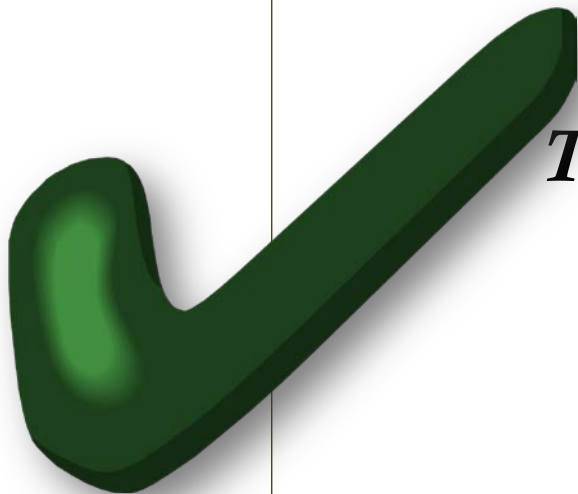


*PARKWAY*  
*SCHOOL DISTRICT*  
**MUNIS**®

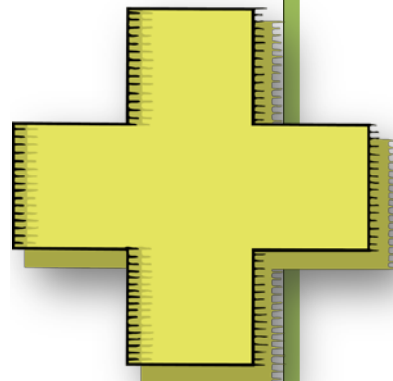
**TEACHING GUIDE AND REFERENCE MANUAL**

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*Tab...Tab...Accept...*

*Add...Tab...Tab...*



**CAPS**

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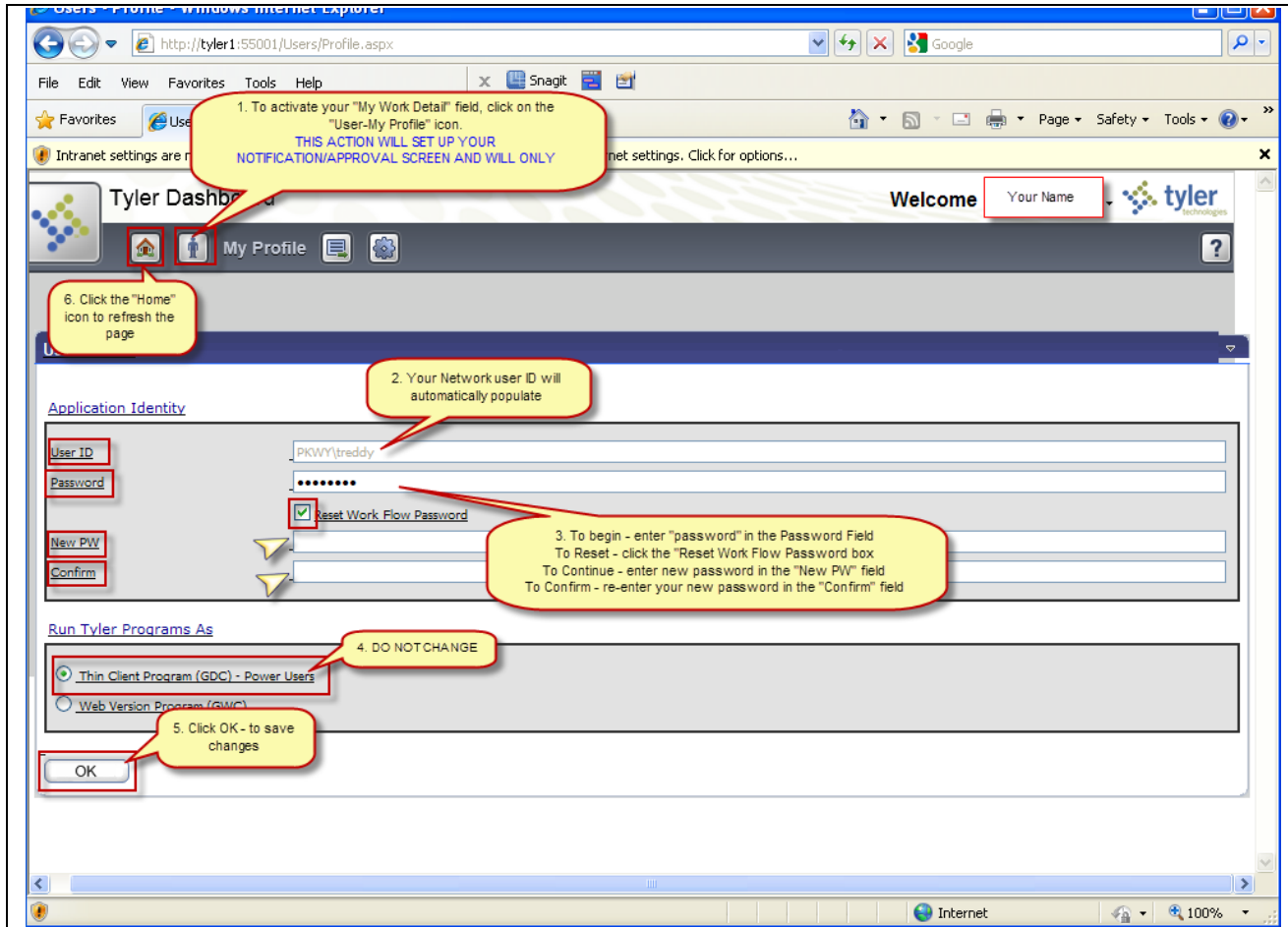


# MUNIS® REQUISITION APPROVAL

## Section 2C

- All released requisitions must be processed through the Requisition Approval program before they can be converted to purchase orders.
- MUNIS® Workflow – the approval process – automatically routes the requisition to the appropriate approval levels.
- When you access the program, the program displays all released requisitions (status 6-Released) with your user ID.
- If there are no requisitions to approve, the program displays the following message: “There are no requisitions waiting for your approval”.
- If you have an entry in the Over Budget Approver box in Department Code FM, any requisitions that cause the account to be over budget are flagged so that only the user ID entered in Over Budget Approver can approve the over budget requisition.
- Requisitions associated with contracts that have an existing change order are included in the requisition approval list.
  - If the requisition is rejected, the change order open requisition amount is updated along with the original contract record.
- “*Approved*” requisitions create records in an approval table that records the history of who approved the requisition.
- “*Rejected*” requisitions can be reopened, modified, and resubmitted.
  - The workflow notification includes the name of any person who rejected the requisition.
- “*Held*” requisitions keep the requisition open so that it may be considered at a later date.
- Records can also be viewed in the Purchase Order Audit Report.
- Associated notes can be viewed for specific requisitions.
- Associated attachments can be viewed for specific requisitions.

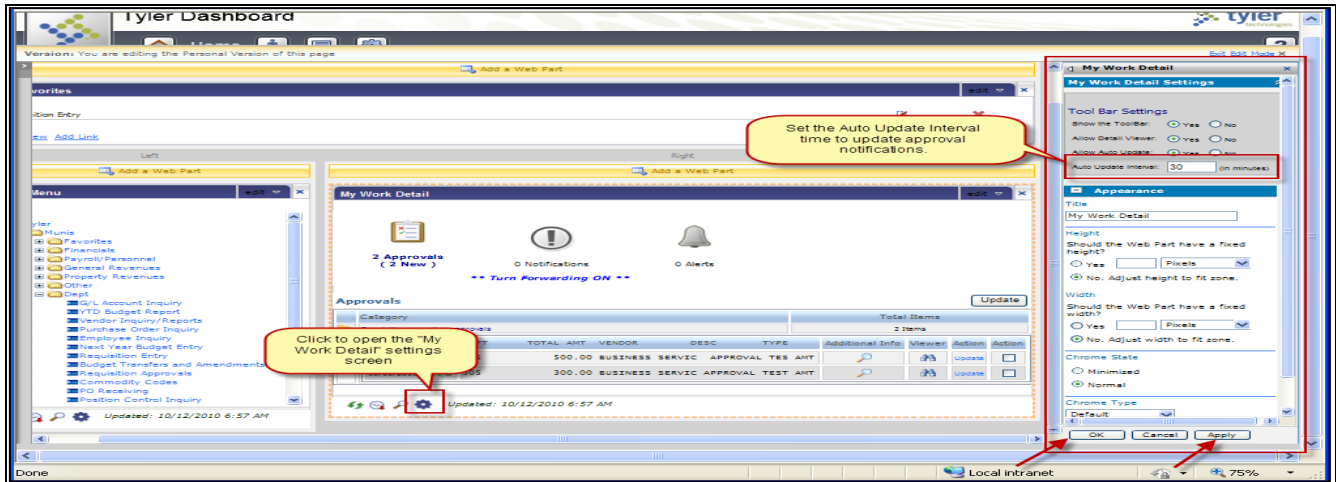
# MY WORK DETAIL ACTIVATION



## ■ WORKFLOW NOTIFICATION SET-UP - TAB BETWEEN FIELDS

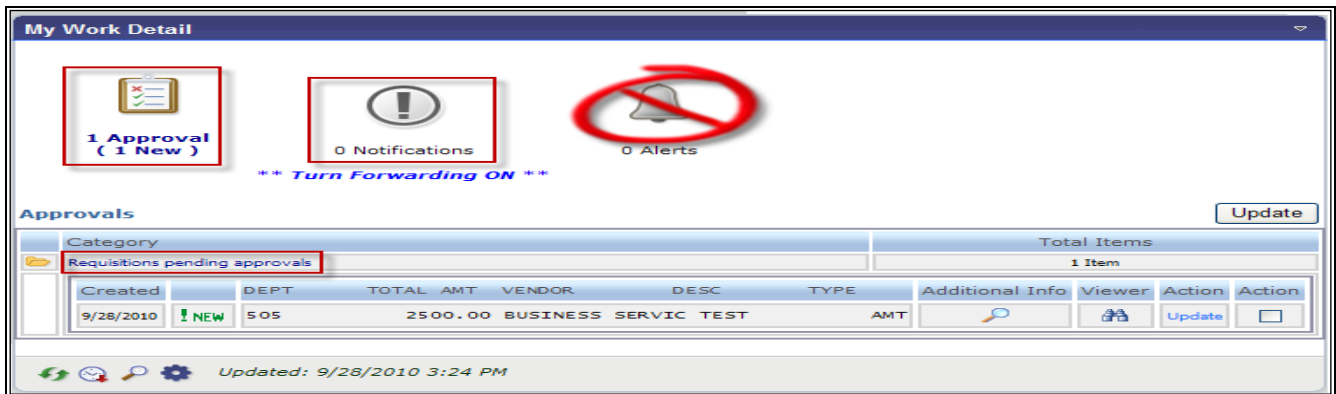
1. Click the *User - My Profile* icon on the Tyler Dashboard (the “Man” icon)
  - This action will set up your notification/approval screens.
  - **This will only need to be repeated to change your password.**
2. Your Network ID will automatically populate
3. Password
  - To Begin – enter “**password**” in the password field
  - To Reset – click reset in the “Reset Work Flow Password” box
  - To Continue – enter your new password in the “New PW” field
  - To Confirm – re-enter your new password in the “Confirm” field
4. Thin Client Program (GDC) – Power Users
  - Automatically selected – DO NOT change
5. Click OK – to save change
6. Click the “HOME” icon to refresh the page and return to the Tyler Dashboard screen

## MY WORK DETAIL NOTIFICATION SETTINGS



- Click the *Gear/Cog Icon* in the “My Work Detail” Group to set your approval/notification settings.
  - This action will set up the intervals for your approval/notification updates.
- Select the amount of time for the system to update your notifications.
- Click Apply.
- Click OK to close the “Auto Update Interval” screen.
  - This will only need to be repeated to change your settings.

