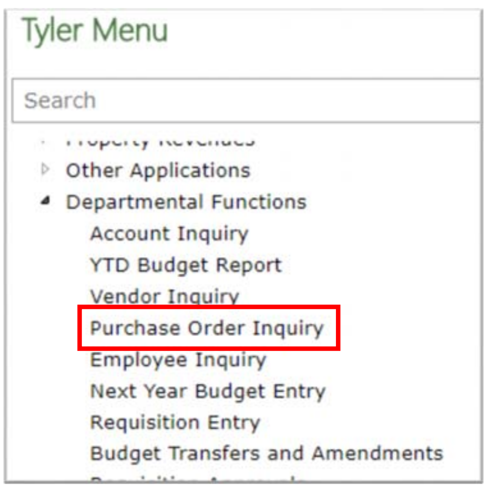
19. Click **Save** to save the settings. 

The next time you run the Purchase Order Central from the Tyler menu, the system will automatically generate the results based upon your saved search criteria.

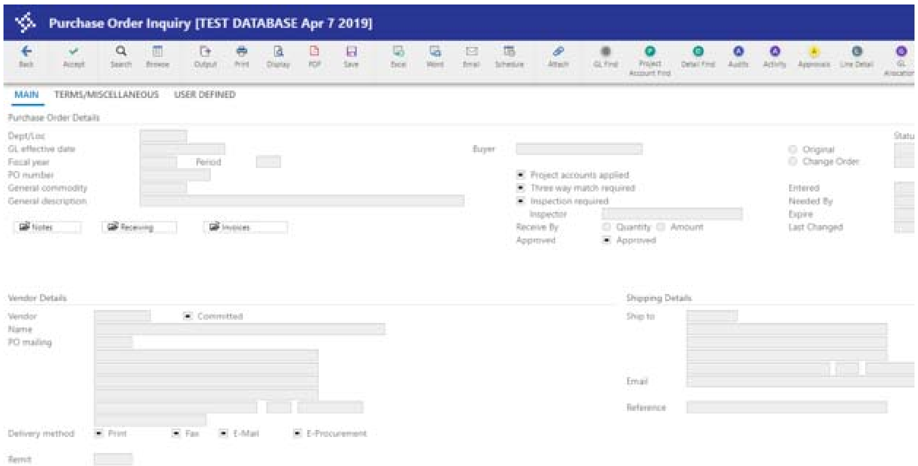
How to Inquire on your Pick Tickets

The Purchase Order Inquiry screen allows you to make inquiries about purchase orders with any status.

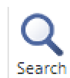
1. From the Tyler Menu, click on **Departmental Functions**, and then click on **Purchase Order Inquiry**.



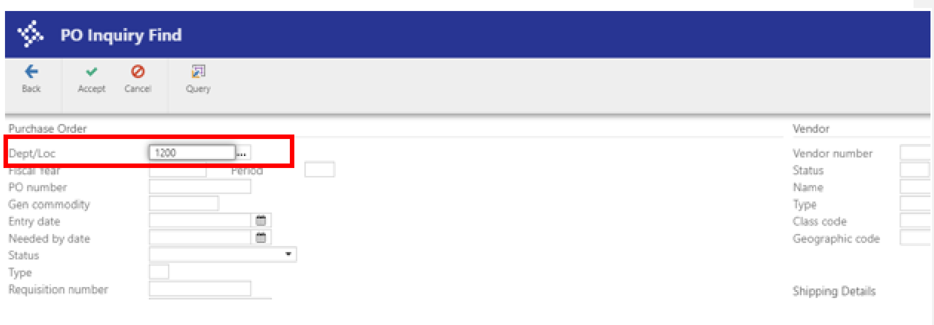
2. The Purchase Order Inquiry screen will display:



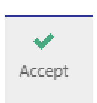
3. Click on the **Search** button from the ribbon bar.



4. Enter your Department Code in the Dept/Loc field. Refer to Appendix C for a listing of all department names/codes. You can also optionally narrow down your search by any of the other fields on the screen.



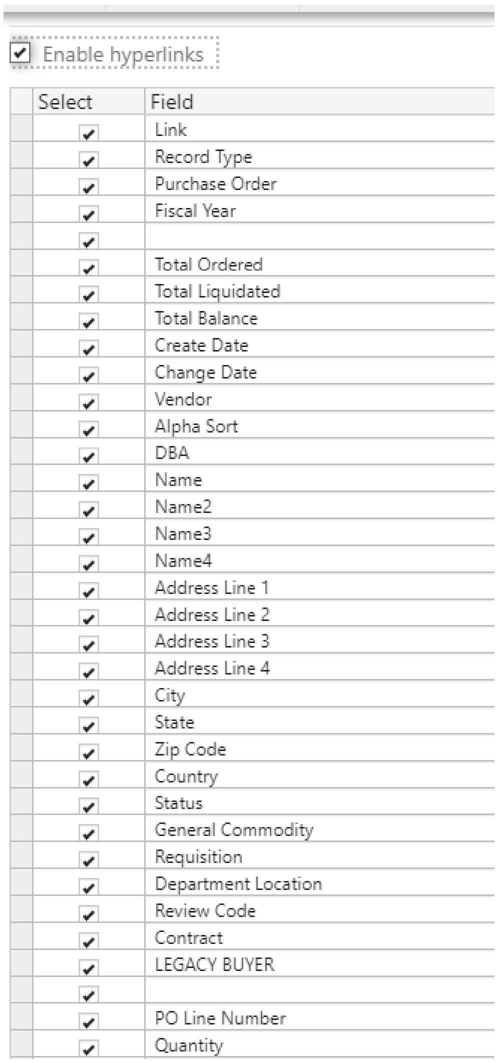
5. Click the **Accept** button.

