

# UNIVERSITY OF NEVADA, LAS VEGAS Purchasing & Contracts Department

# MUNIS User Manual

PURCHASING & CONTRACTS DEPARTMENT

# **MUNIS Volume 7.2 User Manual**

University of Nevada, Las Vegas 4505 S Maryland Pkwy • Mail Stop 1033 Las Vegas, NV 89154-1033 Phone 702.895.3521 • Fax 702.895.3859 Email: munisunlv@unlv.edu Website: http://purchasing.unlv.edu/Munis%20home.htm

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# Chapter

# Introduction

MUNIS is an ERP solution that integrates the Purchase Order application with our Advantage System.

Tyler's Procurement software gives agencies the ability to easily manage processes associated with requesting, reviewing, contracting and purchasing from vendors. Procurement software manages the entire lifecycle of a vendor, from requisition to purchase, and integrates with other Tyler financial software to provide complete agency-wide organization and efficiency. Applications deliver a variety of power features so that purchasing agents can spend less time on paperwork and more time ensuring that the agencies needs are being met.

1

### How to Sign In

- 1) Locate the MUNIS **icon** on your desktop and double-click it.
- 2) The Genero Desktop Client will appear.



- 3) Highlight the **MUNIS Live** line and click the **Start It!** button.
- You will be prompted for your User Name. 4) • Type it in and click **OK**.



5) You will be prompted for your Password. • Type it in and click **OK**.







## **Requisition Entry**

**Please Note:** Prior to entering a Requisition you will want to make sure the accounts you will be using have available funds, see **General Ledger Account Inquiry** for assistance.

- 1) After logging in, change to ALL CAPS.
- 2) Go to the Tree Menu (Left of screen):
  - o Select **Dept**.
  - Then select **G. Requisition Entry.**



3) You will be directed to the Requisition File Maintenance Screen.o Click the Add New Record button (on toolbar).



 The Dept/Loc field should be automatically populated (highlighted in Blue). Do not change this value unless you are authorized to purchase items for other departments.

#### 5) Tab through the following fields:

- Fiscal Year
- o Requisition Number (highlighted in Blue)

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	Dept/Lee 217 PURCH4SING LOWIRACTS Fixed peer 2009 Currer Ned Regulation number 90006119 General concepton	Need	ded by	
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	Line   Qty   Description	Unit Price	Freight Disc % Credit	Line Total
	<li>c)</li>			
	Total Amount			

- 6) When you reach the **General Commodity Code**:
  - Select a General Commodity code by clicking on the **Ellipses** ... within the General Commodity Code field.
  - A list of commodity codes will come up.
    - Click on the Description line to sort the listing.

🙆 Commodity Help		
<u>File E</u> dit <u>T</u> ools <u>H</u> elp		
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Commodity 🔺	Description	^
0125	ZZZ DO NOT USE COMMUNICATION, PAGERS	
0126	COMMUNICATION, TELEPHONE SYSTEMS	
0127	COMMUNICATION, TWO-WAY RADIOS	
0128	COMMUNICATION, ANSWERING/PAGING SERVICE	
0129	COMMUNICATION, LONG DISTANCE SERVICE	
0130	COMMUNICATION, PAY PHONE SERVICE	
0131	ZZZ DO NOT USE COMMUNICATION, FIBER OPTIC CABLES	
0132	COMMUNICATION, COMPONENTS	
0141	CLOTHING, ATHLETIC	
0142	CLOTHING, RESALE	
0143	CLOTHING, LABORATORY	
0144	CLOTHING, MISC	
0145	CLOTHING, UNIFORMS PURCHASE	
0146	CLOTHING, UNIFORMS RENTAL	
0161	COMPUTERS, PERSONAL	
0162	COMPUTERS, PERSONAL ACCESSORIES	
0163	ZZZ DO NOT USE COMPUTERS, PERSONAL PERIPHERALS	
0164	COMPUTERS, PRINTER	
0165	ZZZ DO NOT USE COMPUTERS, PERSONAL TERMINALS/MONITORS	
0166	COMPUTERS, NETWORK EQUIPMENT	~
-Search / Filter	Record	
	Go () 1 of 299	
		OVR .:

- Select the commodity code that best fits your type of purchase by double clicking on the commodity code. You will be directed back to the **Requisition File Maintenance** screen.
- Hit tab and the **General Description** field will auto fill with the description.
- 7) Hit tab again and the Status and Entry Date will auto fill.

#### 8) Tab to the **Needed By** field.

• Fill in a date or click on calendar **icon** <sup>133</sup> to select a date.



- 9) **General Notes** replaced the *Post-it Notes*.
  - At least one General Note is required in all requisitions:
    - Name, Building, Room Number, & Mailstop.
      - The General Note is also used to communicate information that is helpful to you buyer to expedite the requisition such as Fax PO to Vendor; RUSH; etc. These types of comments must be entered on a separate Note than the delivery information.
  - Click the **General Notes** <sup>€General Notes</sup> button.

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🙆 General Notes		
<u>My File E</u> dit <u>T</u> ools	Help	
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Print On PO	Regulation         2003         90304513           Defv/Time         2009-04-13 13 15         Print on PD.           Created By         nilsent         Print on PD.	
		~
Notes.		OVR

• Click the **Add New Record b**utton.

- The **Requisition; Date/Time;** and **Created By** fields will auto fill. Your mouse will be positioned in the Notes Line field.
- Add your note, and then accept it by clicking on the Green Check
   (Top Left corner).
  - To add another note, click **Add New Record** button and repeat same as above.

General Notes My File Edit Tools	Heb
	a 1 1 1 × 1 1 1 × 1 1 × 1 × 1 × 1 × 1 ×
Print On PO	Requisition         2009         90904519           Date/Time         200904-1319:15         Print on P0.           Created By         nilsent
	LESLIE NILSEN, CSB 235, MS1033
	K 4 1 of 1 ) H A E
	OVR

- When you have accepted your last note:
  - Close the **General Notes** screen by clicking on the **Red Box with the X in it** ⊠ (Top Right corner of screen).
  - You will be directed back to the **Requisition File Maintenance** Screen.
- 10) Tab to the **Vendor** field.
  - Select a vendor by clicking on the **Ellipses** ... within the **Vendor Number** field.
  - You will see **Vendor Help** dialog box.
  - Type the first several characters of the vendor's name **or** type in the entire vendor name (this must be entered in **ALL CAPS**).
  - Hit Enter or the **Accept icon** (Green Check ✓).

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	Vendor Alpha OFFICEMA	
Vendor Alpha.		OVR

- A listing of vendors that matched the spelling you entered will appear. Double click to select the vendor that you will be using.
  - If the address displayed is not the one you need click on the Ellipses ... just after the vendor number. The Vendor Address
     Help screen will come up. Select the correct address by double clicking on it.