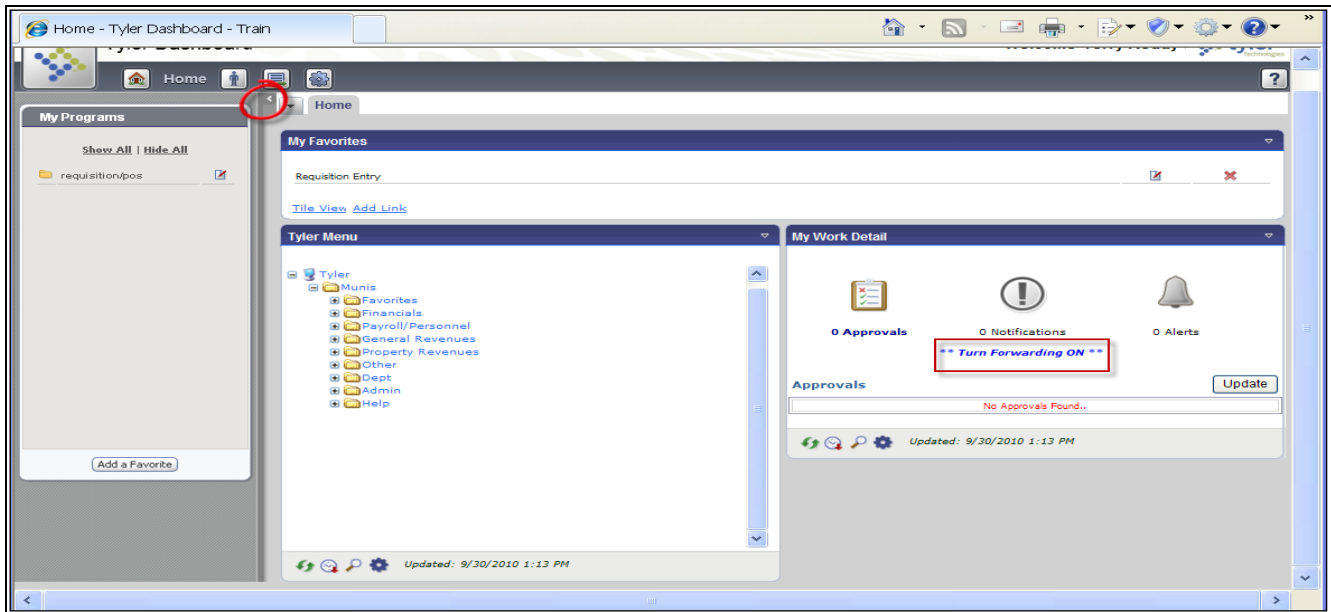
## MY WORK DETAIL APPROVAL NOTIFICATIONS



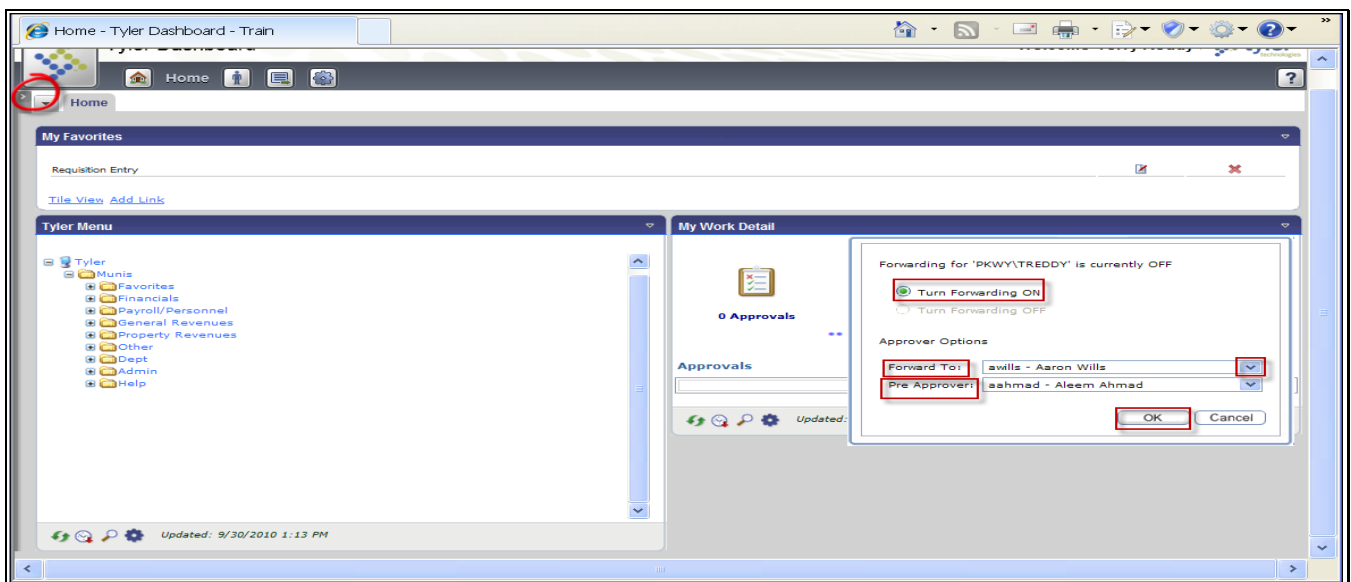
- Approvers will receive messages in your Workflow Assistant Inbox located on your dashboard in “My Work Detail”.
  - The **APPROVALS** icon will be highlighted indicating that there are requisitions in your queue that require your attention and if there has been a change to a Requisition and your approval is needed.
  - The **NOTIFICATIONS** icon will be highlighted indicating that there is a message in your queue but, does not require your attention.
    - To remove items from you notifications queue
      1. Click Viewer to view notification
      2. Click Action/Update to delete notification from queue
  - The **ALERTS** icon is not active.

## MY WORK DETAIL “TURN FORWARDING ON” link

- Allows the approver (when unavailable to do approvals) to forward pending requisitions at their level to another designated approver for approval.
- The MUNIS Approval Program provides an audit trail for all approvers.



- Collapse the field on the left side to view full screen.
- Click on the “Turn Forwarding ON” link to open the selection window.



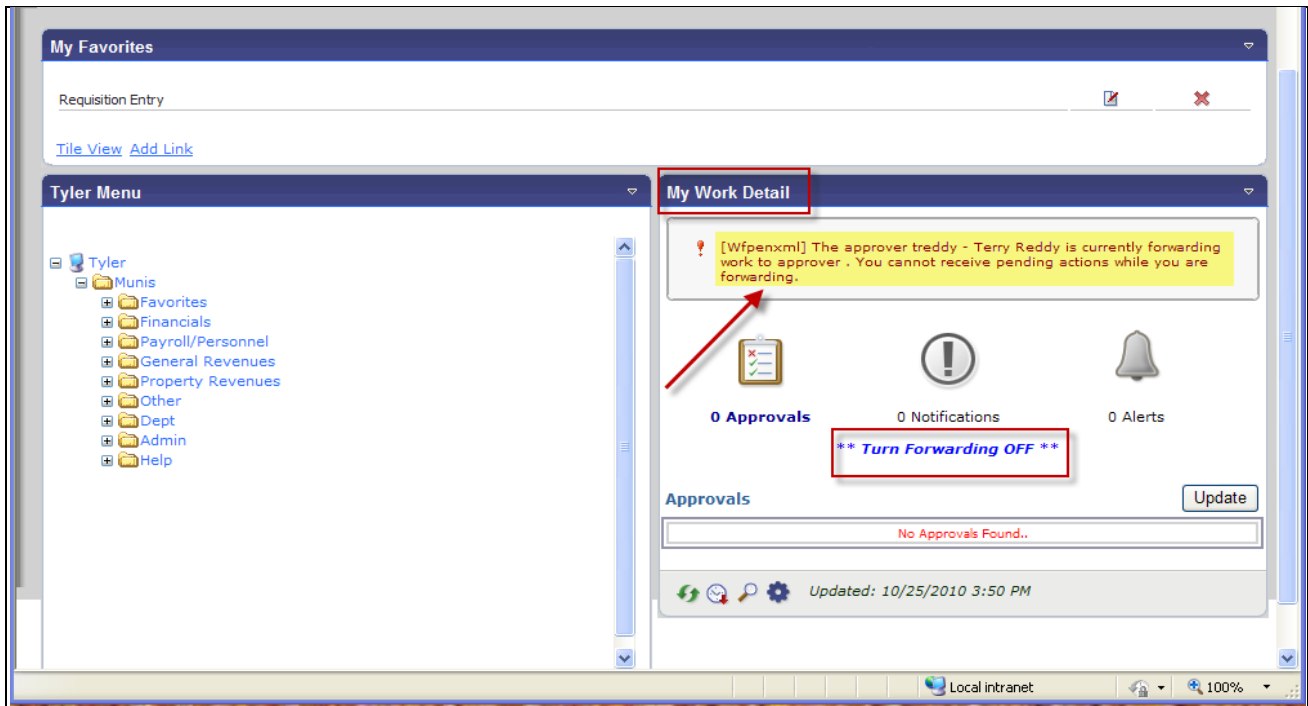
- Click on the arrow in the “Forward To” field to open the drop down list.

Approver Options – Choose alternate approver

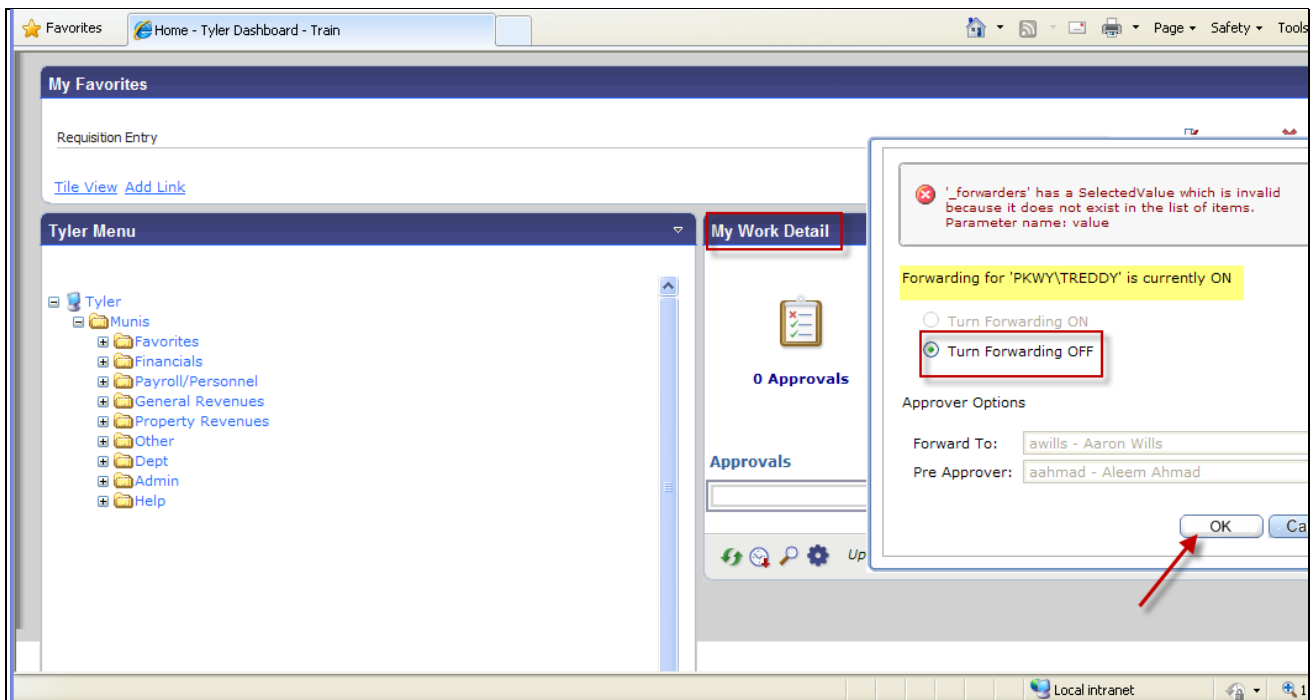
<b>Forward To:</b>	<b>Choose name of alternate approver from list</b>
<b>Pre Approver:</b>	<b>DO NOT USE</b>

- Click OK
- You will receive a confirmation message stating that you are *forwarding work to another approver and you cannot receive pending actions while you are forwarding.*
- The link will change to “Turn Forwarding OFF”





- To reverse and restore your original settings – click on the “Turn Forwarding OFF” link