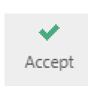


6. The number of purchase orders that were selected based upon your search criteria will be displayed in the lower left-hand corner of the screen.

7. You can export a Detailed PO Report (with header and detail line items) to Excel by clicking on the **Excel** button on the ribbon bar. 

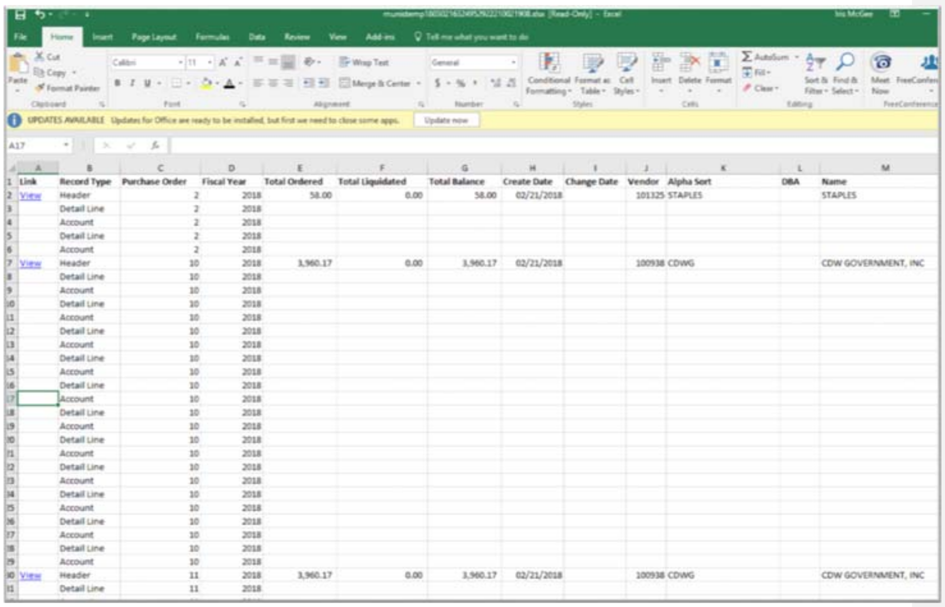
8. You will be presented with a list of fields that you can choose to export to Excel. Leave all fields checked to obtain complete information.

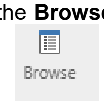


9. Click the **Accept** button. 

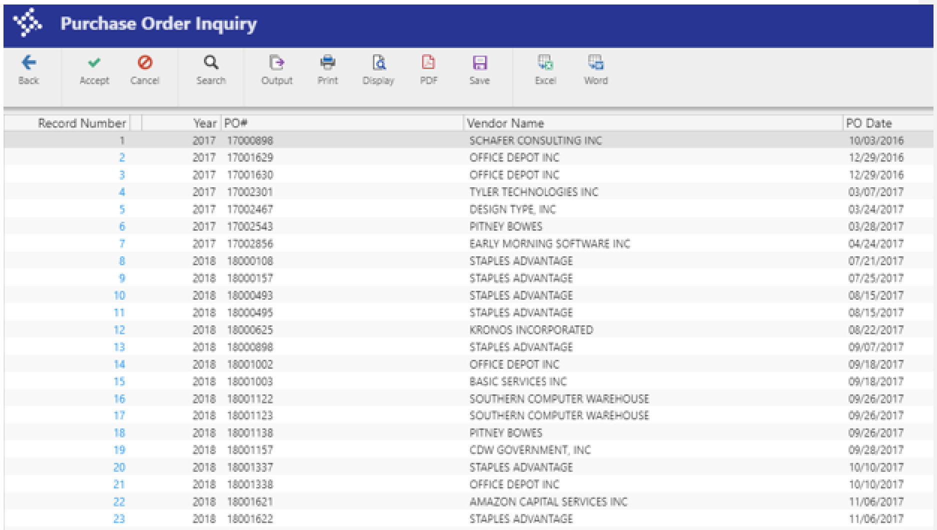
10. The following will be displayed at the bottom of your screen. Click arrow up  and then **Open** to open the Excel file.

11. The listing of the header and detail line information for your department's PO's will be displayed in Excel.



12. From the Purchase Order Inquiry screen, click on the **Browse** button from the ribbon bar to view the list of your departmental PO's in a list view. 

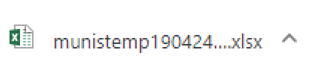
13. You will be brought to a screen that displays all your departmental purchase orders.