The second s			
endor Alpha Sort 4825 OFFICE MAX CONTR/	Address 1	Address 2 Status 3950 W DIABLO DR # 61-63 ACTIVE	
4826 UPPICEMAX CONTRA	CT, DONOTUSE	3950 W DIABLO DR # B1-B3 ACTIVE	
			8
earch / Fiber		Record	8

- 11) If your Vendor is not listed, please let us know by **Importing** a note in the **Vendor/Sourcing Notes**.
  - Click on the **Vendor/Sourcing Notes** Evendor/Sourcing Notes button.
  - o Click on the **Import** button (Left of screen).



• The **Requisition Notes** screen will appear.

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Туре	Number Dated	By User	Description
Standard	1746 12/22/2006	gonza359	PROVIDE ALL MATERIALS, LABOR, TOOLS SUPPLIE
Standard	4581 03/21/2007	gonza359	NEW VENDOR
Standard	4590 03/21/2007	gonza359	TO BE BID
Standard	5172 04/05/2007	gonza359	PURCHASED IN ACCORDANCE WITH SCOPE OF WOR
Standard	9764 06/30/2007	nilsenl	HAZMAT LISTED. MSDS REQUIRED WITH SHIPMEN
Standard	9765 06/30/2007	nilsenl	PLEASE FAX PO TO VENDOR
Standard	18460 12/11/2007	gonza359	DELIVERY AND INSTALLATION OF THIS ORDER MU
Standard	22867 04/10/2008	gonza359	ADDENDUM TO FREIGHT TERMS VENDOR MAY SHIP
Standard	22868 04/10/2008	gonza359	PLEASE SHIP FED EX EXPRESS
Standard	29313 07/25/2008	munis	PURCHASED IN ACCORDANCE WITH SCOPE OF WOR
Standard	29315 07/25/2008	munis	PURCHASED IN ACCORDANCE WITH SCOPE OF WOR
Standard	29317 07/25/2008	munis	PURCHASED IN ACCORDANCE WITH SCOPE OF WOR
Standard	29324 07/25/2008	munis	COMPETITIVE EXCEPTION APPROVED ON XX/XX/XX
Standard	29326 07/25/2008	munis	(INSERT #) COMPETITIVE QUOTES RECEIVED SEE
Standard	32519 09/04/2008	gonza359	STATAUS OF REQ
Standard	33585 09/23/2008	gonza359	Radioactive Materials License 03-13-0305-0
Standard	36209 11/21/2008	gonza359	PURCHASED IN ACCORDANCE WITH QUOTE NUMBER
Standard	37352 12/29/2008	gonza359	All federally funded purchases must comply
Standard	39493 02/27/2009	gonza359	THE ABOVE PURCHASE ORDER NUMBER AND DEPAF
Search / Filter			Record
MT®			Go 4 > 2 of 19

- Select **New Vendor** (#4581) by Double Clicking that line.
  - Click the Update the Current Record button.
    - Fill in the requested fields.
      - Make sure the Vendor Application & W-9 Forms are sent to the Vendor. (You can get these forms on our Website at:

http://purchasing.unlv.edu/Ho w%20to%20do%20Business.ht ml 🗸 🗶 | 3, 🖻 🛍 | 🔩 | 🗛 🔚 | 🖪 📝 🗙 | 3, 🖻 🖨 🔛 👿 🖉 | 6 🖉

VENDOR APPLICATION STATUS: SENT TO VENDOR

Requisition 2009 90904519

Date/Time 2009-04-13 19:40

 Created By
 nilseni

 NEW VENDOR
 NAME: OFFICE INC.

 PHONE #: 702-555-1212
 FAX#: 702-555-1214

 CONTACT PERSON:LINDA SMITH
 CONTACT PERSON:LINDA SMITH

ON 4/13/09.

1 of 1

Vendor Sourcing Notes My File Edit Tools Help

Print On PO

Import

 When the fields are complete, accept the note by clicking on the Approval icon ✓ button.

 Close the Vendor/Sourcing Notes screen by clicking on the Red Box with the X in it Z.

12) You will then return to the **Requisition File Maintenance** screen.

×

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Print on PD.

• The **Entered By** and **Ship To** will be populated with default values.

Requisition File M	kaintenance - MUNIS [*** TEST 08 Refreshed Tue Mar 03 ***]
	Main Termo/Miscellaneous
	Dep/Lac         217         PUROMONG & CONTRACTS         Seture         2         Created           Fiscal year         3000         © Created         Next         NextModel         0//25/2000         E3           Requisition number         5000/051         Next         NextModel         0//12/2000         E3           Requisition number         5000/051         OFFICE SUPPLIES         Entered         0//11/2000         E3
	General cosmodly 0681 Cm OFFICE SUPPLIES General Asception 0FFICE SUPPLIES CoSGeneral Notes
	Vandar 4825 (m ) Committed Ship to URL (m ) Rice OFFICIONX CONTRACT, INC PO maling U10 OFFICEMAX CONTRACT, INC H0C2 ELIFSTROM AVE USA STORE OF INFO THE USA STORE OF INTO OF INTO OF INTO OF INT
	Line Diy Description Unit Price Freight Disc % Oredt Line Total
	Tatal Annuari 00
	H 4 3 of 3 of 3 b H (h) E
r the name to referen	ce on vendor's shipping document.

13) Tab to the **Reference** field.

• Fill in with the name of a **Contact Person** from your dept. and their full **Phone Number including area code**. This will be printed on the PO.

× , , , , , , , , , , , , , , , , , , ,					
	Main Tems/Miscellaneor Dept/Loc Fiscal year Reguisition number	217 PURCHASING & CONTRACTS 2009 © Current Next 90904519	Statu Need Ente	ed by 04/30/2009 11	
	General commodity General description	OGRI COPPLIES		leneral Notes	
	P0 mailing 11 JANET	ECS ( OF) Conveiled     Mov:CONTRACT, INC     Mov:CONTRACT, INC     Mov:CONTRACT, INC     SAS     Mov: SISSE     GAS     Mov: SISSE     Mov: SISSE     Time: OFFICEMAR CONTRACT, INC	Ship to	UNL CONTRACTORY AND CONTRACT OF CONTRACT O	54
	Line Qty Descr		Unit Price	Freight Disc % Credit	Line Total
	< Total Amount				
	[4 4 ] of				

- If you have a Cash With Order Requisition, press the tab key to get to the Terms/Miscellaneous Tab.
  - If NO Cash With Order needed, Click on the Accept icon
     button and you will be directed to the Line Detail screen. (Skip to Step# 19 on page 13).
- 15) Tab through the following fields (no entry required in these fields):
  - Discount %
  - o Freight %

	intenance - MURIS [*** TEST DB Refreshed Tue Mar 03 ***]	
My Elle Edit Iools Help		
	11 (슈 드) (오 (가 × (요, 1) 슈 글) ) 20 (1) (고 (2) (2) (2) (2) (2) (2) (2) (2) (2) (2)	
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L.	Line   Diy   Description   Unit Price   Freight   Disc %   Credit	Line Total
<		2.4
Tot	otal Amount	
6	H d 1 of 1 b H M =	
Enter the discount offered on t	n the unit price (10.00 = 10%).	OVR

- 16) The Method/Terms field will default to Net 30 Days.
  - o This should remain unless you need a Cash With Order or Auto Payment Schedule.
    - If so, delete the *Net 30 Days* wording and type in CASH WITH ORDER or AUTO PAYMENT.