- The “Forwarding” window will open
- It will state that your “Forwarding” is currently ON
- “Turn Forwarding OFF” will be selected
- Click OK – to turn your “Forwarding” OFF
- Your approval capability and notifications will be restored and the link will default to “Turn Forwarding ON”

# **REQUISITION APPROVAL, REJECTION, HOLD**

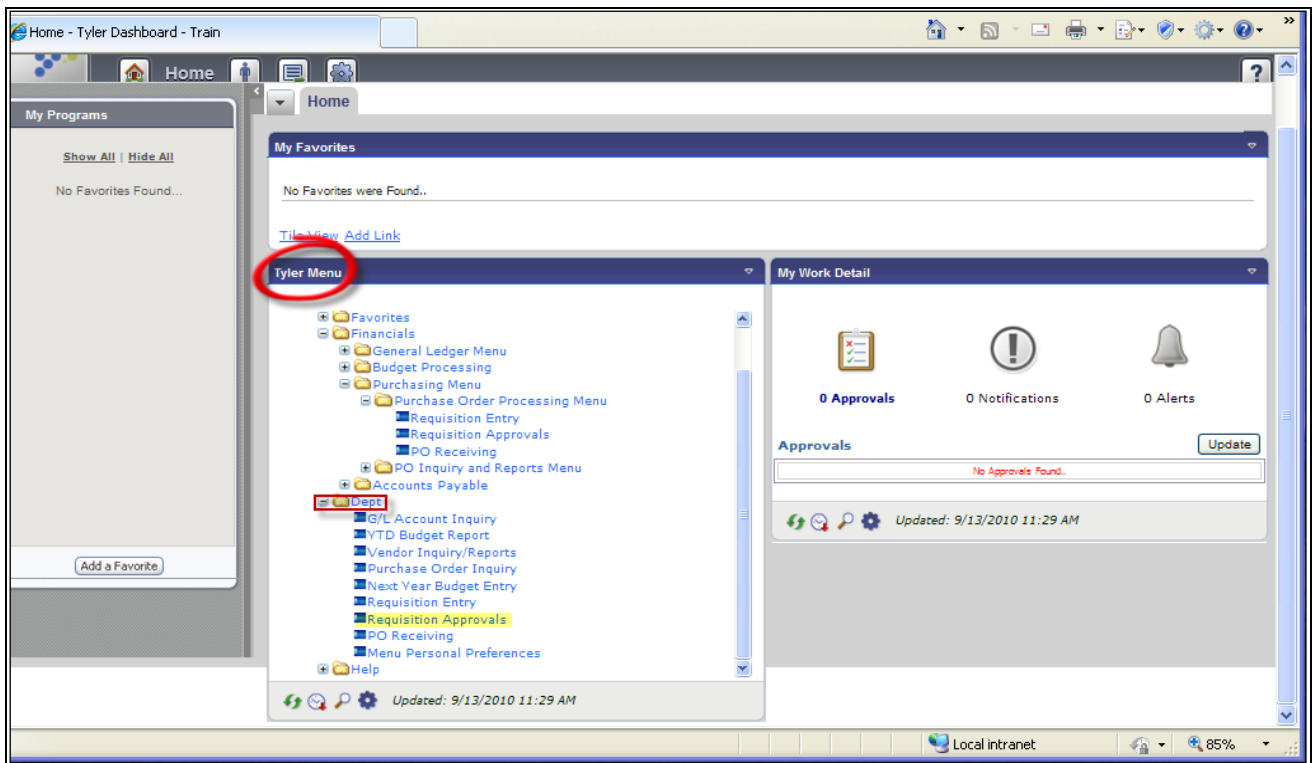
**MUNIS® Requisition Approvals can be accomplished in both the TYLER MENU and MY WORK DETAIL groups.**

## ■ **TYLER MENU**

- Displays a list of requisitions in your queue for approval.
- Allows you to sort requisitions by requisition number or vendor, approve by department/location, approve for others and comment on the status of the approval.
- Allows the approver to Approve ALL requisitions at one time or select individual requisitions to Approve, Hold or Reject.
- Also allows approvers to view details pertaining to individual requisitions, along with attachments, and associated notes.
- Requisitions can also be approved, on an individual basis, through the Workflow group located on the Requisition Entry Header screen.

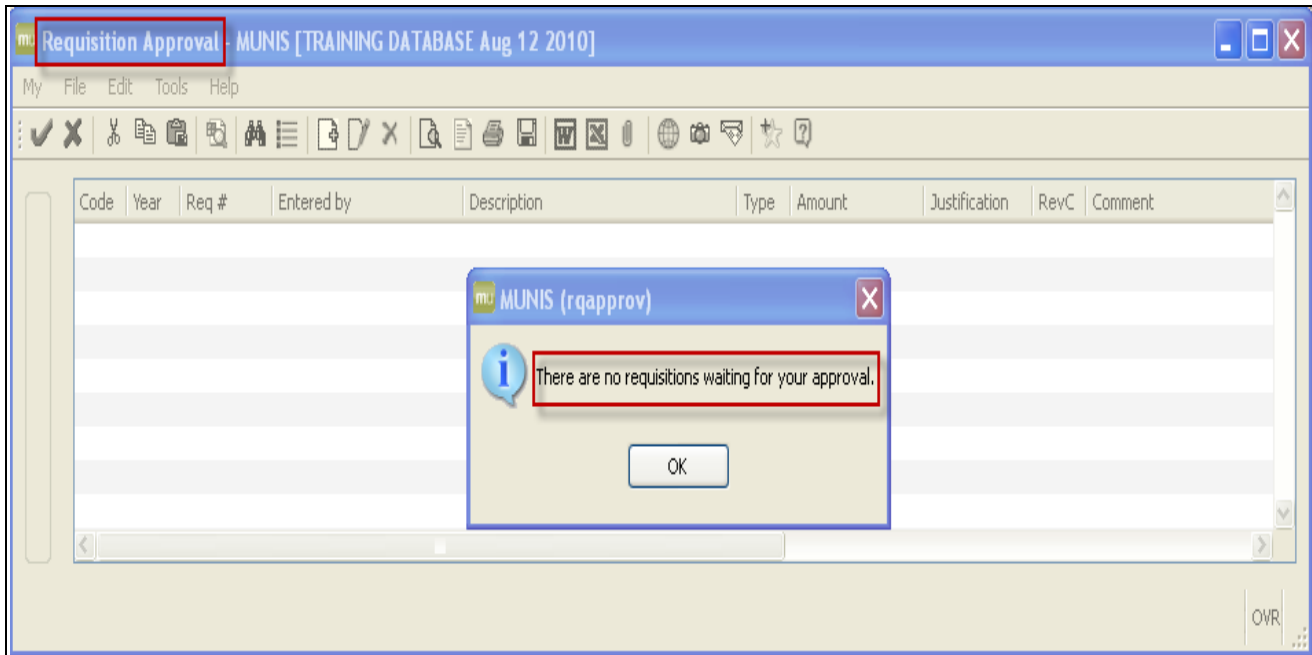
## **MUNIS® “TYLER MENU” REQUISITION APPROVAL PATH**

- Dept→ *Requisition Approval*

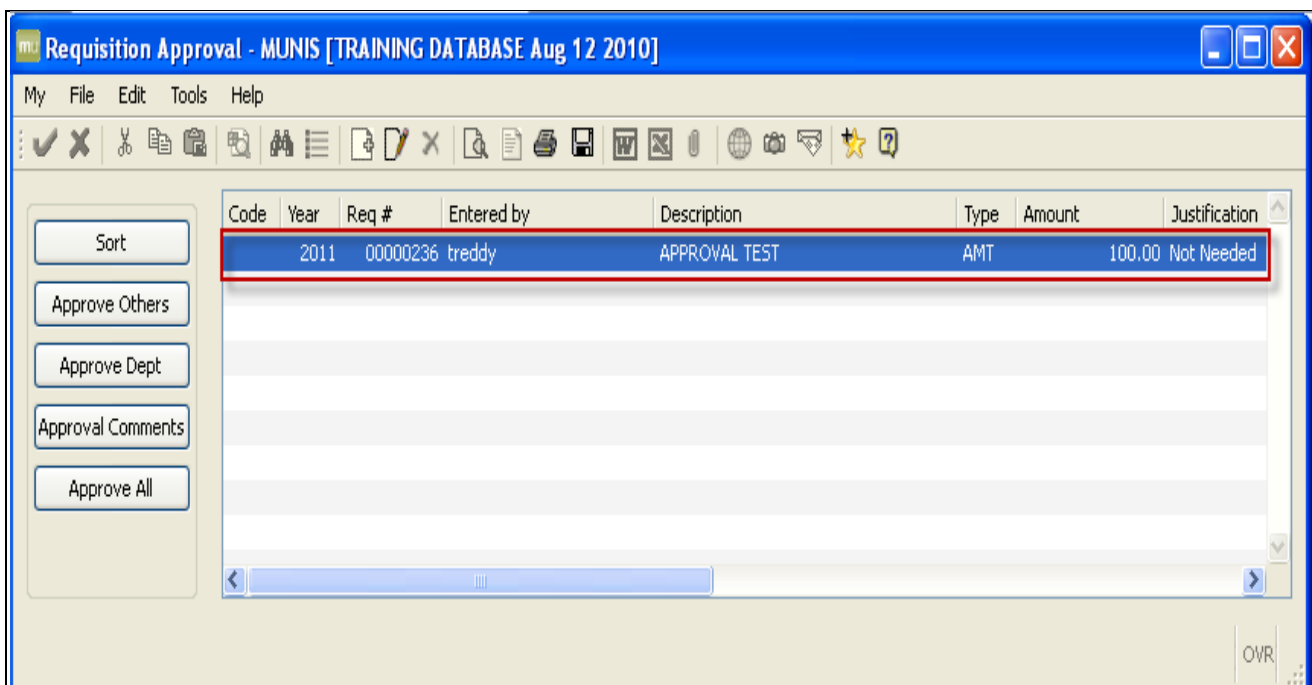


- Click on Dept in the Tyler Menu located on the Tyler Dashboard.
- Click on Requisition Approvals.

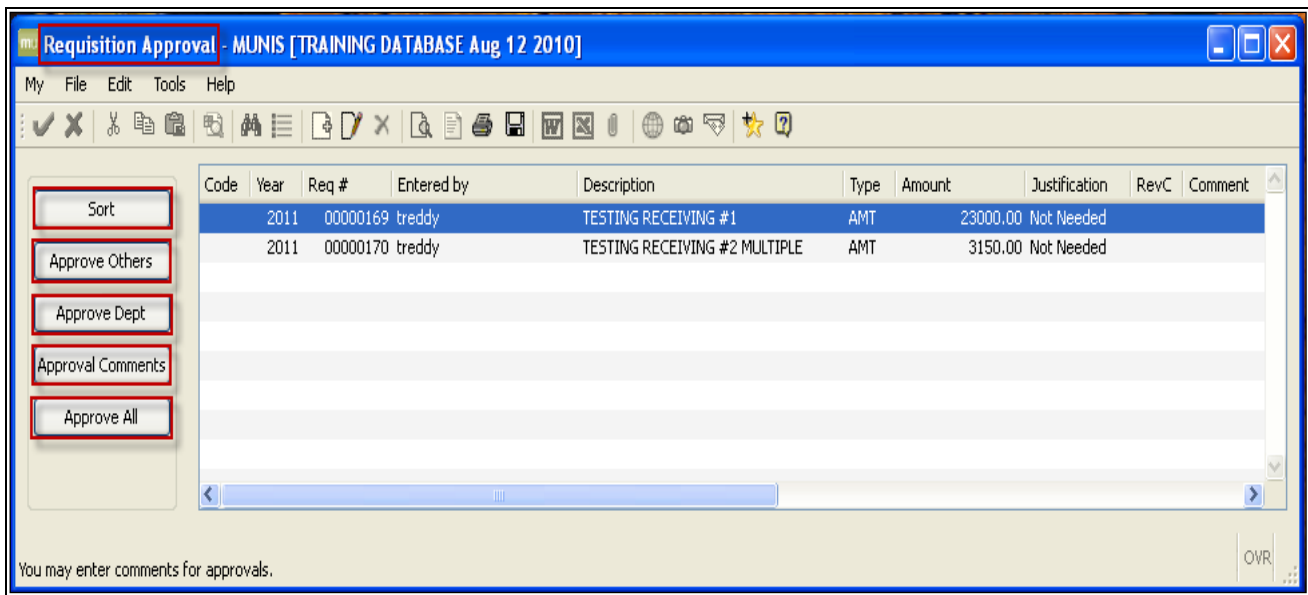
## “TYLER MENU” APPROVAL SCREEN



- If there **are no** items in your queue for approval, a window will open notifying you that you have no approvals at this time – Click OK



