

Munis[®] Requisitions

MUNIS[®] Requisitions addresses the needs of a busy Central Purchasing agent. Requisitions allow individual departments to enter their own requests electronically. During data entry, the available budget is displayed online, commodity data is easily viewed, and suggested vendors are sent back to the requester with reason codes and comments. Once the requisition obtains its needed approvals, it is forwarded to purchasing and is converted to a purchase order with a single keystroke.

A Requisition-to-Bid process allows departments to request an item that must be bid on. The optional MUNIS Bid Management is notified of this requisition through workflow and can automatically create the bid documents from this requisition.

Requisition Entry

- Decentralized requisition processing and inquiry
- Available budget is displayed online during requisition entry and is updated online as each requisition is entered, resulting in information that is always current
- Security codes determine if the entry clerk/user has the authority to exceed budget
- Supports the following types of requisitions: Purchase, Inventory, Budget transfer, Requisition to Bid
- Next-year entry of requisitions and purchase orders is supported
- Commodity and vendor look-ups provide ease of use
- Each Requisition line item allows up to 199 lines of text
- Inventory items linked directly to requisition entry
- Optionally consider pre-encumbrances in GL account's available budget check—excludes or includes requisition amounts when the available budget is calculated
- Allows encumbrances of use tax
- Notify (email) the requisitioner when the AP invoice goes over the original purchase cost
- Add User Defined attributes to requisitions to allow for customized attribute tracking of requisitions
- Import requisition notes from a selection of standard notes, such as printing a message for the vendor on the PO
- Indicate on the requisition if the buyer should be notified when the items are received (in PO receiving)

...continued on reverse

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Approvals

- Automatic routing of requisitions for approvals
- Approval routings may be set differently by department
- Notify (email) the requisitioner when the requisition is converted to a PO—signifying requisition approval helping to fully support distributed entry of requisitions
- Generate workflow business rules for requisitions based on GL account segments, over budget conditions, commodity code, dept code, amount-based (such as all POs over 5000 must get the buyer's approval), or buyer id

Integration

- Fully integrated to MUNIS:
 - » General Ledger/Budgeting
 - » Fixed Assets
 - » Work Orders/Job Cost
 - » Bid Management
 - » Purchase Orders
- Multiple purchase orders from a single requisition; one purchase order from multiple requisitions
- Integrates with Contracts to enforce contractual rules— which GL accounts to use, max amount per account for a given year, or price/discount
- Integrates with Fixed Assets, identifying purchases as assets for later auto-import into the Fixed Assets system