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	Allocation   Bager  Problem  Problem Problem  Problem  Problem  Problem  Problem  Problem  Problem  Problem  Problem  Problem  Problem  Problem  Problem  Problem  Problem  Pr	
	Line Description	Unit Price Freight Disc % Credit Line Tr

17) Tab to the **Bill To** field.

o This will default to your Mail Stop.

• If you need to change the Mail Stop, click on the ellipses and a listing of valid Mail Stop codes will appear. (If you are unsure, leave it on the default value). *This is an important step as this Mail Stop code will be used to ensure your invoices are mailed to you directly and NOT Accounts Payable.* 

	Maintenance - MUNIS [*** TEST DB Refreshed Tue Mar 03 ***]		
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(	Discover X: 2000 Contend Progr X: 2000 Conte	(m) 0 (m)	
	Abcoston Buger Turze m C Turze Process C Notify origination where convented to PO. Notify origination where convented to PO. Notify origination of onerages.		
	Line Diy Description Unit Price Freight	Disc % Credit	Line Total
	×		5 1
	Total Amount		
Enter the bill to code/num	nber.		OVR

18) Tab through the following fields (no entry required in these fields):

- **Special Handling** (it defaults as N-NONE)
- Allocation field
- o Buyer field
- Review field
- **Type** (it defaults as N-NORMAL)
- Notify originator when converted to PO
- Notify originator of overages

- Contract Number
- Work Order
- 19) The Line Detail screen will appear.
  - Enter your **Quantity**.

Field year 2009	Number	905	04519	Line 1					
Datal Quantity Connodity Inventory Item Location Type			- (2) 2		Unit price UDM Freight Discount percent Credit Line item total	0000			
Description	Add Desc	Notes							
Miscellaneous Vendor 1099 bos Bid	4026 🚙	Dept/Loc Required by Requested by	04/30/2009		IG & CONTRACTS		Fierd accet N 💌	UNRNOWN	
Seg 1 Acco	unt					Description	Amount	Bud.	

#### 20) Tab to **Commodity**.

• Click the **Ellipsis** ... and the commodity you used in Main Tab will appear in the Commodity Help Screen.

My Eile Edit Iook		
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	General commodity 0681	
Enter a general comn	nodity (type 2).	OVR

- Click on the **Accept icon**  $\checkmark$  to accept this line item.
- A **Commodities Screen** will appear.

Commodity	Туре	Description	Object UOM	Price
0681-30-11	4	SUPPLIES-LAB		0.0
0681-30-12	4	SUPPLIES-OFFICE		3.44
0681-30-13	4	SUPPLIES-OTHER		7500
0681-30-14	4	SUPPLIES-RESTAURANT		0.0
3681-30-16	4	NON-INVENTORY EQUIP/FURNITURE		94.46
3681-30-18	4	ON LINE ELECT SUBSCRIPTIONS		0.0
0681-30-21	4	INDEP CONTRCTOR FEES		0.0
0681-30-22	4	REIMBURSE IND CONTRACTOR TVL		0.0
0681-30-23	4	OTHER CONTRACTED SERVICES		0.0
0681-30-25	4	FIELD TRIP EXPENSE		0.0
0681-30-26	4	REGSTRTN/CONF/TRAINING FEES		0.0
0681-30-28	4	SECURITY EXPENSE		0.0
0681-30-30	4	POSTAGE		0.0
0681-30-31	4	FREIGHT/DELIVERY EXP		0.0
0681-30-32	4	BOOKS/PUBS/PERIODICALS		0.0
0681-30-33	4	LIBRARY SUPPLIES		0.0
0681-30-35	4	LIBRARY SERVICES		0.0
0681-30-37	4	INSURANCE-GENERAL		0.0
0681-30-38	4	INSURANCE-SPECIAL PURPOSE		0.0
0681-30-39	4	INTEREST EXPENSE		0.0
Search / Filter			Record	
			32 of 521	

- Select the **Object Code** and the **Sub Object Code** that best fits your purchase by **Double-Clicking it** (*Example*: 0681-30-12).
- 21) Tab through the Item field.
- 22) Enter the **Unit Price** and **Unit of Measure** (*Example*: LOT, EA, MO).

Fiscal year 2009	Number	90904519	Line 1	-				
Detail Quantity Conmodity Inventory	1 0681-30.12 Pick ficket Purchase		፼ (	Unit price UDM Instit Discourt pri- Credit Une item total	5 000	•		
	Add Desc							
Miscellaneous Vendor	4026 []	Dept/Loc 217		ISING & CONTRACT	ne .	Field accet N		
1099 box	where (and)	Required by 04/30		CONTRACT CONTINUES		Notity baser		
Bid	2	Requested by		[		Anount justification:	UNFNOWN	
Seg T Acco	urt				Description	Anount	(Bùd.)	

- 23) Tab through:
  - Freight
  - **Discount Percent** (If Discount Percentage by vendor is given, then enter here)
  - Credit
- 24) Enter the **Line Item Description** (IN ALL CAPS). This must be a complete description of the item you are purchasing (part name, number, and item description). *For <u>multiple items</u> you must use <u>multiple lines</u> on the requisition.*

🖸 Line Detail											
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VX I R	BBAE	BUXB		回国(	001	3					
	Regulation										
	Fiscal year 2009	Number	90	304519	Line 1						
	Detail										
	Quantity		0			Unit price		5.0000	a:		
	Conmodity	0681-30-12		-			EA	5000			
	Inventory	0681-30-12		💕		Freight	-	.00			
	Inventory		-	-		Discourt percent	-	.00			
				2		Credit	-	.00			
	Location					Live item total		5.00			
	Туре	Pick techni									
		D Purchare									
	Description	Concernant and			1000 AC 1000						
	Description	JUND BIND	ER. PART# P11	SOUS, MEANT	DUITS.						
		Add Des	Airian					-			
	Histellaneous										
	Vendor	4026	Dept/Loc	217		SING & CONTRACT	s		Fired accet N 🛩		
	1099 box	× 1	Required by	04/30/2005	100				Notity buyer		
	Bid	- e	Requested b	y	1				Amount justification:	UNKNOWN	
	Seg 1 Acco	unt					Dep	cription	Anount	( Bud.	
	16 4	0 st 0		日胡王							
Long description.											
and a second second											OVE