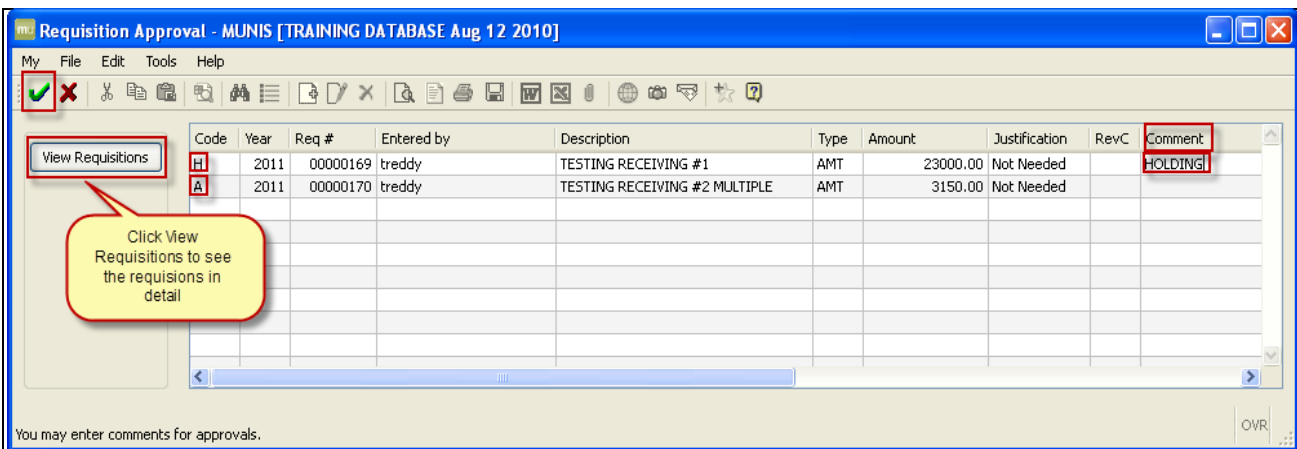
- If there **are** items in your queue for approval they will be listed.
- You can select to Sort by Vendor or Requisition Number, Approve for Others (if you have the correct permissions), Approve by Department, enter Approval Comments (if you have the correct permissions), and select Approve All to place the program in update mode and change the default approval status to A-Approved for all pending requisitions.



**“TYLER MENU” APPROVAL – tab between fields – use CAPS**

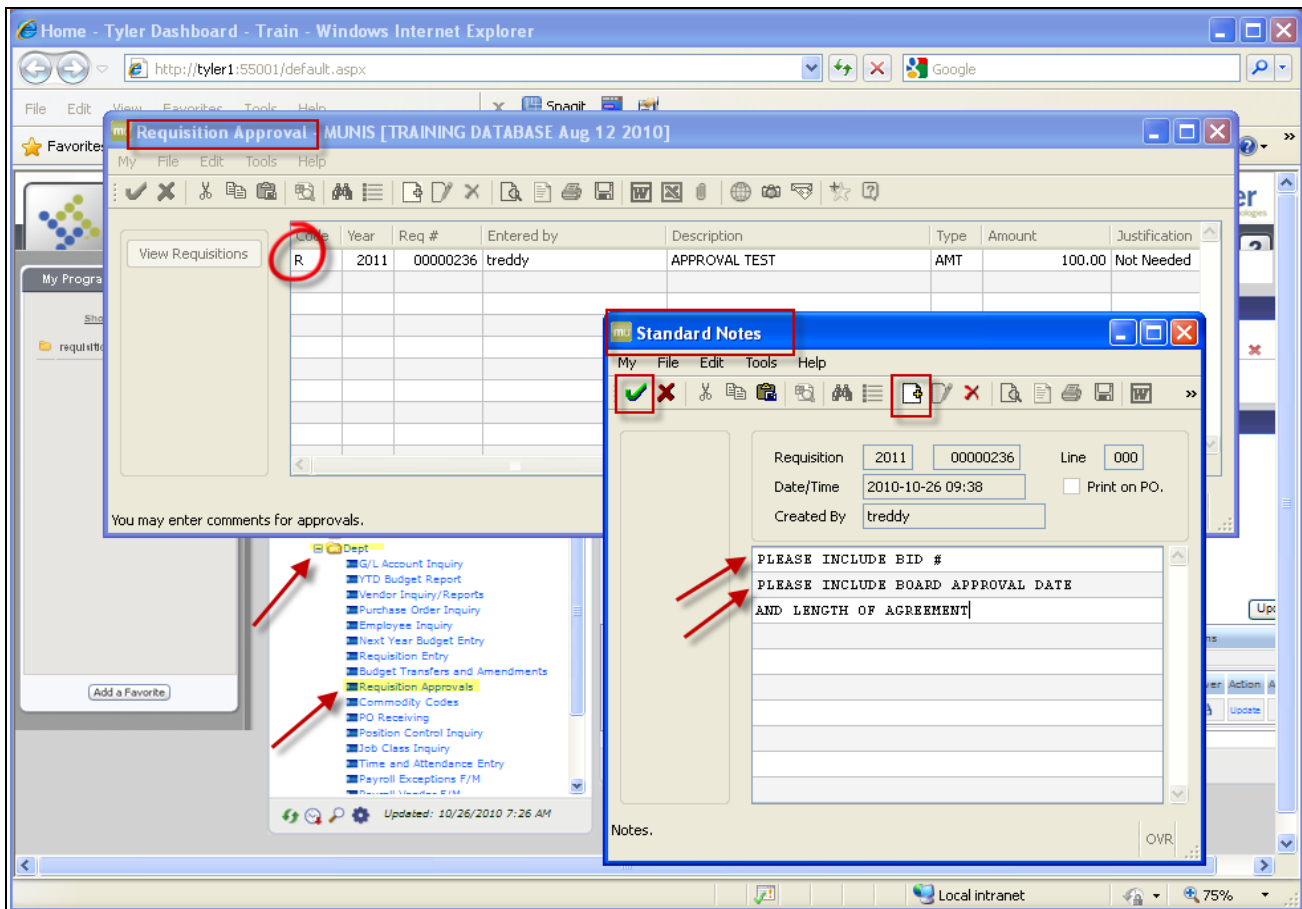
<p><b>Sort</b></p>	<p><i>to select to sort requisitions by requisition number or vendor</i></p> <ol style="list-style-type: none"> <li><b>1. click Sort to open the MUNIS (rqapprov) window</b></li> <li><b>2. select Requisition number or Vendor to sort the requisitions in you queue</b></li> </ol>
<p><b>Approve Others</b></p>	<p><i>to select to approve for another approver - enter the approvers user ID</i></p> <ul style="list-style-type: none"> <li>▪ this button is accessible only if you have the necessary permissions</li> <li>▪ if you normally cannot access other's requisitions, this option only finds requisitions under your user ID for the department you selected</li> </ul> <ol style="list-style-type: none"> <li><b>1. click Approve Others to open the User ID window</b></li> <li><b>2. enter their User ID</b></li> <li><b>3. click OK</b></li> </ol>
<p><b>Approve Department</b></p>	<p><i>to select to approve by department – enter the department or location code</i></p> <ul style="list-style-type: none"> <li>▪ if you normally cannot access other's departments/locations, this option only finds requisitions under your user ID for the department you selected</li> </ul> <ol style="list-style-type: none"> <li><b>1. click Approve Dept to open the Requisition approval window</b></li> <li><b>2. enter the Department/Location code</b></li> <li><b>3. click OK</b></li> <li><b>4. you will be notified if there are no requisitions waiting for your approval with that Department/Location code</b></li> <li><b>5. otherwise, the requisitions waiting your approval will be listed</b></li> </ol>

<p><b>Approval Comments</b></p>	<p><b>select Approval Comments to confirm that you have permission to enter approval comments</b></p> <ul style="list-style-type: none"> <li>when you click Approval Comments, the permissions display in the status bar at the bottom of the screen</li> <li>if you do not have permission, the display states: <ul style="list-style-type: none"> <li>✓ <b>“You may not enter comments for approvals.”</b></li> </ul> </li> </ul>
<p><b>Approve All</b></p>	<p><b>select Approve All to automatically place the program in update mode and change the default approval status to A-Approved for all pending requisitions</b></p> <p><b>1. click the View Requisitions button, located on the left side of the screen to view the details, associated notes and attachments for individual requisitions in your queue</b></p> <ul style="list-style-type: none"> <li><b>must</b> be viewed before the final decision to approve</li> <li>to view all requisition in your queue one at a time, use the arrows on the Navigation Bar (located below the Workflow Group) to scroll through the current list</li> </ul>





<p><b>Approve All Continued</b></p>	<p><b>2. the Approve All function defaults to A-Approve in the code field</b></p> <p><b>3. change to H-Hold or R-Rejected by clicking in the field</b></p> <p><b>the approval codes for requisitions are:</b></p> <p><b>A-Approval</b></p> <ul style="list-style-type: none"> <li>approves the requisition and submits it to the next approver or to the purchasing department if all approvals are complete</li> </ul> <p><b>H-Hold</b></p> <ul style="list-style-type: none"> <li>keeps the requisition open so that it may be considered at a later date. If you type <b>H</b> (Hold) in the Code box</li> <li>the cursor moves to the Hold/Rejection Comment box</li> <li>You must type a reason for the hold status if you leave the Code box blank</li> <li>the program processes the requisition as if it were on hold</li> </ul>
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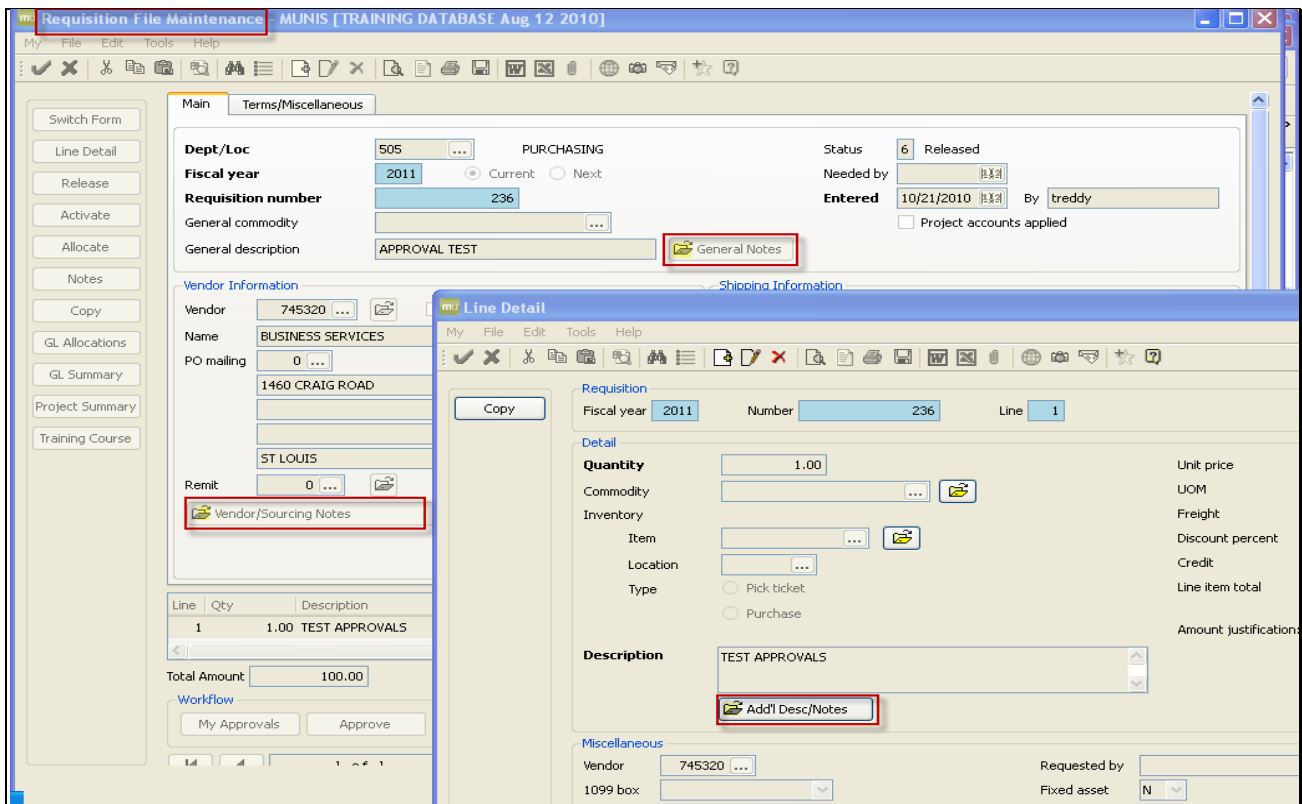
	<p><b>R-Rejected</b></p> <ul style="list-style-type: none"> <li>▪ rejected requisitions can be reopened, modified, and resubmitted</li> <li>▪ when rejected, the Standard Notes window opens prompting a comment</li> <li>▪ <b>Note:</b> You <b>must</b> add comments if you <u>reject</u> a requisition</li> <li>▪ <b>SEE BELOW FOR ENTERING NOTES FOR REJECTED REQUISITIONS</b></li> </ul> <p><b>4. <i>some reasons for rejection might be:</i></b></p> <ul style="list-style-type: none"> <li>▪ <i>does not meet Parkway Procurement Guidelines</i></li> <li>▪ <i>incorrect account code</i></li> <li>▪ <i>please to include Bid #</i></li> <li>▪ <i>cannot make this purchase at this time</i></li> <li>▪ <i>incorrect vendor chosen</i></li> <li>▪ <i>did not include attachment</i></li> <li>▪ <i>did not include reference field name and phone number</i></li> <li>▪ <i>please use CAPS for requisition entry information</i></li> <li>▪ <i>did not choose commodity code</i></li> <li>▪ <i>did not choose correct commodity code</i></li> <li>▪ <i>requisition entered in incorrect fiscal year</i></li> <li>▪ <i>originator requested that requisition be rejected or returned</i></li> <li>▪ <i>please include further detailed description for items being ordered</i></li> <li>▪ <i>incorrect fields used – ie. freight, discount, credit</i></li> <li>▪ <i>please include board approval date and length of agreement</i></li> <li>▪ <i>etc.</i></li> </ul>
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## REJECTED REQUISITION NOTES – use CAPS