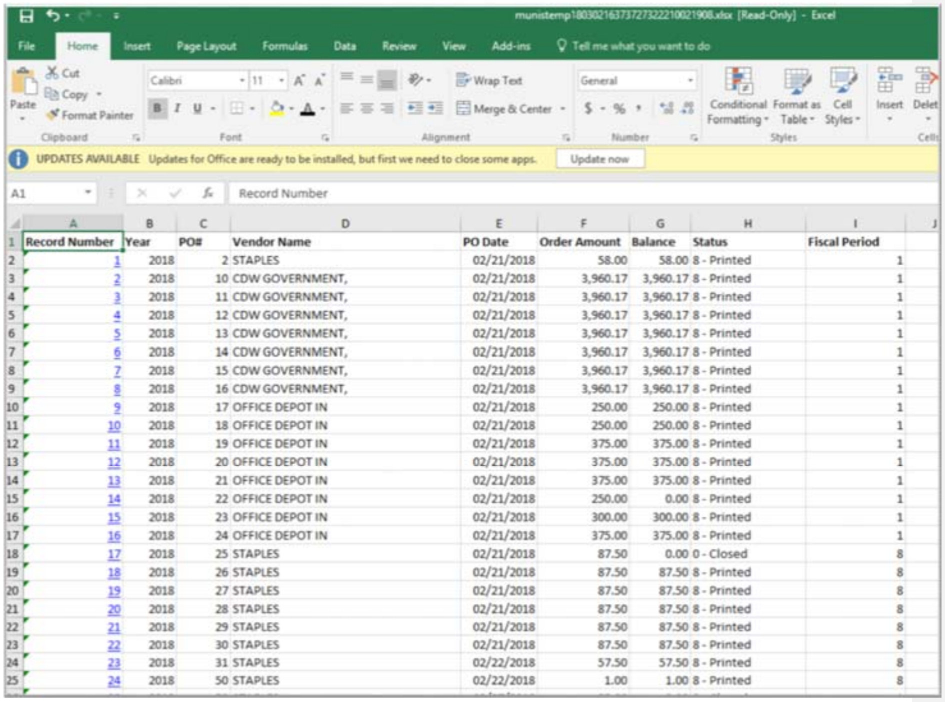
Record Number	Year	PO#	Vendor Name	PO Date
1	2017	17000898	SCHAFER CONSULTING INC	10/03/2016
2	2017	17001629	OFFICE DEPOT INC	12/29/2016
3	2017	17001630	OFFICE DEPOT INC	12/29/2016
4	2017	17002301	TYLER TECHNOLOGIES INC	03/07/2017
5	2017	17002467	DESIGN TYPE, INC	03/24/2017
6	2017	17002543	PITNEY BOWES	03/28/2017
7	2017	17002856	EARLY MORNING SOFTWARE INC	04/24/2017
8	2018	18000108	STAPLES ADVANTAGE	07/21/2017
9	2018	18000157	STAPLES ADVANTAGE	07/25/2017
10	2018	18000493	STAPLES ADVANTAGE	08/15/2017
11	2018	18000495	STAPLES ADVANTAGE	08/15/2017
12	2018	18000625	KRONOS INCORPORATED	08/22/2017
13	2018	18000898	STAPLES ADVANTAGE	09/07/2017
14	2018	18001002	OFFICE DEPOT INC	09/18/2017
15	2018	18001003	BASIC SERVICES INC	09/18/2017
16	2018	18001122	SOUTHERN COMPUTER WAREHOUSE	09/26/2017
17	2018	18001123	SOUTHERN COMPUTER WAREHOUSE	09/26/2017
18	2018	18001138	PITNEY BOWES	09/26/2017
19	2018	18001157	CDW GOVERNMENT, INC	09/28/2017
20	2018	18001337	STAPLES ADVANTAGE	10/10/2017
21	2018	18001338	OFFICE DEPOT INC	10/10/2017
22	2018	18001621	AMAZON CAPITAL SERVICES INC	11/06/2017
23	2018	18001622	STAPLES ADVANTAGE	11/06/2017

14. To export a Summary PO Report to Excel, click on the **Excel** button on the ribbon bar.

15. The following will be displayed at the bottom of your screen. Click arrow up **Open** to open the Excel file.



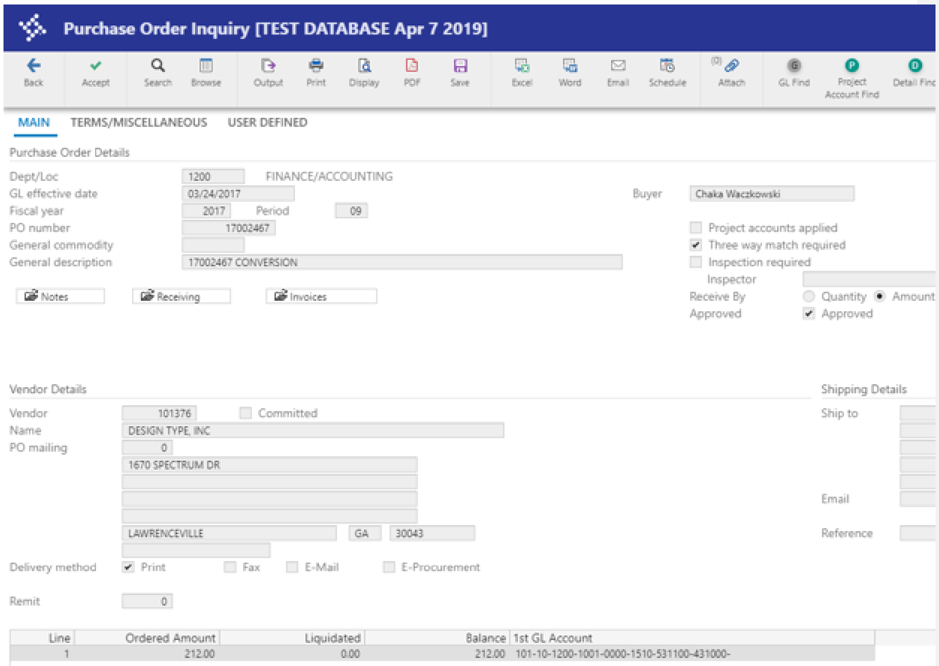
16. A PO Summary listing report for your department’s PO’s will be displayed in Excel.