Copy GL Acct	Fiscal year 2009	Number	90904519	Line 1					
Back to Line Contract Acots	Detail Quantity Connocity Inventory Imm Location Type	1.0 0691-30-12			Unit price UDM Freight Discourt percent Credit Line item total	5 0000 EA 00 00 5 00			
	Description	Purchase 3PING BINDER, PART Co2 Add Desc/Notes	# P115009, HEAVY	DUTY 5".			00 00 5 00 Flast and [N		
	Vendor 1099 bos Bid	Regul	Loc 217 red by 04/30/2001 reled by			s		UNKNOWN	
	Seg T Accor	n				Decception	Anount	Bud 5.00	

25) Tab through all remaining fields until you get to the Account field.

- Enter the **Account Number** you want to use. Enter in the fund, the agency, the organization number followed by **.00**, then the object code. (*Example* 2221-208-0870.00-30)
- Tab until the amount is highlighted (on the Account line). **Due to our current financial systems only one account may be used per line item.** 
  - If you do not have funds available in the account that you chose to use, you will get an error message and you may not be able to complete the requisition.
  - Check your account balance in GL Inquiry, Data Warehouse or Advantage to make sure you have enough funds available for your requisition.
- Click on the Accept icon **V** to accept this line item.
- 26) You will remain on the Line Item Detail screen. You may do one of the following:
  - Update the information you have entered by clicking on the Update the Current Data D button.
  - Add a second line item to your Requisition by clicking on the Add icon.
  - Accept the information by clicking on the Accept icon  $\checkmark$ .
    - Close the Line Detail screen by clicking on the Red Box with the X in it.
    - You will be directed back to the **Requisition File Maintenance** Screen.

- If you get an **Error Message** (Error Messages show at the Bottom Left of your screen), you may be using an account with insufficient funds.
  - Use a different account or wait another day (remember MUNIS is one day behind ADVANTAGE).

Copy &L Acct	Fiscal year 2009	Number	90904519	Line 1				
Back to Line Contract Acots	Detail Quantity Conmodity	1.0		Unit price	5 00000 FA			
	Inventory	0681-30-12		Freight	.00			
	Rent			Discourt percent				
	Location			Credit Line item total	.00			
	Туре	Pick telat		Crite State State				
		D. Porthere.						
	Description	3 RING BINDER.	PART# P115809, HEAVY	DUTY 5T				
		callAdd Desc/Not	(m)					
		Contract of the second second						
	Miscelaneous Vendor	4026	wetAuc 217	PURCHASING & CONTRACT		Fired accet N		
	1099 box		Required by 04/30/200			Notity buyer		
	0id		lequested by			Amount justification:	UNKNOWN	
	Seg T Accou	nt			Description	Anount	Ilud	1
	01 E 📕 -			6			5.00	
							-	

- 27) Attach necessary documentation such as Vendor Applications; W-9; Quotes and Competitive Exception forms by clicking on the **Paper Clip icon** (at Top of your screen, on the toolbar).
- 28) Click on the **Release** button (at Left Side of screen) to send the Requisition to the appropriate Approvers.
  - After releasing, your Requisition will change from a 4 to a 6 or 8 Status depending on your MUNIS profile.

		** TEST DB Refreshed Tue Mar 03 ***]				
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	Main Terro/Miscellane	avo				
Switch Form	Dept/Loc	217 PURCHASING & CONTRACTS	5.00	a 6 Released		
Line Detail	Fiscal year	2009   Current Next		sed by 04/30/2009 N	)	
	Requisition number	90904519	Cat	and 04/12/2009 NE	By niteni	
Release	General commodity	0691			of intera	
Approvers	General description	OFFICE SUPPLIES		General Notes		
Activate			-			
Adocate	Vendor	4826 😰 🗌 Committed	Ship to	UNL		
Notes	Name OFFIC	EMAX CONTRACT, INC		RECEIVING DEPARTMEN		
Copy	P0 mailing	19 OFFICEMAX		4505 MARYLAND PARKV		
		T DANIELS		DELIVERY HRS: 84M-4PM		
GL Allocations	1082	2 ELFSTROM AVE		LAS VEGAS	NV 85	154
GL Summary			Belevence	ROLANDO MOSQUEDA 7	02-895-2561	- II
Training Course		/EGAS NV 89166				- 1
- name counter	Remit	1 OFFICEMAX CONTRACT, INC				
	Ter Maria and Taraka					
	Vendor/Sourcing N	oles				
		cription	Unit Price	Freight Disc %	Credit	Line Total
	1 1.0 SUF	PLIES-OFFICE	51	00000 0.00 (	0.0 0.0	0
	<					<b>X</b> ~
	Total Amount	5.00				
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						OVR

29) Click on the **Approver** button (at Left Side of screen) in order to view the approval status of your request.

#### How to Approve/Reject a Requisition

- 1) After logging in, change to ALL CAPS.
- 2) Go to the Tree Menu (Left of screen):
  - o Select Dept.
  - Then select I. Requisition Approvals.



3) If there are NO Requisitions in your cue to approve, this screen will appear:



4) If there ARE Requisitions in your cue to approve, this message will appear:

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- 5) All requisitions awaiting approval will be displayed. This screen displays the Fiscal Year, Requisition Number, Originator, Description and the amount of the requisition. In many instances there will only be one RX displayed.
- 6) Click the **Update icon**  $\mathcal{I}$ .
  - The first Requisition will be highlighted for you.

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7) Move the cursor to the desired line and click on the **View Requisition** <u>View Requisition</u> button.

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8) The **Requisition File Maintenance** screen will appear.

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- 9) Review the information on the requisition such as the Vendor Name and the Total Amount.
- 10) If any changes need to be made, click on the **Update icon**, then go to the desired field and make the change.
- 11) Click on the **Notes** button to view any notes associated with this requisition.
  - If there are no Notes for this requisition, you will see an error message in Red at the **bottom, left** of this screen saying "No notes exist for this Requisition".
- 12) Choose the **Accept icon** *I or the* **Line Detail button to view the** individual line items and the description of what is being purchased.