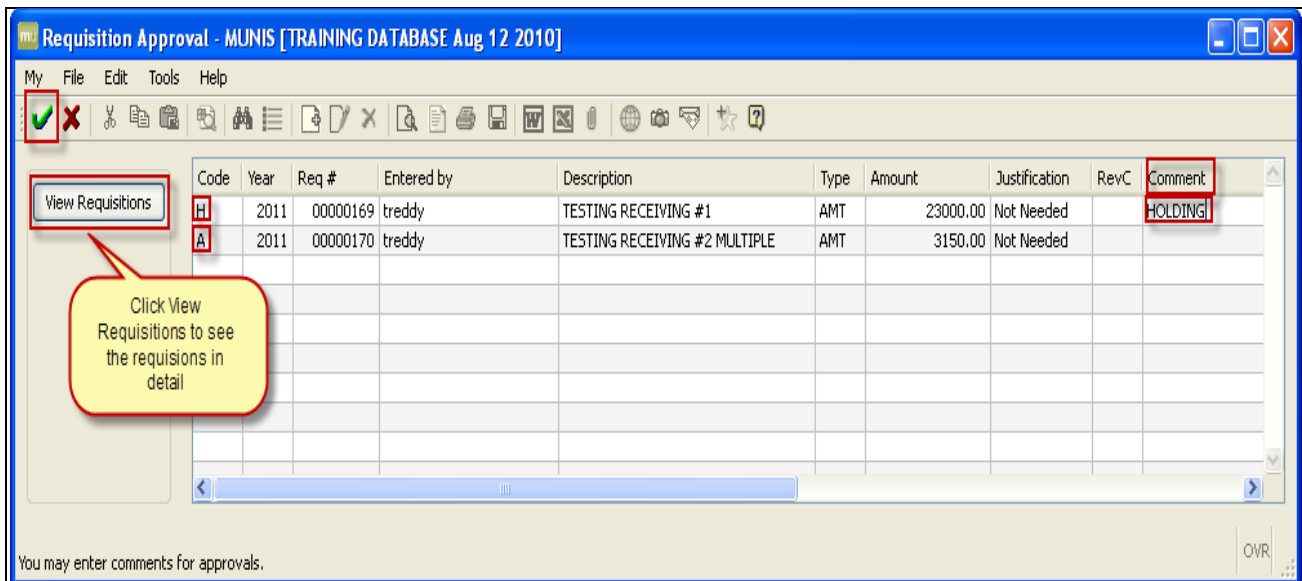
### Approval Notes For Rejected Requisitions

1. **DO NOT USE IMPORTED NOTES IN THIS FIELD**
2. **the Standard Notes option allows you to include notes explaining the requisition REJECTED classification**
  - **Note:** You must add comments in this field if you reject a requisition
3. **click  Add to enter new text – USE CAPS**
  - you can enter up to 999 lines of text
  - comments added in requisition approvals can be viewed in requisition entry by clicking the Notes (located on the left side of the screen in the Program Options group )
4. **click  Accept to return to the requisition approval screen**



### View Notes

1. Associated Notes must be viewed prior to approving, rejecting or placing a requisition in the hold status
2. associated notes, if any, will be indicated by a yellow highlighted folder in the General Notes field

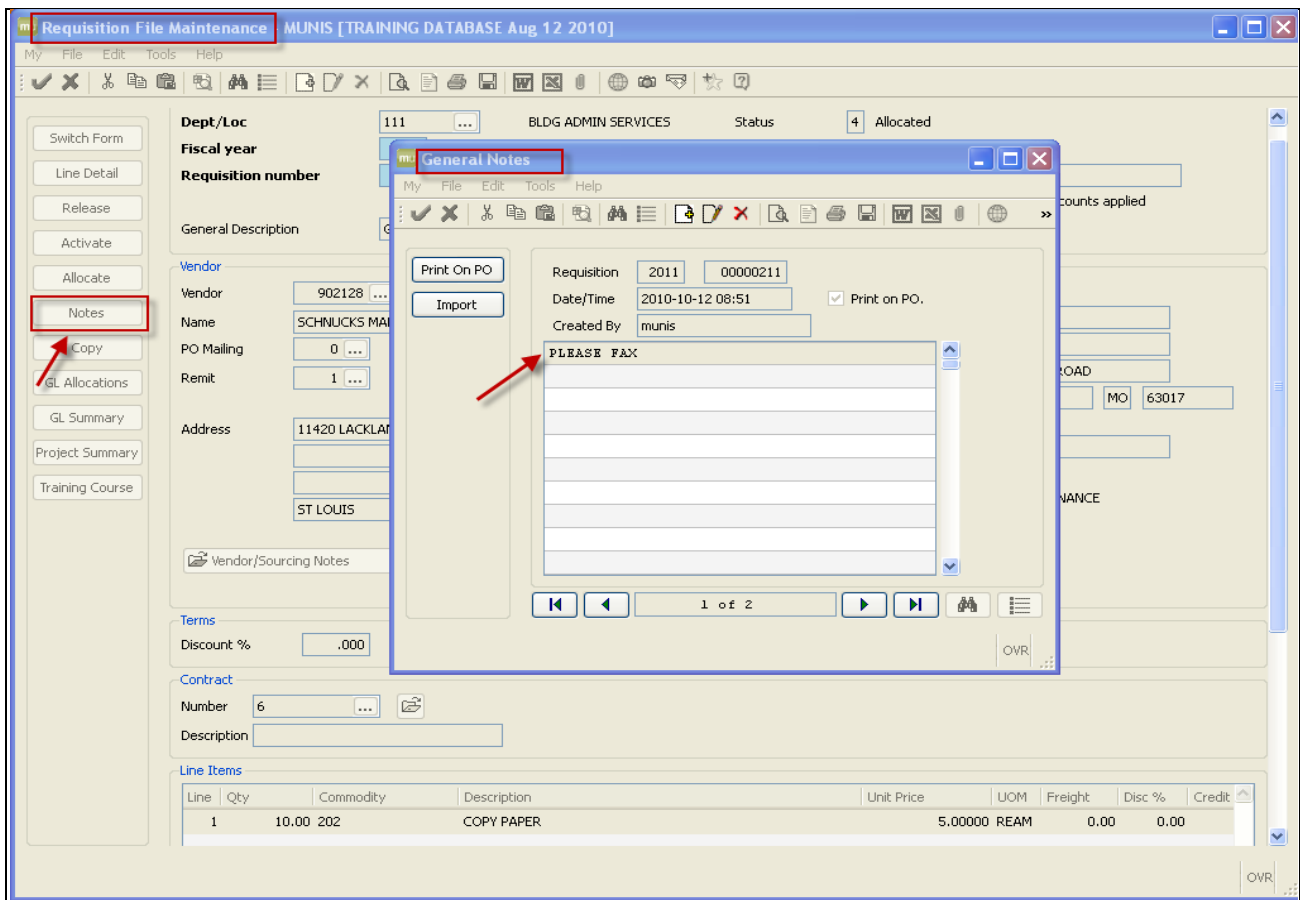


### View Notes Continued

3. to view associated notes for specific requisitions click on View Requisitions on the Requisition Approval screen

- this action will open individual requisitions





### **View Notes Continued**

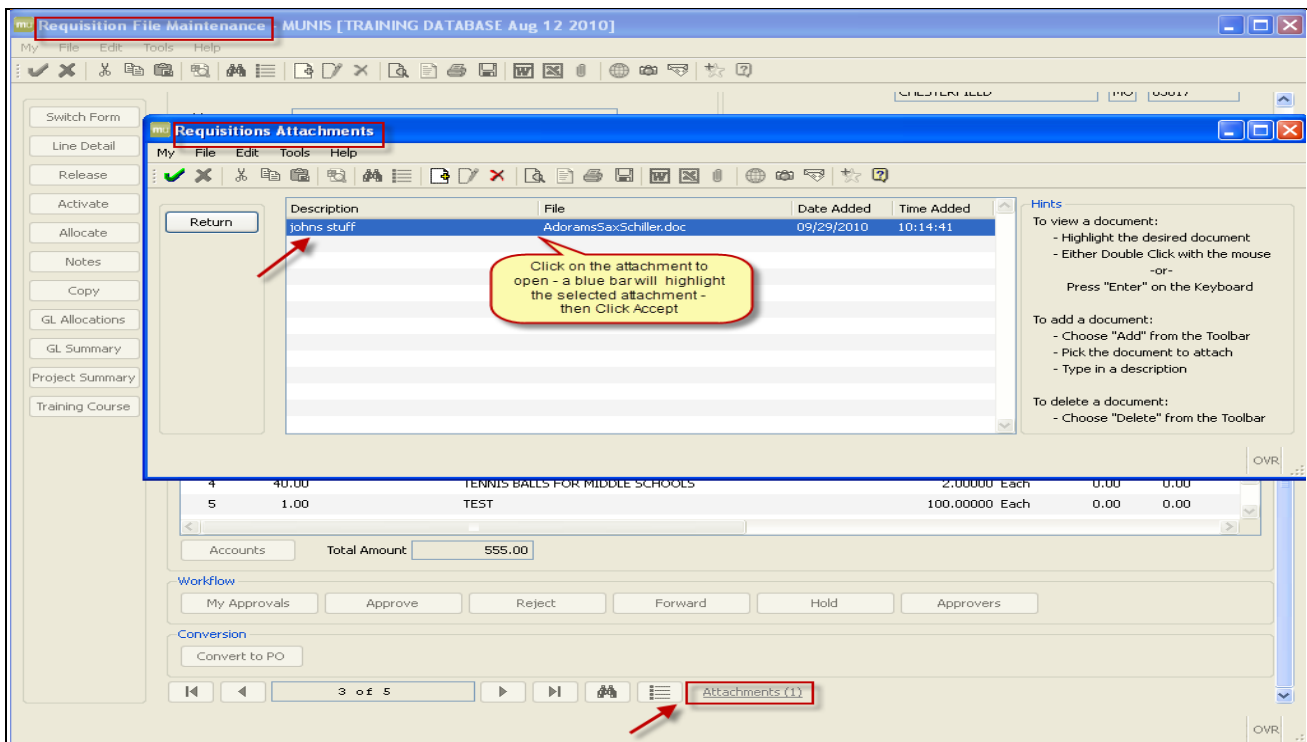
**4. click Notes (located on the left side of the screen in the Program Options group ) to display a list of ALL notes associated with the current requisition**