Record Number	Year	PO#	Vendor Name	PO Date	Order Amount	Balance	Status	Fiscal Period
1	2018	2	STAPLES	02/21/2018	58.00	58.00	8 - Printed	1
2	2018	10	CDW GOVERNMENT,	02/21/2018	3,960.17	3,960.17	8 - Printed	1
3	2018	11	CDW GOVERNMENT,	02/21/2018	3,960.17	3,960.17	8 - Printed	1
4	2018	12	CDW GOVERNMENT,	02/21/2018	3,960.17	3,960.17	8 - Printed	1
5	2018	13	CDW GOVERNMENT,	02/21/2018	3,960.17	3,960.17	8 - Printed	1
6	2018	14	CDW GOVERNMENT,	02/21/2018	3,960.17	3,960.17	8 - Printed	1
7	2018	15	CDW GOVERNMENT,	02/21/2018	3,960.17	3,960.17	8 - Printed	1
8	2018	16	CDW GOVERNMENT,	02/21/2018	3,960.17	3,960.17	8 - Printed	1
9	2018	17	OFFICE DEPOT IN	02/21/2018	250.00	250.00	8 - Printed	1
10	2018	18	OFFICE DEPOT IN	02/21/2018	250.00	250.00	8 - Printed	1
11	2018	19	OFFICE DEPOT IN	02/21/2018	375.00	375.00	8 - Printed	1
12	2018	20	OFFICE DEPOT IN	02/21/2018	375.00	375.00	8 - Printed	1
13	2018	21	OFFICE DEPOT IN	02/21/2018	375.00	375.00	8 - Printed	1
14	2018	22	OFFICE DEPOT IN	02/21/2018	250.00	0.00	8 - Printed	1
15	2018	23	OFFICE DEPOT IN	02/21/2018	300.00	300.00	8 - Printed	1
16	2018	24	OFFICE DEPOT IN	02/21/2018	375.00	375.00	8 - Printed	1
17	2018	25	STAPLES	02/21/2018	87.50	0.00	0 - Closed	8
18	2018	26	STAPLES	02/21/2018	87.50	87.50	8 - Printed	8
19	2018	27	STAPLES	02/21/2018	87.50	87.50	8 - Printed	8
20	2018	28	STAPLES	02/21/2018	87.50	87.50	8 - Printed	8
21	2018	29	STAPLES	02/21/2018	87.50	87.50	8 - Printed	8
22	2018	30	STAPLES	02/21/2018	87.50	87.50	8 - Printed	8
23	2018	31	STAPLES	02/22/2018	57.50	57.50	8 - Printed	8
24	2018	50	STAPLES	02/22/2018	1.00	1.00	8 - Printed	8

17. On the Purchase Order Inquiry screen in Munis (while still in Browse mode), you can select any PO and click **Accept** to view the details. 

The Purchase Order details will be displayed.

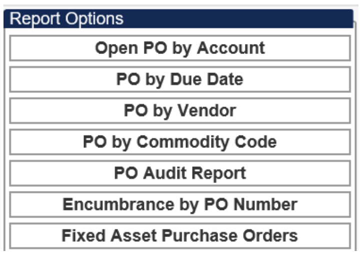


Other Purchasing Reports

Standard PO Reports provides open purchase order information in several formats. These reports can be used to inquire on your pick tickets. You can specify current or next year purchase orders, as well as detail or summary printing options. The detail option prints line details such as purchase order number, vendor, purchase order date, status, buyer, and comment.

1. From the Tyler Menu, go to **Financials > Purchasing > Purchase Order Inquiry and Reports > Standard PO Reports**

2. You will be able to run any of the following reports:



This manual does not contain step-by-step instructions on how to run each report, but it does contain a description of the fields that need to be completed to run each report.

Open PO by Account

The Open POs by Account report prints a list of open purchase order totals by all expense accounts within a specified range of funds or org codes. Item detail is included.

Field	Description
General	
Initially Sort By Dept/Location	This list sorts the report by Dept/Loc and then by the criteria you select in the Sort By field.
Sort By	Select the method you wish to sort the report by. The three available options are: Fund, Organization and Account.
Inclusion Options	
PO Fiscal Year	This is the fiscal year to include in the report. The report can only include the current or next year.
PO Entered	These boxes contain the starting and ending dates in the range of the purchase orders to be included.
Dept/Loc	These boxes contain the department or locations codes in the range of departments to include in the report.

Field	Description
	The department/location is optional.
Fund	These boxes contain the range of funds to include in the report. These boxes are only accessible if the Run By option is Fund.
Segments	These boxes 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.
Org	These boxes include 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	These boxes contain 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	These boxes 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	Check this box to include Expense Accounts in the report. The default selection is checked.

Field	Description
Revenue	Check this box to include Revenue Accounts in the report. The default selection is cleared.
Balance Sheet	Check this box to include Revenue Accounts in the report. The default selection is cleared.

PO by Due Date

The PO by Due Date report prints purchase order totals within a specified range of due dates.

Field	Description
General	
Report	This list determines the type of report to create: summary or detail. You can view examples of reports at Standard PO Report Examples.
Initially Sort by Dept/Loc	This list determines how the report is sorted: by Dept/Loc and then due date, or by due date only.
Inclusion Options	
PO Fiscal Year	This is 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	These boxes 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.

Field	Description
Due Dates	These boxes contain the due date range to include in the report. Type a date in each box or click the calendar button to select a date.
Include Zero Balance POs	This check box directs the program to include zero balance purchase orders in the report.
Include Carryforward POs	This check box directs the program to include carryforward purchase orders in the report.
Segments	These boxes 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.