Live Detal Rolease Approves Activate	DipArtice         27         PURDANDA CONTRACTS         Stead         Betweet           Final pear         2000         Connert         Needod ty         Needod ty           Apparation masker         9100000         Calender         Needod ty         Needod ty           areasi cosmoodly         004         Calender         Needod ty         Needod ty           General discoption         DattERTARMENT FPE-uQRPS         General Needod Needod         Needod N	
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- 13) To return to the **Requisition Approval** screen, close out the **Requisition File Maintenance** screen by clicking on the **Red Box with the X in it** ⊠ (Top Right corner of screen).
- 14) Type one of the following for Approval in the **Code** column (in CAPS):

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• **H** – The system will hold the requisition.

- You will then be directed to the **Comment** field for notes on why you are putting this requisition on hold.
- It will remain in hold status in this screen until processed as an Approved or Rejected status.
- Click the **Approve** button or hit **Enter** to accept the hold.
- An email will be sent to the originator notifying them the requisition is placed on hold; see email notification example on the next page.

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- $\circ$  **A** Approves the requisition.
  - If the requisition requires a single approver, then this approval turns the requisition status to 8-Approved. (The requisition is then ready for conversion.)
  - If multiple approvers are necessary, this approval will send the requisition to the next approver. (The document will remain in status 6 until the final approval level has been completed.)
    - You will then be directed to the **Comment** field. You may add a comment if needed.
    - If not, hit enter and the requisition will disappear from this screen and will be approved.
    - An email will be sent to the originator notifying them the requisition has been approved; see email notification example on the below.



- $\circ$  **R** Rejects the requisition.
  - A message will be displayed alerting that the requisition will be closed. (This will change the status to a 1 on the requisition and will send the requisition back to Requisition Entry.

- Answer YES to Reject and a Standard Note screen will appear.
- Enter the reason for the rejection and click on the **Accept icon** ✓ button.
- An email notification will be sent to the originator, alerting that the requisition was rejected and why.
- The department will be able to access this note by bringing up the requisition and make corrections.
- Note: The previously allocated funds for the requisition will be released for other requisitions.
- An email will be sent to the originator notifying them the requisition has been rejected; see email notification example on the below.

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- 15) Choose the Accept icon ✓ button to process the Approvals, Rejections and Holds batch.
- 16) Close the Requisition Approval screen by clicking on the Red Box with the X in it.



17) Once the Departmental Approval is made, the requisition will be routed to the appropriate Buyer in the Purchasing Department for to convert the requisition into a Purchase Order.

#### How to Look Up a Vendor - Vendor Inquiry Screen

- 1) Go to the Tree Menu (Left of screen):
  - o Select Dept.
  - o Then select C. Vendor Inquiry/Reports by Double Clicking it.



- 2) The Vendor Inquiry screen should appear.
- 3) Click on the **Search icon** <sup>M</sup> (on the Toolbar).
- 4) Then Tab down to the **Name** field.
  - Type an Asterisk \* before and after your Vendor Name. (The Asterisk is a **Wild Card** that will pull up any vendor name with your search name in it.)

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- 5) Hit **Enter** or the **Accept icon V** (top Left).
- 6) Your search should reveal your Vendor. See the **Page of** field to see if there are more selections.

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- 8) If you cannot locate your vendor using the **Name** field:
  - You can search by virtually any field on this screen.
    - Click on the **Search icon**<sup>M</sup>.
    - In any field, (*Example:* the **Address line**) use the **Wild Card** \* before and after for a more thorough search.

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• Hit Enter or the Accept icon

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- It will bring up every vendor in the MUNIS System with that address. There may be multiples.
- Use the Arrow keys **H** 1 of 2 **D** to finish your search if applicable.
- If you still cannot find your vendor, please send them a new Vendor Application & W-9 form to fill out. You can find these forms on our website at: http://purchasing.unlv.edu/PDF\_Files/NEw%20Vendor %20App%201.30.07.pdf
- Once you receive this back, you can attach them to your Requisition **Electronically**.

## **General Ledger Account Inquiry**

- 1) From the Tree Menu:
  - Click on **Dept.** 
    - Then Double-Click on **A. G/L Account Inquiry.**



2) The G/L Account Inquiry screen should appearo Click on Seg Find.



- 3) The **Find by Segment** screen should appear.
  - o Enter in your
    - Fund, Agency & Org + SubOrg (if you DO NOT have a SubOrg, enter .00). See example below. Then hit Enter to start your search.

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Sort By Segment	Fund	3999	
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	Account type		~
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	Percent Used		
	Fiscal year 2009		
	Fiscal year 2010		
	Fiscal year 2011		

4) There are three Account Tabs associated with the **GL Account Inquiry** screen that give balance and expenditures: *Current Year; 4 Year Comparison; and History*.

Fund 9999	test Acct	9999-999-9030.00-30		
O1g 9999		GENERAL OPERATIONS		
Object 30	GENERAL OP Type	Expense 💉 Status	Active 🛛 🐼	Aud Group
Bayer			MultiYr Fund	locount Notes
4 Year Comparison	Current Year History			
Yt/Per 2010/01	Fiscal Year 2010	Fiscal Year 2009	Fiscal Year 2008	Fiscal Year 2011
Original Budget		.00	.00	.00
Transfers In	.00 😰	.00		
Transfers Out	.00 💕	.00 💕	.00	3
Revised Budget	.00	.00	.00	.00
Actual (Memo)	.00	.00	.00	.00
Encumbrances	.00 🛃	100.000.00	.00	ē) .00
Requisitions	.00			.00
Avaiable	.00	-100.000.00	.00	.00
Percent used	.00	.00	.00	.00
H	1 of 1			

- 5) You will be automatically on the 4 Year Comparison Tab.
- 6) Below is a Field Descriptions for clarification on any of the fields in this screen.

Field	Description
Fund	The fund (or account segment 1) to query.
Org	The org code for the account to query.
Object	The object code of the account to query.
Project	The project code, if applicable, of the account to include in the query. Project codes are optional. Click the folder button for additional details on projects associated with this account.
Account	The full general ledger account number. You can enter this number during the Find process; if you enter the org and object codes for the account, the program completes this box with the full account number.
Account Name	The general ledger account description. The program completes this box according to the org/object code or account number entered; this box is accessible during the Find process.