- the program displays a list of existing General, Rejection and Hold notes
- this Notes field is for display only; you cannot add or update notes in this field

**5. to display the text associated with a specific note, double-click the list entry**

**6. FILE/EXIT to return to the list of notes**

**7. FILE/EXIT to return to the Requisition File Maintenance screen**



<p><b>View Attachments</b></p>	<ol style="list-style-type: none"> <li>1. <b>to view associated attachments for a specific requisition click Attachments located adjacent to the Navigation Bar</b> <ul style="list-style-type: none"> <li>▪ <b>the number of attachments, if any, for a specific requisition will be indicated</b></li> </ul> </li> <li>2. <b>the Requisitions Attachments screen will open with a list of attachments associated with the current requisition</b></li> <li>3. <b>to display the text associated with the attachment, double-click the list entry</b></li> <li>4. <b>close attachment</b></li> <li>5. <b>click Return to return to the Requisition File Maintenance screen</b></li> </ol>
<p><b>FILE/EXIT</b></p>	<p><b>to return to the Requisition Approval Screen</b></p>

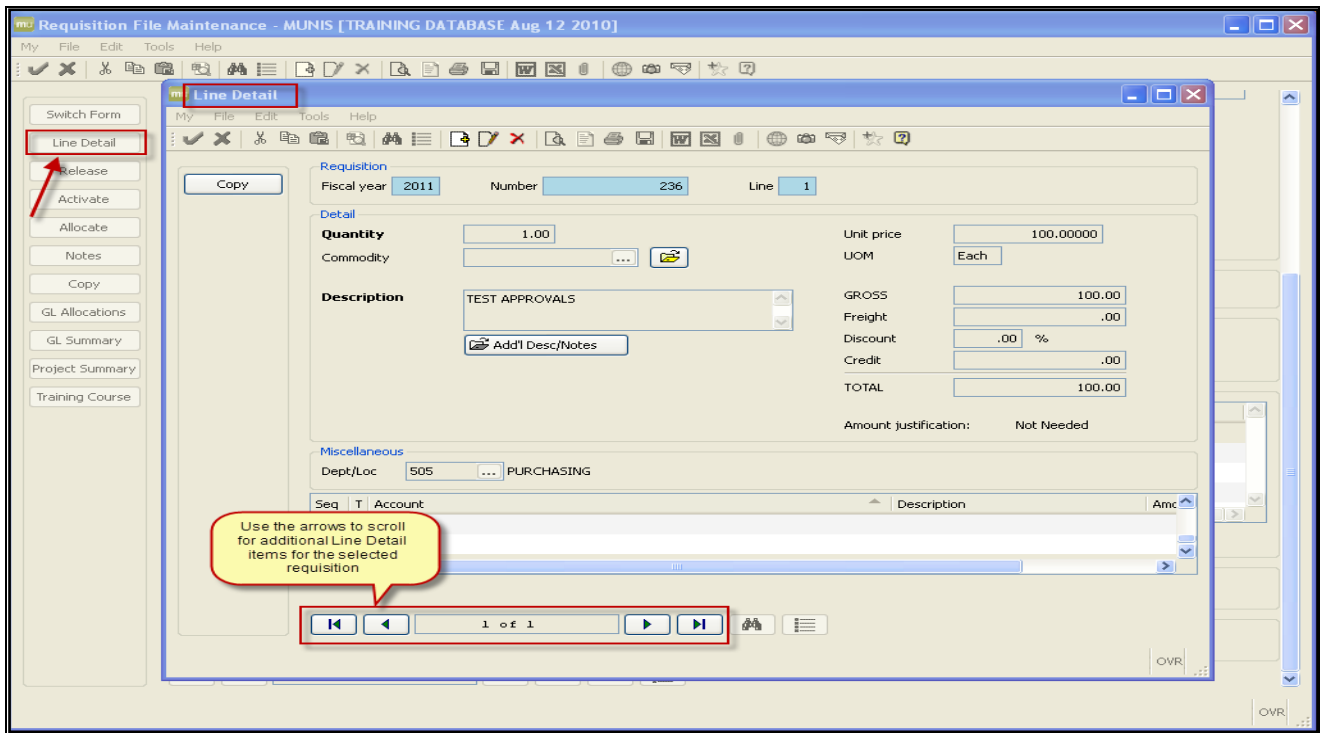
- The Requisition Approval, Hold and Rejection process can also be accomplished at this point through the Workflow Group located on the Requisition File Maintenance screen.
- Clicking the VIEW REQUISITIONS button opens the requisitions in your queue.
- Using the Navigation Bar, you can view all requisitions in your queue one at a time.
- The Workflow group contains buttons that allow a workflow approver to mimic the actions available in the Requisition Approvals – Tyler Menu program.
- The Workflow group buttons are not accessible unless you are a workflow approver for the selected requisition.
- See pages 18-21 for detailed views and instructions.

## ■ MY WORK DETAIL - “DELAYED TIME” - *REQUIRES UPDATING*

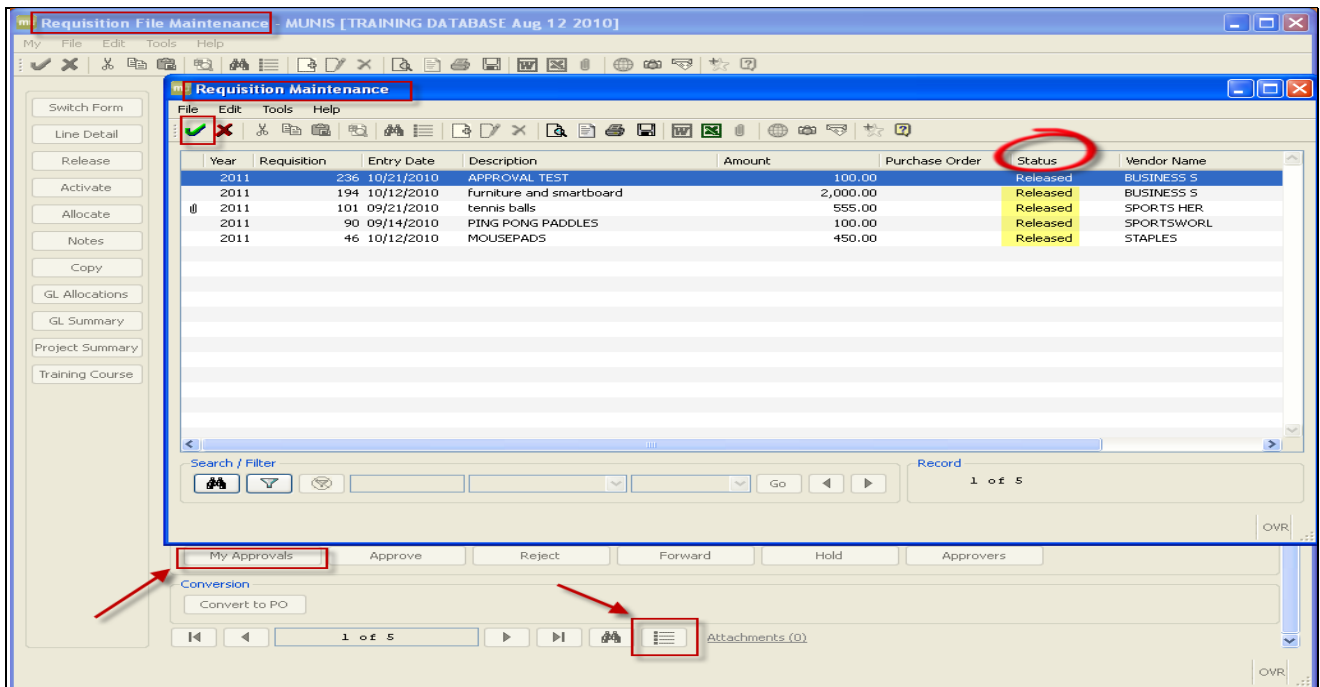
- Displays the number of approvals in your queue for approval
- Displays Notifications, if any, at your approval level
- Lists all requisitions individually at your level to approve
- Allows approvers to view details pertaining to individual requisitions, along with attachments and associated notes.



- Click refresh (circular green arrows) and click to update the information in you queue
  - You will be notified of any new items at your level for your approval

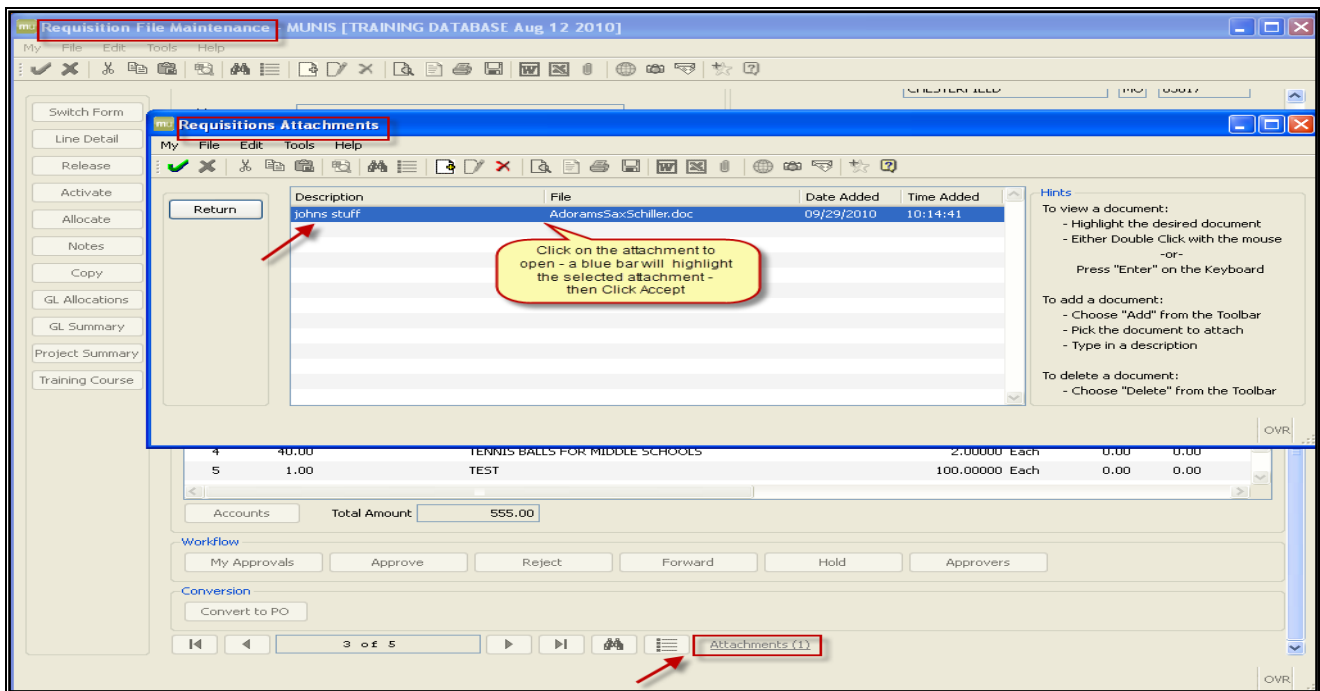
- Click OK - then Click Close
- Click the Viewer Spyglass box to view selected requisition.
  - The Requisition File Maintenance screen will open.