PO by Vendor

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

Field	Description
General	
Report	This option determines the type of report to create: summary or detail.
Initial Sort by Dept/Loc	This list determines how the report is sorted: by Dept/Loc and then vendor, or by vendor only. Check the box to sort by Dept/Loc and then the criteria from the Sort By field, or clear the box to use only the Sort By field.

Field	Description
Sort By	This list determines if the report sorts by vendor number or vendor name.
Inclusion Options	
PO Fiscal Year	This is the fiscal year to include in 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	These boxes 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	This check box directs the program to include zero balance purchase orders in the report.
Include Carryforward POs	This check box directs the program to include carryforward purchase orders in the report.
Vendor	These boxes 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	These boxes 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.
Segments	These boxes 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

Field	Description
	may also click the help button to select the value from a list. Entry is not required.

PO by Commodity Code

The PO by Commodity Code report lists purchase order totals by commodity codes within a specified range. The Summary report lists total ordered/open amounts by commodity; the Detail report provides additional line information by purchase order. You can include carryforward purchase orders.

Field	Description
General	
Report	This option determines the type of report to create: summary or detail. You can view examples of reports at Standard PO Report Examples.
Inclusion Options	
PO Fiscal Year	This is the fiscal year to include in 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	These boxes 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.
Include Zero Balance POs	This check box directs the program to include zero balance purchase orders in the report.
Include Carryforward POs	This check box directs the program to include carryforward purchase orders in the report.
Commodity Code	These boxes contain the starting and ending commodity codes for the range of commodity codes to include in the

Field	Description
	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	These boxes 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.
Segments	These boxes 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. Entry is not required.

Encumbrance by PO

The Encumbrance by PO Number report lists encumbrances by purchase order number. You can print a summary or detail report.

Field	Description
General	
Report	This option determines the type of report to create: summary or detail. You can view examples of reports at Standard PO Report Examples.
Include GL Account Information	This check box directs the program to include general ledger account number information in the report. This check box is accessible when the report type is Detail.

Field	**Description**
Initially Sort by Dept/Loc	This list determines how the report is sorted: by Dept/Loc and then purchase order, or by purchase order only.
Inclusion Options	
PO Fiscal Year	This is the fiscal year to include in 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	These boxes 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	This check box directs the program to include zero balance purchase orders in the report.
Include Carryforward POs	This check box 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	These boxes 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.
Segments	These boxes 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.

Fixed Assets Purchase Orders

The Fixed Asset Purchase Orders report prints fixed asset purchase orders.

Field	Description
Inclusion Options	
PO Yr/Per	These boxes 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.
Segments	These boxes 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.

Appendix A

What do each of the fields mean on the requisition screen?

A full explanation of each field on the Requisition Entry screen is provided below.

Main Tab – Main Information Section

- **Dept. /Location** contains the department or location responsible for the requisition. The Dept. /Location will populate based on the Department code assigned to the originator.
- **Fiscal Year** box identifies the fiscal year in which the requisition is created.
- This option can be the current or next year; the program automatically highlights Current or Next when you type the four-digit year. The Fiscal Year will default to the current year.
- **Requisition Number** field identifies the requisition number. The requisition number will populate when the originator tabs to this field.
- **General Commodity** box specifies the general (type 2) commodity for the requisition. Press Tab to leave this box blank if your organization does not use commodity codes. Codes entered in this box must exist in the Commodities program. **Purchasing will require commodity codes for Requisitions.** REQ originators should input or search for the general commodity code for the item they are requesting. Use the ellipses to conduct a search (see the search fields at the bottom of the page).
- **General Description** box contains a general description for the order. The description can contain up to 50 alphanumeric characters.
- **Status** list indicates the current status of the selected requisition. This box is accessible when you click Search to locate a record.
- **Needed By** box specifies the date by which the goods or services in this requisition are needed.
- **Entered** box displays the date that the requisition is created. This field is system populated.
- **By** box displays the user ID of the person who enters the requisition. When you are adding or updating a record, the program completes this box automatically, and you cannot change the entry. This box is accessible when during the Search process; type a user ID to find only those requisitions entered by that specific user.

- **Convert To** is a list allows you to define whether the requisition will be converted to a purchase order or a contract. The default for this field is Purchase Order.

- **PO Expiration** field 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. Clayton County will default the expiration date of all requisitions/purchase orders to the last day of the current fiscal year. This has been established in the purchase order settings so this expiration date should auto-populate.

- **Receive By** option determines the manner in which the invoice will be received: quantity or amount.

- ***Quantity*** option indicates that the purchase order is to be received using the standard three-way matching method.

- ***Amount*** causes the purchase order to be three-way matched based on a dollar amount instead of an item quantity. When you select Amount, the programs automatically enter an item quantity of 1 on detail lines and you cannot change this. For purchase orders matched by amount, the Liquidation screens in Invoice Entry only display dollar amount columns. The quantity columns are hidden and inaccessible.

- **Three Way Match Required**, This check box, if selected, indicates that a three-way match will be required for the purchase order that will be created from this requisition. This check box does not have any actual effect at the requisition level. It is intended as a method of speeding the data entry process, as the value of the check box is carried to the created purchase order when the requisition is converted. Clayton County will require three-way match.

- **Inspection Required** check box is only available if you selected the *Three Way Match Required* check box. Selecting Inspection Required activates the *four way matching feature*, which contains all of the requirements of three-way matching, plus the requirement that *all purchase order receiving records be approved by an inspector*. You must enter an inspector in the By box.

- **Project Accounts Applied** If selected, this check box indicates that project account strings have been applied to the requisition. This check box will be checked if the originator’s permissions indicate to “Apply projects to transactions by default”.