Туре	The type of account: balance sheet, expense, revenue, or statistic. Select the blank option to include all types.
Status	
	The current status of an account: active, inactive, next year, or closed. An account's status determines whether it appears on reports and if transactions can be posted to it. Active is the most common status. Active accounts can appear on all reports displaying account information and are generally available for posting. Next Year status indicates that a particular account is only available for next year budget entries and reports. You cannot post transaction to this account in the current year. The status of the account automatically changes once the Year End Close process is completed. Inactive status prevents all posting to the account. Accounts with the inactive status do print on all reports. An account can be rendered inactive at any time in the fiscal year, regardless of the presence of current year transactions. The account can be reactivated at any time. Closed status indicates that an account is completely closed to all input and only prints on those reports offering the option to print closed accounts. You may not enter any transactions against it. An account is designated as Closed if there has been no activity - other than budget activity if the fund is a multiyear fund - posted to it in the current year.
MultiYear Fund	This check box indicates that the account is part of a multiyear fund.
Budget Group (These boxe process.)	es are available when you click Bud Group during the Find
Rollup Code	This box contains the rollup code associated with the account.
Rollup Year	This box contains the fiscal year for which the rollup is valid.
Rollup Program	This list indicates the program for which budget the rollup group controls.
available if the selected ac	
Balance Sheet Account (B Month, Current Year, and	alance sheet accounts display three columns: Current
Starting Balance	The account balance at the beginning of the identified accounting period (current month, current year, or last year).
Activity	The amount for account activity during the identified account period (current month, current year, or last year).
Ending Balance	The most recent account balance (the starting balance less any activity amounts).
Memo Balance	The general ledger memo balance.
Revenue Account (Revenu	e accounts display two columns: Current Year and Last

Year.)	
Orig Est Rev	The estimated amount of the original budget for the
	current or last year.
Est Rev Adj	The estimated amount of the transfers in and transfers out for the current or last year.
Rev Est Rev	The estimated amount of the revised budget for the current last year.
Actual YTD Rev	The actual amount of the revenue for the current or last year.
Remaining Rev	The remaining revenue for multiyear accounts.
Percent Collected	The percentage of the estimated revenue actually collected.
Expense Account (Expens	e accounts display two columns when carryforward
	rrent Year and Last Year; expense accounts display three
	d monies are included: Current Year, Carry Forward,
Original Approp	The starting account balance.
Budget Xfrs/Adj	The total of the transfers in and transfers out.
Revised Budget	The revised budget amount after adjustments.
YTD Actual	The actual balance at the end of the fiscal period or year.
Encumbrance	Amounts intended for a specific purpose. The encumbrance balance provides the total amount marked for outstanding purchase orders from the account. The available budget is reduced by the encumbrance amount.
Requisitions	The amount for orders placed against the account but not yet deducted (that is, the total amount encumbered through requisitions).
Available Budget	The total available budget.
Percent Used	The percentage of the total budget that has been used.
Inception	The inception to start of year balance plus the actual balance in the account.
Statistic Account (Statistic Year.)	accounts display two columns: Current Year and Last
Original Goal	The original amount for the fiscal year.
Goal Changes	The amount of transfers in and transfers out.
Revised Goal	The revised budget after adjustments.
YTD Actual	The actual year-to-date balance.
Percent Complete	The revised budget's percentage of the original budget amount.
4-Year Comparison Tab	
Yr/Per	Fiscal years for standard fiscal year accounts are the current year; fiscal years for nonstandard fiscal year account are the fiscal year based on the ending fiscal date of the nonstandard fiscal year (the calendar year in which the fiscal year ends will be the fiscal year for the fund).

Original Budget	The original adopted budget amount for the identified fiscal year.
Transfers In	Adjustments made to the original budget amounts. Budget Transfers In: The total budget amount transferred into an account from another account. Click the folder button for additional account details, if available.
Transfers Out	Adjustments made to the original budget amounts. Budget Transfers Out: The total budget amount transferred out of an account to another account. Click the folder button for additional account details, if available.
Revised Budget	The new budget amount after adjustments. Budget revisions can be the result of budget transfers or year- end purchase order processing.
Actual (Memo)	The most current balance of the account; it is updated as transactions are entered. It is the real-time, online balance. Click the folder button for additional account details, if available.
Encumbrances	The amount of money intended for a specific purpose. The encumbrance balance provides the total amount marked for outstanding purchase orders from the account. The available budget is reduced by the encumbrance amount. Click the folder button for additional account details, if available.
Requisitions	The amount for orders placed against the account but not yet deducted (that is, the total amount encumbered through requisitions). Click the folder button to create an active set of requisitions for the associated year and account in Requisition Entry. The Requisition Entry program finds all requisitions for the selected fiscal year that contain the selected account on at least one detail line, that are status 4-Allocated or greater, and that have no associated contracts, or if there is a contract, it does not encumber GL accounts. Requisitions are display-only; however, you may add or import notes.
Inception to Date	The inception to start of year balance, <i>plus</i> the actual balance in the account, <i>plus</i> the amount in the encumbrance balance for multiyear funds.
Available	Amount remaining in the account.
Percent Used	Percent of the budget that has been spent, transferred out, or encumbered. If you use percent as criteria for the Find process, type the smallest percent used you wish to find. For example, if you enter 10, the program finds 10 and everything up to 100 percent.
History Tab (The History ta three years prior.)	ab displays columns for the current fiscal year and the

Orig Bud Rev Bud	The original adopted budget amount for the current year is the amount that was activated as a result of an update from the Budget Completion Journal on the Budget menu. The new amounts if the original budget is updated. Budget revisions can be the result of budget transfers or year-end purchase order processing.
Actual	The most current balance of the account; it is updated as transactions are entered. It is the real-time, online balance.
Act/Bud %	The percentage of budget to actual.
Incep Original Budget	The amount representing the original multiyear budget for multiyear accounts.
Incep Revised Budget	The multiyear budget as revised for multiyear funds.
Incep Activity To Date	The inception to start of year balance, <i>plus</i> the actual balance in the account, <i>plus</i> the amount in the encumbrance balance for multiyear funds.
Unencumbered Balance	The value of the Inception Revised Budget box less the value of the Inception Activity to Date box.
Encumbrances	Money intended for a specific purpose. The encumbrance balance provides the total amount marked for outstanding purchase orders from the account. The available budget is reduced by the encumbrance amount.

#### Reference Your MUNIS Issued Purchase Order

There are three ways to do this.

- o ADVANTAGE
- o Data Warehouse
- o MUNIS

#### **ADVANTAGE**

- Type an "L" in Action and "OPOD" in Screen. Then type "N" in Action and press enter.
- Tab down to the first space under PO Number and type in your PO number and press enter. This will bring up your PO with several other PO numbers.

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09- 20900460 10- 20900461	
10- 20900481 11- 20900462	
12- 20900463	
13- 20900464	
14- 20900465	
15- 20900466	
Connected to mustang.nev	wada.edu port 23 1/10 NUM 17:57:36 IBM-3278-2-E - TCP20260

- Type an "L" in action, Tab down to the line where your PO number is and pres enter.
- This will take you to the "OPOH" screen.
- Once in the OPOH screen you will be able to view some basic information for your PO such as:



- PO number; MUNIS vendor number and name.
- PO issue date and close date.
  - Amount of the purchase order; Amount liquidated against the purchase order; and the remaining balance on the purchase order.
- Next you can type an "L" in Action, hit Enter. This will take you to the "OPOL" screen.