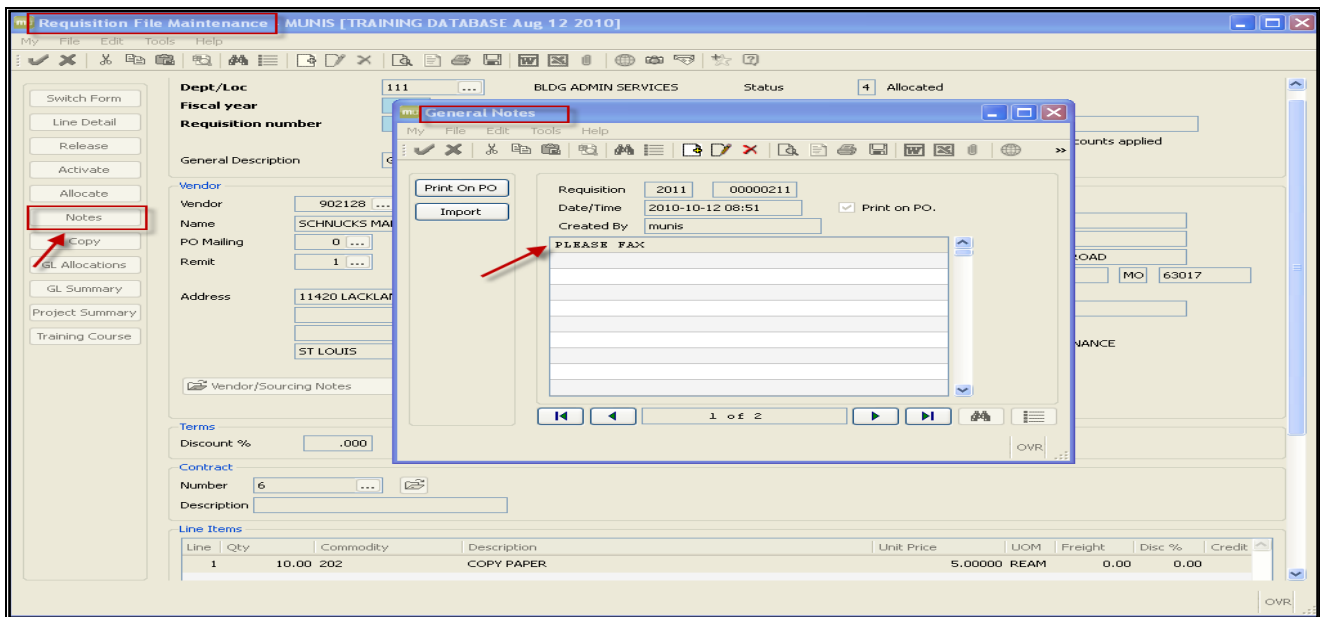
- Click Line Detail to view the details of individual requisitions.
  - Use the arrows on the Navigation Bar to scroll for additional Line Detail items for the selected requisition



- Or click  Browse to view a list of all requisitions in your queue for approval
- Click on the requisition you want open– a blue bar will highlight your selection
- Click  ACCEPT

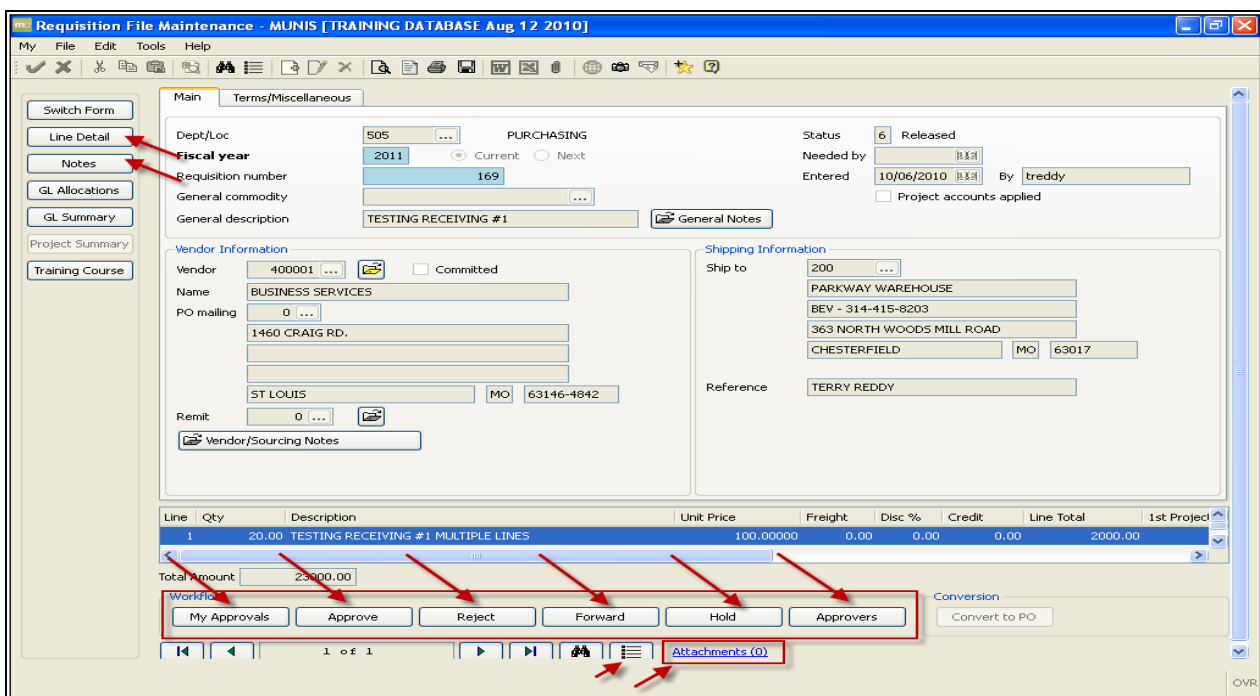


- Click **Attachments** to view any attachments associated with the current requisition.
  - The program indicates the number of attachments, if any, associated with the current requisition
- Double Click the attachment you wish to view OR
- Click on the selected attachment – a blue bar will highlight your selection
- Click ACCEPT to open
- Close attachment
- Click Return to return to the Requisition File Maintenance screen.



- Associated Notes **must** be viewed prior to approving, rejecting or placing a requisition in the hold status



- Associated notes, if any, will be indicated by a yellow highlighted folder in the General Notes field
- Click Notes (located on the left side of the screen in the Program Options group ) to display a list of ALL notes associated with the current requisition
  - the program displays a list of existing General, Rejection and Hold notes
  - this Notes field is for display only; you cannot add or update notes in this field
- to display the text associated with a specific note, double-click the list entry
- FILE/EXIT to return to the list of notes
- FILE/EXIT to return to the Requisition File Maintenance screen.



- The Workflow group, located in Requisition Entry and PO Inquiry, contains buttons that allow a workflow approver to mimic the actions available in the Requisition Approvals – Tyler Menu program.
- The program may display a warning message if there are more pending actions than can be delivered.
- The Workflow group buttons are not accessible unless you are a workflow approver for the selected requisition.

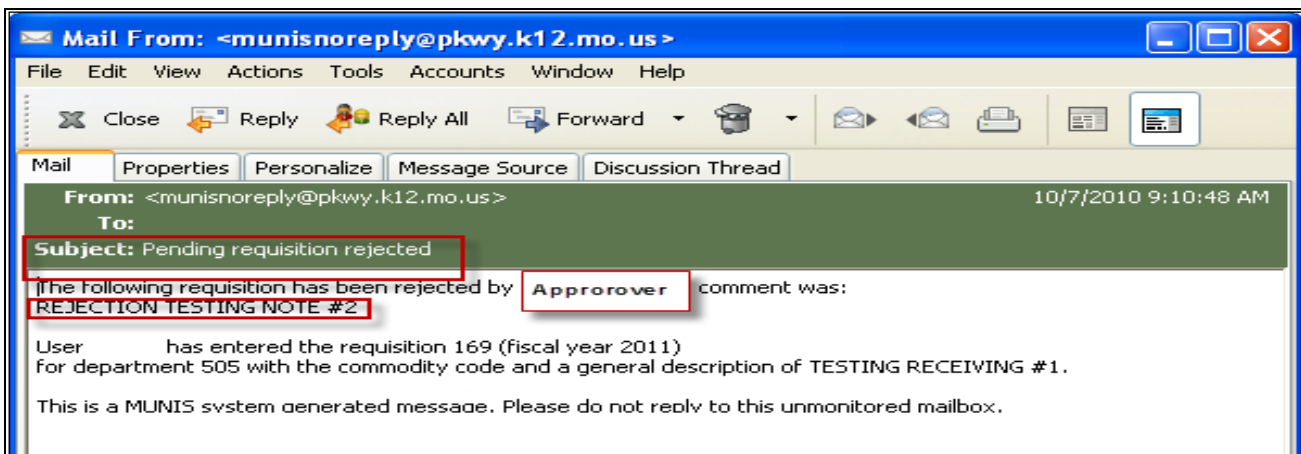
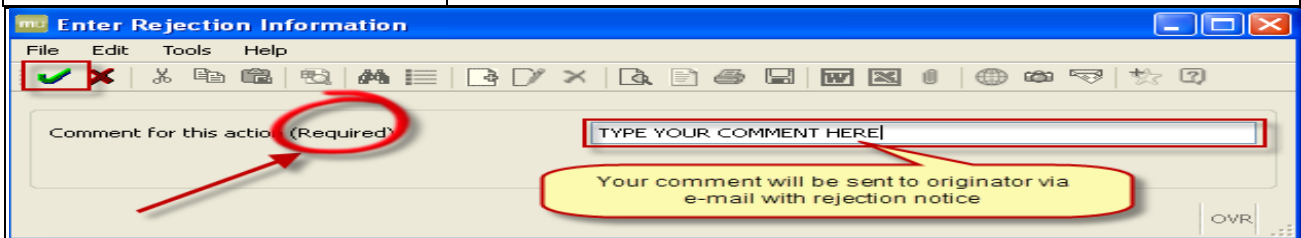
**“MY WORK DETAIL” REQUISITION APPROVAL – tab between fields – use CAPS**

**My Approvals**

1. click the My Approvals button to view the requisitions (one at a time) currently awaiting your approval
  - to view all approvals in your queue, use the arrows on the Navigation Bar (located below the Workflow Group) to scroll through the current list
2. click  Browse to display all of the requisitions currently awaiting your approval
3. click on the requisition you want to view – a blue bar will highlight your selection
4. click  Accept to open the requisition
5. FILE/EXIT to close screen


**Approve**

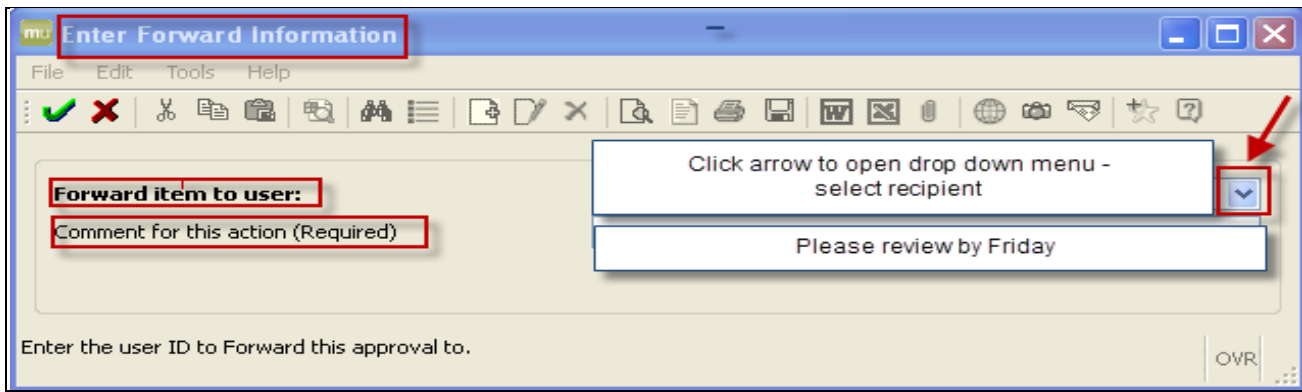
1. to view all approvals in your queue, use the arrows on the Navigation Bar (located below the Workflow Group) to scroll through the current list
2. click Approve to approve the requisition and send it to the next level for further approval and complete the action
3. File/Exit to close screen