Main Tab - Vendor Information Section

- **Vendor** box identifies the vendor from whom you are requesting the requisition items. You can type a vendor number, or you can click the field help button to select a vendor.

- If the Enforce Bid Defaults check box in Bid Management Roles is selected, only awarded vendors can be entered.

- **Committed** check box indicates that the selected vendor is a committed vendor, either because of a bid, or a contract. The check box is automatically selected or cleared based on the vendor and commodity code and cannot be manually updated.

- **Name** is the vendor's name, which is automatically entered based on the vendor number selected.

- **PO Mailing** box identifies the vendor's remit address to be used for purchase orders.

- **Delivery Method** is the desired delivery method for the completed purchase order. The default values of these check boxes are drawn from the vendor record.

  The E-Procurement option indicates that the purchase order will be submitted via the vendor's online shopping interface. This option is only available if your organization has selected the Use Individual Vendor's Settings check box in Purchase Order Settings. The check boxes will be based on the settings on the vendor record.

- **Remit** box specifies the address to which payments should be sent. The default value is zero if the vendor does not have any remit addresses on record; otherwise the default value is one. *Values* are zero or any existing remit address number for that vendor.

  When liquidating a purchase order in the Invoice Entry *program, if the remit address number is greater than 0, the remit address entered in this field is the default value on the invoice.*

Main Tab - Shipping Information Section

- **Ship To** is the location to which the item should be delivered. The *Ship To* will default based on the originator's user department code. Use the *ellipses* to change the *Ship To* address if needed.

- **Email** is the contact email address for the shipping location.

- **Reference** is the name to reference on the vendor's shipping document. You can enter up to *30 characters* in the box.

Terms/Miscellaneous Tab – Terms Section

- **Discount %** is the vendor's standard discount percent, if applicable.

- The default value is the percent established in Vendors, but you can change this according to current arrangements. Generally, for Clayton County, no additional entry is required for the fields included on the *Terms/Miscellaneous tab*. At this point, the header of the Requisition can be accepted and a *line item* can be added to the Requisition.

- **Freight %** is the percentage of the order that the vendor charges for shipping, if applicable. If the selected vendor has a standard freight percent identified in Vendors that is the default value; otherwise it is 0.

- **Freight Method/Terms** is the shipping method and terms. The default value for this information displays from the standard methods and terms identified in the Vendors program for the selected vendor.

- **Bill To** is the bill-to code of the department or location paying for the item. If the Dept./Location box has an associated default bill-to code, it is displayed in this box, but you can change this.

- **Bill To Email** is the contact email address for the billed department.

- **Special Handling** list identifies special circumstances for the requisition or purchase order. Choices include:

  - **None** - No special processing. (Recommended option)

  - **Confirming** - A confirming order, or a follow-up to a telephone order. This prints the words <u>*Confirming*</u> PO on the purchase order form. Basically, if an End User orders a commodity or initiates a service, the invoice <u>*will not*</u> be paid by Finance Accounts Payable until that order or service has been entered into this system as a Requisition and the *Confirming* method purchase order.

  - **Prepaid** - Indicates that this is a prepaid requisition. This option should only be used by your Buyer.

Terms/Miscellaneous Tab – Miscellaneous Section

- **Allocation** is the allocation code for general ledger distribution. *End User should skip this field. This option is display only*.

- **Buyer** is the person requesting the item to be purchased. This option should have been automatically generated from your department org.

- **Review** list determines the requisition's review process. *End User should skip this field. This option is display only*.

- **Type** option list identifies the type of requisition:

  - Normal - Purchase order for specific goods or services. (Recommended option)

  - Blanket - A purchase order that is intended to be used over a long period of time.

  - Dept/Emergency - Purchase order that must be rushed.

- RFP/Bid - A request for proposal or bid. The default is Normal.

The last three options above will be determined by your specialist. Choose option 1

- **Purchase Order** is the number assigned to this purchase order. The purchase order number will populate when the requisition has been converted. ***This option will be grayed out until the requisition has been converted to a PO.***

- **Notify Originator When Converted to PO** check box, if selected, directs the program to send an email to the employee who entered the requisition that it has been successfully converted to a purchase order.

- **Notify Originator of Overages check box,** if selected, causes the program to notify the requester when a requisition has liquidations greater than the specified amount. *This option is display only*. *This is not an option that will ever need to be selected due to the Three Way Match process.*

Line Items Screen – Item Section

- **Replenish Inventory** If selected, this check box indicates that the item is being requisitioned to *replace inventory*. This box will be checked ***only if*** the **Warehouse staff** are requesting to replenish items in the warehouse.

- **Item** This field specifies the number of the item being requested. If the originator is requesting an item from **Inventory** use the ellipses to conduct a search for the inventory item. *If the End User is not adding a stock item, this option should be skipped.*

- **Contract** This field identifies an associated contract, if applicable. Click the folder button to view contract details. If the purchase is against a contract, use the ellipses to search for the correct contract.

- **Commodity** This box identifies the detail (type 4) commodity code for the item. The default value for the commodity code is based on the inventory item entered provided that an item/commodity relationship exists and that the commodity code box was initially left blank. If there is a default value for the commodity code, there are default values for the unit price and UOM as well.

  Click the folder button to open the Commodities program. This field will be required by the Clayton County for purchases. Since the general commodity code was selected on the header, the detail commodity codes for that particular general commodity code should be available using the ellipses.

- **Warehouse** This field indicates the warehouse location for the inventory item. CSW is the Central Services Warehouse

- **Type** This option determines the item type: **pick ticket** or **purchase order**. Depending on this selection, the line becomes either a *purchase order line item* or **an inventory pick ticket.**

- **Description** This field provides the item description, which can contain up to 210 alpha-numeric characters. Clayton County will use the commodity code description plus the detail product description.