- This will show you each line item and its dollar amount.
- If there are multiple lines on the PO then hit Enter to view each line.

#### Data Warehouse

• Go to Business information and select Document Look-up.



In the Enter a Document Number field enter your MUNIS PO number.
 In the Select a Document Type filed select PC-Purchase order Centralized.
 Click the Cross Reference button to perform the search.

	Document Lookup	
E	nter a Document Number: 20702211 PC - Purchase Order (Centralized)	

• There will be displayed your PO number and additional entries. Click on your PO.



• Each line, the account line used, and the original order amount, expended amount, and open amount will be available.



• If you use the back arrow source you will be able to view the previous screen and look up the invoice info as well as the data regarding the check issued.

#### <u>MUNIS</u>

- Go to the Tree Menu (Left of screen):
  - Select **Dept**.
  - Then select **D. Purchase Order Inquiry** screen by Double Clicking it.



• Click the **Find** the button. This will position you in the purchase order number field of the inquiry screen.

Accounts	P/O Number	PO Inquiry Find	
Invoices	Facal YVPw	Ble Edit Jook tielo	
GIFind	Dept/Loc Vendor Number	★★   X = 10   0   0   0   0   0   0   0   0   0	
Setal Find	Gen Conmodity	Puschase Order Create Date	
Danges	Requisiton	Fiscal Year/Period	
	Contract	Needed by Date	
Activity	Detal	Sata 🗌	
controls.	Line Dideed Liquideed Em	Type Gen Connodity	
		Deptiloc	
	TOTALS	Reguistion No	
	Didered	Contract	
	Liquidated	Volk Order Vendor	
	Balance	Statu	
		Name	
	B Receiving C PO Noter	Generalitype	
		Class code Geographic code	
	R K E	Purchase Order Number.	

The most common way to find a purchase order is to type in the purchase order number or the requisition number and then click the **Accept** button.

- The Purchase Order Inquiry screen has summary information about the purchase order header and detail. It shows how much has been liquidated against a purchase order and the open balance.
- The Header section contains information relative to every Line Item PO Number, fiscal year/period the PO was created, Department/Location, Vendor Number, etc.
- The Line Item section contains specific information on dollar amount ordered, amount liquidated, and balance.

tion	\$164 5  <b>8</b> ≣ ⊡(/×	798  <b>1</b> 661 6	00 (C)	
Accounts Invoices GL Find Detail Find Dranges	P/0 Number Fiscal Yu/Per Dept/Loc Vendar Number Gen Commodily Requisition Context		Ceate Date Change Date Status Type Review code Work Dide	Header Section
Activ Key			Section	

**Action Keys** are found to the left of the purchase order header information. Each action key provides basic data including.



<u>Accounts</u> - Displays all of the GL Accounts for the current purchase order with the order amount and balance.

**Invoices** – Summarizes invoice information related to the purchase order. We are not paying from MUNIS so this feature is unavailable.

<u>**GL Find**</u> – Tool to find all purchase orders with a particular G/L Account. To query click the Find button, enter your information then click on the Accept button.

**Detail Find** - Queries the active set of purchase orders by line item detail, i.e. information that comes from Commodity, Inventory; Fixed Assets (Y or N), 1099 and Bid information.

<u>Changes</u> – Displays any changes for the purchase. For example, liquidation information, conversion of requisition to PO, and general status changes.

<u>Activity</u> – Displays all activity associated with the current purchase order including the user ID of the person who performed the activity, the date of the activity, and document information.

<u>Approvals</u> – Displays all workflow activity for a particular purchase order.

## Saving Your Requisition Number for Later Referencing

#### **Option 1: Printing Your Requisition**

- If you have your requisition on the screen in MUNIS then you can print directly from this screen.
- If you need to bring up you requisition click on the search icon the button, type in your requisition number in the **Requisition Number** field and hit Enter.

By Ele Edt Iools He ✔X X Re E	þ	TEST DB Refreshed Toe Mar 03 ***)					-	
Switch Form Line Detail Release Approvers Activate	Depl/Loc Fiscal year Requisition number General conmodity General description	217         PURCHASING & CONTRACTS           2009         © Current         Next           9000450         Next         Next           90005	Ente	ded by	Rejected M/30/2009 818 M/17/2009 818		)	-
Alcoate Notes Copy GL Alcoations GL Summary Training Course	PO mailing 1	10 OFFICEMAX CONTRACT, INC	Ship to	4505 MAR	G DEPARTMENT VLAND PARKWI ( HRS: DAM-IPM	47	83154	]
	Line Oty Desc 1 1.0 bot Cold Amount 100 Id d 1.0 or	00	Unit Price 100.0	Freight	Disc 2 0.00 0	Credit 00 0	Line Tota	

• You may now hit the **Print icon** button. You will get an *Options* window. You should always select *Req Format*. Click



• You will next see a *Printing Options* window. These options will default. Click the **Accept icon** ✓.

## SAVING YOUR REQUISITION NUMBER FOR LATER REFERENCING

🛛 Printing Options
My File Edit Tools Help
≝✔X % № @ ♥ # ⊟ BD/× & D # B »
Full GL Account Number     Org/Obj     Print G/L account(s) description with each line     Print vendor SSN/FID     Print authorized by signature line     Print user-defined fields
Select print option.

• You will next see a *Print* window. Your default printer should automatically be selected. You may now click *OK*.

Print	? 🛛
Printer	
Name: HP LaserJet 1022	Properties
Status: Ready	
Type: HP LaserJet 1022	
Where: USB001	
Comment:	Print to file
Print range	Copies
	Number of copies: 1 🛨
C Pages from to:	
C Selection	1 1 2 2 3 Collate
	OK Cancel

• Your document will print. Be aware that the format is different that what is on the screen. You will be able to view you requisition number, the vendor name, and the separate line items you entered on your requisition.

Bill To UNLV				1		Requis	ition 00000520	-00 FY 200
BOX 45103 4505 S MA LAS VEGAS	RYLAND PKU , NV 8915	4-1033		Revie  Buyer  Statu	w: : wal s: All	tont ocated		Page 1
Vendor EMBARQ 330 S VAL	431408007 LEY VIEW E	LVD		2 F 4 I	hip To ECEIVI 505 MJ ELIVER	NG DEP	ARTMENT/UNLV PARKVAY SAM-4PM MON-F 89154	
LAS VEGAS USA	, NV 89107	-4361						
Date Ordered	Vendor  Number	Date  Required	Ship  Via		  Terms	   D		
04/01/08	002656	05/01/08	NET	30 DAY	s	P	URCHASING & CO	NTRACTS
LN Descrip							Unit Price	
001 CELL PH		& SERV/US.	LGE			1.0 A	200.00000	200.0
Vendor 2101-21	7-1710.00-	30						200.00
Bid Number:		0						
			Requi	sitior	Tota]			200.0
Accoun		dger Summa	ary Se	ction	*****		Amount Rema	
PUR	CHASING SU	PPORT SERV	/ICES	PU	IRCHASI	NG SUP	200.00 PORT SERVICES	30667.0
		zed By:					Date:	

**Option 2: Saving Your Requisition in Electronic Format** 



- Bring up your requisition and click on the 🖬 icon.
- You should always select *Req Format*. Click

Options	
Choose an option Req Format P0 Format	
ОК	Cancel
<	>

• You will next see a *Printing Options* window. These options will default. Click the **Accept icon** ✓.