**Reject**

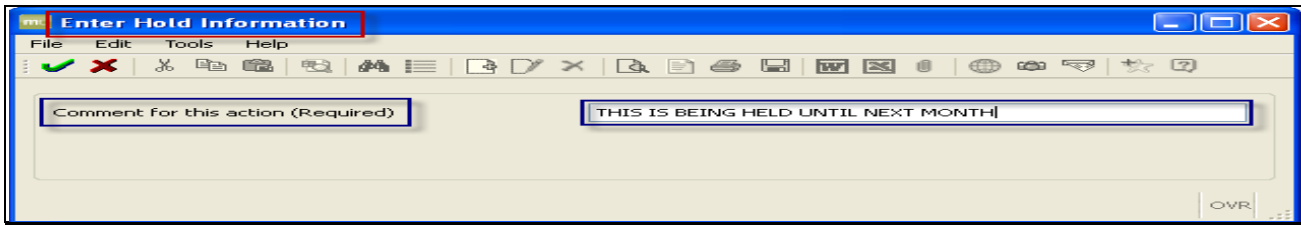
1. click Reject to send the requisition back to the originator for required changes
2. USE CAPS - enter a brief comment of explanation (required)

	<ul style="list-style-type: none"> <li>▪ the workflow notification includes the name of any person who rejected the requisition - the message reads as follows: <ul style="list-style-type: none"> <li>✓ "The following requisition has been rejected by [workflow approver]. [Workflow]'s comment was: [comment]."</li> <li>✓ User [user ID] has entered the requisition [requisition number] [requisition fiscal year] for department [department code] with the commodity code [commodity code] and a general description for [commodity description]."</li> </ul> </li> </ul> <p><b>3. click  Accept to save information and complete action</b></p> <p><b>4. File/Exit to close screen</b></p>
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<p><b>Forward</b></p>	<ol style="list-style-type: none"> <li><b>1. click <u>Forward</u> to send the requisition another approver on the list for their approval</b></li> <li><b>2. your "Turn Forwarding On" link must be "ON" to forward</b></li> <li><b>3. click drop down arrow to open the list of recipients</b></li> <li><b>4. select name of recipient</b></li> <li><b>5. USE CAPS - enter a brief comment of explanation (required)</b></li> <li><b>6. click  Accept to save information and complete action</b></li> <li><b>7. File/Exit to close screen</b></li> </ol>
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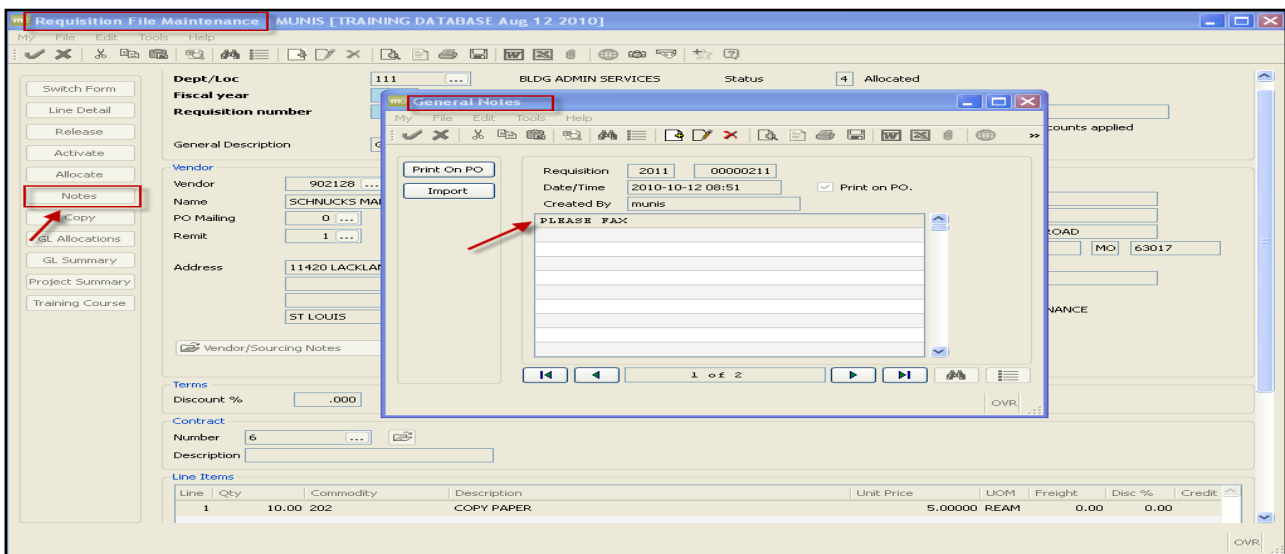


### Hold

1. click **Hold** to keep the requisition open – may be considered at a later date
2. **USE CAPS** - enter a brief comment of explanation (required)
3. click  **Accept** to save information and complete action
4. **File/Exit** to close screen

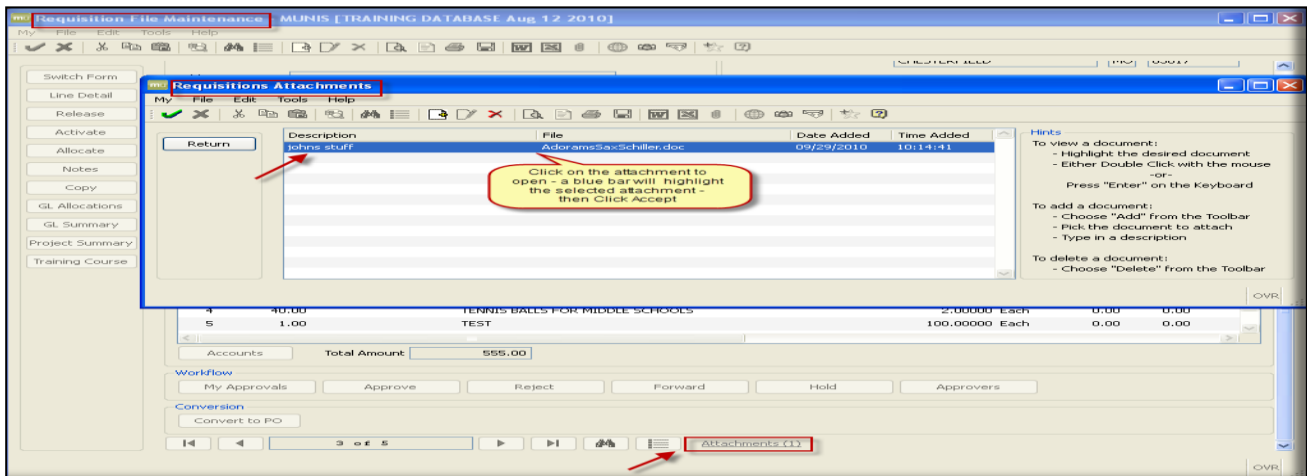
### Approvers

1. click **Approvers** to view an audit trail of approvals and the conversion of the requisition to a purchase order



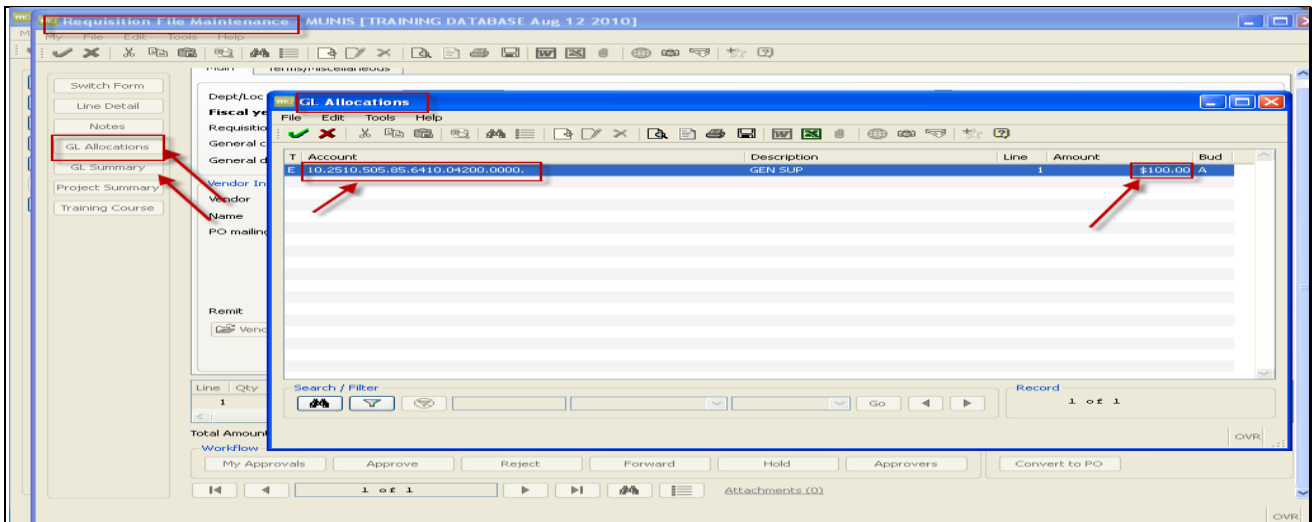
### View Notes

1. to view associated notes for specific requisitions click on **View Requisitions** on the **Requisition Approval** screen
2. click **Notes** (located on the left side of the screen in the **Program Options** group ) to display a list of the notes associated with the current requisition
  - the program displays a list of existing general and additional descriptive notes
  - the **Notes** field is for display only; you cannot add or update notes in this field
3. to display the text associated with a note, double-click the list entry
4. **FILE/EXIT** to return to the list of notes
5. **FILE/EXIT** to return to the main screen



## View Attachments

1. to view associated attachments for a specific requisition click Attachments located adjacent to the Navigation Bar
  - the number of attachments, if any, for a specific requisition will be indicated
2. the Requisitions Attachments screen will open with a list of attachments associated with the current requisition
3. to display the text associated with the attachment, double-click the list entry
4. close attachment
5. click Return to return to the Requisition File Maintenance screen

























- NOTE: the General Ledger Allocations and Summary can be viewed by clicking on the GL Allocations and GL Summary buttons located in the Program Options Group (located on the left side of the screen).

# MUNIS® Toolbar & Keyboard Quick Reference

## Objective

This document lists all the available icons on the MUNIS toolbar and provides a description and a corresponding keyboard shortcut. It also lists any other keyboard shortcuts used in common MUNIS navigation.

### MUNIS Toolbar

Icon	Definition	Keyboard Shortcut	Icon	Definition	Keyboard Shortcut
	OK/Accept	Enter/Return		Display	
	Cancel	Esc		PDF	
	Cut	Ctrl-X		Output/Print	Ctrl-P
	Copy	Ctrl-C		Save/Spool to a File	Ctrl-S
	Paste	Ctrl-V		Export to Word	n/a
	Query Wizard	Ctrl-Q		Export to Excel	n/a
	Find	Ctrl-F		Attachments	n/a
	Browse	Ctrl-B		MapLink	n/a
	Add	Ctrl-A		Tyler CM	n/a
	Update	Ctrl-U		Add to Favorites	n/a
	Delete	Ctrl-D		MUNIS Help	F1

### Add/Update Mode Navigation

**Enter** = commit transaction  
**Esc** = cancel transaction  
**Tab** = next field  
**Shift + Tab** = previous field

### Record Navigation

**Ctrl + Down Arrow** = next record  
**Ctrl + Up Arrow** = previous record  
**Ctrl + Left Arrow** = first record  
**Ctrl + Right Arrow** = last record

### Keyboard Shortcuts

**Enter** = Commit Transaction  
**Esc** = Cancel Transaction  
**Ctrl + Q** = Expression Builder  
**Ctrl + F** = Find  
**Ctrl + B** = Browse  
**Ctrl + N** = Add  
**Ctrl + U** = Update  
**Ctrl + D** = Delete  
**Ctrl + P** = Output / Print

**Space** = opens drop down combo boxes when that field is active  
**F9** = opens browse help on a data entry field when that field is active.  
**F1** = launches Help from with MUNIS programs.