Line Items Screen – Requisition Section

- **Fiscal Year** This box indicates the fiscal year in which the requisition was entered. The year is *display only*.

- **Number** This box displays the requisition number entered on the main Requisition Entry screen. This number is *display only*.

- **Line** This box provides the item's sequence in the requisition. *This number is assigned by the program and you cannot change it.*

Line Items Screen – Additional Info Section

- **Vendor** This box identifies the vendor from which to order the commodity.

- **PO Mailing** This field identifies the specific vendor mailing address to which to submit the resulting purchase order.

- **Delivery Method** These check boxes indicate the delivery method to use when delivering the purchase order created from the requisition.

- **Remit** This field specifies the remit address for the record. Click the folder button to view additional address information.

- **Vendor Item Number** This field provides the vendor's specific item number for the requested item, if applicable. User should be able to find this number on the vendors website or quote.

- **1099 Code** This list specifies the 1099 Box code. *This option is display only*.

- **Manufacturer** This field identifies the manufacturer of the requested item, if applicable.

- **Manufacturer Item Number** If a manufacturer has been entered, this is the manufacturer's specific item number for the requested item. User can find this on the vendors quote or website.

- **Bid** box identifies the bid number, if applicable. To update bid details, including the commodity, click the folder button to open the Bid Central program.

- **Department** field identifies the department/location code of the requesting department. The default value is entered according to the department code associated with your user ID, but you can change this if you are authorized to order items for more than one department.

  If the department code is changed while adding or updating a requisition, the program displays a replacement confirmation message. Click Yes to replace the current data with the new department's defaults.

- **Required By** box specifies the date by which the goods or services in this requisition are needed.

- **Requested By** box contains the user ID of the person who requested the item. The value of this box *must be* a Munis user. Clayton County will need the end user to complete the Request by field for those requisitions from Inventory. The warehouse will use this information for proper delivery.

- **Notify Buyer** check box, if selected, directs the program to notify the buyer when the item is received. This optional and used as needed. *If an inventory item number is entered and the type is a Pick Ticket (I), there is no access to the Notify Buyer check box.*

- **Fixed Asset** This list indicates if the item is a fixed asset (Y), a master fixed asset (M), or not a fixed asset (N).

  If the Fixed Asset check box in the Chart of Account Segments program for the Object Code segment is selected and the entry amount is equal to or greater than the value of the Fixed Asset Amount in Chart of Account Segments, Yes is the default value for this box when you are adding or updating a record. Otherwise, the default value is No. This option is display only.

- **Employee** is the employee to which the inventory item should be issued. The employee must exist in the Munis HR/Payroll system to be a valid choice here. *This option is display only.* This option is only applicable for requisitions for inventory items.

Line Items Screen – Pricing Section

- **Quantity** box specifies the order quantity for a single line item in the requisition. The program multiplies the number entered here by the unit price of the line item to calculate the net cost. The default quantity value is 1, but you can change this.

- **Unit Price** box contains the unit price of the goods or services specified on the line item. The program multiplies this amount by the quantity to calculate the line item total. For pick ticket lines, the unit price is entered from Inventory Items. The program uses the default value from the commodity code, which you can only override if you have been assigned permission to do so in Requisition Roles.

- **UOM** box indicates the **unit of measure** to be printed for the line item. The value of this box does not affect the calculation of the Item Total. The default value for the UOM displays from the Commodities program for purchase order items; for pick ticket lines, UOM is entered from the Inventory Items program.

- **Gross** field provides the gross amount, which is the quantity times unit price.

- **Discount** box identifies the vendor discount for this line item, if applicable. The program calculates the discount and reduces the item total by that amount. The discount prints on the requisition and resulting purchase order.

- **Freight** box indicates the freight charge, if applicable. The amount entered is automatically added to the item total. The value of this box prints on the requisition and resulting purchase order. *Clayton County will include the freight charge as a separate line item on the requisition and the freight will have its own commodity code of* ***96286***.

- **Credit** box records a trade-in or credit. When you enter an amount, the program reduces the line item total by the credit amount.

Appendix B

What do each of the fields mean on the purchase order receiving screen?

Purchase Order Section

- **PO Fiscal Year** box identifies the fiscal year associated with the open purchase order. When you are adding entries, the default value is the current year. You cannot change this value when updating a record.

- **PO Number** box specifies the open purchase order against which orders will be received. You can type a specific purchase order number or click the field help button to select a purchase order from a list of open purchase orders.

- **Line #** box specifies the detail line number representing the received material or service. You can type a specific line number for the purchase order or click the field help button to select a purchase line from a list.

- **Receipt Status** contains the receiving record's current status.

- **Vendor** box contains the number for the purchase order vendor, which comes from the selected purchase order.

- **Vendor Alpha** box identifies the purchase order vendor by name.

- **Item** box contains the inventory item number for the item being received.

- **Bid #** box identifies the number of the bid associated with the purchase order. If a bid exists, the program completes this box when you enter a purchase order number.

- **Description** box displays the purchase order description as entered in Purchase Order Entry. The program displays the description when you enter the purchase order number.

- **Manufacturer** is the manufacturer of the item.

- **Manufacturer Item Number** is the manufacturer’s stock number for the item, if applicable.

- **Vendor Item Number** is the vendor's stock number for the item, if applicable.

- **Quantity**

- **Ordered, Received to Date, Remaining, Invoiced** fields indicate the total quantity of items ordered, received to date, remaining, and invoiced for this purchase order.