- The screen will flash and no other selection will be made on this screen.
- Now go back to MUNIS App Center. Open the *System* folder and double click on *Spool File Maintenance*.

## SAVING YOUR REQUISITION NUMBER FOR LATER REFERENCING



• Click the **Search icon**<sup>M</sup> button, then the **Accept icon**<sup>V</sup> button.



• Highlight the requisition and click on the **icon**.

/ X   X % 0	8 1 10   <b>A</b>	) / × 🖪 🖻 🖉 🖬	🖬 🗷 (   😳 😄 🥎 🕲		
Hass Delete Files Display Files		menu options or use the toolbar to o highlight a file and double-click o			
Text as PDF	Uner ID	Spool Name	Report Title	Date 🔿	Time 🛆
Print Files	conza359	gtabyal0003.txt	FULL GENERAL LEDGER TABLES VALIDATION	04/22/2009	14:03
Output List	conza359	atabval0004.txt	MONTHLY GENERAL LEDGER TABLES VALIDATION	04/22/2009	14.41
	00128359	atabyai0005.bt	MONTHLY GENERAL LEDGER TABLES VALIDATION	04/22/2009	15.22
	gonza359	gitabyal0006.txt	FULL GENERAL LEDGER TABLES VALIDATION	04/22/2009	15:22
	gonza359	poen/pst0027.bit	P0 PR00F	04/23/2009	13.42
	gonza359	poen/pst0028.txt	P0 PR00F	04/23/2009	14:23
	gonza359	gltabval0011.txt	FULL GENERAL LEDGER TABLES VALIDATION	04/23/2009	15.28
	gonza359	gitabval0010.txt	FULL GENERAL LEDGER TABLES VALIDATION	04/23/2009	11:54
	gonza369	gtabval0009.txt	FULL GENERAL LEDGER TABLES VALIDATION	04/23/2009	10.52
	gonza359	gitabval0008.txt	FULL GENERAL LEDGER TABLES VALIDATION	04/23/2009	09.06
	gonza359	glopeny/0001.txt	START CURRENT YEAR	04/23/2009	14:00
	gonza359	gitabyal0007.txt	MONTHLY GENERAL LEDGER TABLES VALIDATION	04/23/2009	09:03
	gonza359	glology/0001.bit	CLOSE CURRENT YEAR	04/23/2009	13.48
	gonza359	gleoytb0001.bit	2008 FINAL TRIAL BALANCE	04/23/2009	13.55
	niteri	spentput0001.txt	REQUISITION PRINT	04/30/2009	19.38
	<				> ~

• You will next see the screen below. Always select *Windows (default)* and click *OK*.



• Your requisition will appear. To save your requisition click on File → Save As.

Eile Edit Vie	ен jnsert Format Ior	ols T <u>e</u> ble <u>Wi</u> ndow <u>H</u> elp			Type a question fi
Save As	urier New	• 10 • B I U <b>=</b> = = = (= • (= := :=	∰ [] • <sup>2</sup> • <u>A</u> • ]		
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		UNLV	1	D FY 2008	
		UNLV BOX 451033	  Acct No: 2101-217-1710.00-30	) FY 2008	
		UNLV BOX 451033 4505 S MARYLAND PKWY	  Acct No: 2101-217-1710.00-30  Review:	D FY 2008	
		UNLV BOX 451033 4505 S MARYLAND PKWY LAS VEGAS, NV	  Acct No: 2101-217-1710.00-30  Review:  Buyer: waltont		
		UNLV BOX 451033 4505 S MARYLAND PKWY	  Acct No: 2101-217-1710.00-30  Review:	) FY 2008 Page 1	
		UNLV BOX 451033 4505 S MARYLAND PKWY LLS VEGLS, WV 89154-1033	  Acct No: 2101-217-1710.00-30  Review:  Buyer: waltont  Status: Allocated		
		UNLV BOX 451033 4505 3 MARYLAND PKWY LLS VYEAS, WY 99154-1033 Vendor 431408007	Acct No: 2101-217-1710.00-30 Beview: Buyer: waltont Status: Allocated Ship To		
		UNLV BOX 451033 4505 3 MARTLAND FKWY LAS VEGAS, MV 09154-1033 Vendor 431408007 EMBADQ	  Acct No: 2101-217-1710.00-30  Review:  Buyer: waltont  Status: Allocated Ship To sEccTVING DEPLATEENT/UNLV		
		UNLV BOX 451033 4505 3 MARYLAND PKWY LLS VYEAS, WY 99154-1033 Vendor 431408007	Acct No: 2101-217-1710.00-30 Beview: Buyer: waltont Status: Allocated Ship To		

• You will need to select your save location, change the File Name, and choose which file type to save as. You can leave as *.txt* or may change it to like to *.doc*.

# SAVING YOUR REQUISITION NUMBER FOR LATER REFERENCING

BU	X 451033			Acct No:	2101-217	-1710.00-:	30	
4505 S MARYLAND PKWY Review:								
Lå	S WEGAS MU			Buver	altont			
	Save As						?	
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E 3 L U	My Recent Documents							
 D  0	My Documents							
 LN 001	My Computer							 ce DO
	My Network	File <u>n</u> ame:	99_84156_rgent	pst.038.t×t		~	<u>S</u> ave	
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Bid	***** Gene Account	ral Ledger	Single File Web P Web Page (*.htm Web Page, Filter Document Templa Rich Text Format Plain Text (*.txt)	n; *.html) ed (*.htm; *.htm ate (*.dot) : (*.rtf)			Remaining	200.00 Budget
	2101-217-1	710 00-30				2000 0000	nemething	Daaget

• Exit the screens.

#### **General Information – How to Search in MUNIS**

• When using the **search/find icon** function you are able to narrow your search. You may use an \* as a wildcard. In this example, any record that begins with OFFIC will be found and displayed. You may use an \* in front or behind a key phrase.



- After typing in the criteria for the search you may come up with a large list or only a few items.
- The various records can be viewed individually by clicking the forward and back arrows or in a list by clicking .