Received Tab

- **Quantity** is the quantity of the commodity that has been received.

- *If the Enforce Invoice Variance Amounts in PO Receiving option is selected in Purchase Order Settings, the program will not allow you to enter a quantity that falls outside the defined variance threshold. The variance amount is defined in Accounts Payable Settings.*

- **Dollar Amount** is the dollar amount of the received quantity. You can leave the default value, which comes from the selected purchase order, or type a dollar amount.

- **Date** is the date the commodity was received. You can type the date in the box, click the calendar button to select the date, or leave the default date, which is the current date.

- **Packing Slip #** is a packing slip number for each purchase order line number received. A packing slip number should be used, if available. An image of the packing slip should be attached to the receiving record using the paperclip option in the ribbon.

- **Fixed Asset #** is the fixed asset number for each purchase order line number received, if applicable.

- **By (user id)** box indicates the user ID of person who created the receiving record. The program completes this value; this is a display-only field.

- **Comments** are internal comments about the commodity you have received. For example, "Order is not completely received. Waiting on 10 more items."

- **Quantity Invoiced** is the quantity that is returned.

- ***Returned items are expected to be reshipped at a later date.*** The returned quantity does not affect the open purchase order.

- **Fully Invoiced** If this check box is selected, it indicates that the quantity is fully invoiced.

- **Close PO** this check box indicates that the purchase order has been fully invoiced, and that the purchase order should be closed after receiving is complete. The Purchase Order will be closed when it is fully invoiced through the Accounts Payable process.

Returned Tab

- **Quantity** box indicates the quantity that you want to return. Returned items are expected to be reshipped at a later date. The returned quantity does not affect the open purchase order. *The quantity is for informational purposes only.*

- **Comments** box contains internal comments explaining why the goods were returned.

- The **RMA** (return merchandise authorization) number is used to return the items. If the vendor provides the return authorization number, it should be included in this field.

Appendix C

What are the Department Codes in Munis?

Code	Description
0000	UNDEFINED
1100	COMMISSIONERS
1200	FINANCE / ACCOUNTING
1300	INFORMATION TECHNOLOGY
1400	HUMAN RESOURCES
1500	CENTRAL SERVICES
1600	OUTSIDE SERVICES
1700	ELECTIONS AND REGISTRATION
1800	TAX COMMISSIONER
1900	TAX ASSESSORS
2000	SUPERIOR COURT
2100	STATE COURT
2125	PROBATION SERVICES
2150	MAGISTRATE'S COURT
2200	JUVENILE COURT
2300	PROBATE COURT
2400	CLERK OF SUPERIOR COURT
2450	CLERK OF STATE COURT
2470	CLERK OF MAGISTRATE'S COURT
2500	SOLICITOR OF STATE COURT
2600	DISTRICT ATTORNEY
2602	DA-CHILD SUPPORT
2700	STATE ADULT PROBATION
2750	PRISON
2800	SHERIFF
2900	CORONER
3000	COUNTY POLICE
3200	E.M.S. RESCUE
3300	CENTRAL COMMUNICATIONS
3400	COMMUNITY DEVELOPMENT
3500	EMERGENCY MANAGEMENT
3900	COUNTY FIRE DEPARTMENT
4000	TRANSPORTATION/DEVELOPMENT

5000	LIBRARIES
5100	PARKS AND RECREATION
5300	SENIOR SERVICES
5400	HUD PROGRAMS
5401	CDBG DEV BLOCK PROGRAM
5405	HOME PROGRAM
5410	EMERGENCY SHELTER PROG
5415	NEIGHBORHOOD STABILIZATIO PROG
5420	NEIGHBORHOOD STABILIZATIO PRG3
5500	CONSERVATION OF ENERGY
5600	GENERAL ASSISTANCE PROGRAMS
5660	SOUTHERN REGL HOSPITAL AUTH
5700	FAMILY AND CHILDREN SERVICES
5803	AGING PROGRAM
5901	COLLABORITVE AUTHORITY
6000	COUNTY GARAGE
6100	REFUSE CONTROL
6200	BUILDINGS AND MAINTENANCE
6300	EXTENSION UNIV OF GEORGIA
6500	OTHER GENERAL GOVERNMENT
6600	INDUSTRIAL PROMOTION
6900	MISCELLANEOUS ITEMS
7000	CAPITAL PROJECT FUND
7200	DEBT SERVICE FUND
7201	SPLOST BONDS
7400	SPECIAL ASSESSMENT
7500	ENTERPRISE FUNDS
7600	INTERNAL SERVICE FUNDS
7800	PENSION TRUST FUND
9999	INACTIVE DEPARTMENT
DTDF	DUE TO DUE FROM
F101	210 LONG TERM DEBT - ACCT GRP
F201	211 LONG TERM DEBT - ACCT GRP
F210	210 LONG TERM DEBT - ACCT GRP
F211	211 LONG TERM DEBT - ACCT GRP
F212	212 LONG TERM DEBT - ACCT GRP
F215	210 LONG TERM DEBT - ACCT GRP
F260	260 LONG TERM DEBT - ACCT GRP
F265	265 LONG TERM DEBT - ACCT GRP
F286	286 LONG TERM DEBT - ACCT GRP
F288	288 LONG TERM DEBT - ACCT GRP

F289	289 LONG TERM DEBT - ACCT GRP
F290	290 LONG TERM DEBT - ACCT GRP
F307	307 LONG TERM DEBT - ACCT GRP
F308	308 LONG TERM DEBT - ACCT GRP
F315	315 LONG TERM DEBT - ACCT GRP